



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

LEADING INTELLIGENCE INTEGRATION

## General Position Information

**Job Title:** Human Resources Officer

**Position Number:** 27514

**Position Grade:** GS14

**Salary Range:** \$106,823 - \$164,102 (not applicable for detailees)

**Vacancy Open Period:** 05/13/2022 – 06/13/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/IG

**Duty Location:** Reston, 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 or external candidate to fill a GS -14cadre position. Highly qualified GS13's are eligible as lateral hires but will not be promoted to the GS14 level.
- 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

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.

Highly qualified GS13's are eligible to apply as lateral hires, but will not be promoted to the GS14 level.

- For a cadre assignment:
  - Current ODNI permanent cadre employees at the same grade or one grade lower than the advertised



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position grade may apply.

- Current Federal Government employees at the same grade or one grade lower than the advertised position grade may apply.
- Candidates outside the Federal Government.
- Current ODNI Staff Reserve employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees at the same grade or one grade lower than the advertised 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.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## **Component Mission**

The Office of the Inspector General of the Intelligence Community (IC IG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The IC IG's organizational divisions include Audit, Investigations, Inspections and Evaluations, Mission Support Division, the Center for Protected Disclosures, and Counsel to the Inspector General.

## **Major Duties and Responsibilities (MDRs)**

The incumbent will serve as a Human Resources Officer and will plan, develop, and implement a comprehensive personnel management program designed to meet the unique requirements of the Office of the Inspector General of the Intelligence Community (IC IG).

Provide administrative and technical support and coordination of the day-to-day Human Resources operations for the office with other ODNI elements involved in personnel management and ensure consistency of those activities with ODNI/HRM policies, processes and procedures to meet expected standards, as appropriate.

Provide authoritative advice and innovative guidance on all aspects of human resources management, including personnel and administrative management; position management; strategic planning; (especially in the areas of outreach and recruitment strategies); employee relations, and performance management in accordance with overall ODNI policies, processes, and procedures in this domain.



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Serve as a key member of the IC IG team, participating in the development of immediate, intermediate and long-range personnel plans to meet the mission requirements of the IC IG.

Provide information, advice and guidance to employees, managers, and supervisors on a broad range of HR issues/functions in one or more Human Resource subject matters and in accordance with ODNI policies.

Serve as point of contact for resolving management and staff issues by conducting research and providing guidance regarding the appropriate HR laws, regulations, policies, procedures, and/or handbooks to address specific personnel actions.

Oversee, develop and present recommendations to IC IG leadership and organizational managers on the best way to address employee relations issues, balancing the needs of the employee with the needs of the organization, and promoting the identification of a solution between the manager and employee.

Plan and carry out a wide range of Human Resources activities, transactions, advisory and consultation services and/or design, implementation, evaluation and execution of HR activities and initiatives in support of the IC IG's statutory and non-statutory positions and in compliance with applicable statutory authorities and overall ODNI policies.

Plan and conduct formal analyses of the strengths and weaknesses of HR programs that are unique to the IC IG and that require resolving critical problems or developing new concepts and methodologies for programs that are of major significance to IC IG leadership and mission success.

Submit and track all IC IG HR personnel actions in accordance with ODNI/HRM policies and procedures, as appropriate.

Maintain electronic IC IG HR records such as personnel actions, organizational and position transactions to ensure accurate and up-to-date data in accordance with ODNI policies and standards.

Develop position descriptions and vacancy announcements; screen application packages; participate on IC IG panels in an advisory capacity; propose salary levels and extend job offers in accordance with ODNI/HRM policies and procedures, as appropriate.

Remain informed and knowledgeable of current, new or revised laws, regulations, policies, procedures and operational practices; interpret implications of changes and revisions and recommend new or revised program requirements and/or other appropriate modifications.

Liaise and maintain productive working relationships with IC IG leadership and peers, internal and external colleagues, ODNI Human Resources Officers and leadership, and other members of the IC.

## **Mandatory and Educational Requirements**

Skilled knowledge of HR principles, concepts, regulations, and practices, and consultative skills sufficient to plan and manage HR functions for a moderate-sized office. Applied practical knowledge in or more areas of HR Subject Matter Expertise:



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Academic/Professional Disciplines, Compensation, Equal Employment Opportunity and Diversity, HR Information Management, HR Strategy & Policy, Learning & Development, Organizational Design, Performance and Effectiveness, Talent Acquisition, Workforce Analysis & Planning, Workforce Engagement & Relations, and Work/Life Strategies & Benefit.

Ability to lead by example and exemplify IC IG core values of Integrity, Independence, Accountability, Diversity, and Transparency.

Ability to foster trust within the IC IG and with colleagues, partners, and stakeholders across ODNI who contribute the HR support functions.

Superior strategic and tactical planning, critical thinking, and analytical skills in order to propose innovative solutions and implement change with resourcefulness and creativity within ODNI policy and resource constraints.

Superior interpersonal skills and ability to coordinate, network, and collaborate across the ODNI and IC on personnel issues.

Superior oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels.

Ability to apply specialized knowledge to address HR issues with limited supervision and guidance.

Thorough knowledge of Federal, IC and/or ODNI HC and HR regulations, policies, and unique authorities in order to address organizational/business issues and questions.

Ability to utilize critical thinking and reasoning skills to gather HR data and provide analysis of meaning/impact to senior management.

Ability to work effectively both independently and in a team or collaborative environment, mentor colleagues, and demonstrate organizational and interpersonal problem solving skills.

## Minimum Qualification Requirements:

- Experience: Four years of progressively responsible experience in Human Capital.
- Education: Bachelor's Degree in fields such as Human Resources, Business Administration, Training and Professional Development, Workforce Analytics, or other related disciplines; or 4 years of work experience in the Human Resources Field.

## Desired Requirements

Broad knowledge of the mission, organization, and functions of the IC IG, and Community IGs.



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Experience: Previous government experience as a team lead or supervisor of a HR organization that was accountable for all phases of personnel management for a small to mid-sized office.

Familiarity with Human Capital requirements, processes, and procedures in an excepted service organization.

Professional certifications in one or more HR management skill areas.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

#### A complete application package must include:

- a. **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.
- b. **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.
- c. **POSITION NUMBER:** Reference the position 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:** *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-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### External Candidates:

#### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

#### A complete application must include:



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- a. **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.
- b. **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.
- c. **POSITION NUMBER:** Reference the position 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.
- e. **SF-50:** 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.
- f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

## **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 federal agencies outside the IC must provide:**

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

- a. **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.
- b. **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.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **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.
- e. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.





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**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

## **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 703-275-3888

## **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: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

## **Other Information**

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

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**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 Reasonable Accommodation Office Representative by classified email at DNI\_Reasonable\_Accommodation\_WMA@cia.ic.gov by unclassified email at DNI\_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1277 . Your request for reasonable accommodation will be addressed on a case-by-case basis.



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**THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**

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