



JD-04-2020-30

Description:

The Homeland Security Investigations (HSI) Strategic Planning, Analysis, and Requirements (SPARq) Unit is seeking an Operations Research Analyst (GS-1515). SPARq has a niche mission rarely found anywhere else - establishing and implementing the strategic vision of HSI and ICE leadership. The position requires quantitative and qualitative analysis to assist senior leaders in decision-making and problem solving of complex operational issues. Operations Research Analysts working in this position may be involved in top-level strategizing, 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: *Operations Research Analyst - 1515*

Grade Level: GS-13/14

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

Package Acceptance Period: **Start:** 03/2020 **End:** Until Filled

Description of 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.

- Utilizes scientific inquiry in the development of mathematical models and computer programs to evaluate and predict the ability to support assigned projects, studies, or problems;
- 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 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:

- Knowledge of a wide range of methods and techniques used in operations research studies and possession of analytical abilities.
- Knowledge of quantitative 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.

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

*** **No** Temporary Promotions

*** Military & Contracted Personnel **Not** Eligible

Security Clearance Required? (Y/N) No

*If Yes, What level is required? **None***

How to Apply:

All applicants must submit the following documents to jointdutyprogramoffice@hq.dhs.gov with “**Detail Opportunity – Supervisory Accountant - Financial Reporting**” 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
