

Examination Manager--Market Risks , OF-23

| EMPLOYER | LOCATION | SALARY RANGE | CLOSE DATE |
|--|-------------------------------|---------------------------|------------|
| Office of Federal Housing Enterprise Oversight | Washington , Dist of Columbia | \$106,067.00-\$169,705.00 | 1-31-2005 |

ANNOUNCEMENT NUMBER: OE-04-38

OPENING DATE: 8-24-2004

PROMOTION POTENTIAL: 23

WORK SCHEDULE: Full Time

AREA OF CONSIDERATION: US citizens

TIME LIMIT: Permanent - No time limit

CONTACT NAME: Debbie Kolen

CONTACT PHONE NUMBER: (202) 414-8924

CONTACT EMAIL: Debbie.Kolen@ofheo.gov

NOTES:

PLEASE NOTE: Applicants that previously applied to the vacancy announcement(s): Examination Manager (Market Risk), announcement # OE-04-26A and Examination Manager (Market Risk), announcement # OE-04-26B need NOT re-apply, your application will automatically be considered for this vacancy announcement.

All new applicants we strongly encourage you to apply using the on-line application process. If you are not able to apply on-line you must contact Debbie Kolen at (202) 414-8924 for alternative application procedures.

*This vacancy will have weekly cut-off dates beginning Friday, September 24, 2004. All applications received by 12:00 midnight (EST) on the cut-off date will be reviewed for basic qualifications and referred to management for selection. This vacancy may be closed prior to 1/30/05, if all positions are filled before the advertised closing date.

DUTIES

Supports the Deputy Examiner-in-Charge (DEIC) in coordinating the day-to-day activities of the on-site examination personnel responsible for implementing the examination strategies and

work plans for which the incumbent has responsibility. The incumbent ensures that examination work is scheduled and conducted in a manner that will achieve applicable examination objectives and goals, and is performed in accordance with applicable OFHEO guidelines and standards. The incumbent supports the DEIC in setting goals for the Examination Program and in achieving the performance milestones established for the examination team under the incumbent's direction.

The incumbent is responsible for providing the DEIC with periodic assessments and analyses of the enterprise's market risk management practices based on the results of on-site examination activities. For purposes of the OFHEO Examination Program, the term market risks encompasses interest rate risk management, liquidity risk management, and debt issuance/repurchase. The incumbent also supports the DEIC by providing ad hoc analysis to evaluate specific matters and issues as they arise during the course of the examination. The incumbent is also responsible for providing the DEIC with periodic status reports and other information that allow the DEIC to assess the progress of examination activities and to meet other OFHEO reporting obligations.

The incumbent supports the DEIC in assessing the performance of OE personnel, and in developing OFHEO employees. The incumbent assists the DEIC in evaluating employee performance in accordance with OFHEO guidelines, and provides information to the DEIC that will assist the DEIC in making the personnel decisions for which the DEIC is responsible. The incumbent is responsible for ensuring a harassment free work environment, consistent with EEO and affirmative action employment principles.

The incumbent provides support to the DEIC in formulating OE's budget; staffing, analytic (including hardware and software), and logistical needs; and other matters that impact OE's ability to accomplish the OFHEO Examination Program.

Performs other special assignments as deemed necessary by the Examiner-in-Charge and DEIC.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to plan, scope, and conduct examinations or related analyses.

Knowledge of mortgage finance, to include secondary mortgage market activities, mortgage banking, and/or mortgage securities.

Skill in developing policies and procedures for safety and soundness regulation, prudential standards, and examination processes.

Knowledge of the principles and practices of market risk as it relates to the examination of a financial institution.

Examination Accreditation, Professional Certification, or Advanced Degree.

Ability to communicate effectively both orally and in writing.

Ability to establish and implement goals, policies, guidelines, and priorities.

QUALIFICATIONS REQUIRED

Applicants must meet ALL of the following general qualification requirements in order to receive consideration for this position:

(A) Master's degree in accounting, business, finance, or economics or a related field; or equivalent employment experience which is at least five (5) years of experience in supervision, examination, or related employment experience, including auditing, management consulting, or risk management, or related activities.

(B) Five (5) years of demonstrated experience applying professional examination or auditing principles and practices relating to a complex financial institution. This experience may be inclusive of the employment experience acquired in the Qualification Requirement (A).

(C) Five (5) years of demonstrated experience managing complex examination or examination-related activities and working with task forces or working groups to deliver products or services in a timely manner. This experience may be inclusive of the employment experience acquired in the Qualification Requirement (A).

(D) Knowledge of the principles, policies, procedures, and practices related to the examination and oversight of regulated institutions.

(E) Demonstrated skill in analyzing issues and developing recommendations to address potential problems or issues.

