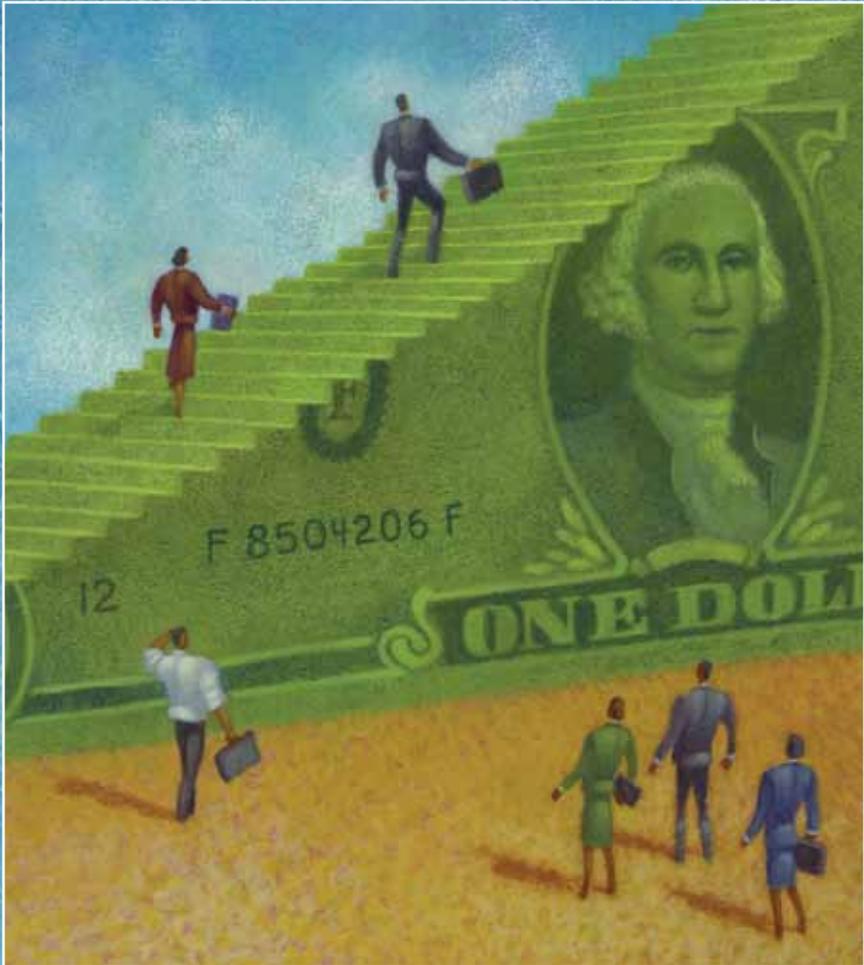


# Ready to Step Up Your Career?



Employment Opportunities with the  
**Federal Reserve Bank of Dallas**

Dallas • El Paso • Houston • San Antonio



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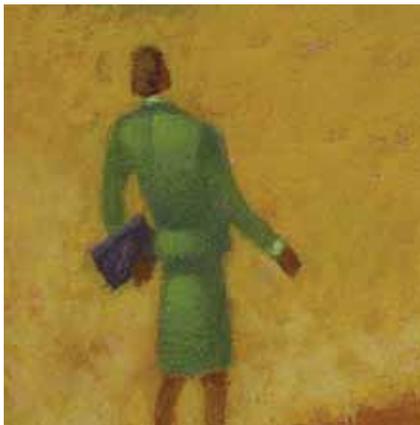
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## Climb to New Heights with the Dallas Fed

Like most industrialized nations, the United States has a central bank to meet certain needs of its complex economy and financial system. Unlike most central banks, the U.S. Federal Reserve System is, in a sense, a decentralized central bank. It consists of a Board of Governors in Washington, D.C., the monetary policy making Federal Open Market Committee and 12 regional Banks that include the Federal Reserve Bank of Dallas.



**T**he Federal Reserve provides employees an opportunity to perform important and meaningful work. Through monetary policy making, which influences the availability of money and credit, the Fed plays a major role in keeping inflation in check while promoting economic growth. By supervising and regulating commercial banks, the Fed fosters the U.S. financial system's safety and soundness. By providing payment services to depository institutions and the federal government, the Fed helps make commercial transactions more efficient. And through community outreach and public education, the Fed brings financial information to the masses.



