

Position Title

Chief Information Officer

NASA Announcement Number

HQ13S0007

OPM Control Number / Status

337027800 / Posted

<http://www.usajobs.gov/GetJob/ViewDetails/337027800>

Open Dates

02/01/2013 - 03/04/2013

Position Information

Full-Time / Permanent

Who May Be Considered

All groups of qualified Individuals.

Noncompetitive (Current career SES, QRB certified graduates of SES candidate development programs and individuals with SES reinstatement eligibility)

You are encouraged to read the entire announcement before you submit your application package. Your application may not get full consideration if you do not follow the instructions as outlined.

Job Summary

The Office of the Chief Information Officer provides leadership, planning, policy direction, and oversight for the management of all information technology strategies and initiatives. The incumbent serves as the principal advisor to the Administrator and other senior officials on matters pertaining to information technology, the NASA Enterprise Architecture, IT security, records management, and privacy.

Comments

Persons selected for initial appointment to the career Senior Executive Service must have their Executive Core Qualifications certified by an Office of Personnel Management Qualifications Review Board prior to appointment and will be required to serve a one-year probationary period.

Veterans Preference does not apply to the Senior Executive Service (SES).

Organization

JA000 / OFFICE OF THE CHIEF INFO. OFFICER

Vacancy Type

Case File

Salary Range

\$175,000 - \$179,700

Pay Plan - Series / Grade (Low, High, Potential)

ES - 2210 / 00, 00, 00

Duty Location

110010001 - Washington DC, DC (1)

Citizenship Required

True

Marketing Summary

NASA is looking for exceptional leaders for the 21st century! If you are interested in leading dynamic organizations responsible for fulfilling or supporting exciting scientific and aeronautic missions, there may be a place for you on the team. Seize this opportunity to use your current skills, build new ones, and make significant contributions to our nation's future. As an added benefit, you would be joining an agency ranked as one of the best places in the Federal government to work.

Key Requirements

1. U.S. Citizenship is required.
2. Successful adjudication of a TS/SCI clearance will be required.
3. First time SES appointees are subject to a one-year probationary period.
4. A financial disclosure statement is required upon appointment into the SES.
5. This is a drug-testing designated position.

Total number of openings

No total openings data

Major Duties

The NASA Chief Information Officer (CIO) is responsible for providing vision, leadership and advice in the development of information resource management (IRM) strategies; for ensuring the establishment of cost effective policies, programs and frameworks that develop and implement IRM and information technology (IT) programs and initiatives in areas supporting agency priorities; and for ensuring that agency IRM, IT, and IT security activities are conducted in accordance with strategic, program/project management, and capital planning and investment processes aligned and integrated with agency priorities. Specifically, the incumbent:

Develops and implements plans that include the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan. Defines IT program objectives and top-level requirements and monitors program performance, as well as effectiveness and efficiency of IT programs and processes. Develops and implements Agency-wide strategies, policies, programs, and processes for the management of IT investments and services.

Develops, maintains, and facilitates the implementation of the NASA Enterprise Architecture (EA), which is the framework for ensuring IT investments enable the mission and are integrated, efficient, and secure. Manages the risks of the IT plans and investments for NASA through an IT investment management process that is integrated with Agency processes for making budgetary, financial, and program management decisions for all NASA IT. Leads and implements NASA's IT Security program, ensuring appropriate confidentiality, integrity, and availability of all NASA's information assets throughout the system lifecycle.

Manages NASA's IT systems as a joint responsibility with the NASA Centers, Mission Directorates, and all other Headquarters Offices. The Centers, Mission Directorates, and Headquarters Offices have responsibility for the applications, while the CIO has overarching responsibility for ensuring alignment of those applications with entire agency and for all aspects of the IT infrastructure in which those applications reside. Directs, manages, and provides policy guidance and oversight of the Agency's Center Chief Information Officers' (CIOs) activities, and operations.

Provides for effective governance of IT through chartered boards with appropriate stakeholder representation. Ensures statutory, regulatory, and fiduciary compliance in the acquisition and implementation of IT. Provides oversight for all Agency E-Government initiatives. Oversees IT-related reporting as required by Congress, the Office of Management and Budget, and other external bodies.

General Qualifications

Unless you are currently serving under a career Senior Executive Service (SES) appointment, are eligible for reinstatement into the SES, or have successfully completed a SES Candidate Development Program approved by OPM, you must submit a narrative statement covering each of the Executive Core Qualifications. All applicants must submit a narrative statement covering each of the Technical Qualifications in order to receive consideration for the position.

