



***You and the Fed:***  
**a winning combination**

FEDERAL RESERVE BANK OF DALLAS



## *Unlock Your Potential*

We know that every career decision is difficult, and the choices you make can greatly affect your future—both professionally and personally. That’s why it’s important to evaluate each opportunity carefully. When you do, we think you’ll want to consider the Federal Reserve Bank of Dallas.

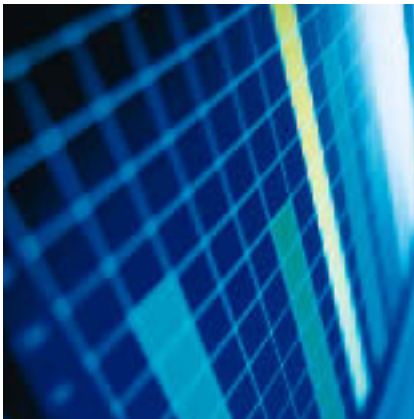
The Dallas Fed and its branch offices in El Paso, Houston and San Antonio have a lot to offer in terms of employment opportunities and benefits. Because our business places us at the center of the national economy and banking network, the dynamics of the industry provide challenges and excitement rarely matched in the workplace. We take a leadership role in the financial services we provide, in the technology we use and in the benefits we offer.

# *Unlock* Employment Opportunities



## **Professional Opportunities**

Because of the varied functions the Federal Reserve System performs—ranging from currency processing to national monetary policy—we depend on a multitiered, diverse group of employees to meet the challenges and demands of the business. We have a variety of employment opportunities for the degreed professional. Some positions are not available at all offices in the District.



### ***Accounting & Finance***

Our Financial Management Department provides internal and external accounting services, working with all departments of the Bank to ensure the integrity of our reported liabilities and assets. We look for individuals with college degrees in accounting or finance who have good analytical skills and a CPA designation when appropriate.



### ***Auditing***

This department, which functions as an independent unit within the Dallas Fed, is responsible for conducting internal audits and evaluating controls and operating efficiencies in all departments. We maintain staff in all four Eleventh District Banks. Some travel is required for these positions.

### ***Banking Supervision***

We maintain a large staff of bank examiners and financial analysts. For these positions, a strong accounting background and prior banking experience are essential. Examiners travel approximately 60 percent of the time.

### ***Corporate Communications***

Our Public Affairs Department coordinates publications, the Bank's web site and all other communications with the Bank's various customers—the financial community, news media, the business sector, educators and the general public. When positions are available, we seek talented individuals with degrees in communications, public relations, journalism, English, business or marketing.





### ***Economics***

Federal Reserve economists are known throughout the world for the vital role they play in national monetary policy and financial industry studies. To staff these important positions, we look for published doctoral-level economists with experience in the areas of banking supervision, regulation or structure, financial markets, or micro- and macroeconomic research.

### ***Human Resource Management***

Our Personnel Services Department maintains a staff of degreed specialists in the areas of recruiting, employee relations, training and organizational development, compensation and benefits, payroll and human resource information systems. We seek human resource professionals with a degree in human resource management and PHR/SPHR or CCP/CCB designation.





### ***Law***

The Legal Department writes contracts, interprets laws and regulations affecting the Fed and acts as the Bank's attorney. The Bank seeks attorneys with banking and contract experience to fill professional positions in this department.

### ***Marketing***

The Bank coordinates market research, product development and customer support for priced financial services. We typically seek individuals with marketing degrees and bank operations backgrounds who have good interpersonal skills to serve as customer service representatives.

### ***Operations Analysis***

This department serves as an in-house consultant to study methods of improving service and operations. Employees use a variety of problem-solving techniques and tools; we look for degreed professionals with computer programming skills.

### ***Research***

The Bank seeks degreed economics professionals with analytical skills, project management and research experience. Researchers assist economists by producing reports on macro- and microeconomic studies and international trade.

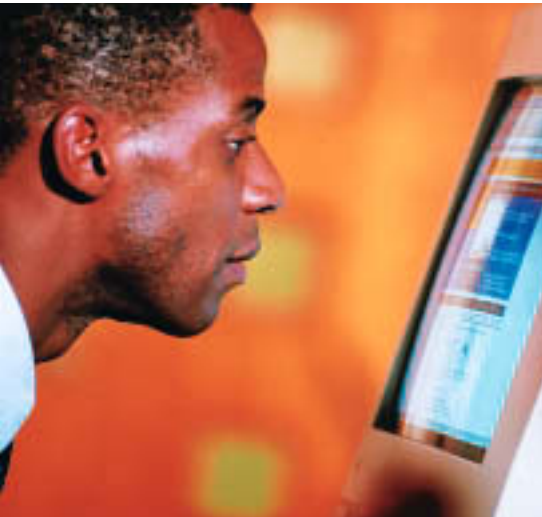
### ***Statistics & Mathematics***

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

## Information Technology Opportunities

Our Information Technology Services Department features state-of-the-art hardware and software, as well as a management philosophy that focuses on a high-quality work environment for our employees. Because virtually every operating arm of the Fed depends on advanced technology, this is one of the largest departments at the Federal Reserve Bank of Dallas.

