



## DETAIL OPPORTUNITY

### U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

The RAD-50 Director of Business Operations is soliciting applicants for a 6-month detail assignment for eligible candidates to perform as management analyst – onboarding and engagement coordinator. The detail is open to DOT employees with the applicable skills, experience, and qualifications. If you're interested in the position listed below, please send a copy of your resume and [your most recent performance appraisal to FRAjobs@dot.gov](mailto:FRAjobs@dot.gov), and [Subject Line: Management Analyst, \(Detail RAD-50\)](#), **This detail announcement is open until filled.**

Please contact [Christina.Balchun@dot.gov](mailto:Christina.Balchun@dot.gov) if you have any questions regarding the opportunity.

**The ideal candidate** is experienced in onboarding and the employee experience; a professional who is comfortable in a fast-paced work environment and interactions with all levels of leadership; is customer service focused and able to provide a broad scope of human capital and resource support services both in person and to remote customers.

#### **Duties:**

Leads the onboarding program for FRA from the moment an employee received their EOD through their first year. Makes recommendations on how to streamline and standardize the onboarding process. Provides expert technical advice to managers and supervisors on the most effective methods of ensuring employees have the resources, accesses, software, and information they need to contribute to FRA's mission on day 1. Monitors allocations and spending for onboarding expenses.

Work to enhance the employee experience at FRA. Identifies areas of improvement designment to improve the employee experience at FRA for new hires and tenured staff. Provides recommendations and executes best practices associated with improving the employee experience. Reviews EVS results that impact the employee engagement and experience and institutes new methods of increasing overall engagement.

**Qualifications:** Candidates must currently be a GS-11, GS-12, or GS-13 and must have general knowledge of FRA organizations, programs, and personnel. Must have experience with onboarding, event management, project management and employee engagement.

**Interviews may be conducted.**