



General Position Information

Job Title: BF055 - Systems Analyst - GS-15

Salary Range: \$114,590 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 3/26/18 – 3/25/19

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: SRA/PR

Duty Location: McLean, VA

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, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

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.



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- 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.

***** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.*****

Component Mission

The Assistant Director of National Intelligence for Systems and Resource Analyses (ADNI/SRA) is the principle staff assistant and advisor to the Director of National Intelligence (DNI) on matters pertaining to program analyses, evaluation, and resource allocation through independent analyses and advice relevant to the National Intelligence Program (NIP) and the Military Intelligence Program. As the principle advisor to the DNI on these matters, the ADNI/SRA analyzes, evaluates, and provides alternative plans, programs, and budgets for DNI priority objectives, projected threats, estimated costs, and resource constraints.

Major Duties and Responsibilities (MDRs)

- Lead, plan, and design major analytic and evaluative studies and reviews of cross-cutting Intelligence Community (IC) issues and programs to identify investment alternatives for Director of National Intelligence (DNI) decision.
- Lead, plan, and apply knowledge of a broad range of systems analysis and statistical methods to assess current and proposed IC programs and make recommendations on how to improve program effectiveness.
- Provide strategic guidance and leadership in successfully managing and aligning multiple projects, capabilities, and investment strategies to improve the efficiency and effectiveness of IC-wide operations.
- Lead, direct, and manage the application of high-level scientific research methods, analytical techniques, and other methodologies in order to develop analysis that informs major decisions within the Office of the Director of National Intelligence (ODNI) and the IC.
- Oversee, manage, and guide the development of systems analysis and statistical methods to assess current and proposed programs and propose alternative courses of action or solutions to promote improved functionalities.
- Direct, oversee, and, conduct in-depth analysis of portfolios to ensure alignment with organizational objectives, ODNI and IC policies, and guidance from Office of Management and



Budget, Congress; present findings, conclusions, options, and recommendations to ODNI senior management

- Lead, design, and implement appropriate analysis, studies, investigations, and examinations of ODNI and IC programs and plans; construct and use simulation models, organize analysis teams and conduct analyses, and prepare written reports and briefings documenting these technical efforts.
- Lead, plan, and develop background papers, talking points and other analytic products to support IC senior leadership to make informed programmatic decisions.

Mandatory and Educational Requirements

- Expert knowledge of the IC and its components, missions, and interrelationships, including the ability to lead broad-based teams regarding key IC issues.
- Superior interpersonal, technical, and analytical skills required to effectively manage sensitive issues and expert ability to plan, lead, and implement complex technical projects.
- Superior ability and/or academic background in systems engineering, operations research, systems analysis or modeling and simulation.
- Expert experience in at least one of the following: developing and applying quantitative and qualitative methodologies for decision support, systems analysis approaches to identifying and evaluating alternatives, or development of quantitative metrics for complex issues.
- Superior oral and written communications skills, including ability to clearly convey complex information and ideas at all levels of management.
- Superior ability to lead and promote the development and use of a broad range of analytical tools and approaches to research, analyze, and present findings, conclusions, and recommendations (systems analysis, statistical methods, simulation modeling, etc.).

Desired Requirements

- Expert knowledge of and experience with any of the following: programmatic management, financial management, strategic planning, or performance management.
- Superior program management, analytic, and critical thinking skills, including superior ability to conduct program and management assessments, to identify needs and requirements, and to develop non-linear process improvement recommendations for implementation across the IC. Expert knowledge of and experience with the IC analytic organizations' structures, missions, priorities, and resources.
- Superior ability to identify emerging trends and strategic issues and incorporate these in developing strategic plans for the organization.
- Expert knowledge of intelligence production and analytical methodologies, including strategic gaming, employed in the strategic forecasting/futures domain.



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 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.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to longvj@cia.ic.gov (Vincent L.), mccreaz@cia.ic.gov (Zina M.), and handleo@cia.ic.gov (Owen H.) 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.

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.



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- 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.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to longvj@cia.ic.gov (Vincent L.), mccreaz@cia.ic.gov (Zina M.), and handleo@cia.ic.gov (Owen H.) 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 703-275-3799.

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: 703-275-3799; Email: Recruitment_TeamA@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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.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**



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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.