

**Position: Contract HIDTA Intelligence Analyst**

**Pay Scale & Grade:** GS 9 - 11

**Position Description:**

The Intelligence Analyst (IA) collects, analyzes, maintains, and disseminates information of a confidential nature in support of criminal drug investigations. Consequently, they may be subpoenaed to testify in court. The IA will perform intelligence analysis, conduct research and develop threat assessments and other strategic products on regional and worldwide drug trafficking related issues, and publish the correspondent strategic reports and responses. The IA interacts and works with Federal, State and Local law enforcement and non-law enforcement entities to address concerns regarding drug trafficking trends and facilitate information sharing. The Investigative Support Specialist also works directly with criminal investigators from federal, state, local, and tribal law enforcement agencies in a task force environment.

The IA conducts and manages complex research projects within the PR/USVI area of responsibility (AOR) in areas such as drug threats, production, methods of transportation, trafficking routes, the structure and analysis of trafficker organizations and associated financial crimes. Information collected, intelligence developed, as well as research results are presented orally and in writing to the customers such as the judicial system; Federal, state, local law enforcement, in addition to other intelligence agencies.

**Qualifications:**

- Candidate must possess a bachelor's degree from an accredited college or university and; five (5) years of progressively responsible experience in law enforcement or a military/civilian intelligence agency.
- Knowledge of intelligence cycle, processes and organizations; procedures and methods of analysis; compiling, reporting and disseminating intelligence data.
- Knowledge of US law enforcement and interagency processes, missions, resources, capabilities, methodologies and requirements to perform research, analysis, and other strategic and collections-related activity reports.
- Knowledge and command of the structure and use of the English language including the meaning and spelling of words, rules of composition and grammar.
- Knowledge of Public Safety and Security: Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

All qualification requirements must be met by the closing date of this announcement. Experience may have been gained in administrative, professional, technical, investigative or other work. Only experience and education obtained by the closing date of this announcement will be considered.

**Competencies:** Applicant will be evaluated on following competencies/qualifications:

- Writing communication
- Oral communication (to include presentation skills)
- Partnering
- Research
- Analysis

**Duties & Responsibilities:**

Primary responsibilities include but are not limited to the following:

- Collection, analysis, and dissemination of drug-related intelligence gathered from a variety of sources including investigations, seized documents, surveillance reports, cooperating sources, databases available among other methods.
- Provide intelligence support for Intelligence Support Center (ISC) including overseeing the annual HIDTA reports (Threat Assessment and Strategy), ISC strategic intelligence reports and HIDTA/ISC integration activities.
- Assist the ISC manager and Co-Manager with identifying and formulating strategies to mitigate gaps within intelligence operations.
- Analyze large amounts of information; use logic and deductive reasoning to identify significant factors; gather pertinent data; project outcomes and develop solutions; to plan and organize work; and, communicate effectively orally and in writing.
- Brief ISC and HIDTA leadership, along with other agencies including DoD, DHS, FBI, DEA and policy makers as necessary on PR/USVI issues, initiatives, challenges, and opportunities.
- Provide information and knowledge to achieve results; the IA is expected to recognize, value, build, and leverage collaborative and constructive networks of diverse coworkers, peers, customers, stakeholders, and teams, both internally and externally as necessary to manage this responsibility.
- Assess the validity and reliability and, based on all the information known, estimate what the characteristics of a specific situation maybe and predict its effects upon future events. Judgment is often based on less than full and sometimes barely adequate information because that is all the data there is, or because the time available is limited.
- Perform liaison functions with other organizations. Maintain contacts with their counterparts in other intelligence organizations to keep abreast of current developments, to resolve problems, to eliminate duplication, and to provide free flow of information on matters of intelligence interest.
- Participate on a working level in interagency conferences and meetings concerned with coordination and planning of projects and establish mutual relations with their counterparts.
- Meet imposed deadlines.

### **Travel Required:**

Occasional Domestic and International travel may be required. Selected candidate shall be financially able to pay for the trip up front with reimbursement by the PR/USVI HIDTA.

### **Supervisory Status:**

None.

### **Relocation:**

Relocation expenses shall not be reimbursed.

### **Conditions of Employment:**

- Selected candidate must be a US or Naturalized Citizen.
- Background investigation, credit check, and drug test required.
- Selected candidate must successfully obtain, at minimum, a Secret Clearance.
- This position is in the ISC office at the PR-USVI HIDTA in San Juan, Puerto Rico.
- Working hours shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday. Position may also require occasional weekend or evening work without pay differential.
- Candidate will work under the supervision of the ISC Manager and Co-Manager.
- Candidate must pass a panel interview and a written test to demonstrate the following:
  - Skills:
    - **Reading Comprehension:** Understanding written sentences and paragraphs in work related documents.
    - **Active Listening:** Giving full attention to what other people are saying, understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
    - **Critical Thinking:** Using logic and reasoning to identify the strengths and weaknesses of solutions, alternative solutions, conclusions or approaches to problems.
    - **Independence of Operation and Judgement:** Exercise judgment in determining method of attack, techniques to be used, and manner of presentation of results. Analyze, assimilate, and evaluate all available intelligence information relating to their assigned area of responsibility.
  - Abilities:
    - **Inductive Reasoning:** The ability to combine pieces of information to identify patterns or form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
    - **Written Comprehension:** The ability to read and understand information and ideas presented in writing.
    - **Deductive Reasoning:** The ability to apply general rules to specific problems to produce answers that make sense.

- Successful candidate may be required to complete a one-year probationary period.
- Successful candidate may be required to complete additional tailored training.

How to apply: Include in your application package the following information and email it to: [info@prvihidta.org](mailto:info@prvihidta.org).

- Cover letter;
- Resume that shall include three references (2) professional and (1) personal with complete names and phone numbers; and
- Evidence of education.

Incomplete packages will not be considered. No phone calls will be accepted.