Program Analyst

Job Title: Program Analyst

Agency: Department of Energy

Hiring Organization: Office of Intelligence and Counterintelligence, Office of the Associate Deputy Director of the Field Intelligence Elements, Strategic Intelligence Partnership Program, (SIPP) IN-1

Job Announcement Number: 15-0005

SALARY RANGE: $90,823.00 to $118,069.00 / Per Year

OPEN PERIOD: Thursday, April 16, 2015 to Thursday, April 23, 2015

SERIES & GRADE: GS-0343-13

POSITION INFORMATION: Program Analyst

PROMOTION POTENTIAL: GS-13

DUTY LOCATIONS: 1 vacancy – Washington, DC Metro Area, DC, US

WHO MAY APPLY: **Current IN Federal Employees Only**

SECURITY Q – Sensitive

SUPERVISORY STATUS: No

JOB SUMMARY:

About the Agency

The Department of Energy's Office of Intelligence and Counterintelligence (IN) is responsible for providing timely intelligence and technical expertise in support of a wide range of U.S. energy- and national security interests. IN supports Departmental missions in nuclear weapons design, manufacture and maintenance, nuclear nonproliferation, nuclear materials security, nuclear and non-nuclear energy security, science and technology developments, and emergency response. The office also develops and implements effective counterintelligence and cyber-related programs throughout the Department of Energy (DOE), which identify, neutralize and deter foreign government, non-state, and industrial intelligence activities directed at or involving DOE programs, personnel, facilities, technologies, classified information and unclassified sensitive information. The counterintelligence and cyber functions are directed against the full range of physical security, espionage, sabotage and cyber threats to the DOE complex. Together, these foreign intelligence analysis, counterintelligence and cyber missions benefit the Secretary of Energy, the Administrator of the National Nuclear Security Administration, other DOE senior policy officials, senior policy officials at other U.S. agencies and Departments, the Intelligence Community (IC) – indeed, they benefit the entire U.S. Government, U.S. economic competitiveness and U.S. national security.

This position requires Q clearance and a Special Compartmented (SCI) Access/Security Clearance. All employees of the CI Directorate are subject to and must successfully complete a

CI Evaluation, which may also include a CI-scope polygraph examination. These clearances and accesses are an absolute requirement for this position. It is imperative that the incumbent maintain eligibility for them. Without these clearances and accesses, it is not possible to perform these functions. Loss of these clearances will require dismissal.

Position requires a comprehensive knowledge of current U.S. foreign policy and intelligence issues, including major national and energy security concerns of the Department of Energy, in order to accurately and quickly prioritize competing administrative, substantive and technical requirements, and to assist the Director in fulfilling a wide range of management functions and compliance activities deriving from Federal law, Intelligence Community directives, DOE policy, and Executive Orders. As the Program Analyst, you must be able to obtain and maintain a DOE "Q" clearance with access to Sensitive Compartmented Information.

This position is in the Excepted Service. For information the Excepted Service, please visit: Excepted Service Appointing Authorities@http://www.opm.gov/policy-data-oversight/hiring-authorities/excepted-service//

Excepted Service includes all position in the executive branch of the Federal Government which are specifically excepted from the competitive service by or pursuant to statue, by the President, or by the Office of Personnel Management, and which are not in the Senior Executive Service.

TRAVEL REQUIRED

- 0-25%

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- U.S. Citizenship is required.
- Background and/or Security Investigation is required.
- THIS POSITION IS NOT IN THE BARGAINING UNIT COVERED UNDER NTEU.
- Relocation expenses will not be paid.
- All supplemental documentation MUST BE received by the closing date.
- Meet all qualification requirements by the closing date.

DUTIES:

The incumbent performs the following:

Serve as a Program Analyst/Team Lead in the tracking, processing and approval of a non-DOE funded portfolio of reimbursable work for the National Intelligence Program (NIP) and Military Intelligence Program (MIP) for SIPP projects.

Conducts expert, in-depth research of and analyzes requirements, schedules reviews and other analytical efforts addressing SIPP programmatic and policy issues to determine the appropriate levels of reimbursable activities at each DOE/NNSA facility.

