



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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

General Position Information:

Job Title: Chief of IC Diversity, Equity, and Inclusion

Position Number: 31054

Position Grade: GS-15

Salary Range: \$122,530-\$172,500 (not applicable for detailees)

Vacancy Open Period: 10/07/2021-10/22/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/IC DEI

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 up to one grade below may apply.

- For a cadre assignment:
 - Current Internal ODNI cadre.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or up to one grade below 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 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 IC Diversity, Equity, and Inclusion (DEI) Office reports directly to the Director of National Intelligence and is responsible for the overall strategic management of the IC's efforts to build a diverse and inclusive workforce and to ensure that equity is a core part of management and policy-making processes. The IC DEI Office will develop policies and programs, and provide guidance and consultation that impact the representation of women, minorities, and persons with disabilities.

Major Duties and Responsibilities (MDRs):

Advise the Director of National Intelligence and Principal Deputy Director of National Intelligence on diversity, equity, and inclusion.

Lead the development and implementation of an IC Strategy to Advance Diversity, Equity and Inclusion as a national security imperative.

Provide oversight of the implementation of a congressionally mandated annual report on hiring and retention of women, minority, persons with disabilities and other related reports.

Initiate and administer diversity strategies, initiatives, policies, and alternatives to increase the representation of women, minorities, and employees with disabilities and improve diversity in its broadest context (e.g. cultural backgrounds, language proficiencies, foreign travel experience, etc.) across the IC.

Identify equity, diversity, and inclusion issues; evaluate alternatives; and recommend innovative solutions to complex issues surrounding the implementation of equity, diversity, and inclusion best-practices and systemic problems throughout the IC.

Lead the research, development, and implementation of new studies, programs, policies, and training to promote equity, diversity and inclusion throughout the IC.

Collaborate on the development and organization of training and facilitate workshops and seminars on equity, diversity and inclusion best practices, as needed.

Develop and sustain relationships throughout the IC, other federal and state government agencies, community/civic groups, foundations, academia, and private industry to promote the IC as an equal opportunity employer.

Oversee the assessment of equity, diversity, and inclusion programs; provide updates to IC senior managers, US Congress, and other Federal regulatory agencies and stakeholders.

Represent the DNI, or Office on related fora and conduct ongoing collaboration and outreach with stakeholders and partners across the ODNI, IC, Department of Defense, United States Government and oversight organizations (e.g. Congress and OMB), as needed to meet mission objectives.



Prepare findings, reports, briefing papers, and other written materials as related to diversity, equity, and inclusion.

Lead the development of policy proposals for IC directives or legislative amendments to advance diversity, equity, and inclusion programs and goals.

Lead, manage, and direct a professional staff, evaluating performance, collaborating on goal-setting, and providing feedback and guidance regarding personal and professional development opportunities.

Mandatory and Educational Requirements:

Expert knowledge of and practical, hands-on experience with the application of Federal EEO and diversity laws, regulations, policies, and practices. Expert understanding of government Diversity Guidelines and Management Directives (MD - 715), and diversity best practices.

Ability to research and interpret legislation and guidance affecting EEO and diversity in the IC.

Strong track record of managing IC-wide programs, initiatives, workshops and activities, and the ability to direct both government and contract personnel.

Demonstrated knowledge of the IC missions, cultures and organizations.

Strong analytic, strategic, and critical thinking skills, including the ability to conduct operational assessments, to identify needs and requirements, and to develop non-linear process and improvement recommendations for implementation within the ODNI and across the IC.

Superior oral and written communication skills, including ability to clearly convey complex information and ideas to all levels of management.

Demonstrated positive working relationships and the ability to resolve internal and external conflicts and disputes at the lowest level possible, as quickly as possible. Expert leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance, and support personal and professional development of all levels of personnel.

Key Requirements and How to Apply:

Internal ODNI Cadre 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. **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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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_hrm_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@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 HOYLEGR@dni.ic.gov (*Greta H.*) in lieu of the group address above.

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 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.

WHERE TO SUBMIT: Applications should be sent to DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to HOYLEGR@dni.ic.gov (*Greta H.*) in lieu of the group address above.

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.

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.

To verify receipt of your application package **ONLY**, you may call 703-275-3300.



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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: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov

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 703-275-3900 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.**