



Job Title: Loan Specialist (Associate Portfolio Analyst), GS-1165-09/11

Department: Department Of Energy

Agency: Agency Wide

Sub Agency: Headquarters

Job Announcement Number: HQ-12-CAT-2-LP-00075

SALARY RANGE: \$51,630.00 to \$81,204.00 / Per Year
OPEN PERIOD: Tuesday, December 13, 2011 to Monday, January 09, 2012
SERIES & GRADE: GS-1165-09/11
POSITION INFORMATION: FULL-TIME - Permanent
PROMOTION POTENTIAL: 11
DUTY LOCATIONS: Few vacancy(s) in the following locations:
 Washington DC Metro Area, DC
WHO MAY BE CONSIDERED: OPEN TO ALL U.S. CITIZENS.

RELOCATION EXPENSES WILL NOT BE PAID.

JOB SUMMARY:

The Department of Energy's overarching mission is to advance the national, economic, and energy security of the U.S. through scientific and technological innovation and the environmental cleanup of the national nuclear weapons complex. With DOE you'll have the flexibility and freedom to explore a world of possibilities through a wealth of exciting and challenging career opportunities. By joining DOE, you can hone your career skills while helping to secure the U.S. future and make a real difference in the lives of Americans and people around the world.

To learn more about the DOE, please visit our website the following link DOE

The Loan Programs Office is seeking a motivated and highly-qualified candidate for a full-time permanent position in the Portfolio Management Division in Washington, D.C.

The mission of the Loan Programs Office is to administer the loan guarantee program for Federal support of innovative clean energy projects as authorized by Title XVII of the Energy Policy Act of 2005. The incumbent in this position serves as a Loan Specialist (Associate Portfolio Analyst) monitoring the federal loan and Loan guarantee portfolios as approved and authorized under Energy Policy Act (EPAct) Title XVII programs, and under Section 136 of the Energy Independence and Security Act of 2007 (EISA) for the Advanced Technology Vehicle Manufacturing (ATVM) program. The incumbent reports to the Assistant Director for Asset Management and Supervision (LP-51) and works under the direction of a Supervisory Loan Specialist (Portfolio Manager) concentrating on oversight and asset management of the loan portfolio associated with Title XV11 energy generation and manufacturing projects.

This vacancy is concurrently being advertised under #HQ-12-MP-3-LP-00075. If you would like to be considered for both vacancies you must apply to both.

KEY REQUIREMENTS

- U.S. Citizenship.
- Background and/or Security Investigation is required.
- This is a Bargaining unit position.
- Occasional Travel may be required.
- Financial Disclosure Statement Required.
- Please submit all supplemental documentation by the closing date.

DUTIES:

The incumbent will provide assistance to the Senior Portfolio Manager(s) on discrete project assignments and to the designated Supervisory Loan Specialist (Portfolio Manager) on research necessary for the assessment of credit and project risks associated with high value loans for innovative or commercially ready clean energy generation and manufacturing projects and advanced technology vehicles and component manufacturing projects.

Assists in the monitoring of borrowers or guarantors for warning signs of credit deterioration and advising supervisors of incidents, occurrences, and trends that warrant special attention. Collects research material and reviews information for assigned Senior Portfolio Managers, including financial statements, and progress, covenant compliance, collateral, and news reports. Monitors technology sector developments as they relate to the borrower's operating environment, esp. price and demand movements, legal and regulatory changes, and structural changes within the assigned sector.

Monitors day-to-day occurrences related to individual transactions and prepares transaction/project reports for supervisor on pre-determined frequencies with an emphasis on variables that provide early warning signs of credit deterioration. Based on the results of the analyses, develops or updates Credit Monitoring Plan.

QUALIFICATIONS REQUIRED:

SPECIALIZED EXPERIENCE:

Online resumes of qualified candidates must describe at least one year of specialized experience at the next lower grade level.

Specialized experience is any experience that equipped the applicant with the particular competencies to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

Such experience may include:

GS-09: evaluating and monitoring large "project finance" transactions.

GS-11: evaluating and monitoring large "project finance" transactions.

ADDITIONAL QUALIFICATIONS REQUIREMENTS:

Your online resume must demonstrate that you possess the following knowledge, skills, and abilities (KSAs/Competencies) (NOTE: Applicants need not prepare a written response to these KSAs/competencies, unless asked in the online application):

- 1. Knowledge of research processes necessary to monitor borrowers and guarantors of large scale projects effectively to update reports, including Credit Monitoring Plans.**
- 2. Skill in research of diverse corporate finance structures such as asset-based, limited or full recourse project finance transactions to recommend sound financial decisions.**
- 3. Ability to participate as researcher on a team addressing the technical, legal, credit, and financial viability aspects of a loan transaction.**
- 4. Skill in oral and written communications, including business correspondence and reports, analytical reports, and briefings for Portfolio Managers to explain the features and elements of assigned loans.**
- 5. Ability to communicate complex ideas and concepts orally and in writing to and for high-level officials.**
- 6. Ability to perform complex financial analyses to recommend sound financial decisions to Senior Portfolio Managers.**
- 7. Skill in the use of spreadsheet, word processing and financial analysis software programs to review, analyze, and create financial documents.**
- 8. Ability to use financial software packages. Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.**

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

Although a degree is not required, your educational background will be strongly considered in the evaluation of your overall qualifications for this position. Supporting documentation of your education and training is appreciated, even though not required for this position. Please fax all supporting documents in accordance with the instructions provided under Required Documents in the "How to Apply" section.

