



General Position Information

Job Title: BB999 - COO/Ombudsman/Program Manager for IC Coordination and Organizational Health - GS-15

Salary Range: \$117,191 - \$166,500 (not applicable for detailees)

Vacancy Open Period: 05/21/2019 – 06/18/2019

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

Please Note: The work location is McLean with periodic travel to Bethesda.

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.

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.

Major Duties and Responsibilities (MDRs)

- Coordinate the IC Resiliency Health, and Wellness Alliance
- Coordinate the IC Ombudsman Forum
- Lead policy and administrative coordination for IC Resiliency, Health, and Wellness Alliance and for IC Ombudsman Forum
- Keep Director of the Office of the Ombudsman apprised of all IC Resiliency, Health, and Wellness Alliance and IC Ombudsman Forum activities and initiatives.
- Develop, implement, and, manage the ODNI's Organizational Health assessment program.
- Facilitate training for all levels of the ODNI workforce
- Manage the development, implementation and dissemination of organizational health assessment procedures, and instructions.
- Apply a comprehensive knowledge of organizational management to programs to educate and support the overall achievement of ODNI's organizational health related objectives and priorities.
- Exercise discretion in the handling organizational health findings, recommendations, and related information.
- Protect personally identifiable information and maintaining confidentiality to the fullest extent practicable and in accordance with relevant laws and ODNI policy.



- Conduct organizational health training, analyzes trends, administer assessments, and support resolution of systemic issues.
- Plan, manage, and coordinate strategic and tactical projects, plan and execute action taskings associated with assigned projects, and provide project status and reporting.
- Establish controls and develop processes to monitor the dissemination of organizational health and risk management, information.
- Plan, manage, coordinate, and integrate work activities, assignments, and projects with managers internal to the ODNI to ensure their understanding and the effective completion of organizational health assessment initiatives and requirements.
- Serve as an expert liaison; listen to and understand the needs of the organizations and tailor HC programs, methods, policies, and procedures to ensure they fully meet the organization's needs and overall mission.
- Plan, develop, and present expert, authoritative written products and oral briefings on significant and complex HC issues; ensure that written products and oral briefings are tailored to and in alignment with overall IC mission objectives and individual member needs.
- Lead, guide, and conduct formal analyses of the strengths and weaknesses of complex HC programs that require isolating and defining unknown conditions, resolving critical problems, or developing new concepts and methodologies for programs that are of major significance to IC senior leadership and mission success.
- Lead, cultivate, and maintain productive working relationships with IC HC leadership, colleagues, HR experts, and ODNI senior leadership to share information of interest, explain the specifics of programs and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.
- Other duties as assigned

Mandatory and Educational Requirements

- Extensive knowledge of ODNI mission, ODNI policies, procedures, and authorities.
- Demonstrated research, planning, and organization skills, and demonstrated ability to manage changing and competing priorities under strict timelines while maintaining high level of attention to detail
- Understanding of nature and causes of institutional barriers to conflict resolution; extensive knowledge of personnel management principals.
- Program management, analytic, and critical thinking skills, including ability to conduct program assessments, identify needs and requirements, and develop recommendations for successful implementation of programs.
- Demonstrated ability to draft clear, cogent, concise reports for senior level managers.



- Demonstrated ability to work, build and sustain professional relationships and exert influence effectively at all levels within and across organizations; demonstrated ability to lead ODNI initiatives and encourage information sharing.
- Demonstrated ability to communicate, verbally and in writing, complex information in a clear, concise manner targeted to and meeting needs of diverse audiences with different perspectives and objectives.
- Demonstrated ability to work effectively both independently and in team or collaborative environment, mentor junior colleagues, utilize strong organizational and interpersonal problem solving skills.
- Demonstrated ability to establish regular contact with high-level internal resources and customers, supplying or seeking information on the organizational health of ODNI or collaboration efforts among resiliency, health, and wellness professionals in the IC.
- Demonstrated ability to listen to, clarify, and convey understanding of others' ideas, comments, questions, and integrate and build upon diverse opinions in a manner that encourages formation of integrated solutions and positions
- Demonstrated ability to assess and manage taskings, collaborate on goal setting, and support personal and professional development of all levels of personnel.
- Demonstrated skill in negotiating and consulting, superior judgment in applying principles to identify and solve problems.
- Experience providing guidance and recommending solutions to complex systemic organizational issues.
- Experience developing matrices to identify potentially high reputational risk areas for leadership to address.

Desired Requirements

- Education: BA, BS, MS, MA, JD or LLM

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.



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

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_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 portifa@dni.ic.gov (*Faith P.*) and 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 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.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_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 portifa@dni.ic.gov (*Faith P.*) and 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.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.



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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

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_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 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.**