**T**he Dallas Fed, which serves Texas and parts of Louisiana and New Mexico in the Federal Reserve Systems' Eleventh District, employs about 1,100 highly skilled individuals in a wide range of fields. We strongly believe that diversity adds value. At the Dallas Fed, you will find that our employees are as diverse as the financial institutions and communities we serve. We are committed to our mission, vision and core values. We value our employees, offering in-house training and professional development opportunities in addition to comprehensive benefits, competitive salaries and on-site services. It is not unusual for employees to have over 20 years of service. We invite you to step up and explore the possibility of a career with the Dallas Fed.



## **Mission**

To serve the interests of the American public by informing and influencing our nation's monetary policy, fostering its financial stability and delivering quality services to the United States government and the financial institutions in our region.

## **Vision**

To be known as the Federal Reserve System's standard of excellence for employee performance, customer service and business results.

## **Core Values**

Our mission and vision go hand-in-hand with our core values of honesty and integrity; diversity, inclusion and mutual respect; and outstanding public service.

## **Equal Opportunity Employer**

The Federal Reserve Bank of Dallas is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law.

# Employment Opportunities

**W**e count on the exceptional talents and skills of our employees to fulfill the important work that we perform at the Federal Reserve. In addition to full- and part-time positions, the Dallas Fed offers internships in a range of fields. We provide a challenging work environment and opportunities for continued growth and development. Check out the types of positions available and take your career to the next level. Find your place at the Dallas Fed today.

## Accounting and Finance

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### Financial Management

This department provides a variety of internal and external financial and accounting services, collaborating with all departments to ensure the integrity of the Bank's financial statements, accuracy of operating budgets and expenses, and effectiveness of the Bank's procurement and accounts-payable processes. The department seeks individuals with college degrees in accounting, finance or business administration who have good analytical skills and related certifications.

### Statistics

The Statistics Department maintains a staff of professionals with degrees in mathematics, economics, finance or accounting to track and analyze asset and liability data reported by financial institutions in the Eleventh District.

## Bank Operations

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### Banking Supervision

This department maintains a large staff of bank examiners and financial analysts. A strong accounting background is essential, and prior banking, auditing or financial experience is preferred. Examiners travel approximately 25 to 50 percent of the time.

### Currency Processing

The Cash Department performs four main functions for the Federal Reserve: receiving, verification, payment and administrative support. Associate positions require a minimum of one year of experience in handling currency. Analyst positions are also available for college graduates with supervisory experience.

### Discount and Credit (lending)

The Discount and Credit Department promotes economic stability and provides liquidity to the payment system by serving as a short-term lender to depository institutions. Its primary objectives include implementing monetary policy by extending credit; providing information and support to depository institutions that hold Federal Reserve accounts; and using account and other controls to mitigate risks to the Bank.

The department seeks individuals with a degree in accounting, finance or business administration who have general knowledge of banking laws and regulations, computer literacy skills, strong analytical and oral and written communication skills and an ability to multitask.

### Sales

The sales function's primary goal is revenue generation and revenue retention. Account executives are responsible for managing the customer relationship to achieve targets. Account executives should have strong communication and interpersonal skills, a background in banking operations and a degree in a related field.

### **Treasury Services**

The Go Direct Contact Center supports the U.S. Treasury's all-electronic payment initiative to reduce the number of paper checks by increasing electronic payments. The Go Direct program, through its call center, website and mail operations, does this by converting federal benefit checks to direct deposit.

The department employs several different levels of call agents and other operational support personnel with strong customer-service skills and relevant experience. It also retains management and business analysts positions for which college education and experience are preferred.

## **Outreach**

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### **Community Development**

The division focuses on three themes: community and economic development, fair and equal access to credit and affordable housing. Staff activities include facilitating partnerships and coalitions, organizing and hosting conferences and workshops, writing publications and conducting research and training. Individuals with degrees in public policy, finance, sociology, urban studies, history, business or political science/government or with at least four years of community and economic-development experience are encouraged to apply for available positions.

### **Financial Institution Relationship Management**

Outreach representatives in FIRM organize and direct programs to develop and maintain relationships with financial institutions in the Eleventh District. These representatives also meet with regional banking and civic leaders across the district to promote the Dallas Fed. Reporting and close monitoring of changing laws are common staff activities. A bachelor's degree in banking, finance or economics is preferred. Strong communication, analytical, project management and interpersonal skills are desired. Individuals with a background in banking, examination or inspection, audit or bank operations are encouraged to apply.

## Research

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### Economic Research

Responsibilities of Dallas Fed economists center on the Bank's core monetary policy mission and production of substantive, publishable research. Monetary policy work includes briefing the Bank president prior to Federal Open Market Committee meetings, preparing memos or studies for senior management, presenting topics to the Bank's board of directors and writing for the Bank's publications.

