



DETAIL OPPORTUNITY

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

The Office of Program Management and Office of Railroad Safety (RRS) is soliciting applicants for a detail/up to a 120-day temporary promotion assignment for eligible candidates to perform as a **Program Analyst, GS-0343-14**. The detail/temporary promotion assignment is open to **FRA 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 per the following instructions:

Email: don.parker@dot.gov

Please include your first and last name with Program Analyst, GS-0343-14 in the subject line of the e-mail. Failure to comply may result in not being considered for the position.

Please e-mail your application no later that 4:45 pm EST by May 12, 2025.

Please contact Monique Stewart (monique.stewart@dot.gov) if you have any questions regarding the opportunity.

The ideal candidate for this position will have exceptional organizational, communication, and leadership skills. Have experience analyzing and evaluating safety policies, practices, and processes to support program performance. Additionally, the ideal candidate should have experience in administrative programs and have the ability to work with information from various sources, such as database systems, manuals, policies, procedures including preparing, justifying, reporting on, and executing a budget. Strong coordination skills and ability to communicate effectively with internal as well as external stakeholders is important.

Duties:

As the Program Analyst, you will:

- Monitor, analyze, develop, and coordinate activities to generate and execute communications and strategies crucial to railroad safety programs such as the Railroad Safety Advisory Committee (RSAC), managing the agency's waivers, and correspondence control programs.
- Analyze and evaluate major administrative and budgetary aspects of substantive, mission-oriented programs. This includes the development of long-range program plans, goals, objectives, and milestones, and/or evaluating the effectiveness of programs conducted throughout the Office of Safety.
- Facilitate the planning and decision-making regarding safety program operations by liaising with high-ranking officers of labor organizations, trade associations, State governments, and staff personnel of elected officials to ensure effective sharing of information.

- Provide administrative and technical guidance with regards to projects, including its working groups and task forces.
- Develop budget and communication initiatives as directed by the Associate Administrator for Safety. Ensure all logistical arrangements for the attendees of high-level meetings are completed.
- Leads and participates in studies, initiatives, and special projects aimed at enhancing the performance, efficiency, and effectiveness of Office of Railroad Safety programs and operations. These efforts may be regional or national in scope and conducted independently or as part of a collaborative team.
- Coordinating the resolution of National Transportation Safety Board (NTSB) safety recommendations. Maintains a comprehensive and user-friendly tracking system to monitor the status and progress of NTSB recommendations.
- Drafts, edits, and monitors official correspondence to NTSB, including requests for closure or formal responses to recommendations. Prepares and submits weekly status reports for senior leadership on outstanding and resolved NTSB safety recommendations. Contributes key data and summaries for agency reports, such as the annual Unmet Mandates report, by providing detailed insights on open safety recommendations.

Qualifications: Candidates must currently be a GS-13 with at least 52 weeks of experience or current GS-14. Candidate must have at least 52 weeks of experience in the following: Experience in setting priorities to manage multiple programs with differing goals, schedules, and deliverables. Experience using a variety of program oversight techniques to monitor progress program initiatives and projects. Experience in expressing facts and ideas in writing and in-person concerning program initiatives and activities.

Interviews may be conducted.