



REQUEST FOR RESUMES

NC HIDTA Deputy Director Independent Contractor \$115,613 - \$131,025/year*

The Northern California High Intensity Drug Trafficking Area (NC HIDTA) is seeking an independent contractor to serve as the Deputy Director. The independent contractor will perform the responsibilities of the Deputy Director that are specified at the direction of the NC HIDTA Executive Director and/or the NC HIDTA Executive Board.

The independent contractor position is located in the Federal Building at 450 Golden Gate Avenue, San Francisco, CA. The hours of on-site operation for the NC HIDTA are Monday through Friday; 7:00 a.m. - 5:30 p.m. Independent contractor assigned to the position may be called on to respond 24 hours a day and 7 days a week to manage the NC HIDTA response to major critical incidents or major special events support. The contract will be administered through the San Mateo County Sheriff's Office as the fiscal and administrative agent for the NC HIDTA.

DESCRIPTION OF SERVICES TO BE PERFORMED BY THE INDEPENDENT CONTRACTOR:

As the NC HIDTA Deputy Director, the independent contractor will perform the responsibilities of the Deputy Director that are specified in the HIDTA Program Policy and Budget Guidance, NC HIDTA/Northern California Regional Intelligence Center (NCRIC) Guidance, and at the direction of the NC HIDTA Executive Director and/or Executive Board. At the time this announcement was prepared, those responsibilities include the following, but these may change at the discretion of the Executive Director and/or the Executive Board.

- In the absence of the Executive Director, the Deputy Director shall assume the Executive Director's responsibilities.
- Review and evaluate all aspects of the NC HIDTA operation, including resource allocation, organizational structure, product quality, and the collection and use of criminal intelligence and criminal information, and base on said review and evaluation, make appropriate recommendations to the Executive Director of the NC HIDTA.
- Develop and maintain program policies and procedures for the NC HIDTA.
- Manage other independent contractors, and employees of member military and public safety agencies who have been temporarily assigned to the NC HIDTA, including public safety managers, public safety supervisors, public safety officers, military personnel, Criminal Intelligence Specialists, Assessment Officers, Demand Reduction Officers, Information Technology Specialists, Technical Equipment Specialists, Office Technicians and Office Assistants.
- Approve assignments of NC HIDTA independent contractors and employees of member military and public safety agencies who have been temporarily assigned to the NC HIDTA for various projects, investigations, and assessments.
- Approve deployment of NC HIDTA specialized law enforcement surveillance equipment and the appropriate use of advanced computer-aided technology in support of public safety agency investigations, major critical incidents or major special events.
- Responsible for ensuring all NC HIDTA equipment is tracked, inventoried and kept in optimum condition.

DESCRIPTION OF SERVICES TO BE PERFORMED BY THE INDEPENDENT CONTRACTOR (CONTINUED):

- Initiate and coordinate both long-term and short-term analytical and research projects relating to criminal intelligence activities and make appropriate recommendations to the Executive Director.
- Develop and maintain extensive law enforcement contacts to determine needs of client agencies.
- Act as a liaison between the Regional Information Sharing System's (RISS) Western States Information Network (WSIN) and the Los Angeles Clearing House (LA CLEAR), other HIDTA's, other Fusion Centers, and Public and Private Sector Partner Organizations.
- Make recommendations to management for furthering intelligence and enforcement efforts to combat narcotics trafficking, potential activities that support terrorist organizations/actors, and other major criminal threats to the region.
- As delegated by the Executive Director, initiate, review and approve personnel transactions, training requests, travel request and claims, purchases of standard complement equipment, data processing equipment and specialized surveillance equipment.
- Represent the NC HIDTA at various intelligence-related meetings and briefing as delegated by the Executive Director.
- Primary editor of the Annual Report, Annual Strategy, Annual Assessments and other documents as required.
- Guides and assists initiative commanders in the preparation of their annual initiative description and budget proposals.
- Determines initiatives' performance measures in accordance with the Office of National Drug Control Policy (ONDCP) mandates.
- Develops evaluation criteria, conducts annual initiative reviews and prepares reports and briefings for the NC HIDTA Executive Board.
- Other duties as assigned by the NC HIDTA Executive Director and/or Executive Board.

IDEAL CANDIDATE:

- Proven ability and experience in a multi-agency law enforcement environment involving federal, state and local authorities.
- Proven ability to interact with federal, state, local and tribal public safety agency executives.
- Ability to communicate effectively to gain consensus among people with differing viewpoints.
- Exceptional writing and public speaking skills to include briefings of public safety executives and public officials at all levels of government.
- High degree of creativity and initiative requiring minimal supervision and guidance.
- Exceptional analytical skills, understanding of the intelligence process and sound judgment.
- Working knowledge of Microsoft Office Suite, especially Word, Excel and PowerPoint.

- Excellent interpersonal and negotiation skills.

MINIMUM QUALIFICATIONS:

Education and Experience: Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is: education equivalent to a Bachelor's Degree in Criminal Justice or a related field and extensive experience in the criminal justice profession at the federal, state, local or tribal level.

Other Requirement: Must successfully complete a thorough law enforcement background investigation prior to the start of the contract and obtain a National Security Clearance within the contracting period. The law enforcement background investigation and the National Security Clearance require completion of a polygraph examination.

HOW TO APPLY:

To apply, submit a cover letter and resume by 5:00 PM on Friday, November 7, 2014 to the NC HIDTA by one of the three methods below:

Mail: NC HIDTA
ATTN: Jennifer Gragasin
RE: NC HIDTA Deputy Director
P.O. Box 36102
450 Golden Gate Avenue, 14th Floor
San Francisco, CA 94102

Email: jgragasin@ncric.ca.gov
Subject Line: NC HIDTA Deputy Director – Resume

Fax: (415) 436-7484

***Beginning compensation for a Deputy Director shall not exceed the annual salary established by the Office of Personnel Management at a GS-14 step 1 salary (including locality adjustments). The NCHIDTA Executive Board may adjust the compensation in subsequent years, based upon performance up to a GS-14 step 5 (including locality adjustments). Upon approval of the NC HIDTA Executive Board and the Office of National Drug Control Policy, compensation may be adjusted above the GS-14 step 5 salary.**