Position:
Program Analyst, GS-0343-15
Department of Energy (DOE)
Cyber Division
Office of Intelligence and Counterintelligence (IN)

Introduction:

The Office of Intelligence and Counterintelligence (IN), is responsible to the Department of Energy (DOE) for timely information, direct policy support and analyses; technical expertise in support of nonproliferation and national security/intelligence interests; IN ensures the effective use of this intelligence information on nuclear weapons, nuclear proliferation, nuclear materials, chemical and biological weapons, asymmetric weapons and potential threats to the DOE complex; facilitating homeland security-related issues; nuclear energy, and nuclear energy security in support of the Secretary of Energy, other DOE senior policy officials, senior policy officials at other agencies, and the Intelligence Community (IC).

The incumbent independently develops the Office’s budgets; evaluates progress towards program budget and management objectives; and performs other budget and management analyses. This position requires a Q clearance and a Special Compartmented Information (SCI) Access/Security Clearance.

The Department of Energy (DOE) Counterintelligence Directorate develops and implements an effective counterintelligence (CI) program to support DOE and National Nuclear Security Administration (NNSA) equities by establishing goals and objectives to identify, neutralize and deter foreign government or industrial intelligence activities, complex wide. The CI 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.

Major Duties:

Responsibilities include, but are not limited to the following:

As a recognized expert, provides leadership, applying a wide range of qualitative and quantitative techniques, in developing, formulating, and executing the Office’s budget as well as a second major budget (the CBJB) for the Director of National Intelligence (DNI). The two budgets are distinct, requiring different formats and formulae. The development of the two major budgets requires the analysis of program obligations and
cost trends to alert the Financial Management Director and DOE IN leadership to any potential problems/attendant ramifications.

Formulates new program management standards and analytical approaches. Develops resource guidance for IN Divisions, and performs continuous appraisal of the utilization of IN resources in accomplishing program objectives and goals. Provides authoritative advice to DOE-wide Headquarters officials, ODNI staff, and DOE contractors during the planning and budget development phase on the following: current political and economic conditions; preparation and effective accomplishment of annual operating objectives and plans; compliance with DOE and customer’s policy guidance; development of justifications and supporting rationale for obligations, costs for operating expenses; funding estimates required for their execution; and preparation of strategies for presenting, explaining, and documenting budget requests. Provides expertise in the conduct of a wide range of complex quantitative and qualitative economic analyses of DOE activities, program plans, budget submissions, and related funding projects. Identifies and assesses significant, controversial, and unprecedented problems; identifies and evaluates the impact of established objectives; and develops and implements innovative solutions in program plans, program execution activities, and scheduling and funding activities to achieve desired results. Determines from a programmatic perspective the viability, consistency and accuracy of planning and budgeting documents.

Prepares and/or drafts Congressional testimony and responses to formal questions submitted by OMB, Congressional committees and special ad hoc requests. Participates with the OMB in meetings/budget hearings to justify/defend customer’s plans and budget. Serves as expert on the Department’s Intelligence budget during Congressional Hearings phase and provides technical budgetary and program information. Provides expert advice to the Financial Management Director and DOE IN leadership on budget execution problems, compliance with implicit/explicit appropriation and legislative restrictions, responses to Congressional questions for the record, the diverse political sensitivities among the Congressional authorization and appropriation subcommittees having jurisdiction over the Department’s National Intelligence Program budget, and OMB and DOE sensitivities. Represents the Financial Management Director on budget related matters in meetings with the DOE CFO Staff, ODNI and IC Staff, and OMB Officials.

Represents the Financial Management Director with other DOE HQ, field offices, other Federal agencies and provides authoritative advice, leadership on significant programming, budget policy issues. Prepares periodic briefings on status of assigned activities for management review. Provides liaison with appropriate DOE organizations and other Federal agencies to assure acceptability of ongoing/planned practices, procedures, and plans. Established working relationships with other DOE offices, and maintains proper interface with the Offices’ Division Directors. Develops policy guidance for planning, reporting, and evaluating assigned programs and functions to include goal setting, tracking, and reporting requirements, and the evaluation and analysis of plans and reported data. Assumes a leadership role in budget and management
planning, problem-solving, and assuring that deadlines are met, as well as budget formulation and metrics tracking and development. Performs other duties as assigned.

**Factor 1 - Knowledge Required by the Position:**

Mastery of the application of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness and the streamlining of managing and budgeting programs for IN. Mastery of advanced management and organizational principles and practices along with a comprehensive knowledge of planning, programming, and budgeting regulations, guidelines and process, and thorough knowledge of IN's planning, and management process to prepare long-range and short-range planning guidance in accordance with broad DOE andUSIC program policies and objectives. Ability to direct complex studies requiring application of advanced analytical and statistical methods and techniques. Studies and analyses are of such scope that they frequently require a team effort.

Comprehensive knowledge of the Congressional budget process, including thorough and detailed understanding of OMB policies, directives and regulations, is required. Detailed knowledge of National Intelligence Program budgetary activities and office interface with the IC is necessary. Knowledge of the DOE budgetary goals, programs, and performance planning and appropriate Departmental legislative history is imperative. Strong written and oral communication skills are key.

Knowledge of computerized management information systems is needed as well as fiscal and appropriation law concepts. Knowledge of the concepts, principles, practices and techniques of management and methods used to gather, analyze, and evaluate information on the management process, together with a high level of analytical ability, sufficient to provide expert analyses of customer's financial management activities, is paramount.

