

SUPERVISORY MANAGEMENT ANALYST, GS-0343-14
U.S. DEPARTMENT OF JUSTICE
CRIMINAL DIVISION
OFFICE OF INTERNATIONAL AFFAIRS
WASHINGTON, DC
15-OIA-JG-023
CLOSING DATE: AUGUST 25, 2015

About the Office: The Office of International Affairs (OIA) plays a unique role within the Department of Justice and the U.S. Government -- through foreign and U.S. legal proceedings, the implementation of law enforcement treaties, arrangements, and practices, and direct collaboration with U.S. and foreign diplomatic, prosecutorial and law enforcement officials -- in securing the broadest measure of cooperation between the United States and other countries in the investigation and prosecution of criminal offenses. As a practical matter, OIA's responsibilities focus on two key aspects of criminal trial practice: securing the apprehension and lawful return of international fugitives and the trans-border gathering of evidence for criminal cases. OIA is the sole entity authorized to invoke, on behalf of U.S. prosecutors, the U.S. mutual legal assistance (evidence gathering) treaties (MLATs), and to utilize those treaties and U.S. statutory authority to execute foreign evidence requests. OIA plays a similar role with respect to international extraditions and the legal proceedings here and abroad that process entails. To this end, OIA advises federal, state, local, and foreign prosecutors and law enforcement agents regarding the available legal and treaty mechanisms to lawfully return fugitives or secure evidence in a particular case, and then partners with those counterparts to prepare the legal documentation required for judicial proceedings in the United States or a foreign jurisdiction. In addition to these case-specific functions, OIA is responsible, along with the Department of State, for representing the United States in negotiating bilateral and multilateral law enforcement treaties, for briefing and advising the Attorney General, Deputy Attorney General, Assistant Attorneys General, and other senior Department officials on international issues, and for representing the Department on senior inter-agency working groups and in bilateral and multilateral meetings on issues of transnational law enforcement cooperation. OIA's work requires a high degree of coordination with officials of the State Department and foreign governments, including interaction with officials at senior levels on matters involving sensitive law enforcement matters that could impact the foreign relations and strategic interests of the United States.

Responsibilities and Opportunities Offered:

As a **Supervisory Management Analyst**, you will:

- Design a frame-work to centralize the MLAT functions in OIA that aligns the gathering and exchange of information between the United States and its foreign partners for the purpose of enforcing criminal laws;
- Leverage technology to identify and implement automation that aligns processes between stakeholders;
- Design and maintain a technology infrastructure and process that are equitable and defined between stakeholders: FBI, USAOs, State, Commerce and tech industry leaders;
- Supervise project assignees and detailees to identify, develop, collect, monitor, analyze, and report performance and workload metrics associated with the Office;

- Develop and implement special projects and initiatives, including those that aim to reform the way OIA performs its mission, and tracking trends emanating from cybercrime and other emerging forms of transnational crime;
- Serve as spokesman for the Office Director and Office senior leadership at, and participate in, Division, Department, or inter-agency meetings, as necessary; and
- Analyze workload trends from foreign countries and U.S. districts or states, including through studies of employment/organizational efficiency and productivity, to formulate recommendations to the Director and Office senior leadership for foreign postings, district details, and additional resource allocations.

Qualifications:

In order to be qualified for this position at the GS-14 grade level, applicants must demonstrate one year of specialized experience equivalent to the GS-13 grade level. Examples of specialized experience include: Conducting review and analysis of business processes and procedures to improve efficiency; planning and developing briefings for high-level policy officials; designing and implementing automated process solutions that align processes between stakeholders; and reviewing the work of junior staff members.

Time-in-Grade: Federal employees must meet time-in-grade requirements for consideration. You must meet all qualification requirement by the closing date of this announcement.

Travel: Not required.

Position and Salary Information: Current salary and years of experience at time of hire will determine the appropriate salary level. The possible range for the GS position is: GS-14: \$107,325 – 139,523.00. See OPM's Web page at <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/general-schedule/>

Locations: The position(s) will be located in Washington, DC.

Relocation Expenses: Relocation expenses are not authorized.

Submission Process: The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

1. If you do not already have an account, please create a USAjobs account before applying [Create an Account](#). You will be able to upload your resume and supporting documents and complete your profile prior to applying.
2. Once you have an account, apply to the USAjobs vacancy: <https://www.usajobs.gov/GetJob/ViewDetails/412594800>.

Internet Sites: This and other Criminal Division vacancy announcements can be found on the Internet at <http://www.justice.gov/criminal/employment/vacancies.html>

For more information about the Criminal Division, please visit <http://www.justice.gov/criminal/>