



DETAIL OPPORTUNITY

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

The Business Operations & Strategy Division (RRS-1.1), Office of Railroad Safety is soliciting applicants for a 120-day temporary promotion assignment for eligible candidates to perform as a Program Analyst (GS-0343-14). The temporary promotion 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

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 **Thursday August 20, 2026.**

Please contact Angela.Duncan@dot.gov if you have any questions regarding the opportunity.

The **ideal candidate** has experience in leading business process improvement initiatives. Duties include serving as a lead for a variety of operational tasks and assignments. The incumbent leads critical program management support and logistical support services that contribute to RRS's ability to achieve its mission objectives. The staff provides advice, assistance, and support to RRS's offices in the areas of financial management, oversight and coordination, performance management, acquisition planning and contract administration, project management of several initiatives, training and workforce development programs, human resource management, travel, conferences, correspondence management, fleet management, information technology support for program and business applications and accountable property management.

At the full performance level (GS-13), the Program Analyst:

- Serves as the principal advisor and oversight authority for the division's comprehensive correspondence management program, directing workflows for all internal correspondence and public web inquiries (complaints); strategically manages workload distribution and business processes during a complex organizational transition and centralization effort.
- Oversees the development and implementation of comprehensive change management plans to ensure business continuity, process standardization, and minimal disruption to railroad safety operations during the phased centralization of administrative functions.
- Leads the operational transition and "soft" launch phase of an organizational restructuring, overseeing the onboarding, skill-gap analysis, and targeted training for 21 administrative personnel centralizing from field offices into the headquarters division.
- Advises and assists the BOSD Executive Staff Director and RRS senior staff in identifying methods of improving the overall efficiency, effectiveness, and performance of RRS in areas including personnel performance, business processes improvement, annual and general management programs or initiatives of strategic significance to RRS.

Delivers superior program performance by implementing improved and centralized work processes, tracking methodologies, and business practices to ensure maximum productivity within employment ceilings and funding, and ensuring achievement of the strategic goals of FRA and DOT. Develops and oversees standard operating procedures for recurring activities, manages and monitors the full portfolio of projects, and supports inter-project dependencies. Performs data validation and implements quality controls measures to ensure program success.

- Participates with Staff Director and RRS leadership in the formulation of broad program, technical and administrative policies and procedures needed for planning, executing, and deploying financial assistance programs, national rail plan activities and technology deployment. Develops procedures and guidelines for the administration and management of RRS programs to ensure the overall accomplishment of RRS performance goals. Assembles and prepare charts, data, dashboards and reports ensuring accuracy of information.
- Lead a team that provides program management; budget, workforce and financial management; logistical and tactical support to the RRS senior leadership, Staff Directors, and RRS Leadership. Financial management operations involve the oversight and management of programmatic funding accounts that support the overall delivery of RRS programs. While guidelines are provided through public law and FRA's CFO, the incumbent is required to assess the overall intent of the guidelines to determine and advise the RRS senior leadership, Staff Directors and Regional Leadership on the appropriate use of program funds in administering their respective programs.
- Assists the BOSD Executive Staff Director with developing, analyzing, and conducting complex program evaluations and analyses of program objectives, policies, functions, work processes, methods and procedures for business operations and logistical support program and related activities to evaluate, refine, and improve the efficiency and effectiveness of RRS. Recommends the allocation of resources to meet RRS and FRA needs.
- Manages the division's weekly "hot topics" portfolio; spearheads the collection, consolidation, and strategic organization of critical operational data from field units, producing executive-ready briefings for the Associate Administrator's weekly dissemination to the field.

Qualifications:

To qualify for this GS-14 position, your resume must demonstrate at least one year of specialized experience at the GS-13 level (or equivalent) that includes: managing complex workflow routing within an Electronic Document Management System (EDMS); directing training programs for administrative staff; and executing operational change management strategies during organizational reorganizations.

Interviews will be conducted.

The BOSD Executive Staff Director intends to select multiple candidates from this announcement to serve in sequential rotations. This approach ensures continuous administrative leadership and cross-training across the Office of Railroad Safety during the multi-phased organizational transition.