Provides expert advice to the SIPP Division Director on the planning, scheduling and executing of major projects involving the analysis, assessment and evaluation of SIPP projects.

Assists the SIPP Division Director with special projects; responses to programmatic inquiries, and outreach efforts with new IC sponsors.

QUALIFICATIONS REQUIRED:

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience. You must meet the following requirements by the closing date of this announcement.

On line resumes of qualified candidates must describe at least one year of experience equivalent to the GS-13 grade level in the Federal service. Specialized experience for this position is defined as experience providing, coordinating, managing, and conducting the directives of a supervisor or manager regarding subordinate staff elements, with responsibility for establishing, implementing, and monitoring all business systems necessary to ensure the efficient and effective operations of the organization.

You must meet all qualifications and eligibility requirements by the closing date of this announcement.

EDUCATION:

Education must be obtained from an accredited institution recognized by the U.S. Department of Education. Foreign education must be reviewed by an organization recognized by the U.S. Department of Education. For special instructions pertaining to foreign education and a list of organizations that can evaluate foreign education, see the Department of Education website.

OTHER REQUIREMENTS:

- Drug Testing
- Security clearance: must be able to obtain and retain a “Q” security clearance with Special Compartmented Information (SCI) access.
- Must successfully complete a CI Evaluation, which may also include a CI-scope polygraph examination.

HOW YOU WILL BE EVALUATED:

The HR Office and/or Subject Matter Expert (SME) will conduct a quality review of your application and supporting documentation to ensure you have been placed into the appropriate quality category.

Your application is rated based on the extent and quality of your experience, education (when applicable), and training as described in your resume and applicant assessment. Your credentials are measured against the established duties of the position at the grade level(s) being advertised.

If your resume is incomplete or does not support the responses you provided in your online questionnaire, or if you fail to submit all required documentation before the vacancy closes, you may be rated 'ineligible', 'not qualified', or your score may be adjusted accordingly.

BENEFITS:

You can review our benefits at: https://help.usajobs.gov/index.php/Pay_and_Benefits

OTHER INFORMATION:

- **The U.S. Department of Energy fosters a diverse and inclusive workplace and is an Equal Opportunity Employer.**
- Veterans and persons with disabilities are encouraged to apply. For more information, please visit the links at the bottom of this page or visit the FedsHireVets website.
- More than one selection may be made from this vacancy announcement.
- Some positions may require completion of a probationary period of up to 1 (one) year.
- Many positions require successful completion of a background investigation.
- All males born after December 31st 1959 must abide by laws regarding Selective Service registration. To learn more about this law, visit the Selective Service web page, Who Must Register. If you are not registered and don't have an approved exemption, you will not be eligible for employment with the Federal government.

EEO Policy: http://www.usajobs.gov/eeo
Reasonable Accommodation Policy: http://www.usajobs.gov/raps
Veterans Information: http://www.usajobs.gov/vi
Telework: www.telework.gov
Selective Service Registration: http://www.sss.gov/

HOW TO APPLY:

Resumes and supplemental documentation will be accepted through the http://energy.gov/office-intelligence-and-counterintelligence system. To be considered for this position, you must submit your complete application no later than 11:59pm U.S. Eastern Time on the closing date of this announcement. If you fail to submit a complete application prior to the closing time (regardless of when you started) the application system will not allow you to finish! Requests for extensions will not be granted, so please begin the application process allowing yourself enough time to finish before the deadline. Our application system displays a countdown timer in the top-left corner of the screen for your reference.

For the security of you and your information, our application tracking system will time-out if you are inactive for a certain period of time. If you are responding to long answer questions, you may likely hit this time-out while you are typing. Therefore, we highly recommend that you view the applicant assessment questions before you apply. Complete your responses to any essay questions in a file on your computer before you start the application process. That way, all you need to do is copy and paste the prepared responses into each field.

Steps to submit a complete application:
This is an Internal Announcement for Current IN Federal Employees Only that is currently working for the Department of Energy, Office of Intelligence and Counterintelligence.

