General Position Information

Job Title: Lead Systems Analyst - Division Chief

Position Number: EC093

Position Grade: GS15

Salary Range: $148,484 - $176,300 (not applicable for detailees)

Vacancy Open Period: 04/21/2022 – 05/26/2022

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: DNI/PC/RCE

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 external 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

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. Current GS employees at the same grade of the advertised positions grade may apply.

- o Current Federal Government employees. Current GS employees at the same grade of the advertised position grade may apply.

- o Candidates outside the Federal Government.

- o Current ODNI Staff Reserve employees. (A staff reserve employee who currently occupies this position may not apply.)

- For a detailee assignment:

  - o 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.

- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

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)

Summary:

Applying independent analytical, scientific, and engineering methods and procedures to plan, analyze, develop, implement, and evaluate systems/programs to identify investment alternatives based upon mission requirements, constraints, and other technical and resource related factors.

Lead and stand-up the new team while representing the DNI's equities in community-wide architecture and systems engineering activities.

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.

Lead, initiate, cultivate, and maintain productive working relationships with IC stakeholders, colleagues, and users to analyze systems and operations performance metrics, reporting requirements, and exchange knowledge and leverage information sharing techniques regarding current and proposed programs.

Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Mandatory and Educational Requirements

Expert ability to collaborate and integrate across multiple ODNI offices, especially with Mission Integration and Chief Financial Officer to simultaneously develop, characterize, and analyze system level value, performance, and risk.

Superior experience in Leadership, Systems Engineering, and Modeling and simulation.

Superior experience in systems engineering, data science, and architecture analysis.

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 developing and applying quantitative and qualitative methodologies for decision support or systems analysis to identify alternatives for resolving 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.).

Superior ability to develop consensus recommendations and to solicit input from colleagues and peers; superior ability to remain open-minded and change opinions on the basis of new information and requirements.

Experience: Ten or more years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization/industry.

Education: Master's degree preferred, Bachelor's degree in systems engineering, operations research, systems analysis or modeling and simulation.

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. **POSITION NUMBER:** Reference the position 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 <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-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@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.

External Candidates:

Key Requirements:

- U.S. Citizenship.

- Successful completion of CI polygraph and background investigation.

- Successful completion of an ODNI medical screening.

- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application 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. **POSITION NUMBER:** Reference the position 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.

e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.

f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: *External Candidates must submit an application through the www.intelligencecareers.gov*. All attachments should be in Microsoft Word or Adobe PDF format.

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.

    d.   **POSITION NUMBER:** Reference the position 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 <u>must</u> 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-Vacancies-Mailbox@cia.ic.gov]() (classified email system) or [HRM-HR-OPS-VACANCY-TEAM@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 703-275-3888.

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: 703-275-3888; Email: [HRM-HR-OPS-VACANCY-TEAM@dni.gov.]()

Other Information

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

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job

announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

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 Accommodations 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 703-275-1277 . 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. <u>PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE</u>.

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: http://www.opm.gov/insure/health/index.asp
- Life Insurance: http://www.opm.gov/insure/life/index.asp
- Long-Term Care Insurance: http://www.ltcfeds.com
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): http://www.opm.gov/retire/index.asp If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: http://www.opm.gov/oca/leave/index.asp
- Flexible Spending Accounts for Health Care and Dependent Care: http://www.fsafeds.com/fsafeds/index.asp
- Paid Federal Holidays
- Alternative Work Schedules