



## DETAIL OPPORTUNITY

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

The RRS 1.1 Office of Railroad Safety is soliciting applicants for a 6-month detail assignment for eligible candidates to perform a Program Analyst. The detail is open to DOT employees with the applicable skills, and experience. If you're interested in the position listed below, please send a copy of your resume and your most recent performance appraisal per the following instructions:

Email: [don.parker@dot.gov](mailto:don.parker@dot.gov)

**Please include your *first and last name with RRS/BOSD Program Analyst* in the subject line of the email. Failure to comply may result in not being considered for the position.**

**Please e-mail your complete application no later than 4:45 PM EST by Monday, May 5, 2025.**

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

**The ideal candidate** will have excellent communication skills, the ability to comfortably address large groups, and the ability to lead monthly accountability meetings. The incumbent should also have experience managing the logistics associated with planning and executing work related to fleet and property management.

#### **Duties:**

- Serve as the BOSD Motor Vehicle and Property Management Liaison.
- Develop, review, recommend, and administer policies and programs related to motor vehicle (e.g., fleet/POV) and property management.
- Coordinate with the Office of Facilities and Management on the transfers of GOVs, short term rentals (as needed), and property management requirements.
- Coordinate with BOSD Human Capital team on gains and losses.
- Performs other related duties as assigned.

**Qualifications:** Candidates must currently be a GS-11, GS-12, or GS-13, and must have experience in fleet and property management. Candidates should also have at least two (2) years of experience planning and executing work related events.

**Interviews may be conducted.**