



Loan Guaranty (LGY) Staff Appraiser Technical Competencies

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Extracted from the Loan Guaranty (LGY) Competency Model Report, Dated March 2011



**U.S. Department of
Veterans Affairs**



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Overview

The information in this document, including table numbers, is derived from the Loan Guaranty (LGY) Competency Model Report, dated March 2011.

This document contains the technical competencies for the specified position and provides the following detailed information:

- A list of all technical competencies for the position.
- For each technical competency, a profile is provided that includes the Competency:
 - Description/Definition
 - Proficiency Ratings
 - Proficiency Levels
 - Behavioral Indicators



Staff Appraiser Technical Competencies

The table below identifies the technical competencies for the Loan Guaranty Staff Appraiser position.

Table 1: Staff Appraiser Technical Competencies

Staff Appraiser Technical Competencies	
1.	Staff Appraisal
2.	Staff Appraiser Veteran's Loans, Laws, Standards and Regulations
3.	Uniform Standards of Professional Appraisal Practice (USPAP)
4.	VA Applications
5.	VBA Institutional Knowledge



Staff Appraiser Technical Competency Profiles

The tables below identify the competency profiles for the Loan Guaranty Staff Appraiser position.

Table 2: Staff Appraiser – Staff Appraisal

Staff Appraisal				
Description/Definition: The review of cases to ensure appraisal reports are completed accurately and in a timely fashion. Taking reasonable steps to resolve problems detected during their appraisal reviews.				
Competency Proficiency Ratings	Behavioral Indicators	Competency Proficiency Levels		
		E	A	J
3 – Intermediate	Conduct Field Reviews of Appraisal Reports.		✓	
4 – Advanced	Perform reviews of appraisal reports.			✓
	Notify appraisers, lenders, and servicers in a helpful, timely and constructive manner of the actions required to correct deficiencies.			✓
	Conduct field reviews of appraiser reports.			✓

Key: Competency Proficiency Levels: (E) Entry; (A) Apprentice; (J) Journey

Key: Competency Proficiency Ratings: (1) Basic; (2) Foundational; (3) Intermediate; (4) Advanced; (5) Expert; (--) NA

Table 3: Staff Appraiser – Veteran's Loans, Laws, Standards, and Regulations

Veteran's Loans, Laws, Standards, and Regulations				
Description/Definition: The collection of laws, guidelines, regulations, and procedures that determine the governance, policy, and procedure of VA Loan Guaranty programs and appraisal practice.				
Competency Proficiency Ratings	Behavioral Indicators	Competency Proficiency Levels		
		E	A	J
2 – Foundational	Examine documents for proper format and conformity to regulations and policies.		✓	
3 – Intermediate	Review work in order to ensure that the work produced by VA Fee Panel Appraisers complies with law, regulation, manual requirements, local and agency directives and good business practices.			✓
	Assist in resolving issues regarding the interpretation of the laws and regulations.			✓

Key: Competency Proficiency Levels: (E) Entry; (A) Apprentice; (J) Journey

Key: Competency Proficiency Ratings: (1) Basic; (2) Foundational; (3) Intermediate; (4) Advanced; (5) Expert; (--) NA



Table 4: Staff Appraiser – Uniform Standards and Professional Appraisal Practice (USPAP)

Uniform Standards and Professional Appraisal Practice (USPAP)				
Description/Definition: Read and interpret rules established by the Appraisal Foundation				
Competency Proficiency Ratings	Behavioral Indicators	Competency Proficiency Levels		
		E	A	J
2 – Foundational	Follow USPAP standards in reviewing of appraisals.		✓	
3 – Intermediate	Interpret the applicability of USPAP standards.			✓

Key: Competency Proficiency Levels: (E) Entry; (A) Apprentice; (J) Journey

Key: Competency Proficiency Ratings: (1) Basic; (2) Foundational; (3) Intermediate; (4) Advanced; (5) Expert; (--) NA

Table 5: Staff Appraiser – VA Applications (Staff Appraisal)

VA Applications (Staff Appraisal)				
Description/Definition: The use of LGY computer systems to carry out staff appraisal tasks.				
Competency Proficiency Ratings	Behavioral Indicators	Competency Proficiency Levels		
		E	A	J
1 – Basic	Use VA computer applications to perform routine staff appraisal tasks.	✓		
	Follow all IT security regulations and rules of behavior governing use of VA computer applications.	✓		
	Access WebLGY system.	✓		
3 – Intermediate	Use applications to develop deficiency notices, process desk reviews, and issue notice of value.		✓	✓
	Use applications to independently monitor and manage staff appraisal workload (e.g., use WebLGY work bucket).		✓	✓

Key: Competency Proficiency Levels: (E) Entry; (A) Apprentice; (J) Journey

Key: Competency Proficiency Ratings: (1) Basic; (2) Foundational; (3) Intermediate; (4) Advanced; (5) Expert; (--) NA



Table 6: Staff Appraiser – VBA Institutional Knowledge (Staff Appraisal)

VBA Institutional Knowledge (Staff Appraisal)				
Description/Definition: A collective set of facts, concepts, and experiences held by the VBA and staff appraisers. Involves, understanding the VBA organizational structure and functions and staff appraisal practice.				
Competency Proficiency Ratings	Behavioral Indicators	Competency Proficiency Levels		
		E	A	J
1 – Basic	Identify the Loan Guaranty offerings and organizational structure specific to staff appraisal.	✓		
2 – Foundational	Identify local economic situations, changes in local law and/or legal procedures, industry trends and other developments that affect the appraisal functions.		✓	
5 – Expert	Provide training and mentoring on Construction and Valuation policies and procedures.			✓

Key: Competency Proficiency Levels: (E) Entry; (A) Apprentice; (J) Journey

Key: Competency Proficiency Ratings: (1) Basic; (2) Foundational; (3) Intermediate; (4) Advanced; (5) Expert; (--) NA

