



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: HJ234 - IC Joint Duty Program Officer - GS-14

Salary Range: \$96,970 - \$148,967 (not applicable for detailees)

Vacancy Open Period: 07/10/2018 – 07/10/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CHCO/JDPO

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.
- 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 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):

- Serve as a program manager for the IC Civilian Joint Duty Program in CHCO's Joint Duty Program Office in the Community Talent Management Division, assisting in the development and implementation of policies and initiatives to enhance collaboration and integration by expanding opportunities for IC personnel to benefit from joint duty qualifying experiences.
- Assist with program oversight of relevant HC practices and procedures and the collection of related metrics to ensure IC elements are making progress towards Joint Duty program goals, to include facilitating opportunities for expanded participation by IC personnel.
- Assist with planning and preparation for recurring IC Civilian Joint Duty.
- Community of Practice meetings and IC Civilian Joint Duty Opportunity Fairs, working in close coordination with other IC element joint duty program managers.



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- Plan and coordinate the preparation of analysis, correspondence, and briefing papers, as well as the execution of innovative communications strategies designed to increase visibility and further promote Joint Duty rotations for IC personnel.
- Cultivate and maintain productive working relationships with IC HC leadership, other Joint Duty program managers, office colleagues, HR experts, and ODNI senior leadership to effectively address their concerns, and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant issues.
- Represent and share information about the IC Civilian Joint Duty Program to IC personnel attending training and development courses, as requested by the Chief, IC Civilian Joint Duty Program.

Mandatory and Educational Requirements:

- Extensive knowledge of the mission, charter, roles and responsibilities of ODNI and/or of individual IC organizations.
- Extensive knowledge of HC principles, concepts, regulations, and practices, and demonstrated consultative skills sufficient to plan and manage HC functions for large scale ODNI and/or IC programs.
- Extensive knowledge of Federal, IC, and/or ODNI HC and HR regulations, policies, and unique authorities in order to address organizational/business issues and questions.
- Extensive knowledge in one or more areas of HC Subject Matter Expertise: Academic/Professional Disciplines, Compensation, Equal Employment Opportunity and Diversity, HC Information Management, HC Strategy & Policy, Learning & Development, Organizational Design, Performance and Effectiveness, Talent Acquisition, Workforce Analysis & Planning, Workforce Engagement & Relations, and Work/Life Strategies & Benefits
- Demonstrated ability to develop and effectively manage HC projects, assess customer requirements, identify dependencies, and manage and mitigate risks.
- Demonstrated program management, analytic, and critical thinking skills, including the ability to conduct program assessments, identify needs and requirements, and develop process improvement recommendations for the successful implementation HC programs.
- Demonstrated ability to communicate, both verbally and in writing, information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on HC programs and issues; demonstrated use



of tact when expressing ideas or opinions to leaders, customers, contractors, and other stakeholders.

- Demonstrated ability to listen to, clarify, and convey an understanding of others' ideas, comments, and questions, and integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
- Qualitative and quantitative analytical skills necessary to collect data, analyze it, and develop substantive reports.
- Basic knowledge of project management concepts and principles.

Desired Requirements:

- Experience: On average ten years of progressively responsible experience in HC
- Education: Bachelor's degree in fields such as Human Resources, Business Administration, Industrial and Organization Psychology, Training and Development, Workforce Analytics, or other related disciplines.
- Certifications/Licenses: COTR Certification as applicable

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.
- 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 (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both



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joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.) and bethemo@dni.ic.gov 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 B WMA@dni.ic.gov](#) (classified email system) or [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 bethemo@dni.ic.gov 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 301-243-9040.

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 301-243-9040; 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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.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.**