

## Office of Federal Housing Enterprise Oversight

### Senior Strategic Planning and Management Specialist, OF-22

<b>ANNOUNCEMENT NUMBER:</b>	OMP-08-07B	<b>APPLICATION DEADLINE:</b>	10-2-2008
<b>JOB LOCATION:</b>	Washington , Dist of Columbia	<b>WORK SCHEDULE:</b>	Full Time
<b>SALARY RANGE:</b>	\$112,855.00-\$197,497.00	<b>OPEN DATE:</b>	9-11-2008
<b>TIME LIMIT:</b>	Permanent - No time limit	<b>WHO MAY APPLY:</b>	US citizens
<b>NUMBER OF VACANCIES:</b>	1	<b>PROMOTION POTENTIAL:</b>	22

#### NOTES:

The Office of Federal Housing Enterprise Oversight's (OFHEO) important and compelling mission is to promote housing and a strong national housing finance system by ensuring the safety and soundness of the Enterprises (Freddie Mac and Fannie Mae). These two government-sponsored enterprises own or guarantee nearly \$4.9 trillion of residential mortgages in the U.S. and play a key role in housing and the U.S. economy.

Do you enjoy analyzing organizational effectiveness? Do you have a proven track record for developing and implementing internal performance metrics? Are your written and oral communication skills your strengths? If you consider yourself an expert in planning, project management and organizational improvement, please keep reading.

As the Senior Strategic Planning and Management Specialist, you will have an opportunity to highlight your analytical skills, as well as your writing proficiency. The ideal candidate will have extensive experience ensuring compliance with the Government Performance and Results Act. This position is ideal for an experienced program manager who has a passion for improving organizational efficiency and enjoys working with others. Your contributions will ensure OFHEO meets its mission by identifying, evaluating and analyzing issues and options that affect strategic planning activities and the agency's strategic direction.

If you're an experienced strategic planner who is looking for flexible work arrangements and excellent benefits, including the potential for on-going medical benefits after retirement, please consider applying. OFHEO is located at 1700 G St, NW, one block from the White House and is easily accessible by Metro.

OFHEO is unique in many ways, as compared to other federal agencies. OFHEO enjoys benefits that are in addition to the typical federal package and, benefits from a pay structure that allows us the flexibility to hire the best and the brightest.

As a member of OFHEO, you will be part of an integrated team that serves the American people by ensuring a safe and sound secondary mortgage market. OFHEO is a small, fast-paced federal agency and our work has far-reaching impact. If you are interested in a position that will fully utilize your skills and further provide you with developmental opportunities to learn new ones, please consider OFHEO as your 'Employer of Choice'.

We strongly encourage you to apply using the on-line application process by clicking on the link 'Apply To This Vacancy' located at the top, middle, and bottom of the vacancy announcement page.

You must contact the Human Resources Office (at least 5 business days prior to the close date) at (202) 414-8924 for alternative application procedures if you are not able to apply on-line.

Status applicants (current Federal Employees who are serving on permanent competitive Career/Career--Conditional appointments, or applicants who previously served in this capacity for a minimum of three continuous years) and applicants eligible under for the Veterans Employment Opportunity Act (VEOA) can be considered under our Agency's internal merit staffing process by applying to vacancy announcement OMP-08-7A. If you are not sure if you meet the requirements for VEOA, please refer to the following link for guidance: <http://www.dol.gov/elaws/vetspref.htm>

On July 30, 2008 legislation was enacted to create the Federal Housing Finance Agency (FHFA). The FHFA is responsible for regulating Fannie Mae, Freddie Mac and the twelve Federal Home Loan Banks. All permanent employees of OFHEO will be transferred to FHFA. The transfer will be effective no later than 7/29/09.

#### **DUTIES:**

Analyzes and evaluates the efficiency and effectiveness of organizational development and management improvement programs.

Performs analytical studies and research involving organizational, operational, and managerial effectiveness of plans, policies, and programs. Develops and implements internal performance reporting tools to evaluate the effectiveness and efficiency of agency operations. Compiles and analyzes data and information and prepares reports and recommendations.

Performs duties in the development and implementation of OFHEO's strategic plans and annual performance plans. Identifies, evaluates, and analyzes issues and options that affect strategic planning activities and the agency's strategic direction. Analyzes annual plan results and prepares annual performance report.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to analyze data and qualitative information and develop and recommend improvements to planning activities.

Knowledge of strategic planning, operational planning, and performance reporting, and in associated federal regulations, standards, policies, and practices, including the Government Performance and Results Act.

Demonstrated ability to communicate orally and in writing.

