



General Position Information

Job Title: PA115 - Talent Development Program Manager - GS-13

Salary Range: \$81,548 - \$126,062 (not applicable for detailees)

Vacancy Open Period: 11/21/2018- 12/6/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC/MID

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

This is an opportunity for:

- An internal candidate to fill a GS-13 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 mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

Major Duties and Responsibilities (MDRs)

- Lead efforts to establish an integrated approach to understanding Talent Development issues within the CI and security workforce.
- Plan and conduct formal analyses of the strengths and weaknesses of CI and security talent development programs that require resolving critical problems or developing new concepts and methodologies for programs that are of major significance to NCSC leadership and mission success.
- Advise NCSC leadership on the development, implementation, and management of CI and security HC and/or talent development programs, and ensure that the programs are aligned with and directly support the NCSC's strategic mission objectives.
- Assist and serve as a liaison; listen to and understand the needs of the organizations and tailor talent development programs, methods, policies, and procedures to ensure they fully meet the organization's needs and overall mission.
- Plan, develop, and present written and oral briefings on significant talent development issues; tailor and align written products and oral briefings with overall NCSC mission objectives and individual member needs.
- Assist in developing strategic and tactical plans to support talent development program initiatives; plan, develop, implement, and evaluate HC and/or talent development programs in response to NCSC directives and/or mission requirements.
- Areas of Talent Development and/or HC Subject Matter Expertise include (in alpha order): 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.

Mandatory and Educational Requirements

- Thorough 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.
- Effective oral and written communication skills, including the ability to communicate complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and demonstrate organizational and interpersonal problem solving skills.
- 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.
- Ability to utilize critical thinking and reasoning skills to gather HR data and provide analysis of meaning/impact to senior management.
- Basic knowledge of project management concepts and principles



- Experience: On average three to five years of progressively responsible experience in HC or Talent Development or related fields.

Desired Requirements

- Education: Degree or comparable work experience in Talent Development or related field. Education may also be in a subject-matter field relevant to the IC, ODNI or equivalent experience.

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 jowida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.) and scotjor@dni.ic.gov (Jordan S.) 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:

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



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- 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](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.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 joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.) and scotjor@dni.ic.gov (Jordan S.) 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 301-243-9042.

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: 301-243-9042; Email: Recruitment_TeamB@dni.gov

Other Information:

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.



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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.**