



General Position Information

Job Title: 99D00 - ODNI Environmental Safety and Health Program Manager - GS-15

Salary Range: \$114,590 - \$164,200 (not applicable for detailees)

Vacancy Open Period: 09/05/2018 – 09/05/2019

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 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.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- 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.)



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.

*****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 applicants received during the previous two-weeks will be reviewed for consideration.*****

Component Mission

The Office of the Director of National Intelligence (ODNI), Chief Management Officer (CMO) 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 CMO 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 CMO oversees the internal management of the ODNI.

Major Duties and Responsibilities (MDRs)

- Develops and manages the ODNI enterprise Environmental Safety Program, including execution, strategic planning, and resource management. Leads, manages and provides oversight for a responsible workplace safety program, including setting the standards for a "safety first" work culture, and fostering safety-focused practices among individual employees.
- Ensures adherence to established safety goals and guidelines in relationship to the achievement of workplace objectives.
- Ensures agency compliance with standard safety laws and codes by conducting routine workplace analyses and by reviewing work efforts as they relate to established programs and protocols.
- Connects "cause and effect" concerns to associated safety challenges, to mitigate future accidents/ incidents and promote safer execution of agency operations and activities.
- Conducts audits and risk assessments of ODNI facilities and operations and recommends corrective actions, monitors issues resulting from compliance violations, and provides recommendations to protect strategic facilities and critical mission support activities through the application of aggressive engineering strategies.
- Coordinates with local, state, and federal regulators and cover provider to support ODNI programs and operations



- Makes appropriate observations and or recommendations to close safety gaps and deficiencies, improving safety outcomes and enhancing safe working protocols.
- Conducts targeted safety education seminars to train agency employees to become safety advocates, ensure safe workplace conduct and to identify safety concerns for mitigation,
- Conducts accident and incident investigations, to uncover risk patterns that hinder safe operations and pose inherent risks. Documents related case filings and ensures proper reporting.
- Assures appropriate technical and protective equipment is on hand to mitigate workplace injuries, and Interpret and implement ODNI facility policies and building operation guidelines and prepare reports and information required by ODNI, Office of Management Budget (OMB), Congress, and other government agencies.
- Inspecting or surveying workplaces, processes, or systems for compliance with established safety and occupational health policies or standards and to identify potential new hazards;
- Training of workers, supervisors, managers, or other safety and occupational health personnel in safety or occupational health subjects;
- Leads and manages the development of safety and occupational health standards, regulations, practices, and procedures to eliminate or control potential hazards;
- Leads and manages the design or modification of workplaces, processes, products or systems to control or eliminate hazards;
- Lead and manage the performance of safety observations and audits;
- Lead and manage the facilitation of the incident investigation process;
- Manage and develop ODNI Environmental Safety Officers in their career/professional development, through mentoring, making recommendations, providing feedback and professional guidance. Environmental Safety Officers sit at the main campuses (LX & ICCB) but share responsibility for all ODNI sites located within Virginia and Maryland.

Mandatory and Educational Requirements

- Knowledge of environmental safety and health regulatory requirements such as Occupational Safety and Health Administration (OSHA), 29 CFR, Environmental Protection Agency (EPA), 40 CFR, National Fire Protection Association and federal and local Building Code.
- Knowledge of Safety Management Information Programs (SMIS)
- Experience with Environmental Management Programs and standards.
- Extensive knowledge of the ODNI, CIA and IC agencies' mission, organization, collection, and production responsibilities, as well as ODNI, CIA and IC administrative policies, procedures, and authorities.
- Demonstrated oral and written communication skills to communicate effectively with key stakeholders throughout the IC and United States Government.



- Demonstrated analytical, critical thinking, and problem solving skills, including the demonstrated ability to interpret complex information from multiple sources.
- Demonstrated research, planning, and organization skills, and demonstrated ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail.
- Demonstrated ability to plan, organize, and direct facility construction projects, budgets, leases, expenditures, maintenance, and repairs related to buildings.
- Demonstrated ability to read and interpret blueprints, schematics, construction specifications, and other facilities documents, and make informed decisions regarding the interpretations of this information.
- Demonstrated communication, interpersonal, networking, and analytical skills; demonstrated ability to effectively manage competing priorities while adhering to strict guidelines; and proven ability to work effectively, independently, and also in a collaborative environment.
- Demonstrated ability to work effectively with ODNI and/or CIA leaders in a highly active, fast-paced, and demanding organization.
- Experience as Contracting Officers Technical Representative
- Degree in Environmental Engineering, Environmental Science, Occupational safety and health, Industrial Hygiene, Fire Protection or a related discipline.
- Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH) or Certified Health Physicist (CHP), ISO or other professional certifications.

Desired Requirements

- Knowledge of CIA Environmental Health and Safety programs.
- Five years or more of experience in Business, Engineering, Mathematics, Science, or seven or more years of experience in Mission Support.

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 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.



- 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_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 longvj@dni.ic.gov (*Vincent L.*) and mccreaz@cia.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 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 longvj@dni.ic.gov (*Vincent L.*) and mccreaz@cia.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.



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

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

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.**