

Supervisory, Program Analyst (Division Director)

Job Title: Supervisory, Program Analyst (Division Director)

Agency: Department of Energy

Hiring Organization: Office of Intelligence and Counterintelligence, Cyber Directorate, IN-40

Job Announcement Number: 15-0008

SALARY RANGE: \$126,245.00 to \$158,700.00 / Per Year

OPEN PERIOD: Wednesday, May 13, 2015 – Wednesday, May 27, 2015

SERIES & GRADE: GS-343-15

POSITION INFORMATION: Full Time – Permanent

PROMOTION POTENTIAL: GS-15

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

WHO MAY APPLY: Current IN Federal Employees Only

SECURITY: Q – Sensitive

SUPERVISORY STATUS: No

MARKETING STATEMENT:

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.

The DOE IN program is established in Title XXXII of the FY 2000 National Defense Authorization Act (NDAA). Authority is derived from that legislation as well as Executive Order 12333, "U.S. Intelligence Activities," dated April 12, 1981 and the "Atomic Energy Act of 1954," as amended. The CI program's relationship with the FBI is defined by a variety of legislative and executive directives summarized in a "Memorandum of Understanding between the Department of Energy and the FBI," dated May 10, 1999.

As the Supervisory, Program Analyst (Division Director), you must be able to obtain and maintain a DOE "Q" clearance with access to Sensitive 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.

JOB SUMMARY:

A successful candidate in this position will

- Assist the IN-40 Cyber Deputy Director with internal and external coordination of the Program
- Manage the activities of the Program staff, both at DOE Headquarters and at numerous geographically dispersed sites
- Manage the CI Cyber Operations Division budget.

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/](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 statute, 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.

MAJOR DUTIES:

As the Supervisory, Program Analyst, you will perform the following:

- Serve as the Division Director for the CI Cyber Operations Division (IN-44).
- Manage the activities of the Program staff, both at DOE Headquarters and at numerous geographically dispersed sites.
- Manage and maintain a comprehensive insider threat cyber program.
- Develop, obligate, and manage the CI Cyber Operations Division (IN-44) budget.
- Develops liaison contacts within the United States CI and Intelligence Communities to further program goals and objectives.
- Makes oral presentations, which convey ideas, facts, conclusions, estimates, and projections to a variety of DOE and United States CI and Intelligence Community personnel.

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-14 grade level in the Federal service. Incumbent must have knowledge of the mission, structure and key intelligence programs of the Intelligence Community to include, international political, economic, and military matters as they impact US energy policy and nuclear/conventional nonproliferation issues; advanced management skills to include the public budgeting process that will enable efficient program oversight of a highly diverse operational and research mission with a wide geographic dispersal; expertise in CI issues, including legal guidelines, technical threats to DOE national security assets posed by foreign intelligence services, general trends and patterns of hostile activities, and current operational practices; knowledge of current CI technical trade craft and operations and advanced oral and interpersonal communication abilities to promote IN-40 Programs and initiatives to audiences of all levels within the DOE, and to ensure effective national-level liaison; and, must be able to prepare and present briefings to senior management on complex/controversial issues.

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 FedHireVets 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 via email to DOE-INHRApplications@doe.gov. 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. Requests for extensions will not be granted.

Steps to submit a complete application:

NOTE: This is an Internal Announcement for Current Federal Employees Only that are currently working for the Department of Energy, Office of Intelligence and Counterintelligence.

1. Go to <http://energy.gov/office-intelligence-and-counterintelligence> to review the Vacancy Announcement listed under "**CAREER OPPORTUNITIES**".
2. Carefully review the entire application. 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** (located at the top of the announcement page) or initiate an email to DOE-INHRApplications@doe.gov. Include the Job Announcement Number in the Subject line of the email. You are now able to submit your resume and other supporting documents.
4. *It is ultimately your responsibility to make sure all required documents are uploaded. If you are unsure that your documents were properly submitted, 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' button) or attempted to send an email, 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 a resume, SF-50, and submission of any required documents, such as a DD-214. 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.