



General Position Information

Job Title: C0026 - Diversity Program Manager – GS-14

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

Vacancy Open Period: 01/05/2021 - 01/20/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: COO/HRM

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 candidates 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 or up to 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 up to 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.

Component Mission:

The Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

Major Duties and Responsibilities:

- Plan, develop, and manage complex diversity projects or programs that may include, ODNI 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.
- Establish controls and develop processes to monitor the dissemination of information, continually improving and maintaining suspense database systems; maintain records and manage information in compliance with regulations and sensitive compartmentation.
- Plan, manage, coordinate, and integrate work activities, assignments, and projects with managers internal to the ODNI to ensure their understanding and the effective completion of initiatives and requirements.
- 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 within the ODNI.
- Plan, develop, and deliver diversity programs for the ODNI workforce that enable and enhance collaboration, integration, and operational capability across the ODNI.
- Serve as a liaison between the ODNI diversity program and other IC element diversity programs as well IC wide diversity efforts.
- Provide leadership to, and serve as an ODNI liaison to, advisory groups across the IC.
- Collaborate, plan, develop, and implement an ODNI Diversity Strategic plan, as appropriate, linking major goals, objectives and measures to IC level strategies.
- Plan, develop, and present written and oral briefings to ODNI and/or IC senior-level customers on significant and complex diversity and inclusion 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 diversity and inclusion.
- Cultivate and maintain productive working relationships with colleagues, diversity experts, and ODNI senior leadership to share information specifics of diversity and inclusion.
- Other duties, as assigned.



Mandatory Requirements:

- Extensive knowledge of the ODNI and IC element mission, organization, collection, and production responsibilities, as well as ODNI and IC administrative policies, procedures, and authorities.
- Extensive knowledge and experience in Diversity program functions; demonstrated research, planning, and organization skills, and demonstrated ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail.
- Extensive knowledge of Federal Diversity laws, regulations, policies, and practices and as well as a demonstrated understanding of US government Diversity and Management Directives (MD-110, and MD-715), and diversity best practices; demonstrated ability to research and interpret legislation and guidance affecting diversity and inclusion in the ODNI.
- Extensive understanding of the nature and causes of institutional barriers to diversity; extensive knowledge of personnel management principals, in general.
- Extensive program management, analytic, and critical thinking skills, including demonstrated ability to conduct program assessments, identify needs and requirements, and develop recommendations for the successful implementation of diversity and inclusion programs.
- Demonstrated management skills to plan, organize, implement, evaluate, and allocate resources.
- Demonstrated ability to work effectively across the ODNI and/or the IC with cross-IC diversity teams; build and sustain professional relationships and exert influence effectively at all levels within and across organizations; demonstrated ability to lead ODNI team initiatives and/or cross-IC team initiatives and encourage information sharing.
- Demonstrated ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Demonstrated ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal problem solving skills.
- Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on diversity programs and issues; demonstrated use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.
- Demonstrated ability to listen to, clarify, and convey an understanding of others' ideas, comments, and questions, and integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions
- Demonstrated ability to assess and manage taskings, collaborate on goal setting, and support personal and professional development of all levels of personnel.
- Demonstrated skill in negotiating and consulting and superior judgment in applying principles to identify and solve problems.

Desired Requirements:

- Education:
- Bachelor's degree, or equivalent studies.



Certifications/Licenses:

- Must have Selective Certification or must be able to complete a Selective Certification within six months of hire.

Key Requirements and How to Apply

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.
- 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 (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. Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and mccreaz@dni.ic.gov (*Zina M.*) 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:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- 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.



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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

- 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.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HRM_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith P.*) and mcreaz@dni.ic.gov (*Zina M.*) 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_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 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.**