



**General Position Information**

**Job Title:** 77771 - IC CAE Program Manager - GS-15

**Salary Range:** \$134,789 - \$164,200 (not applicable for detailees)

**Vacancy Open Period:** 1/02/2019 – 1/30/2019

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** CHCO/ROO

**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**

\*\*\*\*\***MULTIPLE POSITIONS ARE AVAILABLE**\*\*\*\*\*

This is an opportunity for:

- An internal or external 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 as 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.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
  - Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)



- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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 the Chief Human Capital Officer (CHCO) supports the Office of the Director of National Intelligence by establishing and overseeing the implementation of the full range of Human Capital programs, processes, and policies. The CHCO has established the Strategic Human Capital Plan for the Intelligence Community (IC) that deals directly with talent, performance, and leadership to attract, engage, and unify an innovative and results-focused workforce in support of the National Intelligence Strategy—and ultimately the security of our nation. Following the IC Strategic HC Plan, the Office of the CHCO develops and implements policies, practices, and processes that leverage commonality across the IC and maximizes the strengths of individual agencies.

## **Major Duties and Responsibilities (MDRs)**

- Managing, leading, and overseeing a staff in the development and management of the complex IC CAE program that often requires generating new concepts, principles, and methods to ensure their successful implementation within the Intelligence Community (IC).
- Perform business and resource planning and developing and delivering programs and capabilities that improve service delivery and maximize impact on the ODNI and IC mission and solicits and monitors performance and feedback.
- Advise IC and ODNI senior leadership on the development, implementation, and management of the IC CAE program which are based upon ambiguous guidelines requiring extensive interpretation, and ensure program is aligned with and directly supports the IC's strategic mission objectives.
- Manage all activities related to grants monitoring and execution.
- Serving as an expert liaison; listening to and understanding the needs of the organizations and tailoring IC CAE programs, methods, policies, and procedures to ensure they fully meet the organization's needs and overall mission.
- Oversee, lead, or manage staff in planning, developing, and presenting expert, authoritative written products and oral briefings to customers at all levels on significant IC CAE issues; ensure



that written products and oral briefings are tailored to and in alignment with overall IC or ODNI mission objectives and customer needs.

- Leading a team providing direction in program planning, design, development, and implementation of the IC CAE program.
- Leading and guiding staff in conducting formal analyses of the strengths and weaknesses of the IC CAE program that requires isolating and defining unknown conditions, resolving critical problems, or developing new concepts and methodologies that are of major significance to IC or ODNI senior leadership and mission success.
- Leading and overseeing staff in the development of strategic and tactical plans to support IC CAE program initiatives; guiding and leading staff in the development, implementation, and evaluation of the IC CAE program in response to IC or ODNI directives and/or mission requirements.
- Leading, cultivating, and maintaining productive working relationships with IC CHCO leadership, colleagues, HR experts, and ODNI senior leadership to share information of interest, explain the specifics of the IC CAE program and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.
- Leading a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.
- Incorporating effective management techniques to motivate, mentor, and promote a culture of knowledge sharing and teamwork.
- Work may require full range of COTR duties.

## **Mandatory and Educational Requirements**

- Mastered the art of HC principles, concepts, regulations, practices & expert consultative skills sufficient to conceive, plan & manage HC functions for critical large scale ODNI &/or IC programs.
- Extensive experience working with schools & communities.
- Demonstrated success in process improvement, change management & the capability to manage the success of individual educational programs.
- Connoisseur of Federal, IC &/or ODNI HC, HR & Grant regulations, policies & unique authorities in order to address organizational/business issues & questions.
- HC subject matter hotshot in one or more of: EEOD, HC Information Management, HC Strategy & Policy, Learning & Development, Organizational Design, Performance & Effectiveness, Talent Acquisition.
- Develop & effectively manage complex projects, assessing customer requirements, identifying dependencies & managing & mitigating risks.
- Motivated, driven & have expert program management, analytic & critical thinking skills, including a superior ability to conduct program assessments, identify needs & requirements & develop process improvement recommendations for the successful implementation of HC programs.



- Communicate clearly, write well & speak eloquently.
- Can explain just about anything to anyone & comfortable communicating in writing & on the phone.
- Have diligent use of tact when expressing ideas or opinions to senior leaders, customers, contractors & other stakeholders.
- Enjoy working independently with little direction as well as within a team to advance the team's goals.
- Specialize in mentoring junior colleagues & utilize strong organizational & interpersonal problem solving skills.
- Thrive on establishing regular contact with high-level internal & external resources & customers, supplying or seeking information on HC programs & issues.
- Have an unrivaled ability to listen to, clarify & convey an understanding of others' ideas, comments & questions & integrate & build upon diverse opinions in a manner that encourages the formation of integrated solutions & positions.
- Expert ability to direct taskings, assess & manage performance, collaborate on goal setting & support personal & professional development of all levels of personnel.
- Have comprehensive qualitative & quantitative analytical skills necessary to collect data, analyze it & develop substantive reports. Have knowledge of COTR concepts & principles.

## Desired Requirements

- Experience: Have 15 years of progressively responsible experience in Program Management.
- Education: Bachelor's degree in HR/HC or HR/HC related field (Human Resources, Business Administration, Industrial and Organization Psychology, Training and Development, Workforce Analytics, or related discipline).
- Certifications/Licenses: COTR Certification as applicable.

## 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 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.



- 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:** Applications should be sent to either [DNI-MSD-HR-RR-Team B WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.), and [perryad@dni.ic.gov](mailto:perryad@dni.ic.gov) (Adriane P.) 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.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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 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.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team B WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.), and [perryad@dni.ic.gov](mailto:perryad@dni.ic.gov) (Adriane P.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.



# 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

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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.
- 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.
- 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-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.), and [perryad@dni.ic.gov](mailto:perryad@dni.ic.gov) (Adriane P.) 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 301-243-9040.

**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: 301-243-9040; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> if you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. 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.**

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