



# 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:** 30306 - COO/OCIO/Technical Director - GS-15

**Salary Range:** \$137,849 - \$166,500 (not applicable for detailees)

**Vacancy Open Period:** 5/10/2019 – 5/25/2019

**Position Type:** Cadre, Detailee

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

**Division:** CMO/CMO

**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 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 as 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.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade as 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.
- 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 Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

The ODNI Chief Information Officer (ODNI CIO) is responsible providing innovative, robust, and secure enterprise-level Information Technology (IT) services and applications that meet the mission needs of the ODNI. This includes evolving and strengthening our IT services platform; driving the adoption of timely, effective and secure IT solutions; establishing effective and consistent policies; providing guidance and oversight to improve the information security of all ODNI systems; and enhancing the daily operations of our current IT systems.

## Major Duties and Responsibilities (MDRs)

- Develop and execute a comprehensive and coordinated ODNI IT technical strategy, to include furthering the ODNI's CloudX strategic initiatives.
- Serve as the lead technical resource providing strategic oversight and planning for the ODNI's IT and data architecture design while working under minimal supervision.
- Support the ODNI CIO in the development of an IT service catalog with reference architecture, provide broad technical guidance to staff; and, depending upon assignment, supervise a small government and/or contractor staff.
- Ensure technology choices made by the ODNI components share a common set of design principles that supports the IT technical strategy with an eye towards simplifying operations and maintenance, while pushing for state of the art capabilities.
- Collaborate with the ODNI C2S Cloud Team in support of delivering ODNI IT systems to the C2S cloud.
- Lead and manage complex computer engineering projects on behalf of the ODNI CIO, resolve requirements shortfalls, parallel tasks, multiple dependencies, high risks, and multiple interfaces; manage the design, development, testing, and implementation of technical and functional specifications; provide technical oversight and initiate, plan, implement, and coordinate activities throughout the life of the project.



- Support the design of engineering solutions and alternative design options to meet customer requirements and provide guidance to junior engineers in the design and development of engineering solutions.
- Deconflict complex functional requirements into underlying technical requirements and recommend “best fit” allocation of those requirements. Lead the development of technical and systems requirements.
- Conduct technical research on such topics as operational guidelines, best practices, and international standards, and support ODNI CIO in the development of enterprise services.
- Oversee the design, evaluation, selection, and support of development (e.g., SecDevOps) and production support tools (e.g., monitoring) and platforms.
- Oversee the effective integration and interoperability of disparate capabilities developed by separate service providers.
- Partner with IC Agencies to understand and seek opportunities to collaborate on enterprise IT capabilities.

## Mandatory and Educational Requirements

- Expert experience in cross-community complex programs and making expert recommendations to improve products and services; considerable ability to deal with service failures and fulfill partner needs.
- Superior ability to balance responsibilities among project activities; ability to manage transitions effectively from task to task, adapting to varying customer needs.
- Superior interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment and to lead and mentor junior colleagues.
- Expert 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.
- Superior ability to listen to, clarify, and convey understanding of others’ ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
- Superior ability to develop or implement information systems security plans and procedures.
- Superior ability to perform thorough work and conscientious about attending to detail.
- Expert knowledge of cloud computing, processes, and the service catalog, as well as how those service offerings combine to provide secure, cost effective solutions that satisfy mission requirements.
- Superior knowledge of DevSecOps and strategies for adopting DevSecOps at the enterprise level.
- Experience: One year of specialized experience at the next lower GS-grade (or equivalent). IT related experience may be demonstrated by paid or unpaid experience and/or completion of specific, intensive training (for example, IT Certification). IT-related experience demonstrating each of the four competencies (Attention to Detail, Customer Service, Oral Communication, and Problem Solving).



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- Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks

## Desired Requirements

- Expert ability to quickly identify and apply new technologies, methodologies, and technical programming languages.
- Expert ability to design and document system specifications and produce prototypes/technical artifacts to demonstrate design.
- Expert ability to monitor trends in development, including the ability to assess the viability of competing technologies and recommend the adaptation of emerging technologies.

## 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 in the cover letter 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\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_A\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith P.*) and [mccreaz@dni.ic.gov](mailto:mccreaz@dni.ic.gov) (*Zina M.*) 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



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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\\_TM\\_HR\\_OPS\\_TEAM\\_A\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith P.*) and [mccreaz@dni.ic.gov](mailto:mccreaz@dni.ic.gov) (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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## **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.



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## 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: 703-275-3799; 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\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto: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.**