



DEPARTMENT OF NAVY

Naval Intelligence Vacancy Announcement

Management Analyst – GG-0343-14

Open Period: 1/25/2023 – 2/1/2023

KEY POSITION DETAILS

Salary Range: \$132,368-\$172,075

Series & Grade: GG-0343-14

Org Code/Org Title: BSO15/N2N6

Announcement #: N2N6-2023-001

Position Information: Permanent/Full Time

Duty Location: Pentagon, Arlington, VA

Relocation Expenses Reimbursed: Not Authorized

PCS Expense Authorized: Not Authorized

Travel Required: Occasional, May be Required

Who May Apply: All US Citizens

Security Clearance: Top Secret/SCI

Supervisory/Non-Supervisory: Non-Supervisory

Drug Testing: Yes

JOB SUMMARY

You will serve as a Management Analyst at the GG-0343-14 level as a senior program manager and team lead for the Talent Management and Workforce staff lead for the OPNAV N2N6 Front Office.

Your focus area will be workforce planning and talent development initiatives supporting the workforce for the OPNAV N2N6 organization. This position is located at the Pentagon with OPNAV N2N6.

Specific Duties

- Coordinate, manage, and oversee timekeeping, civilian billet management, civilian awards program, performance management, Requirements Officer training management, and the civilian training program.
- Support strategic staff and organizational management projects as necessary.
- Develop, analyze, evaluate, advise on, and enhance effectiveness of organizational structures and procedures by recommending utilization of money, manpower, or material resources.
- Check-in new employees, check-out departing civilian employees, develop workforce analytics/succession planning, and human capital planning.
- Build and maintain liaison with high level professionals at other government agencies to provide or obtain information.

Highly Desired Factors:

- Leadership Competencies: Interpersonal skills; customer service; partnering; continual learning; resiliency; flexibility
- Skills/Knowledge: Management principles; human capital; data analytics; time management; networking



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Specialized Experience & Minimum Qualifications

Applicants must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities and competencies necessary for immediate success in the position. Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills, and abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled. Qualifying experience is demonstrated through the following competencies:

- ORAL/WRITTEN COMMUNICATION
- WORKFORCE DEVELOPMENT
- LEVERAGING DIVERSITY
- HUMAN CAPITAL PROGRAM EVALUATION
- TEAM-BUILDING
- PROBLEM-SOLVING

In addition, individuals must meet the Office of Personnel Management (OPM) qualification standards of 1 year of specialized experience equivalent to the next lower grade level to the position filled and any Individual Occupational Requirements (IOR) for the series/grade selected as identified within the standard. For further details on the specific occupational series requirements, please go the following link: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Conditions of Employment

- You must be a US Citizen
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify/.
- Selectee must be determined suitable for federal employment
- Selectee may be required to successfully complete a 2-year trial period
- Selectee is required to participate in the direct deposit pay program
- Selectee may be required to successfully complete a polygraph examination
- Selectee must complete a Special Background investigation and receive a favorable adjudication by a determining authority. You must obtain and maintain a Top Secret security clearance and access to Sensitive Compartmented Information (SCI). Failure to do so may result in the withdrawal of an offer or removal. Indicate the level and date of your clearance in your resume.
- Successful completion of a pre-employment drug test (including marijuana) is required. A tentative offer of employment will be rescinded if you fail to report to the drug test appointment or pass the test. You will be subject to random testing.
- You must acknowledge in writing that you are accepting an appointment in the DCIPS (excepted service) which does not confer competitive status, prior to appointment.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Males born after 12-31-59 must be registered for Selective Service



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How to Apply

- 1) Click on: <https://navy.hirevue.com/signup/HwWbrcgtqDEKw4GDs5AzRL/>
- 2) Please input your first and last name and your email address. Next to the first name box, there is a button to upload your resume. Please be sure to attach your resume before hitting the start button.
- 3) Once the documents are visible on the sign in screen, select the “start” button to apply and complete the basic assessment.
- 4) Please do not upload documents that contain PII without redacting sensitive information. Do not upload any **classified** information with your application submission.
- 5) Complete applications to include a Resume and response to basic eligibility questions must be submitted by 11:59 pm Eastern Standard Time (EST) on the closing date of the announcement.
- 6) Incomplete packages may be removed from consideration.
- 7) For additional assistance, please email the Naval Intelligence HR Specialist, Stephanie Kiessling at Stephanie.f.kiessling.civ@us.navy.mil. Include N2N6-2023-001 in the subject of the email.

Requested Documents: **A COMPLETE RESUME IS REQUIRED.** Your resume must show relevant experience (cover letter optional) where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week & salary. **If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e. GS-0132-13 on your resume for each Federal position.**

This position is a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 U.S.C. 1601. DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures in DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement.

The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.