



PRIVACY AND CIVIL LIBERTIES OVERSIGHT BOARD

WASHINGTON, D.C. 20427

POSITION DESCRIPTION

Program Analyst

1805 - GS-12 – GS-15/6

JOB TITLE: Program Analyst

AGENCY: Privacy and Civil Liberties Oversight Board (“PCLOB”)

SALARY RANGE: \$77,490.00 - \$149,432.00

SERIES/GRADE: 1805- GS-12 – GS-15/6

POSITION INFORMATION: Full-Time – Excepted Service

DUTY LOCATION: Washington, DC

WHO MAY APPLY: United States Citizens

SECURITY CLEARANCE: Top Secret/SCI (applicants need not currently hold a clearance)

SUPERVISORY STATUS: No

CLOSING DATE: April 15, 2016

JOB SUMMARY:

The Privacy and Civil Liberties Oversight Board (the “Board”) is an independent agency within the Executive Branch established by the Implementing Recommendations of the 9/11 Commission Act, signed into law in August 2007. The mission of the Board is to ensure that efforts by the executive branch to protect the nation from terrorism are appropriately balanced with the need to protect privacy and civil liberties. The Board carries out this mission by conducting oversight and providing advice regarding counterterrorism authorities and activities.

Program Analysts assist the Board in carrying out its oversight and advice functions regarding federal counterterrorism matters. The responsibilities of the position frequently require the incumbent to conduct investigations, analyze programs, and address extremely complex, sensitive, and difficult policy questions and factual issues. Issues in the incumbent’s field of responsibility frequently will have significant impact on the public, and on agency operations. The incumbent’s responsibility in all matters requires a keen sense

of fairness, good judgment, and an ability to assist the Board in dealing in an evenhanded manner with the widely divergent and often extremely sensitive matters that may arise.

*****Note: The Board is currently located at 2100 K Street, NW, Washington, DC. In the fall of 2016, the Board will be relocating its offices, moving first to interim space located in College Park, Maryland. In early 2017, once the Board's new offices are ready, the agency will then move to 1120 Vermont Avenue, NW, Washington, DC. *****

POSITION DUTIES:

Serves as a Program Analyst for the Privacy and Civil Liberties Oversight Board. As such, performs a variety of duties in pursuit of the Board's mission. Work is normally assigned by the Executive Director. The incumbent has considerable latitude in problem identification, work prioritization, and methodology. The incumbent works independently as an authority in the assigned areas, is expected to analyze and develop ways to approach complex issues and problems, and is required and authorized to make definitive recommendations for Board review and consideration. Completed work is reviewed for quality of analysis, effectiveness of presentation, and consistency with agency policy.

Program Analysts are responsible for identifying, analyzing, and evaluating applicable regulations, directives, instructions, manuals, policies, and procedures to determine relevance of issues under investigation. Activities may include researching records, analyzing data, drafting reports, and conducting investigations. The incumbent is responsible for preparing logical, detailed, and concise reports and other written products.

RELOCATION AUTHORIZED: No

KEY REQUIREMENTS:

- U.S. Citizenship;
- Resume and/or supporting documentation (*see* How to Apply);
- Must have a bachelors or other degree from a four-year accredited university program; an additional advanced degree such as a masters in a field related to the Board's work is preferred;
- Must be able to obtain a Top Secret/SCI clearance; and
- You will be required to serve a two-year trial period.

SUMMARIES OF DUTIES

The purpose of this position is to serve as a full-time professional assisting the the Privacy and Civil Liberties Oversight Board to review and analyze federal counterterrorism

programs to ensure that both existing and proposed programs adequately safeguard privacy and civil liberties. This includes investigating the operation of programs, conducting research and analysis, and evaluating policy implications of existing and proposed programs and making recommendations to the Board. Program Analysts are skilled analysts and investigators who can assist the Board in understanding how programs operate. They also assist the Board in exploring the potential impact of alternative approaches to programs on their efficacy as well as privacy and civil liberties implications.

The incumbent will also assist the Board in drafting reports and other agency written products and in tracking implementation of Board recommendations. The incumbent will also perform a variety of other functions including coordinating with other federal agencies and non-federal entities on the Board's behalf.

As a Program Analyst for the Board you will:

- Serve with limited supervision and gather factual information and conduct analyses on complex investigations and/or reviews;
- Prepare memoranda and make appropriate recommendations to the Board;
- Respond in writing and orally to inquiries from Members of the Board regarding the status of investigations and/or reviews, research and analysis, and policy implications of existing and proposed programs and making recommendations to the Board;
- Summarize reports received from the intelligence community and other agencies and extract essential information;
- Assist the Board in reviewing and analyzing federal counterterrorism programs pursuant to its mission to ensure that both existing and proposed programs adequately safeguard privacy and civil liberties;
- Advise and assist in the identification of issues and recommendations by providing policy advice, conducting research, and carrying out investigations, as required;
- Analyze privacy and civil liberties-related issues, national security and counterterrorism programs within the general range of areas the incumbent is responsible;
- Assist in drafting Board reports evaluating counterterrorism programs and other Board reports to the President, Congress and the public, as well as drafting congressional testimony, letters, and other documents to carry out the Board's advisory responsibilities;
- Represent the Board in interactions with officials from other departments and agencies of the Federal government, the private sector, and non-governmental organizations, as required; and
- Assist with other legal and compliance requirements relating to the Board's status as a federal agency.

GENERAL - SPECIALIZED EXPERIENCE:

All applicants must have one (“1”) year of general experience and three to five (“3” to “5”) years of specialized experience based on the grade level for which applying. General experience is defined as professional experience of a broad, general nature, not requiring specialization or expertise in a specific area.

QUALIFICATIONS REQUIRED:

If your resume does not demonstrate how you meet the GENERAL-SPECIALIZED experiences, and OTHER requirements, you may lose consideration for this position. In order to receive consideration the applicant:

1. Must possess a bachelors or other degree from an accredited college or university recognized by the Department of Education.
2. Must have strong writing skills, including legal writing and writing for general audiences.
3. Must have strong research and investigative skills.
4. Must be able to obtain a Top Secret/SCI security clearance.

PREFERRED QUALIFICATIONS:

1. Have a Top Secret or Top Secret/ SCI clearance,
2. Have an advanced degree such as a masters in a field related to the Board’s work,
3. Have some experience addressing privacy and civil liberties issues, either in government or in the private sector and/or some knowledge of national security law,
4. Experience working in the Intelligence Community or otherwise working in or on counterterrorism-related programs,
5. Some experience conducting or leading investigations/inquiries, and
6. Demonstrated ability to work in a bipartisan environment.

HOW TO APPLY INSTRUCTIONS:

Your application must be received by 11:59 p.m. ET on the closing date of this announcement. To begin your online application, send complete application packages to jobs@pclob.gov. Please see the “Required Documents” section for the full description of a complete application package.

REQUIRED DOCUMENTS:

1. **Your resume.**
2. **Cover letter.**
3. **Writing Sample.** All applicants will be required to submit a recent writing sample (5-15 pages in length) relevant to the position.
4. **References.** All applicants must submit three to five professional references.