



General Position Information

Job Title: 12128- Analytic Methodologist- GS-14

Salary Range: \$92,145 - \$141,555 (not applicable for detailees)

Vacancy Open Period: 09/07/2016 – 09/22/2016

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC/SSD

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 candidate to fill a GS-14 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

For a cadre assignment:

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

For a detailee assignment:

- Current Federal Government employees.



Current GS employees at the same grade or one grade 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.

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.

Component Mission

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

Major Duties and Responsibilities (MDRs)

- **Summary**
- Oversee the creation and execution of empirical behavioral science research efforts pertaining to the areas of personnel security and insider threat. Create positive customer relationships and communicate effectively with Intelligence Community (IC) agencies both as stakeholders and participants within this research to carry out the projects in an effective and timely manner. Lead briefings to senior internal and external customers on the analytical content of research products and the development of future research methodologies in a manner that effectively communicates the major findings and impact of each study.
- **Major Duties and Responsibilities**
- Evaluate, develop, and advance security related research initiatives, and coordinate data collection and analysis to enhance security program elements.
- Review, compile, write, and edit research publications, briefings, and summaries to support and integrate security developments and trends across the Intelligence Community (IC).
- Plan, promote, and lead the collaboration and coordination with other analysts and professionals to determine their specific analytical information and support needs, and recommend and successfully apply a variety of quantitative or qualitative approaches to analyze and resolve the analytical issues identified.



- Plan and conduct statistical analyses pertaining to the analytical work of a component, the Office of the Director of National Intelligence (ODNI), IC and other United States Government (USG) agencies; interpret and effectively communicate the results of these analyses in terms that can be understood by technical and non-technical clients and staff.
- Analyze, evaluate, and assess appropriate quantitative (using statistical software) and qualitative data to contribute to or produce analytic reports or actionable intelligence in response to customer requirements.
- Participate in the development and implementation of Directorate strategic plan to include staffing, funding, procurement, interagency outreach and collaboration initiatives, and other administrative matters.

Mandatory Requirements

- Expert ability to apply analytic, diagnostic, and qualitative techniques sufficient to identify, evaluate, and recommend appropriate solutions to resolve complex, interrelated program and security related matters.
- Excellent oral and written communication skills, and demonstrated ability to conduct independent research, filter and synthesize data, exert influence, and produce clear, logical and concise products. Proven ability to plan strategically, analyze and assess programmatic initiatives, and report trends impacting mission objectives.
- Comprehensive knowledge of appropriate statutes, Executive Orders, Director of Central Intelligence Directives, Intelligence Community Directives and policy, procedures, and practices relevant to personnel security.
- Intimate knowledge of the IC, DoD, and federal security processes and procedures and of IC missions, disciplines, and capabilities.
- Demonstrated ability to plan, research, develop, and conduct complex analytical methodological analyses to provide information that meets the needs of clients and contributes to the development of high-quality intelligence products.
- Extensive knowledge of analytical methods and tools in one or more of the following areas: statistics, mathematics, econometric, operations research, computer or mathematical programming, survey research, design, and analysis, and elections analysis.
- Demonstrated ability to represent the office and management on sensitive, controversial, or difficult analytical issues and interpretations; superior ability to clearly present information through the spoken or written word, interpret complex, technical information, and communicate effectively with customers.

Desired Requirements

- **Minimum Qualifications** Minimum Qualifications



- A minimum of five years of experience conducting behavioral science research is required. A minimum of five years of experience in leading large-scale behavioral science research efforts using advanced statistical software such as the Statistical Package for the Social Sciences (SPSS) is preferred. Extensive knowledge and experience within personnel security is also preferred.
- Experience
- Post-graduate degree (e.g., a Master's degree or Doctoral degree) in a behavioral or social science (e.g., psychology, sociology, anthropology, criminology, behavioral economics) is required with a preference given to applicants with a post-graduate degree in psychology.
- Education

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 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.
- 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: Applications should be sent to either DNI-MSD-HR-RR-Team_X_WMA@dni.ic.gov (classified email system) or Recruitment_TeamX@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both and 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.
- 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-MSD-HR-RR-Team_A_WMA@dni.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 and 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 Recruitment Team A 703 275-3799.

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 Team A; Phone: 703275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

For Joint Duty, paste this entire section into the **Other Comments** section

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 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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.**