

# Chief Diversity Officer

DEPARTMENT OF JUSTICE

[Offices, Boards and Divisions](#)

Justice Management Division, Office of the Deputy Assistant Attorney General - HRA

This job announcement has closed

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## Summary

The Justice Management Division (JMD) provides senior management officials with advice relating to basic Department policy for budget and financial management, personnel management and training, procurement, ethics, equal employment opportunity, information processing, telecommunications, security, and all matters pertaining to organization, management, and administration.

This position is also being advertised under Delegated Examining procedures under Job Announcement Number: [22-SL-JMD-03](#).

[Learn more about this agency](#)

## Overview

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Reviewing applications

### Open & closing dates

 01/28/2022 to 02/11/2022

### Salary

\$135,468 - \$203,700 per year

### Pay scale & grade

SL 00

**Location**

1 vacancy in the following location:

 **Washington, DC**

**Telework eligible**

Yes—as determined by the agency policy.

**Travel Required**

Not required

**Relocation expenses reimbursed**

No

**Appointment type**

Permanent

**Work schedule**

Full-time

**Service**

Competitive

**Promotion potential**

None

**Job family (Series)**

[0301 Miscellaneous Administration And Program](#)

**Supervisory status**

No

**Security clearance**

[Not Required](#)

**Drug test**

Yes

**Position sensitivity and risk**

[Moderate Risk \(MR\)](#)

**Trust determination process**

[Credentialing](#)

[Suitability/Fitness](#)

## Announcement number

22-SL-JMD-02

## Control number

633954700

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THIS JOB IS OPEN TO



### [Federal employees - Competitive service](#)

Current or former competitive service federal employees.



### [Individuals with disabilities](#)



### [Military spouses](#)



### [Veterans](#)

## Clarification from the agency

This vacancy announcement is open to Federal employees and other eligible applicants. Please read the "This job is open to" section above, to ensure you are eligible for consideration.

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## Duties

**\*Note: This is a Senior Level position (SL). Most senior level employees are in non-executive positions whose duties are broad and complex enough to be classified above GS-15. The position duties are primarily leading teams and projects, and do not meet the SES functional criteria.**

The Chief Diversity Officer (CDO) position is located within the Justice Management Division, in Washington D.C. In that capacity, the CDO works closely with the Deputy Assistant Attorney General, Human Resources and Administration (DAAG/HRA) to lead the Department's efforts on diversity, equity, inclusion, and accessibility (DEIA). This position will ensure that DEIA issues remain a priority in the Department and provide an organizational channel for Department-wide accountability.

The Senior Level CDO will provide strategic advice and counsel to the DAAG/HRA, as well as other senior-level officials within the Department, on DEIA-related issues while coordinating DEIA initiatives across the Department and in collaboration with every component. Other responsibilities include but are not limited to the following:

Serves as a technical expert on a Departmental DEIA Council as a conduit for communication and cooperation between Department employees and managers to better understand and apply principles of DEIA in the workplace.

Coordinates the Department's work to address the requirements of Executive Order (E.O.) 14035, Diversity, Equity, Inclusion and Accessibility in the Federal Workforce, which includes assessing DEIA within DOJ and developing a DEIA strategic plan to advance DEIA within DOJ and remove any potential barriers to DEIA in the workforce.

Examines existing DOJ policies, procedures, and practices, and identifies areas where corrective action is needed to foster an organizational culture shift that is in keeping with E.O. 14035.

Builds and promotes a data driven approach to DEIA that includes the use of key performance indicators to ensure effectiveness and accountability for progress.

Assesses the current state of DEIA within DOJ's workforce and develops strategic plans to eliminate any barriers to success faced by employees.

Monitors and reports the success of various DEIA initiatives using key performance indicators within the DOJ to ensure both effectiveness and agency accountability serving as the model for sub-components.

Expands the availability of DEIA training and continuous learning opportunities throughout the Department so that Federal employees are supported in building skillsets to promote respectful and inclusive workplaces.

Partners with DOJ Human Resources Officers (HRO) and Equal Employment Opportunity Officers (EEO) to develop diverse applicant pools for DOJ employment opportunities through employment outreach and recruitment partnerships; thus, ensuring that the Department can recruit our Nation's best talent.

