



**DEPARTMENT OF THE TREASURY  
DEPARTMENTAL OFFICES  
CAREER OPPORTUNITY**

***Financial & Program Analyst, GS-301-9/11/12/13  
Term Position Not To Exceed 4 Years***

This vacancy announcement is a solicitation for applications from all sources.

**No prior civil service is required.**

**VACANCY ANNOUNCEMENT NUMBER 2001-261VJ**

The Office of Personnel Resources will be accepting applications for the position identified above from **June 22, 2001**, through **July 23, 2001**. All applications must be postmarked or received by **July 23, 2001**.

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A full time (40 hours per week) position is available for a **Financial and Programs Analyst** in the **Policy and Research Unit of Community Development Financial Institutions (CDFI) Fund**. The CDFI Fund is charged with promoting economic revitalization and community development through investment in and assistance to community development financial institutions and through encouraging insured depository institutions to increase lending, financial services and technical assistance within distressed communities and to CDFIs. The Fund provides grants, loans and technical assistance to new and existing community development financial institutions such as community development banks, community development credit unions, revolving loan funds, and micro-loan funds. The Financial and Program Analyst reports to the Financial and Program Advisor and is responsible for assisting in the implementation of the Fund's Policy and Research initiatives. Specific duties include: 1) developing instruments to measure the activities and outcomes of the Fund's program participants; 2) analyzing data and preparing reports related to the performance of the Fund's awardees; 3) promoting CDFI industry-wide research and development efforts, including the implementation of an industry-wide research agenda; 4) designing and conducting research to further the Fund's mission; and 5) evaluating applications for assistance from the Fund.

The Fund is located in the heart of downtown Washington, DC at 601 – 13<sup>th</sup> Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.

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**BENEFITS:** ~ Salary \$36,656 - \$82,180 ~ 10 Paid Holidays ~ Paid Annual & Sick Leave  
~ Federal Employees Retirement Plan ~ Health Benefits ~ Life Insurance ~ Awards  
~ Valuable Work Experience ~ Thrift Savings Plan (Similar to 401K plans)

**QUALIFICATION REQUIREMENTS:** ~ In accordance with the Office of Personnel Management's qualification standard for Administrative and Management Positions, all candidates must possess one year of specialized experience equivalent to at least the next lower grade level. **Specific information defining experience creditable as "specialized" is included on the following page.**

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A copy of this vacancy announcement is also available through OPM's web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov), Treasury's web site at <http://intranet.treas.gov/sites/tvas> or the CDFI Fund's web site at [www.treas.gov/cdfi](http://www.treas.gov/cdfi).

Questions regarding this position may be answered by contacting Jane Moody (202) 622-1152 or Vera Jones at (202) 622-1104.

**Status candidates** who wish to be considered under both merit promotion and OPM competitive procedures must submit two complete applications. When only one is received, it will be considered under merit promotion procedures only.

**Veterans Employment:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

**Employment of People with Disabilities:** The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

**Specialized Experience:** Specialized experience is experience which provided the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and which is typically related to the work of the position to be filled. For this position, specialized experience includes experience with staff analytical, planning, and evaluative work concerned with the administrative and operational aspects of agency programs and management.

**Substitution of Education for Experience:** For the GS-9: 2 full years of progressively higher level graduate education or Master's or equivalent graduate degree (i.e. LL.B or J.D.), For the GS-11: 3 full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

**Basis for Rating:** Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals may also be considered in the ranking process.

**Rating Factors:**

1. Ability to design and implement research studies, including: designing surveys and related research instruments, collecting data, performing statistical analyses, and reporting the results.
2. Knowledge of qualitative and quantitative methods; experience in setting up and managing databases in ACCESS and EXCEL; and familiarity with existing data sources such as the Bureau of the Census, Bureau of Labor Statistics, Department of Housing and Urban Development, and the Federal Deposit Insurance Corporation. Knowledge of statistical programming (SPSS or SASS) is preferred.
3. Ability to communicate complex research findings in writing and to prepare briefing papers and related documents for internal and external use.
4. Ability to communicate complex research findings orally.
5. Skill to analyze and evaluate historical financial statements, financial projections, governance structures, products and services, target markets and other factors used in underwriting CDFIs and mainstream financial institutions.
6. Knowledge of community development finance.