New PhDs typically devote the majority of their first year to academic research. Once acclimated, economists spend an average of half their time on monetary policy-related issues and the rest on topics that leverage their interests and talents. Requirements of research assistants include a bachelor's degree in economics, math or statistics; knowledge of statistical packages; and excellent written, oral and interpersonal skills. Doctoral degrees are required for economist positions.

### Financial Industry Studies

This department provides analytical products and services related to the financial sector, with the overall goal of promoting sound supervisory policy. Economists, financial analysts and programmers work with senior management to meet specific supervisory responsibilities and address related policy issues. Output includes surveillance tools, internal analyses and policy articles written for Federal Reserve and academic publications.

## Specialized Operations

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### Human Resources

Human Resources professionals consult with management and provide customer service and employee recognition while striving to create an ideal work environment. The department maintains a staff of specialists in the areas of recruiting, employee relations, training and organizational development, compensation, payroll, benefits and HR information systems. Professionals with a degree in HR management and PHR/SPHR or CPP/CCB designations are preferred.

## **Information Technology**

The IT Group manages state-of-the-art hardware and software and provides a secure, high-quality technological environment for Bank employees. Because virtually every operating arm of the Federal Reserve depends on advanced technology, this is one of the largest departments at the Dallas Fed. The following are some of the operations and support areas of IT services:

- Advanced technology
- Applications development
- Computer systems and operations
- End-user computing

## **Law Enforcement**

The protection function is in charge of physical security at the Bank and aiding personnel in the event of an emergency. Security officers are required to have weapons-handling certification and previous security, police or military training. Security officers must be able to work any day on a rotating basis.

## **Legal**

The department writes contracts, interprets laws and regulations affecting the Fed and acts as the Bank's attorney. The Bank seeks individuals with a JD degree as well as banking and contract experience.

## **Public Affairs**

The Public Affairs Department coordinates both external and internal communications for the Bank. Staff members interact with diverse external audiences, including the financial community, news media, the business sector, educators and the public. Internal audiences include Bank employees. The department has responsibility for the Bank's public website and intranet site; development and production of programs and resources for educators and other audiences; writing, design and printing of publications; and coordination of on- and off-site events. Candidates with degrees and experience in communications, public relations, journalism, English, business, marketing, web development, editing, graphics and media relations are preferred.

## **Internships and Cooperative Education Programs**

Internship opportunities are designed to provide valuable work experience for undergraduate and graduate students considering careers in business or related fields. Internship opportunities and length vary by location and department. Interns observe the Federal Reserve Bank from the inside and gain a working knowledge of the nation's central bank. The internship may lead to a rewarding career in an individual's field of interest.

## **Support Functions**

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### **Administrative Support**

Administrative assistants may be responsible for managing officials' calendars, coordinating meetings and maintaining electronic and hard-copy filing systems. Assistants must also be able to summarize reports orally and in writing. Two years of college education are preferred; requirements vary by position.

### **Audit**

The Audit Department is responsible for conducting internal audits and evaluating controls and operating efficiencies in all departments. Some travel is required for these positions.

### **Business Continuity**

The Business Continuity team coordinates planning for emergency response, crisis management and crisis communications and conducts and coordinates tests and exercises.

### **Facility Management and Planning**

FMP manages the Bank's facilities and building infrastructure. Its duties include, but are not limited to, facility expense and capital budget forecasting, food service, and renovation project management and security administration.

**To apply for open positions, visit [www.dallasfed.org/careers](http://www.dallasfed.org/careers) today.**

## Compensation and Benefits

**T**he Federal Reserve's total compensation package reflects its benefits philosophy. By emphasizing value, flexibility, convenience and choice, the package gives employees the ability to select plans and programs that are right for them. The total dollar value of these benefits can reach as high as 70 percent of an employee's salary. The Dallas Fed has extensive offerings for retirement plans; health benefits; life, accident and disability coverage; work/life benefits; and other voluntary and Smart Choices programs.



**Thrift**

The Thrift Plan—a 401(k)—makes it easy for eligible employees to save money for retirement. Immediately upon hire, the Fed adds to employees' savings by matching contributions made to their personal accounts. The match is dollar-for-dollar—up to 6 percent of an employee's salary—plus an automatic contribution of 1 percent of pay, regardless of program participation.

**Retirement Plan**

At a time when many organizations no longer offer a traditional pension plan, the Fed provides this highly competitive benefit to its employees at no cost. Once an employee completes five years of service or reaches age 65, he or she is fully vested. The plan comes with a portable cash option that allows participants to remove all or part of this benefit after five years of service.