To view additional information on the proper preparation of Executive Core Qualification statements available on the Office of Personnel Management's website, please see the *SES Handbook* (<http://www.opm.gov/ses/references/handbook.asp> target=_blank) and NASA's *Guide to Effectively Preparing Executive Core Qualifications* (<http://www.nssc.nasa.gov/ses> target=_blank) for more information.

When responding to the Mandatory Technical Qualifications and Executive Core Qualifications, you must clearly show that you possess the experience, knowledge, skills and ability to perform the duties of this position by submitting narrative responses in which you detail your experience in each of the Technical Qualifications and the Executive Core Qualifications.

Your examples should be clear and emphasize your level of responsibilities, scope and complexity of programs managed, program accomplishments with results of your actions, policy initiatives and level of contacts. You should limit your narrative to two pages per Mandatory Technical Qualification and Executive Core Qualification.

Applicants who use "see resume" as a response will not receive consideration for the position.

In addition to demonstrating executive level managerial capability as described in the Mandatory Technical and Executive Core Qualifications below, the applicant must have the skill and ability to perform the duties as demonstrated by progressively responsible supervisory/managerial experience, normally with several years at the GS-15 level or equivalent, which clearly identifies the ability to manage people and resources.

WE STRONGLY RECOMMEND YOU COMPLETE YOUR ANSWERS OFF-LINE IN ADVANCE OF BEGINNING THE APPLICATION PROCESS, SO THAT YOU CAN INSERT THEM INTO THE ELECTRONIC FORM. INCOMPLETE APPLICATIONS ARE NOT SAVED.

SES Technical Qualification Questions:

1. Demonstrated success in providing executive level leadership and management of enterprise-wide information technology (IT), for a large, complex, technology- oriented organization, to include: IT infrastructure management and consolidation, enterprise applications, IT governance, enterprise architecture, integrated IT service delivery, IT security, and IT portfolio management.
2. Demonstrated ability to develop and implement IT strategic plans, policies, standards and programs that align with the needs and mission of a large, complex organization; and, the ability to manage major IT transformation initiatives including organizational and IT delivery model changes to provide IT that enables the success of the organization.
3. Demonstrated experience directing agency/corporate level operations for a large geographically dispersed and matrixed organization.
4. In-depth knowledge of, and demonstrated ability in implementing programs compliant with, laws, executive orders, standards, and other national policies and regulations governing an agency's/corporation's information resources management operations (e.g., the Clinger-Cohen Act of 1996, Sarbanes-Oxley, the Paperwork Reduction Act of 1995, the Federal Information Security Management Act of 2002, and the Privacy Act of 1974, as amended).

Educational Qualifications

Basic requirements for this position allows eligibility through meeting either the education or experience requirements specified below:

Education: All academic degrees and coursework must be from accredited or pre-accredited institutions

Undergraduate or Graduate Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

Experience must be IT related; the experience may be demonstrated by paid or unpaid experience and/or completion of specific, intensive training (for example, IT certification), as appropriate

For all positions individuals must have IT-related experience demonstrating each of the four competencies listed below.

- 1.Attention to Detail - Is thorough when performing work and conscientious about attending to detail.
- 2.Customer Service - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
- 3.Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- 4.Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

For this position applicants must address the following executive core and mandatory technical qualifications:

EXECUTIVE CORE QUALIFICATIONS:

1. Leading Change - Involves the ability to bring about strategic change, within and outside the organization, to meet organizational goals. Inherent to this is the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. Leading People - Involves the ability to lead people toward meeting the organizations vision, mission, and goals. Inherent to this is the ability to provide an inclusive workplace that fosters the development of others,

facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

3. Results Driven - Involves the ability to meet organizational goals and customer expectations. Inherent to this is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

4. Business Acumen - Involves the ability to manage human, financial, and information resources strategically.

5. Building Coalitions - Involves the ability to build coalitions internally and with other federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

MANDATORY TECHNICAL QUALIFICATIONS:

Requirements

If you do not possess the mandatory technical qualifications described above, you will be considered ineligible for this position.

How You Will Be Evaluated

Applicants will be evaluated by an Executive Resources Panel of senior officials. The Panel will rate applicants on the basis of the quality and extent of total accomplishments, experience and education. The Panel will determine the degree to which candidates possess the required knowledge, skills, and abilities to perform the mandatory technical requirements of the position and the Executive Core Qualification requirements.

Among the factors the evaluation panel will consider in determining the applicant's relative capacity and fitness for the position are education, training, experience and demonstrated executive level qualifications. The Panel will rate your application against each of the Mandatory Executive Core Qualifications and Mandatory Technical Qualifications to determine the highly qualified candidates. Candidates determined to be best qualified candidates will be referred to the selecting official for further consideration for the position.

