

**National Background Investigations Bureau (NBIB)  
Joint Duty/Detail Announcement**



<b>Directorate:</b>	Office of Finance and Performance
<b>Position Title:</b>	Program/Financial Analyst
<b>Grade(s) Considered:</b>	GS-14/13/12/11 - <i>(or equivalent)</i>
<b>Duty Location:</b>	1900 E Street NW, Washington, DC
<b>Clearance:</b>	Top Secret Eligible
<b>Who May Apply:</b>	This job is open to Current Permanent Federal Civilian Employees (competitive or excepted service).
<b>Detail Start Date:</b>	EOD is negotiated by the Gaining Directorate and the Home Agency.
<b>Work Schedule</b>	Telework and Alternate work schedules are available. Tour of Duty: M-F 40 hours/week.
<b>Relocation expenses</b>	Not Available
<b>Application Deadline:</b>	OPEN UNTIL FILLED

The National Background Investigations Bureau (NBIB) is seeking a Program or Financial Analyst for a **180 day or 12-month nonsupervisory reimbursable detail with a possible extension up to 1 additional year.** NBIB has a niche mission rarely found anywhere else - as the primary service provider of government-wide background investigations for the Federal Government - currently serving over 100 agencies.

**The primary purpose of this position:** This position will perform professional and scientific work requiring the design, development, and adaptation of mathematical, statistical, econometric, and other scientific methods and techniques, providing advice and insight about the probable effects of alternative courses of action. In addition, this position will assist in providing timely, relevant, accurate investigative analysis, data, and reporting services to customers in support of national security background investigations.

**Major Duties and Responsibilities:**

1. Perform complete studies of limited scope or portions of larger projects, modifying/adapting techniques to fit situations, some requiring innovative approaches. Work under the guidance of senior executive(s), to formulate, plan, direct, and carry to completion a variety of analyses and/or works on specific problems of major studies. Establish assumptions, measures effectiveness of approaches, and evaluates available alternatives. Identify and structure the study(s) and defines objectives. Innovatively apply a variety of analytical techniques to formulate and solve problems. Determine sources of data, plans, and conducts test(s) to validate study findings and conclusions. Compile, organize, and analyze data.
2. Utilize scientific inquiry in the development of mathematical models and computer programs to evaluate and predict the ability to support assigned projects, studies, or problems
3. Diagnose problems using a comprehensive knowledge of scientific techniques (e.g., data collection and analysis procedures). Participate in problem definition and refinement
4. Identify 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
5. Attend meetings, conferences, briefings, and seminars related to program planning, advanced technologies, and support system concepts
6. Represent the organization during visits with government and industry representatives
7. Prepare and present briefings on the study's progress and results
8. Prepare technical reports and/or document progress and results of each study
9. Perform other duties as assigned

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**Qualifications Required:**

1. Skilled in working with data analytics tools, evaluating, gathering and analyzing data to compile reports and present findings; and developing efficient and effective automated system approach for presenting reports and graphics to management
2. Knowledge in a wide range of quantitative techniques and methods used in operations research and data analytical studies to develop, adapt, modify, and apply models in an effort to resolve problems and/or define and clarify alternative solutions
3. Ability to:
  - a. Originate new ideas, projects, and methodologies
  - b. Execute projects and/or studies within established financial and/or time constraints
  - c. Develop and utilize appropriate data collection techniques
  - d. Design, build, and use models and simulation techniques
  - e. Manage sensitive matters and/or complex problems and make key contributions to group efforts
  - f. Receive 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

**Travel Required**

- Occasional travel – You may be expected to travel for this position, up to 25% of the time.

**How to Apply:**

If you wish to apply for this opportunity, email the items below to [leonard.jones@opm.gov](mailto:leonard.jones@opm.gov) and enter the following as the SUBJ: **Joint Duty – Position Name/DATE**.

1. COVER LETTER OR SHORT NARRATIVE: Applicants must submit a cover letter or short narrative as a supplement to the resume to elaborate on their qualifications and previous work performed.
2. RESUME: Applicants are encouraged to carefully review the vacancy announcement, particularly the major duties and responsibilities, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity. Limited to (five UNCLASS pages).
3. PERFORMANCE EVALUATIONS: Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations. (NOTE: Previous evaluation must be fully successful or higher)
4. CURRENT SF-50: Federal Government employees must provide a redacted (SSAN removed) SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
5. LETTER OF RELEASE/ENDORSEMENT: Applicant must obtain nomination/endorsement from second-level supervisor. Please contact your agency's Human Resource Office for internal nomination procedures. (NOTE: Applicants must provide a signed endorsement letter prior to the scheduling of an interview.)

**NOTE:** The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be contacted if they are selected for an interview.

Please contact Leonard Jones at (202) 606-0358 or via email [leonard.jones@opm.gov](mailto:leonard.jones@opm.gov) if you have any questions.