General Position Information

Job Title: Data Management Officer

Position Number: EC037

Position Grade: GS - 14

Salary Range: $103,690 – $159,286 (not applicable for detailees)

Vacancy Open Period: 10/15/2021 – 10/30/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: PC/DEISD

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 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 below 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:

   o Current ODNI permanent cadre.

- For a detailee assignment:

  o Current Federal Government employees. (Current GS employees at the same grade or up to one grade below 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 Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

The Domestic Engagement, Information Sharing, and Data (DEISD) Office is responsible for leading the IC in managing information and data to ensure that it gets to the right people at the right time in the right format, while building, enabling, and maintaining domestic partnerships to mutually share information, people, processes, technologies, innovations, and ideas to inform decision making at all levels, while advancing the IC mission and strengthening national security. DEISD partners include IC elements, DoD, Federal, State, Local and Tribal (FSLT) organizations and a broad range of private sector partners including industry, NGOs, and academia. Key to the success of the Intelligence Community is our ability to optimally leverage and make relevant information and data readily available to our domestic partners, whether they be members of the IC, other federal departments and agencies, FSLT or private sector partners.

Major Duties and Responsibilities:

Provide oversight and leadership in the planning, development, and implementation of programs, policies, and procedures that result in the effective sharing of data across the Government while protecting Intelligence and Law Enforcement sources and methods, operational equities, and U.S. persons' privacy.

Oversee and lead an evaluation of the potential impact of obstacles to information flow across the IC and work with policy analysts and Intelligence Community (IC) partners to develop and implement policy and process improvements to address data management challenges in the IC.

Lead the planning, identification, and development of effective solutions to intelligence access issues experienced by departments throughout the IC and U.S. Government.

Provide oversight to ensure the maximum exchange of data throughout the IC and to non-traditional customers by balancing the responsibility-to-provide principle with the need-to-know standard as defined by existing policies, laws, and regulations.

Continually expand personal expertise with regard to the development and implementation of information sharing tools, technology, plans, and policies to facilitate the cooperation and effective coordination of the Office of the Director National Intelligence (ODNI), the IC, and other U.S. Government agencies.

Lead, oversee, and orchestrate inter-agency and cross-directorate collaboration on the development of internal data sharing policies, guidelines, and procedures.

Plan, prepare, and present briefings, reports, and presentations to ODNI leadership, senior policymakers, IC members, and other intelligence consumers in a manner that meets their specified requirements.

Mandatory Requirements:

Extensive knowledge of data lifecycle management and sharing theory, policies, procedures, and technologies, as well as expert knowledge of how to develop and facilitate the implementation of those mechanisms.

Extensive knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, and U.S. Government agencies, and how these organizations can effectively cooperate in implementing information sharing plans and programs.

Demonstrated ability to identify emerging data management trends and issues, as well as the ability to assess the influence of these trends and issues on the effectiveness of U.S. Government programs.

Demonstrated ability to communicate clearly, orally and in written reports and documents, policies, plans, and programs related to improving information sharing across the U.S. Government.

Demonstrated ability to logically analyze, synthesize, and judge information, as well as the ability to review and incorporate multiple sources of information in performing assignments.

Demonstrated ability in developing effective professional and interpersonal relationships with peers and colleagues in ODNI, the IC, and U.S. Government, and to earn their confidence and trust.

Demonstrated-level interpersonal, organizational, and problem-solving skills, including a superior ability to work effectively at the highest levels within an interagency environment on complex issues requiring sensitive negotiations and consensus-building.

Demonstrated ability to objectively evaluate U.S. Government and interagency information sharing policies and plans, taking into account a diverse and complex range of considerations in performing the evaluations.

Extensive knowledge of Information Assurance standards and practices to include attribute-based access, automated user authorization, auditing, and security at the data-level to enable a trust-based model for the free-flow of information among participants.

Demonstrated ability to balance responsibilities among assigned activities; including the ability to manage transitions effectively from task to task, and proven adaptability to varying customer needs.

Demonstrated ability to effectively diagnose, isolate, and expediently resolve complex problems pertaining to data and security engineering, and prior exposure to implementing security in a cloud environment.

Demonstrated ability to identify emerging data management trends and issues, as well as the ability to assess the influence of these trends and issues on the effectiveness of U.S. Government programs.

Experience: Six years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization or ten or more years of experience in information systems, data management, or related fields.

Education: Bachelor's degree or equivalent experience as determined by mission specialty area.

Key Requirements and How to Apply

Internal ODNI Cadre Candidates <u>must</u> 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_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@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.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies <u>within</u> 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 <u>must</u> submit an application through the classified IC Joint Duty Program website.***

 Applicants from federal agencies <u>outside</u> 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_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@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.

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: 301-243-1318; Email: Recruitment_TeamB@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.**