EDUCATION FROM FOREIGN INSTITUTIONS: Education completed in foreign colleges or universities may be used to meet the above requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States (PROVIDING SUCH EVIDENCE WHEN APPLYING IS YOUR RESPONSIBILITY).

You must meet all qualification and eligibility requirements by the closing date or within 30 days of the closing date of the announcement.

CONDITIONS OF EMPLOYMENT FOR THIS VACANCY: A Preliminary background check must be completed before a new employee can begin work. Current Federal employees or other individuals with and existing completed background investigation may not be required to undergo another background check. If selected for this vacancy, you may be required to file the OGE Form 450 (Financial Disclosure Statement).

HOW YOU WILL BE EVALUATED:

Your application will be rated by the system using Category Rating. A quality review will be conducted by the HR Office and/or Subject Matter Expert (SME) based on the extent and quality of your experience, education, and training described in your online resume/questionnaire as related to the duties of this position.

The quality categories are defined as "Best Qualified", "Well Qualified" and "Qualified". Within each category, veteran preference eligibles will be listed at the top of the category. If your resume is incomplete, or does not support the responses in your online questionnaire you may be rated ineligible, not qualified, or your score may be adjusted.

To preview questions please [click here](#).

BENEFITS:

The Department of Energy has broad range of benefits and work life programs that you may be eligible for depending on your type of appointment. For more information on benefits DOE has to offer please visit: [DOE BENEFITS](#)

OTHER INFORMATION:

Male applicants born after 12/31/1959, who are required to register with the Selective Service under section 3 of the Military Selective Service Act, must be registered (or must have registered at the time they were required to do so) in order to be eligible for appointment. For more information, visit the [SELECTIVE SERVICE SYSTEM](#) web site. The U.S. Department of Energy is an [EQUAL OPPORTUNITY EMPLOYER](#).

HOW TO APPLY:

- 1.) Submit an online resume and respond to the job specific questions. Apply online at USAJOBS
- 2.) If you are unable to apply online, call the Human resources Specialist listed in the announcement between the hours of 8:00 a.m. to 5:00 p.m. Eastern Standard Time (EST).
- 3.) Submit all required documents by 11:59p.m. EST on the closing date of the announcement in order to receive consideration.

REQUIRED DOCUMENTS:

Required Documents 1. **SUBMIT YOUR COMPLETED APPLICATION WHICH INCLUDES YOUR RESUME, YOUR RESPONSES TO ALL ONLINE ASSESSMENT QUESTIONS, and all required supplemental documents in order to be considered.** 2. **CURRENT FEDERAL EMPLOYEES/REINSTATEMENT ELIGIBLE APPLICANTS: YOU MUST SUBMIT AN SF-50, NOTIFICATION OF PERSONNEL ACTION, DOCUMENTING PROOF OF COMPETITIVE STATUS, TENURE, GRADE LEVEL AND STEP. ALL NON-COMPETITIVE ELIGIBLE APPLICANTS MUST SUBMIT PROOF OF ELIGIBILITY (I.E., SF-50 DOCUMENTING THE FULL PERFORMANCE LEVEL OF A POSITION HELD ON A PERMANENT BASIS).** 3. **Veterans: If you are eligible for veteran's preference, you must indicate the type of preference you are claiming. All veterans MUST submit a DD-214, member 4 copy. If claiming 10-point preference you must also submit a SF-15 and any other proof that you are eligible for 10-point preference. If you are currently on active duty, you must submit an official statement of service from your command or other official documentation that proves your military service was performed under honorable conditions. You can find additional information on veteran's preference at [VET GUIDE 4](#).** 4. **Education: You must submit a copy of your transcript(s), a separate course listing, or a course listing in the appropriate job specific question showing the type of information that appears on transcript(s) such as course title, department, hours earned (semester or quarter), and grade.** 5. **If you have completed any part of your education outside of the U.S., you must submit the evaluation of your foreign education that has been prepared by an accredited organization. The National Association of Credential Evaluation Services (NACES), NACES, can provide a list of who can evaluate your foreign education. For additional information, visit [DEPARTMENT OF EDUCATION 6](#).** 6. **If you believe that you are Interagency Career Transition Assistance Program (ICTAP) eligible, please visit [ICTAP/CTAP](#) for additional information. To be considered well qualified, you must have a score of 85.** 7. **If you are eligible for any Special Appointing Authority, you must submit the documentation supporting your eligibility. For additional information, visit [DISABILITY RESOURCES 8](#).** 8. **The documentation identified above must be attached to your application using one of the following actions: 1) "Upload" to upload documents directly from your computer 2) "USAJOBS" to upload documents stored in your "USAJOBS" accounts 3) "Fax" to generate a fax cover sheet and fax the documents (system generated cover sheet must be used) Applicants will be prompted at the "Vacancy Documents" section of the application to add their required documents. Please review and follow the instructions listed to successfully submit your documents.**

AGENCY CONTACT INFO:

Patti Parks
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Fax: 571-258-4052

Agency Information:
Headquarters
1000 Independence Avenue, SW

TDD: 202-586-8155

Washington , DC
20585
US
Fax: 571-258-4052

**WHAT
TO**

EXPECT NEXT:

You may check your application status any time after the announcement closes. USAJOBS has added an alert setting to the system to drive status updates notification for applicants. We recommend that you update your USAJOBS profile to receive these status updates via email after the announcement closes. We will continue to update your status on-line as changes are made.

Control Number: 305037700

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