



General Position Information

Job Title: Resource Analyst

Position Number: CFO12

Position Grade: GS-14

Salary Range: \$126,233 - \$ 164,102 (not applicable for detailees)

Vacancy Open Period: 01/13/2022 – 01/28/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/ICCFO

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, 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 of the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees at the same grade of the advertised positions 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 the Chief Financial Officer (CFO) leads the development, negotiation, and presentation of the National Intelligence Program (NIP) budget to the President and the Congress. The CFO's three main responsibilities include resource management (budget analysis, formulation, justification, and execution), performance planning and evaluation, and financial management improvement.

Major Duties and Responsibilities (MDRs)

Lead and support collaborative resource analysis on country, mission and intelligence capabilities for IC CFO processes and products. Identify key intelligence program, mission, and resource issues, evaluate alternatives, and provide structured recommendations (including, but not limited to, options for administrative and legislative action) to IC leadership in accordance with IC policies and procedures, and viewpoints from key stakeholders.

Interface and collaborate with the IC component Resource Managers, internal and external organization staffs to ensure program and budget recommendations to IC and Department of Defense (DoD) senior leadership are fully coordinated and satisfy priority requirements.

Initiate, cultivate, and maintain productive working relationships with peers across the ODNI staff, IC program elements, Department of Defense (DoD), and Office of Management and Budget (OMB), to collaborate and coordinate on IC strategic priorities, issues/opportunities, and inter-organizational dependencies. Ensure intelligence resources are aligned with national strategies.

Participate in IC-wide working groups, committees, and technical meetings as required and provide expert advice and resource guidance as appropriate.

Support performance assessments of the IC's progress against Community-wide priorities and strategic objectives to determine how well the IC is postured for future environments.

Plan and prepare briefings, reports, and presentations to organizational leadership, senior policymakers, and senior U.S. Government officials and provide expert analysis and recommendations that ensure IC strategic plans and programs align with strategic objectives.

Assist in the development and application of advanced analytic methods and techniques to improve data collection and data analysis across the spectrum of mission, country and capabilities.

Identify, interpret and assess impacts of Executive or Congressional language on planned or existing resources affecting program activities and attainment of mission objectives.



Participate actively in development of strategic guidance (e.g. National Intelligence Strategy, Consolidated Intelligence Guidance, fiscal guidance, etc.) for IC programs and activities.

Lead/collaborate on the review and editing of IC element budget resource justification materials that IC CFO produces for Congress.

Provide substantive input to, and lead as required, the development of Congressional budget testimony, responses to Congressional inquiries, Questions for the Record, Congressionally Directed Actions, and letters, memoranda and reports regarding program, budget and execution issues.

Mandatory and Educational Requirements

Expert knowledge of budget formulation, programming, and budget execution processes for IC programs, a defense agency or a military service.

Demonstrated ability to independently analyze large and complex national-level programs and missions; demonstrated ability to apply analytic, diagnostic and qualitative techniques, conduct independent research, filter and synthesize data to produce high-quality analysis and recommendations, often on a quick-turn basis.

Superb written and verbal communication skills, with demonstrated ability to (1) logically analyze, synthesize, evaluate, and present recommendations in briefings and written documents; and (2) communicate complex issues and information to generalists, specialists, and senior leaders.

Demonstrated interpersonal, organizational, critical thinking, and creative problem-solving skills, and success working with individuals at senior levels of the IC and government in justifying, defending, negotiating, and resolving significant and controversial issues.

Demonstrated ability to consider and assess intent of policies and legislation on achievement of strategic objectives; demonstrated ability to resolve conflicting objectives and requirements resulting from overlapping or conflicting goals.

Demonstrated ability to execute senior-level guidance and manage competing priorities in a fast-paced environment.

Extensive knowledge of IC missions and programs; experience with or exposure to the Federal budgeting process.

Demonstrated ability to work effectively both independently and in a team or collaborative environment, and mentor less experienced colleagues.

Proactive initiative in carrying out responsibilities.

Experience examining program/project successes and failures and making recommendations to improve performance.

Ability to balance responsibilities among program/project activities; ability to manage transitions effectively from task to task, adapting to multiple stakeholder needs.

Ability to identify emerging trends and strategic issues and incorporate these in developing strategic plans and recommendations.

Leading teams of peers to come reach consensus or come to a set of agreed-upon alternative recommendations for senior leader decisions



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_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov or DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

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 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.



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- 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: *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either DNI_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov or DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system).

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.

The Office of the Director of National Intelligence (ODNI) requires its employees to be fully vaccinated against COVID-19 pursuant to Executive Order 14043 of the President of the United States. As required, Federal employees must be fully



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vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, etc), with exceptions only as required by law.

If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with ODNI, if after November 22, 2021. ODNI will provide additional information regarding what information or documentation will be needed and how you can request a legally required exception from this requirement. All employees requesting either a medical or religious exception, must follow the Guidelines from the Office of Personnel Management and/or Safer Federal Workforce Task Force.

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 Reasonable Accommodation 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.**