Ability to effectively and efficiently manage projects.

#### **MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:**

PLEASE NOTE: Applicant must meet ALL of the following general qualification requirements listed below in order to receive consideration for this position. Also, demonstration of work supporting the general qualifications MUST be documented and reflected in your work history within the body of your profile or resume in order to receive consideration.

(A) Bachelor's degree with a major in Business Administration, Economics, Finance, Management, Political Science, Public Administration, or related field, or equivalent experience which is at least Five (5) years of experience in strategic or operational planning, performance management or similar field.

(B) Five (5) years of experience developing, implementing, and monitoring operational and strategic plans for programs or projects.

(C) Demonstrated experience evaluating the efficiency and effectiveness of organizational development and management improvement programs.

(D) Demonstrated experience analyzing issues and providing recommendations concerning an organization's goals, operating policies, guidelines, plans, and priorities necessary to implement an organization's mission.

(E) Demonstrated experience developing or overseeing the development of systems for tracking and reporting progress and for displaying analytical results effectively.

(F) Knowledge of the Government Performance and Results Act (GPRA) and other Federal statutes, guidelines, regulations and guidance governing performance management.

(G) Demonstrated experience developing and recommending improvements to planning activities, and analyzing data and qualitative information about complex programs and processes.

#### **BASIS OF RATING**

Candidates who meet the basic qualification requirements for this vacancy will be rated according to Category Rating Procedures. This means that candidates will be assigned to a pre-defined quality category based on their application and veteran preference. Generally, only candidates in the top quality category will be referred to the hiring manager.

Individuals with veteran's preference will be placed ahead of other applicants within each rating category. Preference-eligible veterans who have at least a 10 percent compensable service-connected disability, and who have met the basic qualification requirements, will be placed ahead of other applicants in the highest category for all but professional and scientific positions at the GS-09 or equivalent and above. For this type of position veterans will be placed ahead of other applicants in the category to which they are assigned based upon rating of their application.

There may be two or three quality categories: If three, they will be Highly Qualified, Well Qualified and Qualified. If two, they will be Highly Qualified and Qualified.

#### **OTHER SIGNIFICANT FACTS:**

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, except when doing so would pose an undue hardship on the

employing agency. 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.

**BENEFITS:** OFHEO offers a wide array of benefits:

1. FREE comprehensive dental coverage. There is a \$2,500 annual maximum per employee and a separate orthodontic benefit for dependent children to age 19. (Annual deductibles apply.)

2. FREE vision care coverage. This benefit covers the employee and all eligible dependents. (Co-pay applies.)

3. 100% cost of your public transportation commuting expenses (e.g., vanpool, metro bus, metro train). The first \$105 of your commuting costs is provided to you as a tax free benefit. In addition, you will be provided up to \$90 per month to cover the cost of parking at Metro operated lots.

4. Alternative Work Schedule (AWS) includes a flexible work schedule and a compressed work schedule.

5. A variety of Federal Employee Health Benefit plans to choose from which can be paid from pre-tax income. Federal agencies pay approximately 72% of employees' health insurance premiums. OFHEO pays 90% of the premium.

6. 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.

7. 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 \$15,500 per year. You will receive agency-matching contributions up to the first 5 percent. As a CSRS employee, you can contribute up to \$15,500 per year. CSRS employees do not receive any agency contributions. Employees age 50 or older as of December 31, 2007, may contribute an additional \$5,000 for catch-up contribution per year.

8. The Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees and dependents.

9. 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. Annual leave accumulation will be set based on relevant private sector experience for new appointees. Employees hired at the OF-23 level and above will be allowed to carry-over a maximum of 720 hours of annual leave.

10. The Employee Assistance Program (EAP) provides free confidential counseling and referral services to you and your family members.

11. 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](http://www.ltcfeds.com).

12. 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.

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

14. Other benefits include a nearby full service ATM, and eligibility to join the Treasury Credit Union; free use of an on-site gym and locker room with shower facilities; aerobics and yoga classes are available for a small fee; and a privately owned on-site child care center.

Favorable adjudication of the appropriate level of background investigation is a condition of employment at OFHEO.

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.

If you are a David L. Boren scholar or fellow, and are not currently a student, the Homeland Security Act of 2002 provides that you can be considered, under a special appointing authority, for vacancies that are advertised under an agency's promotion procedures. Contact the National Security Education Board for assistance in determining whether this position will meet NSEP service requirements (<http://www.nsepnet.org>).

VETERANS' PREFERENCE: 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. 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.

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

<b>Contact Information:</b>
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