Benefits

For information about employment as a Senior Executive, please refer to the *OPM Handbook* (<http://www.opm.gov/ses/references/handbook.asp> target=_blank).

Salary Range - The salary range for this position is \$175,000.00 to \$179,700.00. The total compensation package includes other benefits and options.

Pay, Benefits, Work Schedule - This is a permanent position. You will be covered by a defined benefit, contributory Federal retirement system. You may participate in a retirement savings investment plan that offers before tax savings and tax deferred investment earnings. You may select one of a variety of health plans and options under the Government's Federal Employees' Health Benefits program, and you may participate in the Federal Employees' Group Life, Long Term Care Insurance and Flexible Spending Account programs.

Senior Executive Service employees earn 8 hours of annual leave each pay period. Federal Employees also earn 13 days of sick leave per year. In addition, the Government observes 10 regular paid holidays each year.

Other Information

Selective Service - If you are a male applicant born after December 31, 1959, you must certify at the time of appointment that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Relocation Expenses - Allowable relocation expenses will be made to any applicant selected from outside the commuting area, excluding guaranteed home sales.

Your USAJOBS account asks you to assign a name to each of your resumes. When you apply to a NASA position, we will show you the text of the resume you have submitted, but we do not maintain the name you have assigned to that resume. If you wish to keep track of that information, we recommend you make note of it at the time you apply.

How to Apply

This vacancy is being filled through NASA STARS, an automated Staffing and Recruitment System. NASA partners with USAJOBS in providing a seamless application process. Before you begin the application process, please read the vacancy announcement carefully and have all required information available.

You may begin the process of submitting your resume by clicking on the Apply Online link. In order to be considered, you must submit a resume completed on the USAJOBS site. When completing your USAJOBS resume, please remember: that NASA limits resumes to the equivalent of approximately SIX typed pages, or approximately 22,000 characters (including spaces). You will not be allowed to complete the application process if your resume is too long.

If you are a current career member of the SES, or have reinstatement eligibility based on prior service under a career SES appointment, you do not need to address the Executive Core Qualifications. Once you submit your resume to NASA, you will be asked to provide additional information, including narrative statements about your managerial and technical qualifications.

Responses to the Executive Core Qualifications questions may not exceed 32,200 characters (approximately 10 pages). Responses to technical qualifications are also limited to 32,200 characters. Because your answers will not be saved until you complete the entire application, WE STRONGLY RECOMMEND THAT YOU ANSWER THESE QUESTIONS IN A SEPARATE TEXT DOCUMENT AND INSERT THEM INTO THE ON-LINE FORM. INCOMPLETE APPLICATIONS ARE NOT SAVED. Do NOT include your answers in the body of your USAJOBS resume, since they will be asked separately. We also recommend that you take some time to carefully prepare these documents, especially your Executive Core Qualifications.

Helpful information can be found [here](http://www.nssc.nasa.gov/ses).

If you are unable to apply electronically for this position, submit your resume and supplemental information to: National Aeronautics and Space Administration (NASA), Resume Operations Center, Mailstop: HS50, Marshall Space Flight Center, AL 35812. DO NOT submit your resume directly to the Center advertising this vacancy. Mailed resumes must be received by the close of business on the closing date of the announcement. Hard copy resume requirements are provided at: *Hard Copy Resume Requirements* (<http://nasajobs.nasa.gov/howtoapply/hardcopyresumes.htm> *target=_blank*). If you are a first time applicant, we recommend that you review NASA's *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html *target=_blank*) to ensure that you are providing a complete resume. Failure to submit the supplemental data and a resume that contains all of the required information may result in loss of consideration for positions in which you are interested.

All applications must be received no later than midnight Eastern Time on the closing date of the announcement.

Required Documents

NASA's application process has been specifically developed to ensure that we only ask you for the information we absolutely need to evaluate your qualifications and eligibility. In order to apply for this position, you need to submit your resume and answer the screening questions and supplemental information. You must also respond to both the Executive Core Qualifications (Managerial Qualifications) and the Technical Qualifications. No additional documentation is accepted at the time of application. In this way we allow you to focus on preparing a resume that best describes your background and abilities. For assistance in preparing your resume, consult the *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html *target=_blank*). Nothing further is required unless we make you an employment offer. At that point, we may ask you to submit documentation to support statements made in your resume. For example, we may ask you to provide academic transcripts or proof of Federal employment status. If you fail to provide the required documents within the stated time period, we may use that as a basis for withdrawing our employment offer.

Contact

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What to Expect Next

Although you may or may not be contacted during the selection process, we will always advise you about the outcome of the announcement. If you have questions, please feel free to contact the individual identified in the contact section.