



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 an up to 120-day temporary promotion assignment for eligible candidates to perform as a Program Analyst. The temporary promotion is open to current Federal Railroad Administration (FRA) employees with the applicable skills, qualifications, 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 **Tuesday, January 20, 2026.**

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

The **ideal candidate** is experienced in human capital and financial/budgetary programs; must be comfortable in a fast-paced work environment, interacting with all levels of leadership, and with providing customer service both in person and in a virtual environment; must exhibit attention to detail, sound judgment, creativity, strong logic and reasoning skills, discretion, and sensitivity to deadlines and procedures; experience with common governmental human capital, financial, and logistical programs and applications.

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

- Serves as liaison for administrative support offices and assist with providing advice and guidance to managers and employees on questions and matters related to the administrative services (i.e. Human Capital, Budget, Acquisitions, Property, Fleet, etc.).
- Performs data validation and implements quality controls measures to ensure program success.
- Responsible for assessing RRS administrative and support programs to determine effectiveness and efficiency.
- Assembles and prepare charts, data, dashboards and reports ensuring accuracy of information.
- Prepares and assist others in preparing various budgeting and/or human capital documents.

Qualifications:

To qualify for the Grade 12, you must have at least one year of experience equal or equivalent to the GS-11 it must include:

- Experience in collaborating with administrative and/or financial support offices (i.e.

Human Resources Office, Finance and Budget Office, Acquisitions, etc.) to administer, track and report data relevant to an organization.

- Experience in applying analytical and evaluative methods to monitor human capital programs and/or financial management programs.
- Experience with conducting business operations in human resources automation systems (i.e. WTTS, FPPS, or similar systems) and/or financial management systems. (i.e. PRISM, Delphi, E2 or similar systems).

To qualify for the Grade 13, you must have at least one year of experience equal or equivalent to the GS-12, it must include:

- Experience in applying analytical and evaluative methods to monitor and oversee a human capital programs and/or financial management programs.
- Experience reviewing, analyzing, interpreting, and evaluating guidance documents related to the business operations of a program office; to assist management in identifying needs/problems, and recommend corrective action.
- Experience effectively communicating complex information to different audiences across all levels of the organization, including senior-level executives.

Candidates must currently be a GS-11 or GS-12 employed with the Federal Railroad Administration (FRA) to receive consideration for Temporary Promotion. To receive a Temporary Promotion, candidates must meet qualifications, time-in grade requirements, and eligibility requirements. Candidates that are currently GS-13 will be considered for a non-paid detail opportunity.

Interviews will be conducted.