

## **COLLATERAL DUTY SEPM POSITION**

**POSITION: Special Emphasis Program Manager (SEPM) - Collateral Duty EEO Program.**

- *Hispanic Employment Special Emphasis Program Manager*
- *Asian American/Pacific Islander Employment Program*
- *Persons with Disabilities/Disabled Veterans Employment Program*
- *Black Employment Program*
- *Federal Women's Program*
- *Hispanic Employment Program*
- *LGBTQ+ Program*

**NUMBER OF POSITIONS:** One per SEP program identified.

**OPENING DATE:** 07/13/21

**CLOSING DATE:** Open Continuous

**WHO MAY APPLY:** All Current Federal Railroad Administration Employees (Serving in a non-managerial/non-supervisory position)

**WORK SCHEDULE:** Collateral Duty - 20%

### **POSITION DUTIES AND RESPONSIBILITIES:**

Coordinates with other divisions to develop ongoing relationships with community organizations, professional groups, advocacy organizations, colleges, and universities that serve or promote the employment of constituents in the specific Special Emphasis Program. Participates in job fairs and career days to conduct outreach and recruit qualified candidates for various Federal Railroad Administration (FRA) employment opportunities. Also, Participates in the development of the FRA's Affirmative Employment Program Plans (AEPPs) and Federal Equal Opportunity Recruitment Plan (FEORP). Identifies policies, practices, and procedures affecting constituents and advises management on issues that may impact the representation, retention, and advancement of constituent groups. Networks with other Department of Transportation components in order to share resources and develop effective approaches to enhance the participation of constituents in agency programs and activities.

## **OTHER**

Collateral duty EEO personnel will report to the Office of Civil Rights regarding the performance of their duties. Selectees for SEPM positions will be required to attend Managing a Special Emphasis Program course (3 days); Advanced Implementation Techniques for Special Emphasis Program Managers (3 days); and Data Collection & Analysis (4 days). Other courses, which may be required during their SEPM term include:

- (1) Leadership Skills for Non-Supervisors - 2 days
- (2) Conflict Across Cultures - 2 days
- (3) Basic Staffing and Placement - 5 days
- (4) Human Resource Management: Introduction - 3 days
- (5) Briefing Techniques - 2 days
- (6) Roles and Responsibilities for Advisory Committee Members course - 2 days

## **QUALIFICATIONS:**

To be qualified, employees must be working at an acceptable level of performance, be in a non-managerial/non-supervisory position, and are available to serve in the position for a minimum of one year.

## **HOW TO APPLY:**

Employees interested in applying for a collateral duty SEPM position must submit a narrative statement that addresses the following:

1. Name
2. Current Position Title/Series/Grade
3. Division/Office/Location/Administrative Area (i.e., Employee Benefits/HR/Headquarters/RAD)
4. Experience and/or Skills/Activities in/related to the Special Emphasis Program.
5. Copy of most recent Performance Evaluation
6. Supervisory Signature (and RA if working outside of Headquarters) Approval for Collateral Duty Assignment

## **ADDITIONAL INFO:**

The above narrative statement and a copy of your current performance evaluation should be submitted to the Office of Civil Rights, Attn: Shandra Whiting, EEO Program Manager, W33-455, 1200 New Jersey Ave SE, Washington, DC 20590 or via email to [shandra.whiting@dot.gov](mailto:shandra.whiting@dot.gov), no later than December 31, 2022.

Headquarters (Office of Civil Rights)