

Asst Sec For Housing – Fed Housing Commissioner

Job Title: Branch Chief, Troubled Asset Team
Department: Department Of Housing And Urban Development
Agency: Assistant Secretary for Housing-Federal Housing Commissioner
Job Announcement Number: 16-HUD-128

SALARY RANGE: \$107,325.00 to \$139,523.00 / Per Year
OPEN PERIOD: Thursday, December 17, 2015 to Wednesday, December 30, 2015
SERIES & GRADE: GS-1101-14
POSITION INFORMATION: Career/Career Conditional - Full-time
PROMOTION POTENTIAL: 14
DUTY LOCATIONS: 1 vacancy - Baltimore, MD
WHO MAY APPLY: U.S. citizens who are:
 1. Status Eligibles (<https://arc.publicdebt.treas.gov/files/pdf/fsstatuseligible.pdf>), VEOA eligibles (<http://www.fedshirevets.gov/job/shav/index.aspx#veoa>), CTAP/ICTAP (https://arc.publicdebt.treas.gov/vacancies/fsctap_ictapinfo.pdf) eligibles, or eligible for special hiring authorities (e.g., the Schedule A appointment for persons with disabilities, or covered by an Interchange Agreement).
 2. HUD employees currently serving on a Veterans' Recruitment Appointment (VRA).
SECURITY CLEARANCE: Not Applicable
SUPERVISORY STATUS: Yes

JOB SUMMARY:

About the Agency (http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/careers)

If you do not meet any of the categories listed above, you may wish to apply under announcement 16-HUD-129-P which is open for any U.S. citizen to apply. Please refer to that announcement for details on open period, eligibility, and how to apply.

The incumbent of the position is located in the Multifamily Satellite Office and is supervised by the Asset Management Division Director. In order to fulfill the roles and responsibilities of this position, the incumbent will need extensive and detailed practical knowledge of a wide range of policies and procedures for the origination and servicing of the FHA multifamily mortgage insurance programs, the Section 202 and 811 Capital Advance programs, and the Section 8 Project Based programs. While acting as a representative of HUD and the Multifamily Hub Satellite Office, the position requires independent action in making determinations, recommendations, and investigations that involve the above program areas.

TRAVEL REQUIRED

- Occasional Travel
- Some Travel

KEY REQUIREMENTS

- Click "Print Preview" to review the entire announcement before applying.
- Please refer to "Conditions of Employment."

DUTIES:

As a Branch Chief, Troubled Asset Team you will:

-Manage the efficient and effective coordination and accomplishment of planning, scoping, development design, construction, and operation of major multifamily insured and capital advance.

- Serve as a supervisor of the Troubled Asset Specialist team, with full leadership and administrative authority for the operations of the Troubled Asset Specialist team, including both goals management and performance management.
- Distribute and balance the workload including the estimation on work completion to ensure excellent customer service to lenders and stakeholder.
- Negotiate and integrate all agency functions including underwriting loan closing, construction, start-up and long term management systems and sponsor customer needs of assigned project into a comprehensive procedure.

QUALIFICATIONS REQUIRED:

You must meet the following requirements within 30 days of the closing date of this announcement.

Specialized Experience

For the GS-14, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-13 grade level in the Federal service. Specialized experience for this position includes:

- Leading a team of employees and monitoring their progress towards achieving project goals and objectives; AND
- Developing solutions to resolve program issues or changing requirements; AND
- Coordinating and supporting a variety of housing asset management functions; AND
- Providing technical assistance to internal and external stakeholders on housing asset management-related matters.

Time-in-Grade:

In addition to the above requirements, you must meet the following **time-in-grade requirement**, if applicable:

For the GS-14, you must have been at the GS-13 level for 52 weeks.

Time After Competitive Appointment:

Candidates who are current Federal employees serving on a non-temporary competitive appointment must have served at least three months in that appointment.

The experience may have been gained in either the public, private sector or volunteer service (<https://arc.publicdebt.treas.gov/vacancies/fsresumetips.pdf>). One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/day/year, and indicate number of hours worked per week on your resume.

