Detail Opportunity

JD# 07-2020-40 **Description**	The Homeland Security Investigations (HSI)Strategic Planning, Analysis, and Requirements (SPARq) Unit is seeking an Management and Program Analyst. SPARq has a niche mission rarely found anywhere else: establishing and implementing the strategic vision of HSI and ICE leadership. The position requires a strategic planning background with Planning, Programming, Budgeting, and Execution (PPBE) expertise being a highly desirable quality. Having strategic analysis knowledge will serve the candidate best to assist senior leaders in decision-making and problem solving of complex operational issues. This position may be involved in top-level strategic planning, forecasting, allocating resources, measuring performance, scheduling, designing systems, managing logistics, budget analysis, work distribution, or analyzing large databases.
Component Name:	**ICE/HSI/Mission Support/SPARq**
Position Title:	**Management & Program Analyst**
Grade Level:	**GS 13** Series **0301**
Duration:	**1Year**
Location:	**Potomac Center North, Washington D.C.**

Employee Responsibility: *Employees interested in a detail opportunity must pursue and receive all necessary approvals within their chain of command i.e., supervisors and/or managers, prior to accepting the detail opportunity.*

Duration: *For Personnel Servicing Offices only – Details are processed in 120-day increments in accordance with 5 U.S.C. §3341 and can be extended in 120-day increments as needed.*

Type of Position:	☒ Competitive Service *** Details of excepted service employees to the competitive service requires OPM approval through the Office of the Chief Human Capital Officer.*
Type of Detail:	☒ Non-reimbursable (JDP does not pay expenses)
Package Acceptance Period:	**Start:** 7/15/20 **End:** Until Filled

Clearance Required (y/n): N

If yes, what level of security clearance?

***** Military or Contracted Personnel NOT eligible to apply**

***** No temporary promotions will be granted**

***** No Joint Duty Credit Awarded**

Description of Responsibilities: major Duties and Responsibilities:

Performs complete studies of limited scope or portions of larger projects, modifying/adapting techniques to fit situations, some requiring innovative approaches. Works under the guidance of Section and Unit Chiefs, to

formulate, plan, direct, and carry to completion a variety of analyses and/or works on specific problems of major studies. Establishes assumptions, measures effectiveness of approaches, and evaluates available alternatives. Identifies and structures studies with clearly defined objectives. Employs innovation in a variety of analytical techniques to formulate and solve problems. Determines sources of data, plans, and conducts test(s) to validate study findings and conclusions. Compiles, organizes, and analyzes data.

- Diagnoses problems using a comprehensive knowledge of scientific techniques (such as data collection and analysis procedures). Participates in problem definition and refinement
- Identifies significant variables and thoroughly examines underlying relationships. Utilizes mathematical and statistical techniques, elements of operations research theory, and engineering knowledge to develop solutions to problems
- Attends meetings, conferences, briefings, and seminars related to strategic planning, PPBE, program planning, advanced technologies, and support system concepts
- Represents the organization during visits with government and industry representatives
- Prepares and presents briefings on the progress and results of studies
- Prepares technical reports and/or documents progress and results of each study
- Perform other duties as assigned

Qualifications

Required:

- Knowledge of a wide range of methods and techniques used in strategic analytic research studies and possession of analytical abilities.
- Knowledge of PPBE techniques and methods used to develop, adapt, modify, and apply models to resolve problems or define and clarify alternative solutions.
- Ability to originate new ideas, projects, and methodologies; and execute projects and/or studies within established financial and/or time constraints.
- Ability to develop and utilize appropriate data collection techniques.
- Ability to design, build, and use models and simulation techniques.
- Ability to manage sensitive matters and/or complex problems and make key contributions to group efforts.
- Ability to listen to, clarify, and communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

In addition:

- Have an "achieved expectations" or "proficient" rating on his/her most recent performance evaluation; and
- Not have an outstanding disciplinary action or grievance against them

How to Apply: Submit the following documents to jointdutyprogramoffice@hq.dhs.gov , with "***Detail Opportunity*** – _____" in the subject line:

- Submit **Joint Duty Assignment Application**- DHS Form 250-02
- **Resume** (please do not include any personally identifiable information (PII) (i.e., home address, social security number, or date of birth)
- **Redacted SF-50**, removing PII (i.e., social security number or date of birth)

Point of Contact: **Email:** jointdutyprogramoffice@hq.dhs.gov

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