**Medical Plans**

The health benefits program offers a choice of medical plans so that eligible employees may select the one that best meets their family's needs. The costs to participate in medical plans are shared by the employee and the Bank.

**Prescription Drug Plan**

This plan provides coverage for generic and brand-name drugs. The plan offers generic drugs at low fixed copayments and enables employees to pay a fraction of the cost for brand names.

**Dental Plans**

Employees have a choice of dental plans. These provide coverage (each to varying degrees) for preventive, basic and major restorative services, including exams and cleanings, fillings and root canals.

**Vision Care**

This benefit is available to any employee who wants comprehensive vision coverage that includes eye exams, standard lenses and frames, contact lenses (in lieu of glasses) and discounts for laser surgery.

### **Flexible Spending Accounts**

With FSAs, employees set aside a portion of each paycheck—before tax—to reimburse themselves for eligible health care and dependent day care expenses.

### **Life, Accident and Disability Coverage**

The Banks' coverage options provide financial protection for employees and their families in the event of death, accident, or disability.

### **Work/Life Benefits**

Work/life benefits support employees as they balance the demands of work and personal life. To this end, the Fed offers a cafeteria; a public transportation subsidy; paid vacation, holidays and sick leave; an on-site fitness center, accessible 24 hours per day for a nominal monthly fee; health risk assessments; and numerous health screenings and prevention programs.

### **Tuition Reimbursement**

After three months of employment, tuition reimbursement is provided to employees interested in pursuing continuing education in specific Bank-related fields. With prior approval, eligible employees are reimbursed for 100 percent of approved tuition, fees and books.

### **Other Voluntary and Smart Choices Programs**

Voluntary benefits through the Federal Reserve are affordable, reliable and convenient. Participating employees pay the entire cost of these plans at the Fed's group rate through payroll deductions. These benefits include auto and home insurance, personal accident insurance, group legal protection, pet insurance, group universal life insurance and long-term care insurance. Smart Choices programs include Smart Choices wellness and disease management programs in addition to a wellness website.

## Giving Back

The Federal Reserve Bank of Dallas and its employees strive to engage in public outreach initiatives that positively influence the surrounding community. Every year, hundreds of employees invest their time, talents and finances to serve the Dallas–Fort Worth area. The Federal Reserve also hosts a variety of events for prospective job candidates, college students, economic educators and many more.

(continued on next page)



March of Dimes: March for Babies



Salvation Army table during the United Way Fed Fair

A few of the outreach activities and community events include:

**Adopt-A-Family program**

**Annual college networking event**

**Junior Achievement**

**March of Dimes**

**Meals on Wheels**

**Partners In Education**

**People Helping People**

**United Way**



The Fed and You:  
College networking event



Health fair

## Living in the Eleventh District

In addition to exciting career opportunities, the Federal Reserve Bank of Dallas offers employees some of the best places to live in the Southwest. Each location in the Bank's Eleventh District has an allure and personality of its own.

### **Dallas**

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This richly diverse city has a lot to offer. Dallas enjoys a reputation as a big league city, with the Texas Rangers and Dallas Cowboys, Mavericks and Stars organizations in the greater metropolitan area. The city also offers a thriving culinary scene, a variety of museums and a leading arts district. With its mix of entertainment options, luxury accommodations and the nightlife of Victory Park, Uptown and other destinations, Dallas always has something new to discover.



Dallas

El Paso

## El Paso

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Teeming with unique attractions, dining alternatives and rugged landscapes, El Paso is full of adventure. Situated at the foot of the Franklin Mountains on the Texas–Mexico border, Texas’ westernmost city has an international flavor. El Paso is a multicultural city with more than 400 years of history and a growing and diverse economy.

## Houston

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Immerse yourself in the largest city in the Southwest. Houston’s vibrant business climate helps to shape the thriving economy of the Southwest. The Houston area is known for its wide array of leisure activities, the Johnson Space Center and the Houston Aquarium. Home of the Texans, Rockets, Astros and Dynamo teams, Houston also has a rich sports culture.

## San Antonio

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This city represents an interesting blend of history and culture, with the Alamo, the Riverwalk and Spanish missions among the area’s most popular attractions. San Antonio’s economy is largely based on tourism and several major military facilities. The city is also home to some of the state’s finest educational institutions. San Antonio’s setting in Texas Hill Country provides many sporting and recreational opportunities.