Ability to work effectively with management officials within the Department and a thorough knowledge of the complex relationships between customer's activities, other programs and key staff functions at DOE is essential. Knowledge of the concepts, principles, and practices of program planning and skill in their application to the establishment of objective, schedules, milestones, resource requirements, assessment of program performance, and correction of deficiencies or unacceptable variances is necessary.

**Factor 2 - Supervisory Controls:**

As a recognized authority in the analysis and evaluation of budgeting and managing programs and issues, the incumbent is subject only to administrative and policy direction from the Financial Management Division Director concerning overall project priorities and objectives. Incumbent works independently and oversees, plans, manages, coordinates, and directs assigned program areas, exercising discretion and judgment in determining whether to broaden or narrow the scope of projects or studies. Analyses, evaluations, recommendations and decisions are normally accepted without significant
changes and are reviewed primarily in terms of attainment of broad program objectives, consideration of availability of funds, other resources, impact upon agency programs, conformance with overall DOE and customer organization policy. Recommendations and conclusions are considered technically and administratively sound by senior management and program commitments are considered authoritative. Represents the Financial Management Director with other DOE HQ, field offices, other Federal agencies, and provides authoritative advice, on significant programming and budget policy issues.

Factor 3 - Guidelines

The incumbent is a recognized technical authority on the development and interpretation of budgetary guidelines, policies, legislation, and regulations covering the budgetary operations of one-or-more substantive national programs. Guidelines are nonspecific and stated in terms of broad policies and goals such as appropriations language, enabling legislation, precedent-setting judicial decisions, and broad based Comptroller General decisions. The incumbent must use initiative, judgment, discretion, and originality researching, interpreting and determining the intent of national policies and legislation, in developing broad agency budgetary programs and/or regulations and policy, in revising existing policy and regulatory guidance for use by others within IN, in determining when new or revised legislation is needed, and in researching and preparing recommendations for the content of such legislation.

Factor 4 – Complexity:

Analytical assignments involve efforts to develop and implement broad programs based on new or revised legislation, and consideration of a wide range of issues which affect the program, such as changing technology and comparable conditions of a highly variable nature. The work typically requires efforts to develop new program objectives or legislative and regulatory initiatives to facilitate achievement of IN budget and management program goals and objectives, and requires consideration of the immediate as well as long-range effect of proposed actions on IN and/or other Government programs. The work consists of IN or DNI projects, studies, and continuing assignment, which require analysis of interrelated and complex issues impacting effectiveness, efficiency, and productivity of program area. Decisions regarding how to proceed in planning, organizing, and conducting studies and analyses or carrying out continuing assignment are complicated due to frequent changes in program goals and objective, budget levels and requirements, technology, relationships, and consistency between programs, tradeoffs between program elements and other critical factors. This presents considerable difficulty in determining the most appropriate and consistent approaches to be used in dealing with important issues. Assignments are further complicated by the need to deal with subjective concepts and perceptions held by different program managers and the wide range of highly diversified contractors. Option, recommendations, and conclusions developed by the incumbent take into account and give appropriate weight to these uncertainties and other variables, which affect performance and the attainment of program objectives.
Factor 5 - Program Scope and Effect:

Performs very broad, extensive assignments related to government programs of significant interest. Work provides policy and decision-makers with authoritative information and analyses and provides a basis for decisions which improve effectiveness and efficiency. The incumbent provides advice and assistance to management in the effective budget planning of organizational activities to monitor program and budget execution, and to evaluate progress against plans and budgets. Work involves developing and implementing guidance for carrying out various activities, and contributes significantly to the productivity, effectiveness, and efficiency of the organization and higher levels of management. Recommendations made have a direct bearing on the ability of assigned components to carry out critical IN missions. Work also involves advising management on changes to program and budget structures, methods, and approaches as required by changing policies, missions, technology, and other critical factors.

Factor 6 - Personal Contacts:

Frequent contacts are with DOE and IN senior management, ODNI officials, top Congressional staffers, Intelligence Community members, OMB officials and DOE contractors. Serves as expert on the Department’s Intelligence budget during Congressional Hearings phase and provides technical budgetary and program information. Settings range from moderately structured to highly impromptu and unplanned, and often sensitive situations requiring immediate resolution.

Factor 7 - Purpose of Contacts

The purpose of contacts is to justify/defend or settle matters involving significant or controversial issues, provide expert, authoritative testimony and advice on budget planning, development and policy. Contacts usually involve active participation in conferences, meetings, hearings or presentations involving budget policy, issues or planning of considerable consequence or importance to the DOE, IN and DNI. Participates with OMB in meetings/budget hearings for the purpose of justifying/defending customer’s plans and budget.

Factor 8 - Physical Demands:

The work is primarily sedentary.

Factor 9 - Work Environment:

The work is primarily performed in an office-like setting involving everyday risks and usually accomplished while the incumbent is seated at a desk. Some walking and standing are required in the course of the normal workday. Local trips away from the building are required. Incumbent may be required to work extended hours above the
normal 8-hour workday on special occasions. This work is performed in a Sensitive Compartmented Information Facility (SCIF) (secure) facility without windows. The primary areas are adequately lighted, heated and ventilated. The incumbent is exposed to the existing weather conditions while on travel.

**Conditions of Employment**

Incumbent must be a U.S. citizen and possess/qualify for a Top Secret/Sensitive Compartmented Information security clearance, as well as Q-sensitive access. In off duty hours, the incumbent may be required to return to assigned duty station to provide support to DOE policymakers, particularly during crisis periods.

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 or accesses will require dismissal.