

Detail Opportunity Announcement

Detail Title: Human Resources Specialist (EL/LR)

Office: RAD12~ FRA

Grade Level: GS12/13

Duration: Not-to-Exceed 2 years; may be extended or terminated early at management's direction

Start of Detail: 4/12/26

Work Schedule: Full-time

Number of Openings: 1

Supervisory Status: none

Send resumes to: frastaffing@dot.gov

Supervisor's Name: Katherine Lavado- Arrington- katherine.lavado@dot.gov

Position Overview: This position is located in the Office of Human Resources, Federal Railroad Administration. The incumbent serves as a HR specialist and provides a full range of advisory services, assistance, and policy guidance to management officials, legal staff and employees concerning all aspects of the labor-management and employee relations programs. Advisory services, technical support, and policy guidance responsibilities include, but are not limited to, labor relation, disciplinary and adverse actions, grievances (negotiated and administrative), appeals, and administrative investigations into complaints, grievances allegations of fraud, collusion, or improper conduct.

Major Duties and Responsibilities:

- **Adverse & Performance-Based Actions:** You will lead the end-to-end process for disciplinary actions, including reprimands, suspensions, demotions, and removals under 5 CFR Part 752 and Part 432.
- **Management Consultation:** Acting as a strategic partner, you'll counsel supervisors on how to document performance deficiencies and conduct issues while maintaining a "defensible record" for potential appeals.
- **Third-Party Representation:** You may be required to prepare litigation files and serve as the technical advisor/representative for the agency before the Merit Systems Protection Board (MSPB) or the Equal Employment Opportunity Commission (EEOC).
- **Labor Relations:** Interpret labor agreements, represent management in grievances, and participate in impact and implementation (I&I) bargaining.

Knowledge and Skills:

- **Case Law Knowledge-** Proficiency in MSPB and/or FLRA (Federal Labor Relations Authority) precedents.
- **Conflict Resolution -** Ability to facilitate difficult conversations and mediate between hostile parties.

- Technical Writing - Drafting legally sufficient "Proposal" and "Decision" letters that withstand judicial review.
- Analytical Thinking - Applying the Douglas Factors to ensure that disciplinary penalties are consistent and fair.

Experience:

- 1. Experience with Formal Investigations: Gathering evidence, interviewing witnesses, and summarizing findings.
- 2. Grievance Handling: Experience navigating the formal grievance process, from step one through arbitration.
- 3. Communication Style: The ability to deliver "bad news" to management or employees with professionalism and clarity.

Security Clearance: Moderate Risk