

Resource Planning Office – Job Posting Fall 2014

Position Description

The mission of the Federal Bureau of Investigation (FBI) is to protect and defend the United States against terrorist and foreign intelligence threats, to uphold and enforce the criminal laws of the United States, and to support our law enforcement and national security partners. The Resource Planning Office (RPO) is a division of the FBI that executes several enterprise functions to include managing the Bureau's over \$4.5 billion personnel budget and the FBI's strategic planning processes; maintaining business intelligence and enterprise reporting tools; automating and re-engineering business processes; managing the internal policy process; and providing project-based advisory services to the Director and other senior executives to resolve critical operational and administrative challenges. In short, the RPO is focused on driving and maintaining efficient and effective FBI business operations to enable operational personnel to remain focused on mitigating the nation's highest priority national security and criminal threats.

Primary job duties of a RPO analyst include, but are not limited to:

1. Collecting quantitative and qualitative data from multiple sources, including enterprise system reports, personnel interviews, survey tools, and benchmarking of comparable organizations/processes
2. Performing analysis of collected data to test hypotheses, identify trends, and develop key findings and recommendations
3. Advising on the potential benefits/uses of automation to improve the efficiency of administrative support or program operations
4. Conducting studies of organizational efficiency and productivity and recommending changes or improvements in organization, staffing, work methods, and procedures
5. Creating presentations and providing briefings to managers

Note: All candidates must be U.S. Citizens and able to obtain a U.S. Government security clearance. Specific employment disqualifiers are posted at www.fbijobs.gov. Please review these disqualifiers and the requirements of the required background investigation before applying for a position with the FBI.

Qualifications

Candidates for a position with RPO must be able to demonstrate the following capabilities:

1. Thinking critically and independently
2. Working productively and respectfully with colleagues in a collaborative team environment
3. Comfortably engaging executives and subject matter experts on complex subject matters and positively channeling their contributions using a mixture of active listening, facilitation and persuasion skills
4. Problem-solving skills
5. Analyzing complex data sets to identify key insights
6. Excellent writing skills
7. Verbal presentation and briefing skills
8. Experience with basic project management and/or demonstrated leadership skills
9. Exhibiting a high degree of self-awareness
10. Exercising good judgment when confronted with ambiguity

BACKGROUND INVESTIGATION PROCESS AND AUTOMATIC DISQUALIFIERS:

Every employee for the FBI must undergo a background investigation to receive a Top Secret security clearance. Once a candidate receives a Conditional Job Offer from the FBI, the background investigation will commence. The candidate will first undergo a polygraph test, a drug test, and an interview conducted by the FBI. The polygraph will test the truthfulness of all the candidate's responses on the FBI Background Investigation Form. In the next phase of the process, the FBI will perform extensive records checks (credit checks, police records check, etc.) and FBI investigators will interview current and former colleagues, neighbors, friends, professors, etc.

Employment Disqualifiers

The following elements are **non-negotiable** and will automatically disqualify job candidates from employment with the FBI:

- Use of illegal drugs in violation of the FBI Employment Drug Policy
- Conviction of a felony
- Default of a student loan (insured by the U.S. Government)
- Failure of an FBI-administered urinalysis drug test
- Failure to register with the Selective Service System (males only)

FBI's Employment Drug Policy

If you have engaged in **any** of the following, you are not eligible for employment with the FBI:

- Use of marijuana at all within the last three years
- Use of any other illegal drug in the past 10 years
- Selling, distributing, manufacturing, or transporting any illegal drugs
- Use of a prescription drug or a legally obtainable substance in a manner for which it was not intended within the last three years

All of these disqualifiers are extensively researched during the FBI background investigation process. Please make sure you can meet FBI employment requirements and pass all disqualifiers before you apply for a FBI position.

To learn more about the FBI's hiring policy, including the Background Investigation, please go to www.FBIJobs.gov