

COLLATERAL DUTY SEPM POSITIONS

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

Areas that will be serviced by the collateral duties under the EEO Program:

- African American (Black) Employment Program Manager
- Asian American/Pacific Islander Employment Program Manager
- LGBTQ+ Employment Program Manager
- Native American Employment Program Manager

NUMBER OF POSITIONS: Four positions (one per program area)

OPENING DATE: 11/22/2024

CLOSING DATE: Until positions are filled

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 and/or promote the employment of constituents in the specific Special Emphasis Program (SEP)
- Participates in job fairs and career days to conduct outreach and recruit candidates for FRA employment opportunities
- Participates in the development of FRA's Affirmative Employment Program Plans (AEPPs) and Federal Equal Opportunity Recruitment Plan
- Conducts trends and barrier analysis to identify policies, practices, and procedures affecting constituents
- Advises management on issues that may impact the representation, retention, and advancement of constituent groups
- Networks with other U.S. Department of Transportation (USDOT) components, such as the employee resource groups, to share resources and develop effective approaches to enhance the participation of constituents in agency programs and activities
- Aids in FRA's continual commitment of a diverse and inclusive workforce

OTHER REQUIREMENTS:

Collateral duty EEO personnel will report to the Office of Civil Rights (OCR) regarding the performance of their duties. All training courses will be funded by OCR. Selectees will be required to attend the following courses:

- (1) Managing a Special Emphasis Program - 3 days
- (2) MD-715 Basic - 1 day
- (3) Barrier Analysis - 1 day

Optional courses which may be required during a SEPM's tenure are as follows:

- (1) Advance Implementation Techniques for Special Emphasis Program Managers - 3 days
- (2) Data Collection & Analysis - 4 days
- (3) Leadership Skills for Non-Supervisors - 2 days
- (4) Conflict Across Cultures - 2 days
- (5) Basic Staffing and Placement - 5 days
- (6) Human Resource Management: Introduction - 3 days
- (7) Briefing Techniques - 2 days
- (8) Roles and Responsibilities for Advisory Committee Members course - 2 days

BENEFITS OF THE PROGRAM:

- Ongoing interaction with FRA senior leadership, as well as more engagement with USDOT/FRA colleagues, and the community
- Acquiring opportunities for professional development
- Serving as a "Change-Agent" for the FRA
- Having a change of pace from the routine responsibilities
- Obtaining different perspectives that can potentially broaden previous outlooks

QUALIFICATIONS:

To be qualified, employees must be working at an acceptable level of performance and are available to serve in the position for a minimum of one year. No specialized experience is necessary.

HOW TO APPLY:

Employees interested in applying for one or more of the collateral-duty SEPM positions must submit a narrative statement that includes 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 SEP
- (5) Copy of most recent performance evaluation
- (6) Supervisory signature (approval required for collateral-duty assignment)
- (7) Program area of interest (i.e., Hispanic employment)

ADDITIONAL INFORMATION:

The above narrative statement and a copy of your current performance evaluation should be submitted to the OCR, Attn: Shandra Whiting, EEO Program Manager, W33-455, 1200 New Jersey Ave., SE, Washington, DC 20590 or via email to FRAEEO@dot.gov.