**Non status candidates** are those applicants who have never been appointed to a permanent position in the competitive service or who are not eligible for special appointing authorities such as those for veterans who are preference eligible, veterans readjustment appointment (VRA) eligibles, and persons with disabilities. Applications received from non-status candidates will not be ranked under the agency merit promotion plan.

Upon request from the selecting official, all non-status candidates who meet minimum qualification requirements will be forwarded to OPM for ranking and referral.

**Time-in-Grade:** Status applicants applying under merit promotion procedures must meet the time-in-grade requirements outlined in 5 C.F.R., Subpart F, i.e., at least 52 weeks at the lower grade level.

**Note for CTAP/ICTAP Eligibles:** Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be “well-qualified” for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area who are determined to be “well-qualified” for this position may apply for special selection priority over other candidates for this position. In accordance with Treasury’s Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be “well qualified” for this position. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority; i.e., a copy of the certification/displacement letter, along with all other items listed in the “Application Procedures” section of this announcement.

**Application Procedures:** In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package. Application packages may be mailed to: **Department of the Treasury, Office of Personnel Resources, 1500 Pennsylvania Avenue, Washington, D.C., 20220.** Applications sent in government postage paid envelopes or by government fax machine **WILL NOT** be considered. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records. Copies will be accepted. For those applicants who wish to personally deliver your application package, for your convenience, an "**Application Drop Box**" is located on the **6<sup>th</sup> floor of the main reception area in Metropolitan Square directly across from the Main Treasury Building at 1500 Pennsylvania Avenue, N.W.**

**Other Significant Information:**

Relocation expenses may be authorized.

**Critical Sensitive** - This position has been designated Critical sensitive. The individual selected for this position will be subject to the necessary security investigation.

Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

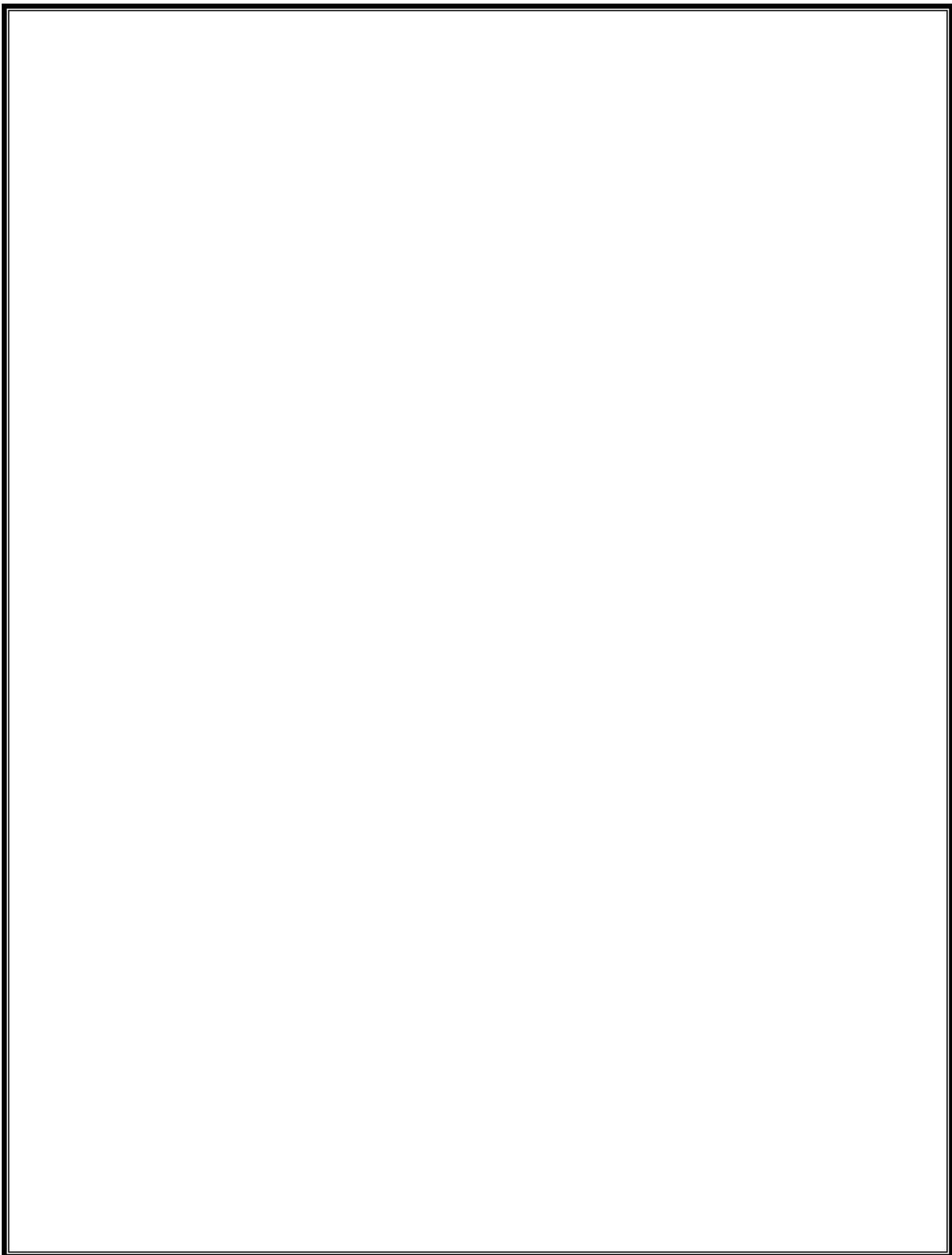
**Financial Disclosure:** The applicant selected for this position is required to complete a financial disclosure form.

