



# 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

**Job Title:** CL002 – Transparency Project Manager - GS-14

**Salary Range:** \$102,663 - \$157,709

**Vacancy Open Period:** 1/22/2020 - 01/21/2021

**Position Type:** Cadre, Detailee

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

**Division:** CLPT/ODIR

**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

\*\*\* 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 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

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. (Current GS employees at the same grade or one grade lower than the advertised position grade may 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.)

## 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 Civil Liberties, Privacy and Transparency (CLPT) implements the responsibilities of the Civil Liberties Protection Officer under applicable laws, executive orders, directives, and policies, including Section 103D of the National Security Act, Section 1062 of the Intelligence Reform and Terrorism Prevention Act, and EO 12333. Specifically, the CLPT's mission includes to oversee compliance by the Office of the Director of National Intelligence (ODNI) with the constitution, all laws, Executive Orders, and implementing guidelines relating to civil liberties or privacy; ensure the protection of civil liberties and privacy is appropriately incorporated in policies and procedures developed and implemented by the ODNI and elements of the Intelligence Community (IC); ensure that the use of technologies sustain, and do not erode, privacy protections regarding the use, collection, and disclosure of personal information; ensure adequate procedures to receive, respond to, investigate, and redress privacy and civil liberties complaints; assess – and as appropriate, investigate - complaints and other information indicating possible abuses of civil liberties and privacy in the activities of the ODNI; conduct privacy impact assessments and ensure that personal information contained in a system of records subject to the Privacy Act is handled in compliance with fair information practices set out in the Privacy Act; review ODNI actions, policies, guidelines, and their implementation; and perform other duties as assigned by the DNI.

## Major Duties and Responsibilities (MDRs)

Under the direction of the Chief, IC CLPT and Deputy Transparency Officer, IC CLPT, incumbent manages IC CLPT efforts in sourcing, developing and delivering public-facing projects for all IC transparency platforms, including web presences/websites.

### Key Duties:

- Align IC element activities, projects and initiatives with the data, multimedia and content capabilities of IC transparency platforms.
- Enable IC elements to pilot new project and initiative ideas via stakeholder identification, contextual inquiry, structured ideation sessions, rapid prototyping, and heuristic evaluations.



- Document and share lessons learned to facilitate wider adoption of IC transparency projects and initiatives, including measurements of success/metrics and key performance indicators (KPIs) throughout the full project/initiative lifecycle.
- Support IC CLPT reporting requirements for the National Intelligence Strategy (NIS) and the National Action Plan for Open Government.
- Manage IC CLPT outreach portfolio to the government, academia, and private sector, fostering awareness, pursuing collaboration, and assessing the impacts of emergent transparency-enabling technologies and methodologies.
- Support in the management and coordination of strategic and tactical projects, execute action taskings associated with assigned projects, and provide project status and reporting.
- Research and write drafts of talking points, correspondence, executive summaries, communications, presentations, and briefing materials; prepare activity reports and summaries.
- Coordinate operational and administrative matters, review and investigate issues, and develop initial solutions and options; maintain situational awareness of issues affecting organizational equities and the status of multiple projects.
- Plan and coordinate highly complex multimedia projects; define project goals, scope, and requirements (i.e., audience, deadline, final product format, delivery methods) for all phases of planning and production; lead team projects and interpret customer requirements and project complexity to determine required team and technical resources needed for timely, accurate product delivery.
- Plan and initiate content and lead production coordination activities with the project team to include the development of new concepts and unique specialty content, such as 3D animation, special visual effects, narration and sound effects, original video, audio or video editing, dynamic maps, graphics, databases, and illustrations.
- Plan and develop original content by researching and analyzing multimedia methodology and subject matter to develop original concepts, creating project storyboards and work plans, researching, and acquiring necessary releases, licenses, and approvals, and providing direction and guidance to project team members.
- Define, clarify, and communicate customers' requirements and strategies and coordinate with customers to plan projects; work closely with customers and planners, assess work order parameters on complex projects, collect information, negotiate production schedules, arrange services, and resolve difficult procedural and production problems that may arise.



## **Mandatory and Educational Requirements**

- Extensive knowledge of software and production methodology for print, 3D animation and modeling, web, dynamic map or graphic, and/or multimedia programming/authoring.
- Extensive knowledge of program (web or authored) design methodology and techniques.
- Demonstrated ability to apply the broad range of specialty software such as Macromedia and Adobe suite of products used in multimedia productions, including Macromedia Director, Adobe product suites, and other complementary multimedia software.
- Demonstrated ability to utilize innovative and creative problem solving and analytical thinking skills to develop, organize, clarify, and enhance alternative approaches to the most sophisticated multimedia requirements.
- Demonstrated ability to create high-end navigation design and project implementation that meets customers' requirements.
- Extensive knowledge of at least three of the following core skill areas and working knowledge of at least one additional skill area: multimedia project developments and production; effective navigation and interface design; video and audio recording and editing methodology and techniques, closed circuit television, and video codes; video productions, lighting, composition, and studio design; multimedia-related hardware, such as laptop computers, display devices, portable DVD players, DVD/CD-ROM duplicators, scanners, DVD players/recorders, DVD/CD-ROM burners, video camcorders, digital cameras, various print devices, etc.; graphic design, video, cartography, or authoring software.
- Demonstrated ability to work effectively and efficiently within a diverse, creative, and often fast-paced project team environment and to efficiently manage time, technical, and administrative resources.
- Strong interpersonal skills demonstrated by the ability to interact effectively with customers, senior management, technical staff, and project team members; ability to coach and mentor others; thorough knowledge and understanding of organization mission and structure.

## **Desired Requirements**

- A minimum of seven years' digital strategy, content development, facilitation, problem framing, agile environment experience, human-centered design, program and product management.
- Extensive knowledge of software and production methodology for print, 3D animation and modeling, web, dynamic map or graphic, and/or multimedia programming/authoring.
- Extensive knowledge of program (web or authored) design methodology and techniques.
- Demonstrated ability to work effectively and efficiently within a diverse, creative, and often fast-paced project team environment and to efficiently manage time, technical, and administrative resources.



- Strong interpersonal skills demonstrated by the ability to interact effectively with customers, senior management, technical staff, and project team members; ability to coach and mentor others; thorough knowledge and understanding of organization mission and structure.
- Experience supervising and teams.

## Key Requirements and How To Apply

### Internal ODNI Cadre 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.
- 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:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to [nataljj1@dni.ic.gov](mailto:nataljj1@dni.ic.gov) (Natalia Z.), [majettm@dni.ic.gov](mailto:majettm@dni.ic.gov) (Maya M.), and [gilesro@dni.ic.gov](mailto:gilesro@dni.ic.gov) (Roderick G.) in lieu of the group address above.

### Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:

A complete application package must include:

- WRITTEN ENDORSEMENT from the employing agency concurring with the detail**
- 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.



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- 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. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- f. **SF-50 (if applicable):** **Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.**

**WHERE TO SUBMIT:** Applicants from federal agencies outside the IC should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.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 [natalij1@dni.ic.gov](mailto:natalij1@dni.ic.gov) (Natalia Z.), [majettm@dni.ic.gov](mailto:majettm@dni.ic.gov) (Maya M.), and [gilesro@dni.ic.gov](mailto:gilesro@dni.ic.gov) (Roderick G.) in lieu of the group address above.

## **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.

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.

To verify receipt of your application package **ONLY**, you may call 301-243-1318/703-275-1250.

## **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: 301-243-1318/703-275-1250; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)



## Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 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.**