



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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

**Job Title:** HJ114 - Management Analyst - SNIS Professional Tier 1

**Salary Range:** None provided

**Vacancy Open Period:** 08/30/2019 – 09/13/2019

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** CFO/RMD

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Professional Tier 1 cadre position.

## Who May Apply

Only ODNI SNIS employees may apply. GS employees may not apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.

## 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 Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC). The DNI also acts as the principal advisor to the President and the National Security Council for intelligence matters related to national security; and oversees and directs the implementation of the National Intelligence Program. The DNI leads intelligence integration and forges an intelligence community that delivers the most insightful intelligence possible. The Deputy Director of National Intelligence for Enterprise Capacity (DDNI/EC) is responsible to the DNI for all matters pertaining to IC resources, workforce, systems, technology and infrastructure, with five reporting components: Acquisition, Procurement and Facilities, IC Chief Financial Officer, IC Chief Human Capital Officer, IC Chief Information Officer, and Systems & Resource Analyses. 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)



- Engage and influence key stakeholders to support the ODNI's Key objectives.
- Direct and oversee national intelligence issues related to the area of responsibility, set collection, analysis and Intelligence operations priorities that has an impact on IC, ODNI, directorates or components, or external partners.
- Direct and oversee processes and decisions in an ODNI enabling or support function such as policy guidance, information management, financial analysis, operations, R&D, etc.
- Lead the IC to remain current with major technical developments and with other IC programs in areas of interest.
- Create and sustain partnerships with other IC elements.
- Lead the development and implementation of the ODNI Strategic Plan; oversee the build-out and execution of the plan by coordinating Mission and Vision Statements, Core Values, Goals and Objectives, and Integrated Initiatives; specifically, provide overarching guidance to the team and coordinate all phases of the effort with ODNI senior leadership at key decision points.
- Lead and oversee the formulation, development, production and evaluation of a broad range of policies, processes, and guidance on subject areas, including mission enabling functions and intelligence oversight disciplines, and communicate these policies, processes, and guidelines to community stakeholders.
- Direct the development and implementation of controls and policies to provide guidance to management officials, and coordinate internal and external initiatives to ensure alignment with key intelligence priorities.
- Develop, evaluate, and analyze project proposals and action plans; determining impact on current resources, and forecasting resource needs.

## Mandatory and Educational Requirements

- Lead the performance planning process and results for assigned programs and/or mission objectives; advise, support, and ensure performance requirements, goals, measures and assigned activities are established, tracked, and reported.
- Lead budget justification planning and production processes; provide programmatic guidance and advice to IC agencies to ensure budget justification materials are produced and delivered to Congress.
- Lead the development of IC performance efforts, resource justifications, management actions, and legislative reviews; monitor and summarize Congressional budget actions, provide substantive input for appeals to Congressional budget markups.
- Lead the review and development of Congressional budget testimony, responses to Congressional queries, Questions for the Record, Congressionally Directed Actions, and letters, memoranda and reports regarding program, budget and execution issues.
- Provide expert advice and guidance in support of IC performance planning, resource management and/or budget justification process improvement efforts.
- Lead critical reviews of Program-specific Assessment measures or resource alternatives for assigned Programs and/or mission objectives, and make recommendations.
- Interface and collaborate with the National Intelligence Strategy (NIS) mission owners, National Intelligence Managers, and/or IC functional oversight offices to develop, define, and monitor performance information and resource needs to satisfy priority requirements.
- Examine, analyze, develop and present a variety of performance results, resource adjustment recommendations, briefings, and other pertinent communications.



## Desired Requirements

- Expert knowledge of performance management, budget formulation, programming, and budget execution processes for IC programs, a defense agency, or a military service.
- Superior ability to apply analytic, diagnostic, and qualitative techniques, conduct independent research, filter and synthesize data sufficient to identify and evaluate alternatives and produce clear, logical, and concise products and recommendations to resolve complex, interrelated program and budgetary problems and issues.
- Demonstrated superior organizational and interpersonal skills, specifically, the superior ability to plan strategically and manage competing priorities, the ability to negotiate, build consensus, and work effectively in a collaborative environment, and the superior ability to establish and maintain professional networks across all levels of management both internal and external. Possess superior oral and written communication skills.
- -Expert knowledge of the IC, Department of Defense (DoD), Office of Management and Budget, and Congressional budget processes and procedures.
- Demonstration of progressively responsible experience in Government Performance, Resource Management or Financial Management fields within the DoD, (IC), other Government Agency or Private industry equivalent to GS-14 in the normal line of progression.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- 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\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (*Daniel J.*) and [majetm@dni.ic.gov](mailto:majetm@dni.ic.gov) (*Maya 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.**



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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

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 301-243-1318.

## 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](mailto: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](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 703-275-3799 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.**