**Term Position:** This is a temporary position not to exceed four years. However, management reserves the right for the position to be made permanent without further competition.

**Trial Period for Term Employees:** A one (1) year trial period is required for new employees with a term appointment.

**Promotion Potential:** The selectee may be promoted to the full performance level without further competition when all regulatory, qualification and performance requirements are met. Selection at a lower grade level does not guarantee promotion to the full performance level, but depends on the selectee’s demonstration of the ability to perform the duties of the higher grade to the satisfaction of the supervisor and the availability of enough work to support the targeted position.

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NOAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.**



## APPLICANT CHECKLIST

Your application/resume must contain the information identified below. (This checklist is for your personal use to assist you in preparing your application package. This checklist does not need to be submitted with your application.)

### JOB INFORMATION

- € Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- € Announcement Number
- Title and grade of the position applying for.
- Identify the lowest pay or grade level you will accept.
- € Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." (*Status applicants only.*)

### PERSONAL INFORMATION

- First, last & middle name
- Mailing address (*with ZIP Code*)
- Social Security Number
- Day and Evening Phone Numbers (*with area code*)
- Country of Citizenship
- Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

### WORK EXPERIENCE

- Describe specific duties & responsibilities.
- Include paid and volunteer work experience. (*Include title, grade & series if applicable*)
- Performance Appraisal (Optional)
- € Indicate if we may contact your supervisor.

### OTHER QUALIFICATIONS

- Job-related** training courses (title and year)
- Job-related** skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related** certificates and licenses (current only)
- Job-related** honors, awards, and special accomplishments, for example publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but to not send documents unless requested.)
- Rating factors identified on the previous page

### INFORMATION FOR VETERANS

- DD Form 214
- € Proof of veterans' preference if applicable.

### PERSONS WITH DISABILITIES

- € Letter of eligibility from the appropriate State Department Rehabilitation Service. (*This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.*)

### EDUCATION

- High School, address & zip code
- Date of diploma or GED.
- Colleges & Universities, address & zip code
- Identify majors, degree received, & date graduated (If no degree, show total credits earned & indicate whether semester or quarter hours.)
- College transcripts. (*If applicable*)