



U.S. Office of Personnel Management Office of Diversity & Inclusion

Diversity Program Manager GS-301-14

Employment Opportunity for Persons Eligible for Schedule A Appointment

This position is located within OPM's Office of Diversity & Inclusion (ODI). Established in FY 2011, ODI supports Executive Order 13583, which establishes a coordinated government-wide initiative to promote diversity and inclusion in the Federal Workforce. ODI also supports Executive Order 13548, which directs executive departments and agencies to increase Federal employment of individuals with disabilities. ODI examines policy options, Government-wide data trends, and employee survey findings that affect OPM's management of HR policy, specifically including diversity and inclusion throughout the Federal government. To ensure that Federal departments and agencies recruit and retain talented individuals from all communities, ODI will develop comprehensive strategies, like those found in the private sector and successful agencies, to drive and integrate diversity and inclusion practices throughout the Federal government and to help build a diverse and inclusive workforce, respecting individual and organizational cultures, while complying with merit principles and applicable Federal laws.

ABOUT THE JOB:

ODI is assisting departments and agencies accomplish their varied missions as they develop a strategic focus on diversity and inclusion, allowing them to prepare for shifting workplace demographics, improved services to all populations and innovation for the future. The Diversity Program Manager (DPM) serves as a principal advisor to the Director of ODI on OPM's Governmentwide disability programs. The DPM is responsible for the following duties:

Provides authoritative advice and assistance with the development of policy and regulations related to diversity and inclusion consistent with the Executive Order 13548, Increasing Federal Employment of People with Disabilities, and disability program management.

Provides authoritative expert advice and consultation on policy guidance to OPM officials and other Federal agencies concerning the complex, sensitive, controversial and timely issues that must be addressed by the Agency.

Consults with senior managers and facilities group activities that involve managers and employees in addressing diversity issues as they apply to such areas as strategic planning, recruitment, awards, training and development, and retention.

Develops partnerships and will serve as a coordinator for Diversity Program Managers, Disability Program Managers and Selective Placement Program Coordinators in other Federal agencies, as well as with external organizations, in order to develop and implement strategies for advancing diversity and inclusion throughout the Federal government.

Responsible for researching trends in diversity and inclusion across Federal government in order to identify or produce Governmentwide training for Federal executives and senior management officials.

Applies a broad knowledge of business management, data management, and analysis processes in order to prepare reports on diversity and inclusion programs and trends across government.

Develops and maintains diversity metrics and a scorecard to measure success of initiatives in order to provide feedback to senior management officials.

REQUIREMENTS:

Candidates must possess the following skills:

- Mastery knowledge of the field of diversity management, as well as any related Federal or state laws and regulations, executive orders (EO 13548), administrative procedures, government and agency policies, court and administrative decisions, and best practices. In the area of diversity employment, the incumbent must deal with legislative history and intent, political forces, concepts, principles, practices, laws, regulations and policies.
- Demonstrated ability to implement changes based on the results of analyses into overall policy and program recommendations for presentation to senior level officials.
- Demonstrated ability in written and oral communication, in order to explain and interpret, as well as develop policies and procedures; prepare/create briefing papers/materials, congressional letters, create/draft/finalize various reports and provide expert advice and consultation to the other Federal Agencies and management officials on matters related to Diversity.
- Demonstrated ability to explain and/or justify findings and recommendations to senior level agency officials.

OTHER IMPORTANT INFORMATION:

- Relocation expenses will not be paid.
- Reasonable accommodations are available to include occasional telework and flexible work schedules.
- Candidates must provide required documentation that support Schedule A appointment eligibility.

GRADE LEVEL:

GS-301-14.

HOW TO APPLY:

Submit resumes to Veronica Villalobos via email at Veronica.Villalobos@opm.gov. The deadline to submit resumes is **Wednesday, February 29, 2012**.