



General Position Information

Job Title: 15557 - Assistant DNI and Chief Human Capital Officer - SNIS

Salary Range: None provided

Vacancy Open Period: 3/15/2019 – 3/15/2020

Position Type: Cadre

Who May Apply: Internal and External Candidates, Detailees

Division: CHCO/ODIR

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

***** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.*****

This is an opportunity for:

- An internal or external candidate to fill a SNIS Staff Reserve Position.

This is an opportunity for a SNIS staff reserve position in the ODNI. Staff reserve appointments are time-limited appointments made for a period of up to 3 years, with a possible extension up to 2 additional years.

- 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, DISEL) candidates may apply. 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 ODNI permanent cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
 - Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.
 - Candidates outside the Federal Government.



- For a detailee assignment:
 - Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not 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.

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 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)

- As a member of the DNI senior leadership team, promote the IC vision and mission, and implement, lead and guide the DNI's strategic intent for IC wide policies, programs and resources.
- Represent DNI positions to National policy makers, Congress, OMB and White House staff.
- Develop and executive best business practices to align and integrate support with mission directives; identify gaps and opportunities that can be leveraged throughout the ODNI, and ensure flexibility and responsiveness to support equities across the EC and Directorates.
- Lead and exemplify the ODNI core values of Commitment, Courage and Collaboration, maximize the individual's contributions of staff, and promote a commitment to diversity and opportunity.
- Through leadership of the IC CHCO Council, lead, manage, and oversee IC HC policies and programs with corporate accountability and IC-wide impact that enable and enhance collaboration, integration, and operational capability.
- Serve as the IC's senior technical expert on federal human capital laws, regulations, and policies. Engage and influence key stakeholders: ODNI and IC senior leadership, Congress, the Office of Personnel Management (OPM), Office of Management and Budget (OMB), and other external organizations as appropriate. Serve as the DNI's representative on applicable Boards, to include the National Intelligence University Board of Visitors and the National Security Education Board.



- Formulate, justify and execute activities within the IC's human capital budget line and conduct annual reviews of NIP human capital activities to assess progress.
- Lead in the planning and coordination of the Human Capital modernization initiatives that support the National Intelligence Strategy, and the IC's Right, Trusted, Agile Workforce initiative.

Mandatory and Educational Requirements

- Outstanding interpersonal leadership experience and managerial capabilities, including the ability to effectively direct tasking, assess and manage performance, work effectively independently and in a team or collaborative environment, and support personal and professional development of all levels of personnel.
- Record of success in building teams, leading change, and working effectively with others in a diverse, complex and evolving environment.
- Expert ability to plan, manage and complete complex, multi-faceted projects involving government and contractor personnel.
- Proven superior analytical and critical thinking skills, including the ability to think strategically, to use data analytics to inform strategic decisions, to identify workforce requirements, and to develop recommendations for decision makers.
- In-depth knowledge of IC elements, requirements, functions, interrelationships, and the role of workforce planning in meeting requirements in support of IC missions.
- In-depth knowledge of human capital standards and practices.
- Superior communication skills, both written and oral, and superior ability to produce clear, logical and concise products.

Desired Requirements

- Expert knowledge of federal and/or IC human capital resources policies and practices.

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-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 (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.), and perryad@dni.ic.gov (Adriane P.) 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 301-243-1318.

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

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_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.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.**