



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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**Job Title:** Human Capital Services Manager

**Position Number:** EC031

**Position Grade:** GS-15

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

**Vacancy Open Period:** 06/16/2021 – 07/14/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** PC/HC

**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 GS-15 and one grade below the advertised position 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:



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- Current Federal Government employees. (Current GS employees in the grade of GS-15 and one grade below the advertised position 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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

## Major Duties and Responsibilities (MDRs)

- Lead and oversee the IC human capital program.
- Advise the IC on workforce planning activities, be the liaison with the IC on human capital requirements, and IC wide workforce initiatives.
- Plan, develop, and manage complex HC projects or programs that may require generating new concepts, principles, and methods to ensure their successful implementation within the IC.
- Advise IC and ODNI leadership on HC programs, ensuring programs are aligned with and directly support the IC's strategic mission objectives.
- Develop project management to support HC program initiatives and workforce assessments in support of the IC mission.
- Serve as a liaison; listen to and understand the needs of the organizations and tailor HC programs, methods, policies, and procedures to ensure they fully meet the organization's needs and overall mission.
- Plan, develop, and present written and oral briefings on significant HC issues supporting the IC mission.
- Provide direction to ODNI and/or IC managers in program planning, design, development, and implementation in strategic workforce planning; data analysis, and reporting;
- Cultivate and maintain productive working relationships with IC HC leadership, colleagues, HR experts, and ODNI senior leadership to share information of interest, explain the specifics of HC programs and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant issues.

## Mandatory Requirements

- IC Human Capital (HC) follows a matrix-management approach to organization and mission. Each person has a primary supervisor and group, but participates in other office initiatives according to their skill sets and mission needs.
- Extensive knowledge of other Human Capital Programs such as Organizational Design, Talent Management, Manpower Planning, workforce budget analysis, and policy development.
- Knowledge of Human Capital systems and data, program management, and contract principles.



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- Knowledge of other Human Capital Programs such as Organizational Design, Talent Management, Manpower Planning, workforce budget analysis, and policy development.
- Demonstrated expert ability to communicate, both verbally and in writing. Presents information in a clear, concise manner that meets the needs of diverse audiences with different perspectives, and encourages the formation of integrated solutions and positions. Able to develop and deliver briefings to senior leaders and staff.
- Demonstrated strong organizational and interpersonal problem solving skills, and ability to work effectively both independently and in a team environment. Demonstrated ability to establish regular contact with senior leadership and customers, supplying or seeking information on programs and issues.
- Demonstrated program management, analytic and critical thinking skills, including the ability to conduct program assessments, identify needs and requirements.
- Superior oral and written communication skills and demonstrated success conveying complex information to IC senior leaders and managers, and Congressional staffers.

## Desired Requirements

- Knowledge and experience with HC principles, concepts, regulations, and practices, and demonstrated consultative skills sufficient to plan and manage HC functions for large-scale ODNI and/or IC programs.
- Knowledge of the Office of the Director of National Intelligence and the larger Intelligence Community mission, operations, tradecraft and capabilities.
- Demonstrated capability to effectively manage HC projects, assess customer requirements, identify dependencies, recommend improvements, and mitigate risks.

## 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](#).*

### 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



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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 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.
- 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-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system). Applicants experiencing technical issues should contact the HR POC for guidance. 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.

## **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 Team B; Phone: 301-243-1318

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.



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**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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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.**