(F) Demonstrated ability to establish and implement goals, policies, guidelines, plans, and priorities necessary to implement an organization's mission.

(G) Demonstrated ability to manage special projects.

(H) Demonstrated ability to communicate to senior level individuals and groups, in a clear and concise manner, both orally and in writing.

(I) Demonstrated ability to manage change.

(J) Demonstrated ability to lead, motivate, and evaluate subordinate staff.

(K) Demonstrated ability to work in a team setting, including creating and maintaining positive relationships with individuals with divergent points of view.

(L) Demonstrated ability to represent an organization and to resolve complex problems with internal and external entities.

OTHER SIGNIFICANT FACTS

Applicants who have competitive status or reinstatement eligibility must attach a copy of the

most recent SF-50, Notification of Personnel Action.

All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, status as a parent, sexual orientation, political affiliations, national origin, age, disability, or any other non-merit factor.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis, except when doing so would pose an undue hardship on the employing agency.

Relocation expenses may be authorized.

BENEFITS: OFHEO offers a wide array of benefits:

1. FREE dental care program underwritten by Delta Dental. There is a \$1,000 annual maximum per employee and a separate orthodontic benefit for dependent children to age 19.
2. 100% cost of your public transportation commuting expenses (e.g., vanpool, metro bus, metro train). The first \$100 of your commuting costs is provided to you as a pre-tax benefit.
3. Alternative Work Schedule (AWS) includes a flexible work schedule and a compressed work schedule.
4. A variety of Federal Employee Health Benefit plans to choose from which can be paid from pre-tax income.
5. The Federal Employee Retirement System program that features three components: a retirement pension, the Thrift Savings Plan (an employee controlled investment program), and social security.
6. The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees and offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans. As soon as you become a Federal employee, as a FERS employee, you can contribute up to 14 percent of your basic pay each pay period to your TSP account. You will receive agency-matching contributions up to the first 5%. As a CSRS employee, you can contribute up to 9 percent of your basic pay each pay period to your TSP account. CSRS employees do not receive any agency contributions.
7. The Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees and dependents.
8. The Federal leave program offers exceptional time off benefits, including annual leave, sick leave, a leave sharing program, Family Friendly Leave, Family Medical Leave, and ten (10) paid holidays per year.
9. The Employee Assistance Program (EAP) provides free confidential counseling and referral services to you and your family members.
10. The Federal Long Term Care Insurance Program provides long term care insurance to help

pay for costs of care when you can no longer perform everyday tasks by yourself, or you have a severe cognitive impairment, such as Alzheimer's. You may visit the Long Term Care Partners website for more information: www.ltcfeds.com.

11. The Flexible Spending Account Program for Federal employees provides employee-funded accounts that can be tapped by account holders to pay for medical expenses that are tax deductible as well as dependent care costs. Contributions to the accounts come from an employee's pre-taxed salary. The government does not make a contribution.

12. Career development and enrichment training is available in job-related areas.

13. Other benefits include a nearby full service ATM; free use of an on-site gym and locker room with shower facilities; aerobics and yoga classes are available for a small fee; and on-site child care center.

OFHEO employees are subject to government-wide ethical standards of conduct, financial disclosure requirements, and post-employment prohibitions. In addition, OFHEO employees are not permitted to undertake outside activities or employment relating to real estate. OFHEO employees are also prohibited from owning certain investments, such as securities of the Federal Home Loan Mortgage Corporation and the Federal National Mortgage Association (Enterprises). Also, certain OFHEO employees are prohibited from accepting compensation from the Enterprises for a two-year period after terminating employment with OFHEO. Questions regarding these requirements and prohibitions should be directed to the Office of General Counsel at (202) 414-3751.

If selected, male applicants born after 12/31/59 must confirm their selective service registration status.

DIRECT DEPOSIT: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

Applicants must be U.S. citizens.

Applicants must meet all minimum qualification requirements by the closing date of this announcement.

VETERANS - Take Note!

- Veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may compete under merit promotion procedures.

- To claim veteran's preference, you must attach a copy of your DD-214, and submit Standard Form 15 if claiming a 10-point preference.

ICTAP ELIGIBLES - Take Note! ICTAP eligibles may apply for special selection priority for this position. To be well qualified and exercise selection priority for this vacancy, eligible displaced federal employees must receive a rating of 95 or more by the Rating Panel. Also, as required by PL 102-484, displaced DOD civilian employees must request full consideration with a job application and include a copy of their specific RIF notice of separation and/or a copy of the SF-

50 documenting the RIF separation.

The applicant chosen for this position must serve a one-year probationary period for supervisors if he/she has not previously served for at least one year as a supervisor in the federal government.

New federal employees are required to fulfill a one-year probationary period.