



# 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

## General Position Information

**Job Title:** PB034 - Data Analysis Lead - GS-15

**Salary Range:** \$94,796 - \$161,900 (not applicable for detailees)

**Vacancy Open Period:** 3/2/2017 – 3/2/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** CHCO/WPC

**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 or 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

Current GS employees at the same grade or up to two grades lower than the advertised position grade 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.



- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- Current Federal Government employees. (Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.)
- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or up to two grades lower than the advertised position 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- 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 Office of the Chief Human Capital Officer (CHCO) supports the Office of the Director of National Intelligence by establishing and overseeing the implementation of the full range of Human Capital programs, processes, and policies. The CHCO has established the Strategic Human Capital Plan for the Intelligence Community (IC) that deals directly with talent, performance, and leadership to attract, engage, and unify an innovative and results-focused workforce in support of the National Intelligence Strategy—and ultimately the security of our nation. Following the IC Strategic HC Plan, the Office of the CHCO develops and implements policies, practices, and processes that leverage commonality across the IC and maximizes the strengths of individual agencies.

## **Major Duties and Responsibilities (MDRs)**

- Plan, develop, and manage complex projects or programs that may require generating new concepts, principles, and methods to ensure their successful implementation within the Intelligence Community.



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- Serve as an expert liaison; listen to and understand the needs of the organizations and tailor programs, methods, policies, and procedures to ensure they fully meet the organization's needs and overall mission.
- Plan, develop, and present expert, authoritative written products and oral briefings on significant and complex Human Capital issues; ensure that written products and oral briefings are tailored to and in alignment with overall IC mission objectives and individual member needs.
- Lead, 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 or controversial issues.
- Lead a team of diverse resources in the collection, analysis and presentation of complex data issues.

## **Mandatory and Educational Requirements**

- Qualitative and quantitative analytical skills necessary to collect data, analyze it, and develop substantive reports.
- Superior ability to plan, design, develop, and implement innovative and strategies and solutions in a multi-agency environment.
- Superior critical thinking skills, including the ability to conduct program assessments, identify needs, requirements, and develop process improvement recommendations for the successful implementation of IC-wide programs.
- Superior oral and written communication skills
- Ability to lead a team of diverse, skilled resources.

## **Desired Requirements**

- Outstanding interpersonal skills and the ability to work effectively, independently, and in a team or collaborative environment, to include interfacing with military, government and non-government senior level officials.

## **Key Requirements and How To Apply**

Internal ODNI Candidates:

A complete application package must include:



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- 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 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.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.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.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.) and [bethemo@dni.ic.gov](mailto:bethemo@dni.ic.gov) 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.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a 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 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.



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- d. **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.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team B WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team B WMA@dni.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.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.) and [bethemo@dni.ic.gov](mailto:bethemo@dni.ic.gov) 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.

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](#).***

**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 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.

**WHERE TO SUBMIT: WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team B WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team B WMA@dni.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



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[joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.) , [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.) and [bethemo@dni.ic.gov](mailto:bethemo@dni.ic.gov) 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.**

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 301-243-0730.

## 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: 301-243-0730; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## Other Information

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>



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- Paid Federal Holidays
- Alternative Work Schedules

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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. 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.**