General Position Information

**Job Title:** 30129 - EEO and Diversity Training Curriculum Program Manager - GS - 14

**Salary Range:** $102,663 - $157,709 (not applicable for detailees)

**Vacancy Open Period:** 11/20/2020 – 12/05/2020

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** EEOD/EEOD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant’s personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.

- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.

- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)
Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of Intelligence Community Equal Employment Opportunity and Diversity (IC EEOD) reports directly to the Director of National Intelligence and is responsible for the overall strategic management of the IC's efforts to build a more diverse and inclusive workforce. IC EEOD oversees compliance with federal laws, policies, procedures, and requirements relating to EEO. IC EEOD also develops initiatives, policies and programs, and provides guidance and consultation to diverse stakeholders. The Office of IC EEOD collects, analyzes and reports on workforce demographics and trends across multiple aspects of workforce diversity, including, but not limited to women, minorities, and persons with disabilities.

Major Duties and Responsibilities (MDRs)

- Serve as the principal resource and staff advisor to EEO-ICD leadership and provide advice on the development, implementation, and management of complex Special Emphasis Program (SEP) projects and activities aimed at increasing diversity and EEO compliance within the ODNI and/or across the IC as authorized by 29 CFR 1614 and the EEOC's MD-715.
- Collaborate with Executive leadership on grants, cooperative agreements, program interagency needs, and manage the establishment, oversight, maintenance, and sunset of and cooperative agreements supporting IC SEP activities.
- Review and analyze ODNI and IC workforce data, evaluate employment policies, practices, and procedures, identify potential employment barriers in the areas of recruitment, hiring, promotion, career development, reasonable accommodation and retention affecting the full representation of protected groups (i.e. minorities, women, and persons with disabilities), and develop viable solutions to help eliminate identified barriers to employment.
- Plan, manage, and coordinate strategic and tactical projects, plan and execute action taskings associated with assigned projects, and provide project status and reporting.
- Develop short and long range plans and strategies for utilization and expansion of grants and agreements programs and partnerships to advance EEO-ICD mission.
- Provide direction and guidance to grant recipients, sub-recipients, and other stakeholders on matters related to grant management to ensure efficient administration, cash management, internal controls, and prevention of waste, fraud, and abuse.
- Create and implement the general direction of the overall Special Emphasis Program and evaluate program effectiveness toward achieving EEO-ICD objectives.
- Participate in studies and reviews to identify possible forms of discrimination and barriers to equal opportunity in employment activities (e.g. recruitment, hiring, development, promotion, development, recognition and award, and retention).
- Develop and conduct SEP, EEO, and diversity-related training events to provide awareness, sensitivity, and understanding of the special emphasis program affecting employment of diverse groups.
- Plan, manage, coordinate, and integrate work activities, assignments, and projects with managers across the IC to ensure their understanding and the effective completion of initiatives and requirements.
• Plan, develop, and present written and oral briefings to ODNI and/or IC senior-level customers on significant and complex SEP, diversity and inclusion, and/or EEO issues; explain programs and issues to non-expert customers to ensure understanding, and tailor programs, methods, and products to ensure alignment with customer needs, to include ODNI senior leadership and the workforce.
• Ensure effective collaboration and service delivery with internal and external entities, strengthening relationships with SEP organizations and groups.
• Serve as a Contracting Officer's Technical Representative (COTR) in carrying out delegated responsibilities for the technical and fiscal oversight/management of assigned grants, contracts, and subtasks.

Mandatory and Educational Requirements

• At least one year of progressively responsible professional Equal Employment Opportunity experience comparable to next lower level in this occupation.
• Bachelor's degree or equivalent experience as determined by mission specialty area.
• Must have COTR certification or must be able to complete a COTR certification within six months of hire.

Desired Requirements

• Extensive knowledge of program management, analytic, and critical thinking skills, including a superior ability to conduct program assessments, identify needs and requirements, and develop recommendations for the successful implementation of EEO and Diversity programs.
• Demonstrated programmatic knowledge by an ability to articulate a program plan with clear and measurable milestones and metrics.
• Extensive knowledge of the IC, mission, objectives, and policies related to human capital plans and organizational mission.
• Extensive knowledge of topics within the IC, other governmental agencies, and industry.
• Demonstrated ability to work effectively with cross-IC teams; build and sustain professional relationships and exert influence effectively at all levels within and across organizations; superior ability to lead cross-IC team initiatives and encourage information sharing.
• Demonstrated ability to communicate clearly, both orally and in written reports, and to logically analyze, synthesize, and evaluate multiple sources of information for their inclusion in training programs, briefings, and written documents.
• Demonstrated ability to manage strategic and tactical level topics and develop innovative recommendations and solutions.
• Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on EEO programs and issues; superior use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.
• Demonstrated organizational and interpersonal skills to facilitate diverse fora, manage competing priorities, and advocate new ideas/concepts/processes; demonstrated ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.
• Demonstrated ability to develop effective professional and interpersonal relationships with peers and colleagues in the Office of the Director of National Intelligence (ODNI), the IC, and U.S. Government and to earn their confidence and trust.
• Demonstrated ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development of all levels of personnel.
• Demonstrated skill in negotiating and consulting and superior judgment in applying principles to identify and solve problems.

**Key Requirements and How To Apply**

**Internal ODNI Candidates:**

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Internal ODNI Cadre Candidates must submit an application through the classified JobsDNI website. For current employees who do not currently have access to internal systems, applications should be sent to either DNI COO_TFM HR OPS TEAM B WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to zackern@dni.ic.gov (Natalia Z.), burgeal@dni.ic.gov (Alisa B.) in lieu of the group address above.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

**Current Federal Employees Applying for a Detail Assignment:**

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.

Applicants from federal agencies outside the IC must provide:

a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.

f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to zackern@dni.ic.gov (Natalia Z.), burgeal@dni.ic.gov (Alisa B.) in lieu of the group address above.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

**All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-1318.

**What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

**Agency Contact Information**

ODNI Recruitment; Phone: 301-243-1318; Email: Recruitment_TeamB@dni.gov

**Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE
ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE ‘HOW TO APPLY’ SECTION ABOVE.