1. Once you are logged at http://energy.gov/office-intelligence-and-counterintelligence system, to review the Vacancy Announcement. You can review the Vacancy Announcement listed under **CAREER OPPORTUNITIES.**
2. Click vacancy announcement to review the application.
3. You must respond to all applicant assessment questions, if requested, carefully following all instructions provided.
3. Once you are ready to submit your application, click **APPLY**. You are now able to submit your resume and other supporting documents.
4. You will be prompt to an e-mail address **DOE-INHRApplications@doe.gov** to submit your documents. *It is ultimately your responsibility to make sure all required documents are uploaded. If you are unsure that your documents went through, please contact the HR Specialist listed on the announcement BEFORE the vacancy closes.*

If your resume does not support the responses in your application questionnaire, or if you fail to submit required documentation before the vacancy closes, you may be rated 'ineligible', 'not qualified', or your score may be adjusted accordingly.

NEED HELP?

- If you experience any difficulties with the application process (anything after you have clicked the 'Apply Online' button), please contact the HR Office listed on this announcement between normal business hours. If you are receiving any kind of error message, please be ready to provide a screenshot or at a minimum, the error message text and number.

- If you are experiencing a significant hardship which hinders your ability to apply online please contact the HR Office listed on this announcement during normal business hours to discuss your situation.

REQUIRED DOCUMENTS:

A complete application includes 1. A resume and submission of any required documents. Please note that if you do not provide all required information, as specified in this announcement, you may not be considered for this position (or may not receive the special consideration for which you may be eligible).

All applicants are required to submit a resume by uploading one of their own choosing. (Cover letters are optional.) To receive full credit for relevant experience, please list the month/date/year and number of hours worked for experience listed on your resume.

VETERANS' PREFERENCE DOCUMENTATION: There is no formal rating system for applying veterans' preference to appointments in the excepted service. However, the Department of Energy considers veterans' preference eligibility as a positive factor in hiring. This link will provide information on the required documentation needed to support your veteran's status- veteran eligibility documentation - (i.e., DD-214, VA Letter, Standard Form (SF) 15 as applicable)..

Please carefully review the following list to determine what documentation you need to submit. Some documents may not apply to all applicants.
If you are unsure, click the link for each document type to read more.

ALL APPLICANTS: You must submit a resume supporting your specialized experience and responses to the online questionnaire.

- Your resume should list all work experience (paid and unpaid); you should list the full name and address of the each employer.
- Your experience listing should show the start and end dates (include month, day, and year); you must also list the average number of hours per week that you worked.
- Your resume should also include any education and training you have completed (list the program title, subject area, number of hours completed, and completion date).
- For more information about what to include in your resume, please view this USAJOBS Resume Tutorial video on YouTube.
- You can submit a resume in the format of your choice.
- It is important that you are complete and thorough in your resume. If any of the above information is not included in your resume, we may not be able to fully credit you for your experience.

If specific educational requirements are indicated for this vacancy: Documentation verifying your educational claims which can include unofficial transcripts or any report listing

institution, course title, credits earned and final grade. Please see the Education section for more information.

Persons with Disabilities: Individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities may apply for appointment through the Schedule A hiring authority. Certified verification of a disability from a licensed medical professional; a licensed vocational rehabilitation specialist; or any Federal, state, or District of Columbia agency or U.S. territory that issues or provides disability benefits will be required.

AGENCY CONTACT INFO:

Sylvia Jackson, Human Resources Specialist (Contractor)
Department of Energy
Office of Intelligence and Counterintelligence, IN
Phone: 202-586-3648
Fax – 202-586-1632
Sylvia.jackson@doe.gov

or

Denise Williamson, Human Resources Advisor
Department of Energy
Office of Intelligence and Counterintelligence, IN
Phone: 202-586-6478
Fax – 202-586-1632
denise.williamson@doe.gov

WHAT TO EXPECT NEXT:

After each step in the recruitment process, your status will be updated in our application tracking system. Once this happens, if you have elected to receive e-mail updates, you will be notified through your **DOE-INHRApplications@doe.gov** e-mail address.