The Dallas Fed has many employment opportunities for individuals with computer and technological backgrounds, including experienced computer programmers and analysts with various applications experience; operating systems programmers; data security personnel; database design and support professionals; operations personnel; and LAN and PC design and development personnel. Following are some of the operations and support areas of information technology services at the Fed.

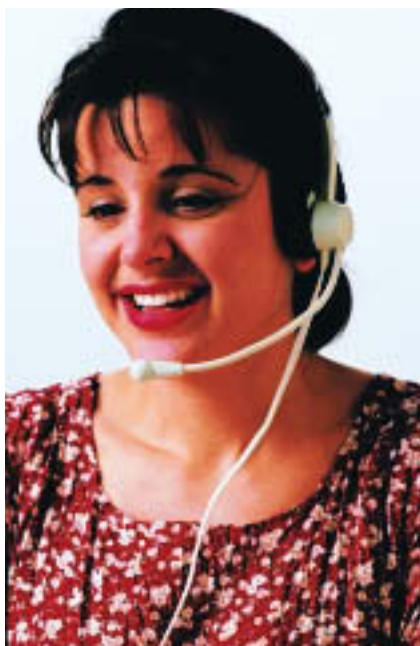


### ***Advanced Technology***

Professionals employed in this area design and develop databases, quality assurance plans and methods for measuring productivity. We also resolve various applications and database problems and train personnel to use applications tools and techniques.

### ***Applications Development***

This group takes an active role in designing, developing and implementing new software systems, as well as maintaining existing ones to support business activities throughout the Bank.



### ***Computer Systems & Operations***

Personnel in this section maintain and support the large system computer facilities at the Dallas Fed and smaller system environments at the branch offices. We also maintain various systems control software.

### ***End-User Computing***

This area supports office automation and LANs, implements and supports activities in the information center, and provides executive computer services using microprocessors and large system tools.

### ***Planning & Monitoring***

In this area, our employees ensure that an adequate and efficient equipment configuration is in place to meet Eleventh District automation and communications requirements.

### ***Security Administration***

Technical personnel in this section develop Bank policy and guidelines, classify information, control computer access and promote security awareness.



## Operations & Administrative Opportunities

It takes a large staff of operations and support personnel to keep the Dallas Fed and its branches running smoothly. We seek employees who welcome the challenge of a fast-paced work environment and who demonstrate the skills and initiative necessary to succeed. The primary opportunities for employment are outlined below.



### ***Cash Processing***

In the Cash Department, associate positions require a minimum of one year's experience in handling large amounts of valuables, preferably as a commercial vault teller. Analyst positions are also available for MBA/finance/accounting graduates with supervisory experience.

### ***Check Processing***

In the Payments Services Department, we look for individuals with comparable bank operations experience in the areas of check processing, account reconciliation, adjustments or production. Consideration is also given to college students majoring in accounting, finance, economics or information technology. Many positions require basic computer skills and 10-key experience. Management trainee and analyst positions are also available.



***Facilities & Grounds  
Maintenance***

The Bank's Services Department is responsible for repairing and maintaining the Bank's physical plant. We employ mechanics, HVAC operators and electronic technicians. We look for individuals with Class C driver's licenses to serve as commercial drivers.

***Protection***

The Protection Department is in charge of physical security at the Bank—protecting the workplace, assisting visitors and aiding personnel in the event of an emergency. Our armed security officers are required to have weapons-handling certification and previous security, police or military training. Security officers must be able to work any hours, any days.



***Secretarial,  
Word Processing  
& Data Entry***

We need quality secretarial and support personnel in all areas of the Federal Reserve Bank of Dallas and our three branches. Experience in the banking industry is helpful.

## Part-Time & Night-Shift Opportunities

The Payments Services Department frequently has part-time and night openings for item processors at all four locations in the Eleventh District. Night shifts are also available for cash processors, information technology professionals and services employees.



## Student Internships

Internship opportunities vary with location but focus on exposure to the managerial elements of Reserve Bank operations. As an intern, you will assume a support position in one of the Bank's many operating functions and assist professional staff members in the development and implementation of special projects and new programs. The length of an internship depends on the needs of the specific department. Whether you participate in a short or extended assignment, you will observe the Federal Reserve Bank of Dallas from the inside and gain a working knowledge of the nation's most important financial institution. The internship may even lead you to a career in central banking. Contact the branch office in your area to apply for an internship.

## Compensation & Benefits

When considering a position with the Bank, take into account more than your salary. Benefits are a substantial supplement to your earnings. The Bank's salaries are competitive with those of comparable employers in the state. The Bank's pay-for-performance philosophy is designed to recognize and reward employees' individual and team performance. The Bank provides a comprehensive benefits package for full-time and part-time employees.