HOW YOU WILL BE EVALUATED:

Your application includes your résumé, responses to the online questions, and required supporting documents. Please be sure that your résumé includes detailed information to support your qualifications for this position; failure to provide sufficient evidence in your résumé may result in a “not qualified” determination.

Rating: Your application will be evaluated in the following areas: Technical, Leadership, and Communication. Your application will be rated and ranked among others, based on your responses to the online questions, regarding your experience, education, training, performance appraisals and awards relevant to the duties of this position. Your rating may be lowered, if your responses to the online questions are not supported by the education and/or experience described in your application.

Referral: If you are among the top qualified candidates, your application may be referred to a selecting official for consideration.

If you are a displaced or surplus Federal employee (eligible for the Career Transition Assistance Plan (CTAP)/Interagency Career Transition Assistance Plan (ICTAP) (https://arc.publicdebt.treas.gov/vacancies/fsctap_ictapinfo.pdf)), you must receive a rating of at least 84 out of 100 to be rated as well qualified to receive special selection priority.

To preview questions please click here (<https://careerconnector.jobs.treas.gov/cc/ushud/vacancy/previewVacancyQuestions.hms?orgId=744&jnum=132752>).

BENEFITS:

You can review our benefits at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/careers/hudbenefits (http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/careers/hudbenefits)

Location Affordability Portal (LAP): The LAP (<http://www.locationaffordability.info/default.aspx>) provides estimates of household housing and transportation costs at the neighborhood level to help make more informed decisions about where to live, work, and invest.

OTHER INFORMATION:

- We may select from this announcement or any other source to fill one or more vacancies.
- Relocation expenses may be paid.
- This is a non-bargaining unit position.
- This position is exempt from the Fair Labor Standards Act (FLSA).
- Recruitment incentive may be offered.
- Telework may be available.
- HUD offers alternative and flexible work schedules.

CONDITIONS OF EMPLOYMENT:

- A one year probationary period may be required.
- A one year supervisory or managerial probationary period may be required.
- Must successfully complete a background investigation.
- Complete a Declaration for Federal Employment to determine your suitability for Federal employment, at the time requested by the agency
- If you are a male applicant born after December 31, 1959, certify that you have registered with the Selective Service System or are exempt from having to do so.
- Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.
- Go through a Personal Identity Verification (PIV) process that requires two forms of identification from the Form I-9. Federal law requires verification of the identity and employment eligibility of all new hires in the U.S.
- Obtain and use a Government-issued charge card for business-related travel.

HUD employees are prohibited under Section 7501.104, 5 Code of Federal Regulations from directly or indirectly owning, acquiring, or receiving:

- Federal Housing Authority debentures or certificate of claim;
- Financial interest in a project, including any single family dwelling or unit subsidized by HUD, or which is subject to a note or mortgage insured by HUD;
- Section 8 subsidies to or on behalf of a tenant of property you, your spouse, or a dependent child owns.

The following are exceptions to the Section 8 prohibition:

- The employee, or the employee's spouse or minor child acquires, without specific intent as through inheritance, a property in which a tenant receiving such a subsidy already resides;
- The tenant receiving such a subsidy lived in the rental property before the employee worked for the Department;
- The tenant receiving such a subsidy is a parent, child, grandchild, or sibling of the employee;
- The employee's, or the employee's spouse or minor child's, rental property has an incumbent tenant who has not previously received such a subsidy and becomes the beneficiary thereof; or
- The location of the rental property is in a Presidentially declared emergency or natural disaster area and the employee receives prior written approval from an agency designee.

HOW TO APPLY:

HUD has partnered with the Treasury's Bureau of the Fiscal Service to provide certain personnel services to its organization. Fiscal Service's responsibilities include advertising vacancies, accepting and handling applications, and extending job offers.

The following instructions outline our application process. You must complete this application process and submit any required

documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. We are available to assist you during business hours (normally 8:00 a.m. - 5:00 p.m. ET, Monday - Friday). If applying online poses a hardship, please contact us by noon ET on the announcement's closing date.

