

Detail Opportunity Announcement

Detail Title: Reasonable Accommodation Manager

Office: RAD10-FRA

Grade Level: GS13

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

Start of Detail: April 12, 2026

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: The RA Manager serves as the primary point of contact for employees and applicants seeking accommodation for disabilities or sincerely held religious beliefs. You will navigate complex medical documentation, consult with legal counsel, and negotiate with management to implement effective workplace solutions that allow employees to perform the essential functions of their positions.

Major Duties and Responsibilities:

- **The Interactive Process:** Facilitate the legally mandated "interactive dialogue" between the employee and their supervisor to identify barriers and potential solutions.
- **Medical Documentation Review:** Analyze sensitive medical information to determine if an employee meets the definition of an "individual with a disability" under the Law.
- **Undue Hardship Analysis:** Advise senior leadership on whether a requested accommodation poses a significant difficulty or expense (Undue Hardship) or requires a fundamental alteration to the nature of the program.
- **Personal Assistance Services (PAS):** Coordinate requirements for employees with targeted disabilities who require assistance with activities of daily living.
- **Case Management & Tracking:** Maintain secure, confidential records (separate from Personnel Folders) and track statutory timelines for processing requests.

Knowledge & Skills:

1. **Legal & Regulatory Framework:** The Rehabilitation Act & ADAAA: Deep understanding of the legal thresholds for "disability" and "qualified individual".

- **EEOC Enforcement Guidance:** Familiarity with the Equal Employment Opportunity Commission's interpretations regarding telework as an accommodation, modified schedules, and reassignment as a "last resort"
- **Privacy Act/HIPAA:** Strict adherence to maintaining the confidentiality of medical records and knowing what information can (and cannot) be shared with a supervisor.

2. Analytical Skills

- **Essential Function Analysis:** The ability to strip a Position Description down to its core requirements to see if accommodation is actually feasible.

- **Job Restructuring:** Knowledge of how to modify how or when a task is done without eliminating the task itself.

3. Soft Skills & Consultation

- **Neutrality:** The ability to remain a neutral third party, ensuring the process is fair to both the employee's needs and the agency's mission.
- **Creative Problem Solving:** Knowledge of assistive technologies (e.g., JAWS, ergonomic equipment) and the Job Accommodation Network (JAN) resources.

The "Interactive Process" Workflow

The candidate will be expected to manage the following lifecycle for every request:

- 1. Initiation:** Recognizing a request (it doesn't have to use the words "Reasonable Accommodation").
- 2. Information Gathering:** Requesting and reviewing medical documentation.
- 3. The Dialogue:** Meeting with the supervisor and employee to discuss options.
- 4. Recommendation/Decision:** Formulating the formal approval or denial (with legal/labor review).
- 5. Implementation & Monitoring:** Ensuring the equipment is ordered or the schedule is changed.

Experience:

- Experience handling EEO complaints or ER grievances related to disability.
- History of managing confidential data or PII (Personally Identifiable Information).
- Strong writing skills for drafting Determination Letters that clearly explain the "Why" behind an approval or denial.

Security Clearance: Not required