### Insurance & Financial Planning

- Medical plan (PPO or HMO)
- Dental plan
- Pretax premium plan
- Flexible spending accounts
- Thrift Plan (401K)
- Personal accident insurance plan
- Life and survivor income insurance plan
- Retirement plan
- Education reimbursement plan



### Emphasis on Well-Being

- Bank-paid vacation, holidays, sick leave and personal day
- Employee assistance program
- Twenty-four-hour Wellness Center
- Health center managed by a registered nurse\* †

### On-Site Services

- Free, secured underground parking or subsidized DART bus transportation\*
- Secured work environment
- Subsidized cafeteria
- Library and self-study center managed by a corporate l
- Ongoing in-house training programs
- Postal services\*
- ATM\*
- Texas Federal Credit Union\*
- Gift shop\*
- Dry cleaning and laundry service\*



\* Available at Dallas Office

† Available at Houston Office

## *Glad You Asked*



**What happens to my resume once the Bank receives it?**

Once we receive your resume, we enter it into our applicant tracking database for review by our recruiters or hiring managers.

**How will I know the status of my resume?**

If you apply for a specific position, the Dallas Office will acknowledge, in writing, the receipt of your resume. A recruiter may contact you if your skills and experience match our current needs. No additional status updates will be provided.

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

Yes, as long as those positions are in the same Bank office. You must submit your resume separately to each Federal Reserve Bank location.

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

We store solicited resumes in our files for 12 months.

**How often can I submit a resume?**

You may submit a resume for an open position as often as you like. To apply for additional positions, E-mail or fax your resume, or submit an online job application through our Career Opportunities web page at [www.dallasfed.org](http://www.dallasfed.org), indicating the position in which you are interested.

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

Our Career Opportunities web page is updated regularly. If the position for which you submitted your resume is not listed, it is no longer available. For Dallas positions, call our job line at 214-922-6166.

**What options do I have for submitting my resume?**

We prefer that you submit a resume using the Bank's online job application on our web site at [www.dallasfed.org](http://www.dallasfed.org). However, you may E-mail, fax or mail your resume to the Personnel Services Department of the appropriate Bank location. It is important to indicate which job you are applying for and include the job requisition number on all correspondence.

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

- On our web site ([www.dallasfed.org](http://www.dallasfed.org)) under Career Opportunities.
- Advertisements in newspapers, trade journals and professional publications and the Internet.
- Participation in professional and technical job fairs.
- Postings at colleges and universities.
- On our job line at 214-922-6166 (Dallas positions).

## *Living in the Eleventh District*

In addition to exciting career opportunities, the Federal Reserve Bank offers some of the best places to live in the Southwest. Each Bank location has its own allure.



### **Dallas**

The spirit of Dallas has propelled the nation's fifth-largest city to world-class status. Many of the top corporations are headquartered in Dallas, the banking and financial center of the Southwest. Southern Methodist University, the University of Dallas and the Dallas County Community College District are but a few of the area's educational institutions. Nightlife and cultural activities abound in such areas as the Arts District, the West End and Deep Ellum. Dallas is also home to several professional sports teams.



### **San Antonio**

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



## Houston

Houston, the largest city in the Southwest, made its reputation as an oil town. But today the city's diverse economy is a major component of the vibrant business climate in the Southwest. Home to NASA's Johnson Space Center, the Port of Houston and the world-renowned Texas Medical Center, Houston also offers a varied selection of sporting events, nightlife and leisure activities.



## El Paso

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 influenced by manufacturing, military bases and international trade between the United States and Mexico.

## **Bank Mission**

The mission of the Federal Reserve Bank of Dallas is to serve as the eyes, ears, voice and operating arms of the Federal Reserve in the Southwest. We will promote sound monetary policy, a sound banking system and an efficient payments system.

## **Quality Philosophy**

To maintain success in a changing environment, the Federal Reserve Bank of Dallas embraces the following management precepts:

- Customer service excellence
- Continuous improvement
- Teamwork
- Communication
- Leadership



*The Federal Reserve Bank of Dallas is proud to be an equal opportunity employer.*

## **Leadership Attributes**


The Dallas Fed defines leadership as inspiring people to apply intelligence, energy and creativity in achieving personal and organizational excellence. The bank's leadership attributes are behaviors that demonstrate six high-level leadership characteristics:

- Integrity
- Courage
- Commitment
- Vision
- Adaptability
- Personal excellence

## **Customer Driven Quality**

To elevate customer focus and the pursuit of service excellence, the Federal Reserve Bank of Dallas espouses Customer Driven Quality, a bankwide initiative to deliver increasing value to customers and improve overall operational performance. CDQ draws together the efforts of employees under the common objectives of customer focus, continuous process improvement and employee involvement.





### **Federal Reserve Bank of Dallas**

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