



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

ANNOUNCEMENT NUMBER: FRA-11-02N

POSITION TITLE: Associate Administrator for Financial Management and Administration
ES-0340 (\$119,554 to \$179,700 per annum)

POSITION LOCATION: Federal Railroad Administration
Office of Financial Management and Administration

AREA OF CONSIDERATION: All Qualified Candidates

OPENING DATE: October 28, 2010
CLOSING DATE: November 29, 2010

This is a Career-Reserved position in the Senior Executive Service (SES) and veteran's preference does not apply.

This position requires a Top Secret Clearance and is subject to drug testing.

Due to U.S. mail delays, it is recommended that applicants use a professional delivery service, fax, email, or personally deliver the application to ensure timely receipt.

DOT is an Equal Opportunity Employer

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Marcella Mullins at (202) 493-6114, or via email at marcella.mullins@dot.gov. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

Overview: Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The Federal Railroad Administration (FRA) promotes safe, environmentally sound, successful railroad transportation to meet the needs of all customers today and tomorrow. FRA encourages policies and investments in infrastructure and technology to enable rail to realize its full potential. To meet this mission, FRA promulgates and enforces rail safety regulations; consolidates government support of rail transportation activities; administers financial assistance

programs; conducts research and development in support of improved railroad safety and efficiency, and develops and implements national rail transportation policy, including improved intercity passenger service.

The Office of Financial Management and Administration provides executive direction over the activities of the Office of Human Resources, the Office of Information Technology, the Office of Acquisitions and Grant Services, and the Office of Financial Management.

Summary of Duties: The Associate Administrator for Financial Management and Administration is the principal administrative management and fiscal officer of the Federal Railroad Administration. The incumbent serves as the Chief Financial Officer (CFO), Chief Human Capital Officer (CHCO), Chief Information Officer (CIO), and the Procurement Integrity Official for the FRA. Responsibilities include:

- the development and implementation of policies and procedures for the conduct of personnel management and the provision of administrative and executive training programs with the FRA;
- the planning, development, direction and provision of all information technology and administrative services for the Headquarters and field offices of the FRA;
- the administration and execution of contracting, procurement and grant activities in direct support of all FRA research and development and experimental programs; safety-mandated programs and requirements; and all other FRA contracting, procurement and grant activities;
- the managing and operating of the FRA accounting system for the control of funds and expenditures; the recording and reporting of fiscal justification; and providing assistance and support for FRA administrative needs;
- providing direction and supervision for the formulation and presentation of FRA's budgets and the reporting of budget execution;
- serving as the Administrator's principal representative with the Office of the Secretary of Transportation (OST), the Office of Management and Budget (OMB), the General Accounting Office (GAO), the Office of Personnel Management (OPM), and the General Services Administration (GSA);
- serving as the FRA representative on a variety of councils, such as the Department of Transportation's (DOT) Chief Financial Officer Council, the Administrative Management Council and the Chief Information Officer Council;
- directing the establishment of FRA policies, procedures, standards, systems and directives for the accomplishment of statutory and regulatory requirements that fall within the purview of the Office including achievement of appropriate related portions of the DOT Strategic Plan.

Qualifications for this Position: You must meet the Executive Core Qualification (ECQ) factors and technical qualifications factors listed below. The SES merit staffing selection method used for this vacancy is the Traditional method that requires applicants to submit a resume and a written narrative that addresses each of the ECQs and the technical qualifications listed below. Your written narrative should provide examples that are clear and emphasize your level of responsibilities, scope, and complexity of programs managed, program accomplishments with results of your actions, policy initiatives and level of contacts. Please limit your response on each ECQ and technical factor to one (1) page. The written narrative should not exceed a total of eight (8) pages.

Candidates are strongly encouraged to review the Guide to Senior Executive Service Qualifications at http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf before preparing the Executive Qualifications Statement.

Executive Core Qualification (ECQs) - Each factor should be limited to one (1) page.

ECQ 1 - Leading Change. Ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2 - Leading People. Ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

ECQ 3 - Results Driven. Ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

ECQ 4 - Business Acumen. Ability to manage human, financial, and information resources strategically.

ECQ 5 - Building Coalitions. Ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Technical Requirements: Your response to the technical factors should be written in the same format as required for the ECQs. (Refer to the Guide to Senior Executive Service Qualifications at http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf) The response to each factor should be limited to one (1) page.

1. Knowledge and proven experience in at least two of the following management program areas: human resources (including strategic management of human capital/workforce planning), information technology, acquisitions and grants management, or support functions (space, leasing, real property.)
2. Knowledge and proven experience serving as policy advisor on budgetary and financial matters and the demonstrated ability to provide financial leadership, advice, and counsel to executive staff and program managers.
3. Demonstrated experience in leading business process reengineering of a financial, IT or human capital initiative, requiring collaboration across a large organization, coordination of multiple processes, and systems integration.

How Will Applicants Be Identified as the Best Qualified? Applicants will be evaluated on each of the above qualifications factors. The evaluation will be used to determine which applicants are best qualified. The applicant's total background, including experience, education, training, self-development, honors, awards and outside activities will be reviewed in determining the degree to which the candidate possesses each of the above managerial and technical factors that are necessary to successfully perform the duties of this position.