Partners with DOJ HROs to identify and formulate methodologies to improve the collection and tracking of demographic data relating to employee participation in leadership and professional

opportunities to ensure that these programs equitably serve all DOJ employees.

Develops and evaluates departmental data, metrics, and research studies to enhance DEIA initiatives within the agency.

Engages and collaborates with external CDOs from both the public and private sectors to benchmark and share best practices.

Employs the use of creative strategies and innovative approaches that raise Departmental consciousness efforts, including affinity groups, monthly DEIA newsletter, and regular workshops/presentations/seminars/celebrations highlighting the diverse communities within the DOJ.

## Requirements

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### Conditions of Employment

- You must be a United States Citizen or National.
- You will be required to complete a pre-employment security investigation and background check which includes a drug screening.
- You may be required to complete a one-year probationary period or two-year trial period.
- Selective Service registration is required for males born on, or after, December 31st 1959. Those not registered should have an approved exemption on file.
- You must meet all eligibility requirements by the closing date of this announcement and continue to meet these requirements throughout the hiring process. Offers can be rescinded if requirements are not met.
- Financial Disclosure: If selected, you may be required to disclose financial information in accordance with DOJ and Federal ethics guidelines.

### Qualifications

**To qualify for the position of Chief Diversity Officer, you must meet the mandatory technical qualifications (MTQ) listed below. Your responses to the MTQs should be addressed separately (separate document), not to exceed six pages.**

**MTQ 1:** Demonstrated experience overseeing, managing, and developing DEIA initiatives, analyzing policies and workforce data, and providing expert guidance on DEIA related management priorities, strategic plans, and policies for a large organization or agency within

either the public or private sectors.

**MTQ 2:** Demonstrated expert knowledge, interpretation, and application of Federal Laws and regulations pertaining to HR and DEIA which includes communicating and presenting complex information on DEIA related matters to individuals from all levels within a large organization or agency within either the public or private sectors.

**MTQ 3:** Demonstrated experience establishing partnerships with internal and external stakeholders to specifically to identify and eliminate barriers that may impede equal employment opportunity and the integration of DEIA within a large organization or agency within either the public or private sector.

If you are a current or former government employee on a permanent appointment in the competitive service, you will need to submit an applicable SF50 (please refer to the "required documents" section for additional information).

**\*\*Only experience obtained by the closing date of the this announcement will be considered!**

## Education

This job does not have an education qualification requirement.

## Additional information

The bullets below outline the various groups of applicants that fall under the term "status candidates". This vacancy is open to applicants from any of the groups listed below: When you apply you'll have the chance to claim an eligibility pathway, be sure you fully read each

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Benefits



## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Once the announcement closes, [a review](#) of your [resume](#), MTQs, and [supporting documentation](#) will be conducted by the HR Specialist and a panel of experts. This information will be used to determine your [eligibility](#) for Federal employment, and whether you are [qualified](#) for this position.

Additionally, a review of your supporting documents and resume will be conducted to determine if you are in the "Area of Consideration" for this vacancy. Government-Wide Merit Promotion vacancies may only accept applications from a limited audience, pay careful attention to the "Who May Apply" and the "Hiring Paths" information. Please follow all instructions carefully. Errors or omissions may affect your eligibility.

**BASIS OF RATING:**

DOJ's Merit Promotion Procedures will be used to evaluate candidates.

<b>Benefits</b>	<b>+</b>
<b>Required Documents</b>	<b>+</b>
<b>How to Apply</b>	<b>+</b>
<b>Fair and Transparent</b>	<b>+</b>

## Required Documents

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**Documentation requirements may vary from applicant to applicant based on your eligibility claims.**

It is **your** responsibility to carefully review the list of document descriptions below, to see which documents are required for your application.

***ALL APPLICANTS:*** *You must submit a detailed resume containing the following pieces of information for each job entry listed in your employment history:*

1. Official position title.
2. Employer name and contact information.
3. Start and end dates (**including month and year**).
4. A detailed list of duties & accomplishments for each job entry.
5. Your highest grade/step or salary achieved.
6. The number of **hours** worked per week (or indicate **full-time**).

