



## General Position Information

**Job Title:** CO044 – ODNI/COO Diversity & Inclusion Officer – SNIS Tier 1

**Salary Range:** None provided (Not Applicable for Detailees)

**Vacancy Open Period:** 3/10/2021 -03/25/2021

**Position Type:** Cadre, Detailee

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

**Division:** DNI/COO/HRM

**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:

- An internal cadre candidate(s) to fill a SNIS Exec 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

Only Senior Service (SNIS, SES, SIS, DISES, DISL) candidates and highly qualified GS-15 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.
- **For a detailee assignment:**
  - Only Senior Service (SNIS, SES, SIS, DISES, DISL) candidates and highly qualified GS-15 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 Office of the Director of National Intelligence (ODNI) Chief Operating Officer (COO) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI's vision and direction to the ODNI enterprise. This includes synchronizing policy, plans, procedures, and cross-functional issues. The COO is responsible for integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI), and for overseeing the internal management of the ODNI.

The COO oversees all ODNI business operations, including Human Resources Management, the Chief Financial Executive, the ODNI Chief Information Officer, Security, Counterintelligence, Information Management, Facilities & Logistics, Protocol, DNI Watch, the Executive Secretary, Governance, and Diversity & Inclusion. The COO is also responsible for the management and execution of ODNI Continuity of Operations and Continuity of Government plans, training, and remote facilities.

The ODNI/COO Diversity & Inclusion Officer serves as a senior advisor to the COO and represents internal ODNI interests and equities at Intelligence Community and US Government councils, boards, training forums, and conferences. The Diversity & Inclusion Officer will also manage a group of program managers and educators in the planning, development, and management of ODNI's diversity & inclusion activities and efforts.

## **Major Duties and Responsibilities**

The ODNI/COO Diversity Officer's primary responsibilities include:

- Lead and expand ODNI diversity & inclusion efforts, working closely with diversity program managers to oversee ODNI corporate policy, guidance, process improvements, and standard operating procedures; work with components to support diversity education and training for supervisors and managers at ODNI.
- Cultivate and maintain productive partnerships with ODNI customers, ODNI senior leadership, and IC and USG counterparts and diversity experts; collaborate with IC and USG partners on diversity events.
- Provide support to the ODNI Executive Diversity Council, advising members and the COO on projects and initiatives.



- Utilize the ODNI Executive Diversity Council to expand diversity efforts across ODNI; serve as ODNI lead for diversity & inclusion learning, training, and education in meetings, working groups, and conferences.
- Collaborate, plan, develop, and implement an ODNI Diversity Strategic plan, as appropriate, linking major goals, objectives, and measures to IC-level strategies.
- Oversee and lead the planning, development, and presentation of written and oral briefings to ODNI senior-level customers on significant and complex issues; ensure alignment with customer needs, including ODNI senior leadership and the workforce.
- Provide guidance and advice to members of the ODNI Employee Resource Groups and the workforce regarding diversity & inclusion issues.

## **Mandatory and Educational Requirements**

- Experience overseeing, developing, and managing complex diversity & inclusion projects or programs, such as diversity policy development, diversity outreach, diversity strategy development, and diversity analysis and metrics.
- Proven track record of managing and coordinating strategic and tactical projects, planning and executing action taskings associated with assigned projects, and providing project status and reporting.
- Ability to thoughtfully establish controls to track and monitor benchmarks of performance for diversity efforts, continually improving the associated data and analytics; and to manage information in compliance with regulations.
- Ability to serve as a senior advisor to the COO and provide advice on the development, implementation, and management of complex diversity programs and activities aimed at increasing diversity & inclusion efforts within the ODNI.
- Experience managing a professional staff of government and contractor employees.

## **Desired Requirements**

- Expert knowledge of IC and ODNI administrative policies, procedures, and authorities.
- Expert knowledge and experience in diversity & inclusion program functions and understanding of the nature and causes of institutional barriers to diversity.
- Expert knowledge of Federal Diversity laws, regulations, polices, and practices as well as a demonstrated understanding of US Government Diversity and Management Directives (MD-110, and MD-715) and diversity best practices; demonstrated ability to research and interpret legislation and guidance affecting diversity & inclusion in the ODNI.
- Expert program management and analytic skills, including demonstrated ability to conduct program assessments, identify needs and requirements, and develop recommendations for the successful implementation of diversity and inclusion programs.



- Superior ability to work effectively across the ODNI and/or the IC with cross-IC diversity teams; build and sustain professional relationships; and exert influence effectively at all levels within and across organizations.
- Superior ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

## Key Requirements and How to Apply

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.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

***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\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or recruitment\_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both alextaa@dni.ic.gov (Tamara A.) and dewbret@dni.ic.gov (Brett D.) 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.

## A complete application 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.



- 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.

## **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 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\_COO\_HRM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both alextaa@dni.ic.gov (Tamara A.) and Dewbret@dni.ic.gov (Brett D.) 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 703-275-3799.

## **What to Expect Next**



# 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

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: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@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 703-275-3900 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 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.**