



DETAIL OPPORTUNITY

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

The RRS 30 Office of Railroad Safety is soliciting applicants for a detail/up to a 120-day temporary promotion assignment for eligible candidates to perform as a Program Analyst, GS-0343-13. 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/ Program Analyst -XOIL** in the subject line of the email.

Failure to comply with instructions may result in not being considered for the position.

Please e-mail your complete application no later than 4:45 PM EST by Thursday, July 10, 2025.

Please contact melvin.smith@dot.gov if you have any questions regarding the opportunity.

The ideal candidate: An experienced and highly analytical professional with experience analyzing existing corporate and/or government programs and implementing new solutions to improve efficiency and reduce costs, confident that they will significantly contribute to the objectives of your organization.

Duties:

As a Program Analyst you will:

- Serve as an office manager to the Director and Executive Officer for mission critical activities to include maintaining data, preparing reports and budgetary reports mandated by the Chief Financial Officer to fund the activities of the State Safety Participation Program and the Office of Outreach Programs and Engagement. Provide support as needed for Rail Partnerships.
- Lead data requests and interpretation of accident/incident data regarding state rail safety activities for each participating state program.
- Prepare data to address issues in rail safety to be used by State Managers and District personnel.
- Assists the Program Manager for the State Safety Participation Program in the grant management process to include preparing and developing the Annual Budget for the program and ensuring each state is given the opportunity to identify its needs and oversee the budget allocations.
- Reviews various requirements and submits recommendations for improvement to the appropriate officials.

Qualifications: **Note: Interested candidates must be able to fully meet, demonstrate, and clearly articulate at least one year (52-weeks) of the experience listed below in the provided resume to receive consideration.**

Candidates must currently be a **GS-12 or GS-13** and must have at least one year of experience equal or

equivalent in the following:

- Experience conducting detailed analyses of complex functions and work processes.
- Experience preparing briefing papers, reports, and analyses, which outline various options and possible courses of action for consideration by management officials and develops recommendations.
- Experience participating in the conducting of studies of applicable laws, rules, regulations, policies, and procedures.
- Experience in coordinating, tracking, and compiling responses to audit findings

Interviews may be conducted.