### **ALL APPLICANTS: Mandatory Technical Qualifications (MTQ):**

1. In a separate document, provide a response to each mandatory technical qualification listed above in the "qualifications" section.
2. Your MTQ responses must not exceed six pages.
3. Each MTQ must be addressed separately.

### **If you are a current or former Federal employee:**

1. You must submit your most recent [SF-50 \(Notification of Personnel Action\)](#) or equivalent agency form. **Do not submit an award SF-50**, these do not contain sufficient information about your appointment.
2. Your SF-50 should list the full position title, series, grade and step, organization, duty location, service computation date, effective date, and your service type and tenure status.
3. Submit a copy of your most recent performance evaluation or appraisal, signed, showing your final rating. If a performance appraisal is not available submit a statement explaining why one is not available.
4. See [USAJOBS Current & Former Employees](#) for more information.

### **If you are a [Veteran](#) or a qualifying parent or spouse:**

1. If you are a **veteran within 120 days of discharge**, you must submit a signed certification from the armed forces certifying: (1) your expected release/retirement from active duty, (2) type of service, i.e., under honorable conditions, (3) your pay grade/rank/rate at time of discharge, (4) dates of active-duty service, (5) any campaign or expeditionary medals received, (6) dated within 120 days of your separation (VOW Act 2011).
2. If you are a **Discharged, Non-Disabled Veteran**, you must submit a copy of your DD-214 showing character of discharge (Member 4 copy), or other Documentation of Service and Separation under Honorable Conditions, as listed on the [SF-15](#). If you don't have your DD-214, you may request it after discharge from the National Archives.
3. If you are a **Disabled Veteran, Purple Heart Recipient, or Mother or Spouse of a Disabled or Deceased Veteran**, you must submit all additional proof required by the SF-15, and if applicable, a completed [SF-15](#). You may request a copy of your Department of Veterans Affairs letter from [www.ebenefits.va.gov](http://www.ebenefits.va.gov) or call 1-800-827-1000 to establish proof of disability.
4. If you are the qualifying parent or spouse of a disabled, deceased, or deployed Veteran, and are seeking a derived preference eligibility, you must submit appropriate supporting



documentation such as the Veterans DD-214, SF-15, VA Letter.

5. For more information on each type of Veterans Preference, and the documentation required for each, see [FedsHireVets](#).

**If you are a person with a disability, claiming eligibility under [Schedule A](#):**

1. You must submit "proof of a disability" documentation ("Proof of a disability" is a letter stating that you have an intellectual disability, severe physical disability or psychiatric disability).
2. You must get this letter from your doctor, a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal, state, or local agency that issues or provides disability benefits.
3. For more information about Schedule A and verification requirements, please see [OPM's Schedule A site](#).

[USAJOBS - What documents might I need to provide?](#)


## How to Apply

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**To apply for this position, you must complete the online application questionnaire and submit your supporting documentation. Your complete application package must be submitted by 11:59 PM (EST) on 02/11/2022 to receive consideration.**

[Read more](#)

### Agency contact information

 Steven Scope

**Phone**

[202-598-3092](tel:202-598-3092)

**Email**

[Steven.Scope@usdoj.gov](mailto:Steven.Scope@usdoj.gov)

**Address**

Deputy Assistant Attorney General for Human Resources and Administration  
950 Pennsylvania NW

Washington, DC 20530

US

[Learn more about this agency.](#)

## Next steps

You will receive e-mail notifications as your application status is updated by DOJ. However, you can also see your application status any time by logging in to your USAJOBS account and looking on the "Applications" page. Click the position title to expand the display for each

[Read more](#)

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Reasonable accommodation policy](#)

[Financial suitability](#)

[Selective Service](#)

[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)

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**Job family (Series)**

[0301 Miscellaneous Administration And Program](#)

**Supervisory status**

No

**Security clearance**

[Not Required](#)

**Drug test**

Yes

**Position sensitivity and risk**

[Moderate Risk \(MR\)](#)

**Trust determination process**

[Credentialing](#)

[Suitability/Fitness](#)



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USAJOBS is a United States Office of Personnel Management website.



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