HUD provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

To begin, either click the "Create a New Account" button and follow the prompts to register or if you previously registered, click the "Apply Online" button and follow the prompts.

You will be re-directed to HUD's CareerConnector system to complete your application process; answer the online questions, and submit all required documents. (To submit supporting documents, click one of the available options; Upload; Fax; or Reuse existing documents. To protect your privacy, we suggest you first remove your SSN). Also, go to "My Account" to view and update your information, as necessary.

To complete, you must click the "Finish" button located at the bottom of the "Application Review" page.

To verify your application is complete, log into your USAJOBS account, select the **Application Status** link and then select the **more information** link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application.

To return to an incomplete application, log into your USAJOBS account and click **Update Application** in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

If you are experiencing system issues with your application, please contact the Help Desk at mgshelp@monster.com (mailto:mgshelp@monster.com) or at 866-656-6831 and/or the USAJobs Help Desk (<https://my.usajobs.gov/Home/ContactUs>).

REQUIRED DOCUMENTS:

A complete application includes 1. A résumé, 2. Vacancy question responses, and 3. Submission of any required documents.

Please note that if you do not provide all required information, as specified in this announcement, you may not be considered for this position (or may not receive the special consideration for which you may be eligible).

All applicants are required to submit a résumé either by creating one in USAJOBS or uploading one of their own choosing. (Cover letters are optional.) To receive full credit for relevant experience, please list the month/date/year and number of hours worked for experience listed on your résumé. We suggest that you preview the online questions, as you may need to customize your résumé to ensure that it supports your responses to these questions. Please view résumé tips (<https://arc.publicdebt.treas.gov/vacancies/fsresumetips.pdf>).

CURRENT EMPLOYEES -- Documentation Relating to Your Federal Employment:

- Current or former Federal employees MUST submit a copy of their SF-50 Form which shows competitive service appointment, tenure group, and salary. Typically Award SF-50s do not provide the required information. If you are applying for a higher grade, please provide the SF-50 Form which shows the length of time you have been in your current/highest grade and that supports your claim for time-in-grade. If you have promotion potential in your current position, please provide proof.

- If you are currently on a Veterans Recruitment Appointment (VRA), submit a copy of an SF-50 showing that. Also, you must submit a copy of your DD214 or other documentation showing dates of service and type of discharge and any other applicable documents such as SF-15, VA letters, etc.

- Indicate on your application the highest permanent grade you have held; if this grade is different from your current grade, submit a copy of an additional SF-50 showing this grade.

Performance Appraisal (ALL APPLICANTS):

Submit a copy of all pages of your most recent completed annual performance appraisal, dated within the last 12 months, that includes the final rating. In cases where the performance appraisal is more than 12 months old, incomplete or unavailable, you

must attach a written explanation of the reasons.

CAREER TRANSITION ASSISTANCE PLAN (CTAP/ITAP) DOCUMENTATION: If you are a displaced or surplus Federal employee, click CTAP (https://arc.publicdebt.treas.gov/vacancies/fsctap_ictapinfo.pdf)/ICTAP for eligibility and a detailed list of required documents.

AGENCY CONTACT INFO:

Applicant Call Center
Phone: 304-480-7300
Fax: 000-000-0000
TDD: 304-480-8725
Email: hudinquiries@fiscal.treasury.gov

Agency Information:
Assistant Secretary for Housing
WE DO NOT ACCEPT MAILED APPLICATIONS
Parkersburg, WV
26101
US
Fax: 000-000-0000

WHAT TO EXPECT NEXT:

You may check the status of your application for this position at any time by logging onto the USAJOBS “My Account” tab and clicking on “Application Status”. For a more detailed update of your application status, you may click on “more information.”

Please notify us if your contact information changes after the closing date of the announcement. Also, note that if you provide an email address that is inaccurate or if your mailbox is full or blocked (e.g., spam-blocker), you may not receive important communication that could affect your consideration for this position.

Control Number: 424336600

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