

POLICY ANALYST JOB ANNOUNCEMENT

JOB TITLE: Policy Analyst

AGENCY: Privacy and Civil Liberties Oversight Board

SALARY RANGE: \$163,964 - \$191,900 per year

SERIES/GRADE: The agency uses the Administratively Determined system in which rank is attached to the individual.

POSITION INFORMATION: This is an opportunity for permanent employment in the excepted service. You will be required to serve a two-year trial period.

DUTY LOCATION: Washington, D.C.

WHO MAY APPLY: Open to the public. U.S. citizenship required.

SECURITY CLEARANCE: Must have or be able to obtain a TOP SECRET – Sensitive Compartmented Information (TS-SCI) Security clearance. If you already have a TS/SCI clearance, please highlight your last investigation date in your application.

AGENCY MISSION

The Privacy and Civil Liberties Oversight Board's responsibilities comprise two basic functions: oversight and advice. In its oversight role, the Board is authorized to continually review the implementation of executive branch policies, procedures, regulations, and information sharing practices relating to efforts to protect the nation from terrorism, to ensure that privacy and civil liberties are protected. The Board is also authorized to continually review any other actions of the executive branch relating to efforts to protect the nation from terrorism, to determine whether such actions appropriately protect privacy and civil liberties and whether they are consistent with governing laws, regulations, and policies regarding privacy and civil liberties. In its advice role, the Board is authorized to review proposed legislation, regulations, and policies related to efforts to protect the nation from terrorism (as well as the implementation of new and existing policies and legal authorities), to advise the President and executive branch agencies on ensuring that privacy and civil liberties are appropriately considered in their development and implementation.

The primary purpose of this position is to perform duties as a Policy Analyst, working under general supervision of the Executive Director to provide broad policy and program guidance. Policy Analysts are expected to accomplish assigned functions on their own initiative, independently formulate requirements, responsibly allocate available resources, and develop, recommend, and monitor implementation of agency policies and procedures. Prior experience, working on legal and policy issues related to privacy and civil liberties in the context of, counterterrorism or other national security matters is strongly preferred. Prior experience working on issues related to domestic terrorism and prior specialized experience in public policy is preferred. Strong writing skills, proficiency in oral presentation and briefing, and subject matter expertise in privacy, civil liberties, and/or national security (especially counterterrorism) are essential for this position.

MAJOR DUTIES AND RESPONSIBILITIES

- Lead and work in teams to develop investigative plans, gather information, conduct research and policy analysis, and provide policy expertise to the Board in complex investigations and/or reviews.
- Lead and work in teams to review and analyze federal counterterrorism policies and programs pursuant to Board's mission to ensure that both existing and proposed policies and programs adequately safeguard privacy and civil liberties, including preparing memoranda, making recommendations to the Board, and briefing the Board.
- Summarize reports received from the intelligence community and other agencies and extract essential information.
- Lead and assist in drafting Board reports evaluating privacy and civil liberties safeguards in efforts to protect the nation from terrorism 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 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.
- Perform other duties as needed to assist the Board in its operations.

EDUCATIONAL REQUIREMENTS

Specialized study should include a graduate level degree in public policy, law, doctoral degree, or other comparable graduate degree.

QUALIFICATIONS

Prior experience, working on legal and policy issues related to privacy and civil liberties in the context of, counterterrorism or other national security matters is strongly preferred. Prior experience working on issues related to domestic terrorism and prior specialized experience in public policy is preferred. Strong writing skills, proficiency in oral presentation and briefing, and subject matter expertise in privacy, civil liberties, and/or national security (especially counterterrorism) are essential for this position.

APPLICATION PROCESS

Please complete your application on USAJOBS:

GS-15 Equivalency: <https://www.usajobs.gov/job/786883400>

Please upload the following documents when applying: Cover letter, resume, and writing sample (10 pages or less). All submitted materials must be at the UNCLASSIFIED level.

If all the materials above are not received, your application will be evaluated solely on the information available, and you may not receive full consideration or may not be considered eligible.

Candidates selected for an interview may be asked to provide additional references and undergo a writing assessment.

A candidate's application may be considered for other eligible vacant positions at the agency. The candidate will be contacted if considered for another eligible vacant position.

CLOSING DATE → May 17, 2024

A panel will convene to evaluate applications until the position is filled. A review of your application will be made to determine whether you meet the job requirements. To determine if you are qualified for this job, your resume and supporting documentation will be evaluated. Candidates will be placed into categories of "best qualified", "qualified", and "not qualified". If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your

qualifications and/or experience, you may be placed in a different category. Please follow all instructions carefully. Errors or omissions may affect your categorization.

NO TRAVEL EXPENSES FOR INTERVIEWS

Candidates from outside the Washington, D.C., area may be selected for a telephone or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

TELEWORK, TRANSPORTATION, AND BENEFITS

Telework may be available as determined by the agency policy.

If you use public transportation, part of your transportation costs may be subsidized. Our budget office can provide additional information on how this program is run.

A career with the U.S. Government provides employees with a comprehensive benefits package.