



General Position Information:

Job Title: Group Chief

Position Number: HW666

Position Grade: SNIS Professional 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 10/1/2021-10/18/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/PC/HC

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 a SNIS Professional Tier 1 cadre position in the ODNI.

- An internal candidate to fill a SNIS Professional Tier 1 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

Senior Service (SNIS, SES, SIS, DISES, DISL) employees. GS employees may not 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 Internal ODNI cadre.
- For a detailee assignment:
 - Current Federal Government employees.



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 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 the following IC functional areas: policy, legislation, recruitment, outreach, marketing, and communications. All functions require collaboration with IC elements, collection and analysis of data, and strategic planning.

Oversee Communities of Practice and encourage innovation, collaboration, academic excellence and cooperation.

Serve as the principal advisor to IC HC and ODNI leadership in areas of responsibility.

Ensure that ODNI responsibilities described in ODNI Intelligence Community Directives are met.

Manage inquiries and requirements from Congress, GAO, OMB and elsewhere on various human capital topics including return on investment of outreach and recruitment efforts.

Brief congressional staff and representatives of other organizations to ensure that IC HC's equities and programs are represented.

Identify, evaluate, and recommend innovative solutions to complex human capital outreach, recruitment, and policy issues throughout the IC.

Provide strategic recommendations for the implementation of short and long-term efforts affecting IC-wide human capital programs and resources.

Foster an environment of inclusiveness and collaboration and support the development, recruitment and retention of a diverse workforce.

Lead, manage, and direct a professional staff level, evaluate performance, collaborate on goal setting across the IC enterprise, and provide feedback and guidance regarding personal and professional development opportunities.

Manage the IC Centers of Academic Excellence, and the National Intelligence Analysis Summer Seminar programs. These programs require an understanding of working with academia as well as grant administration.

Mandatory and Educational 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.

Expert knowledge of federal and/or IC human resources policies and practices, particularly those dealing with pay, performance and occupational structures, relationships, and competencies.



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

Superior ability to plan, manage, and complete a complex, multi-faceted project involving government and contractor personnel.

Superior ability to plan, design, develop, and implement innovative HR strategies and solutions in large, complex organizations.

Superior communication skills, both written and oral, and superior ability to produce clear, logical, and concise products.

Superior interpersonal skills and ability to work effectively, independently, and in a team or collaborative environment.

Superior analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations.

Key Requirements and How to Apply:

Internal ODNI Cadre 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. **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_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to HOYLEGR@dni.ic.gov (*Greta H.*) in lieu of the group address above.

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.

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.



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.

To verify receipt of your application package ONLY, you may call 703-275-3300.

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: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov

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 EEO 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.**