Employee Benefits: The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. If you use public transportation, part of your transportation costs may be subsidized. You will receive paid annual leave and sick leave and will be eligible to participate in the flexible spending account program. This is a permanent position, and you will be eligible for retirement, health insurance, life insurance, and long term care insurance. DOT recognizes the importance and encourages the use of telework. This position has been identified as a telework-eligible position. A brief summary of the Federal benefits for permanent employees can be found at <http://www.usajobs.gov/ei61.asp>.

Federal Government Travel Card Requirement: The Travel and Transportation Reform Act of 1998 [pub.L.105-264] and the Federal Travel Regulations [41 CFR Part 3000 et seq.] require that all Federal employees obtain and use contractor-issued Federal travel charge cards for all payments or expenses

related to official Government travel. To be considered for this position, all applicants who are current employees of either the Federal Railroad Administration or another Federal agency will be asked to certify that their Government travel card is in good standing (i.e. not suspended or cancelled) and that there exist no reasonable circumstances which would jeopardize that good standing. All applicants understand and agree that FRA's offer of employment or a position under this announcement is voidable at the sole discretion of FRA if: 1) if the applicant fails to provide the required certifications; or 2) if the certification is found to be untrue; or 3) if the applicant is unable to obtain a Federal Government travel card for whatever reason.

Additional Information:

- Applications will be accepted from US Citizens and [Non-Citizens](#) as allowed by appropriations and statute.
- If you are a United States male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- The FRA has determined that seniority rights, leaves of absence, and reemployment rights with or from a railroad generally constitute an actual or an appearance of a conflict of interest. New employees may be required to divest themselves of such rights immediately upon hire if these rights are determined to constitute an actual or appearance of a conflict of interest. No waivers of this requirement will be granted.
- FRA employees (or spouses or minor children of FRA employees) are specifically prohibited from holding railroad stock (including shares of Berkshire Hathaway, Inc., which owns 100% of BNSF), whether held outright, in an IRA, or in a 401(k) or other plan. Employees may hold a mutual fund which invests in railroad stocks, so long as the mutual fund does not invest more than 30% of its assets in such prohibited investments. Employees having a prohibited financial interest must divest themselves of railroad stock within 90 days after their appointment to their positions. Neither the rule against holding railroad stock, nor the divestiture period, is in any way affected by the existence of re-employment rights which employees might have with railroad companies. Nor is there any monetary threshold for applicability of the rule against ownership of railroad stock; all dollar amounts are prohibited.
- This is a Career-Reserved position in the Senior Executive Service (SES). As a condition of employment, you will be required to enter the SES, if not already a member. Persons newly selected for appointment to an SES position must have their managerial qualifications approved by the Office of Personnel Management (unless already in the SES with career status or an OPM certified graduate of an SES Candidate Development Program).
- New career appointees to the SES will be required to serve a one-year probationary period.
- If you are selected for this position, you will be subject to the Department of Transportation's Standards of Conduct and will be required to file a public financial disclosure report within 30 days of entry on duty.
- If you are selected for this position you will be required to pass a drug test prior to appointment unless currently employed in a DOT position that requires drug testing. The selectee also will be subject to random drug testing while employed in this security-sensitive position.

How To Apply For This Position: Please submit the following documents:

1. An Optional Application for Federal Employment (OF-612), a resume, or any other application document you choose. The application should include the your full name, address, phone numbers and email address, country of citizenship (most Federal jobs require US citizenship), highest grade held (if in the Federal service), College/University (including major and year of degree), any related training courses (title/year), current certificates/licenses, and any other job-related skills (languages), honors, awards, professional memberships, or publications.

2. A written narrative indicating how your experience, education, training, awards, and/or self-development activities meet the qualifications listed above. You must address each ECQ and technical factor in the narrative. It must provide sufficient information including examples of work assignments and projects, level of responsibilities/contacts, results of your actions, etc., to determine whether or not you are qualified for the position. Please limit your response on each ECQ and on each technical factor to one (1) page. The written narrative should not exceed a total of eight (8) pages.

Refer to the Guide to Senior Executive Service Qualifications at http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf for guidance on preparing this narrative statement.

(Note: If you have career status in the SES, have reinstatement eligibility to the SES, or are a certified graduate of an OPM approved Candidate Development Program, your narrative should only address the technical requirements.)

Failure to submit the required narrative statement will result in disqualification of your application.

3. If you are a current or former Federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF-50) and a copy of your most recent performance appraisal.

All applications must be in our office by the announcement closing date of Monday, November 29, 2010. Incomplete applications or applications received after the closing date will not be considered. Applications mailed in a Government envelope will not be accepted.

How to Submit Your Application

Your application may be mailed, faxed or emailed to:

Nancy Coyle
Human Resources Specialist
(202) 493-6119
Fax (202) 493-6169
email nancy.coyle@dot.gov

Federal Railroad Administration
Office of Human Resources
1200 New Jersey Avenue, SE
Room W34-303
Washington, DC 20590

FRA recommends that all resume submissions via email be encrypted. Encryption options include password protecting a pdf application or using WinZip, which can be downloaded at <http://www.winzip.com/index.htm>. The password to encrypted file should be sent in a separate email.