



General Position Information

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

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

Vacancy Open Period: 10/02/2020 – 10/17/2020

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-15 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)

- Plan, develop, and manage complex diversity projects or programs that may include IC or ODNI Equal Employment Opportunity (EEO) Services, diversity policy development, diversity outreach, diversity strategy development, and diversity analysis and metrics.
- Plan, manage, and coordinate strategic and tactical projects, plan and execute action taskings associated with assigned projects, and provide project status and reporting.
- Plan, design, and develop curriculum content, training materials, training modules, and teaching aids in support of IC EEOD programs and activities for building a more diverse and inclusive workforce.
- Plan, manage, coordinate, and integrate work activities, assignments, and projects with managers internal to the ODNI and/or across the IC to ensure their understanding and the effective completion of initiatives and requirements.
- Expert in the foundational knowledge of human capital plans and organizational mission.
- Create assessments and evaluation criteria for IC EEOD training programs and activities, determining workforce impact.
- Research, design, and deliver IC EEOD training to ODNI and IC-wide audience, tailoring training to target audience ranging from junior to senior level personnel.
- Plan, manage, and execute periodic reviews of all IC EEOD in-person and web-based training to assure relevancy and policy compliance.
- Establish and maintain cohorts groups, design and lead workshops and study groups, to include facilitation or other means of adult learning.
- Establish and sustain training compliance and accreditation process, to include creating and maintaining documentation for all training activities, to include binders, syllabi, textbooks.
- Initiate and maintain a catalog and inventory of IC-wide training courses related to EEO and Diversity topics.
- Serve as a diversity consultant to ODNI leadership and provide advice on the development, implementation, and management of complex diversity programs and activities aimed at increasing diversity and EEO compliance within the ODNI and/or across the IC.



- Establish, sustain, and advance training activities within and beyond the IC to ensure long term strategy development of building a more diverse and inclusive workforce is informed by best practices from the U.S. Government, industry, and foreign partners.
- Serve as a liaison between ODNI diversity and ODNI and/or IC EEO/diversity organization leadership; listen to the needs of the organizations, including ODNI directorates as appropriate, and provide counsel and guidance that enables them to tailor diversity programs, methods, and procedures to ensure they fully meet client needs and their overall diversity objectives and/or ODNI's diversity needs.
- Manage and provide logistical and administrative support for training events and coordinate with external vendors, training developers and creators, and presenters to deliver course content.
- Plan, develop, and present written and oral briefings to ODNI and/or IC senior-level customers on significant and complex 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.
- Deliver training, guidance, advice, and/or consultation to members of the ODNI workforce regarding EEO compliance requirements, rights and responsibilities, and other matters within the office's organizational jurisdiction, if appropriate.
- Cultivate and maintain productive working relationships with colleagues, diversity experts, and ODNI senior leadership to share information of interest, explain the specifics of diversity and/or EEO programs and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.

Mandatory and Educational Requirements

- Minimum of five (5) years demonstrated proficiency in designing, building, and deploying learning modules using real-time technology.
- Bachelor's degree or equivalent experience as determined by mission specialty area (Master's degree preferred).

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

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_TM_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.



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

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 EEOC 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.**