Houston



San Antonio

## Frequently Asked Questions

### **I want to join the Federal Reserve Bank of Dallas. How can I apply?**

Visit our website at [www.dallasfed.org/careers](http://www.dallasfed.org/careers). Locate the position you are interested in and click Apply Now. If you are a new candidate, you will be asked to create an account. Those with a preexisting account can simply log in.

### **Why do I need an account?**

By creating an account, you are able to add jobs to your cart, apply for positions or update your information.

### **How do I create an account?**

After you click the Apply Now button, an account screen will appear and prompt you to complete the required fields.

### **Why is my e-mail address required?**

Your e-mail address will be used as your sign-in name. The e-mail address used to create your account is locked and becomes your permanent user name within our system. If your e-mail address changes, please update your contact information; however, your user name will remain the same.

### **How can I find out the status of my resume submission?**

If you submit a resume for a specific position, you will receive an e-mail notification that your resume was received. You will be contacted if there is interest in your resume for that position.

### **If I submit a resume for a specific position, will I be considered for other positions?**

You may be considered for other positions; however, you should apply to the specific positions for which you want consideration. You must submit your resume separately to each Federal Reserve Bank location.

**How long will you keep my resume?**

We store resumes in our database for 12 months.

**How do I find out if a position is still available?**

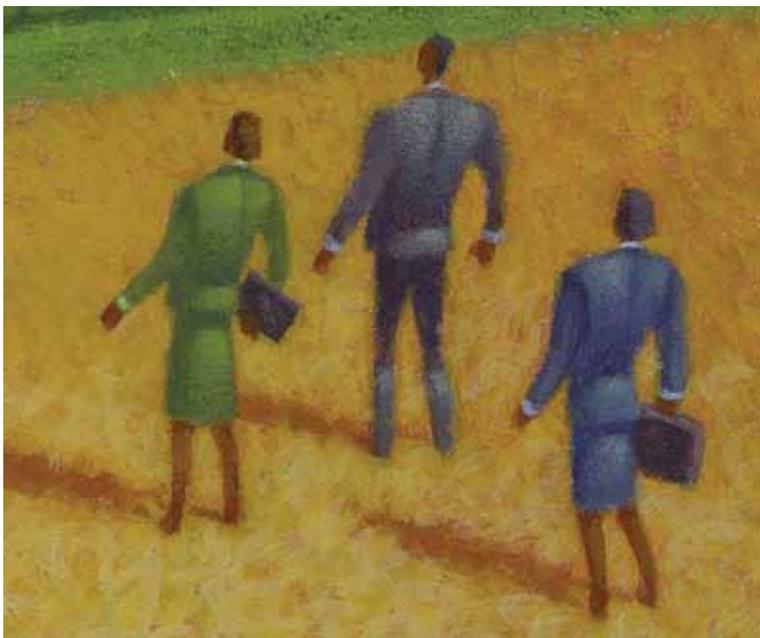
Our Careers webpage is updated regularly. If the position for which you submitted your resume is not listed, it is no longer available. However, you can always apply for other desired positions.

**I'm not a U.S. citizen. Can I apply for an internship or part-time or full-time opportunity?**

The Federal Reserve can elect to hire any qualified person who is a U.S. citizen or who is not a citizen but meets the requirements of the Immigration Reform and Control Act of 1986.

**How does the Federal Reserve Bank advertise open positions?**

- On [www.dallasfed.org](http://www.dallasfed.org) under Careers
- On Facebook, Twitter, LinkedIn and career-based websites
- Through participation in professional and technical job fairs
- In postings at college and university career sites
- In advertisements in trade journals, newspapers and professional publications



## Follow the Fed

**T**he Dallas Fed is now available in your home and even your pocket. Connect with us today. Use these resources to find a job and explore the Federal Reserve Bank of Dallas.



### Career Website

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Visit [www.dallasfed.org/careers](http://www.dallasfed.org/careers) to apply for open positions.



### Twitter

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Receive tweets from “Dallas Fed” and “Dallas Fed Jobs” about job openings, events, articles and media coverage.



### Facebook

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Check out “Federal Reserve Bank Careers” for the latest career opportunities.



### YouTube

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Watch Bank-produced videos covering timely topics on the regional, national and international economies.



### RSS Feeds

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Be the first to know when we update [www.dallasfed.org](http://www.dallasfed.org) with new articles and data on the economy.



### E-mail Alerts

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Get e-mail alerts and updates delivered directly to your in-box.



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214-922-6000

**El Paso Branch**

301 East Main Street  
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915-544-4730

**Houston Branch**

1801 Allen Parkway  
Houston, TX 77019  
713-483-3000

**San Antonio Branch**

126 East Nueva Street  
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