# CAREER OPPORTUNITY

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

**ANNOUNCEMENT NUMBER:** **FRA-13-39A**

**POSITION TITLE:** **Railroad Safety Inspector (Operating Practices), GS-2121-11/12**
**Full Performance Level: GS-12**
**GS-11: $57,408 to $74,628 per annum**
**GS-12: $68,809 to $89,450 per annum**
**Note**: The salary reflected **does not** include locality. In addition, this position has special job requirements. See page 3.

**POSITION LOCATION:** **Federal Railroad Administration**
**Office of Railroad Safety, R2**
**Allentown, PA**

**Who May Apply: FRA Wide (FRA status candidates and FRA candidates eligible for special appointing authorities. Candidates eligible for consideration under the Career Transition Assistance Program also may apply.)**

**OPENING DATE:** **4/18/2013**

**CLOSING DATE:** **5/9/2013**

**NUMBER AND TYPE:** **One Full-Time Permanent Position**

**Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications 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 notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

**Why Work For Us?** Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who works day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration, an Operating Administration under the Department of Transportation, was created to promote and enforce safety throughout the U.S. railroad system, rehabilitate the Northeast Corridor rail passenger services, consolidate Federal support for rail transportation, and support research and development for rail transportation for passengers, railroad employees and the general public.

## Summary Of The Essential Job Functions: As a Railroad Safety Inspector (Operating Practices), you will be required to:

- Examine carrier records to determine that reportable personal injuries and accidents have been properly reported, that employees connected with the movement of trains do not remain on duty in violation of regulations, and that carriers are in compliance with Federal regulations concerning drugs and alcohol and locomotive engineer certification.

- Conduct investigations of accidents and incidents involving railroad operations to determine the cause and if Federal regulations were violated and determine the operational condition of equipment.

- Investigate complaints from railroad employees and the general public regarding unsafe practices involving train operations.

## What Are The Minimum Qualifications For This Position?

You must have at least one year of specialized experience in or directly related to the essential job functions described above. For Federal employees this experience must have been at the next lower grade level. If you want us to consider experience you obtained outside the Federal Government, it must have been at that same level of complexity. The specialized experience must demonstrate:

- Broad knowledge of the railroad industry including economic and operating considerations and equipment;

- Knowledge of the general safety and health principles and practices applicable to the railroad industry;

- Knowledge of railroad accident investigation techniques; and

- Skill in written and oral communication.

- Knowledge of railroad operating practices, rules and procedures, especially as they relate to safety issues; and

- Knowledge of regulations and standards relating to railroad operations and requirements in such areas as hours of service, accident reporting, blue signal protection of workers, rear end markers, radio communications, railroad employee qualifications and railroad employee testing.

## What Are The Desired Knowledge, Skills And Abilities For This Job?

See the Qualification Requirements listed above.

## Other Special Job Requirements

- If selected, you will be required to possess a valid State drivers license at all times while employed by the FRA in order to perform the duties of the position.

- If selected, you must pass a Drug Test prior to appointment unless you are presently employed in a DOT position that requires drug testing. You also will be subject to random drug testing while employed in this safety-sensitive position.

- The position requires extensive travel.

- If selected, you may choose to work out of FRA-provided office space, or subject to the approval of the supervisor, another approved office space (e.g., place of residence)

**How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?** If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed below, if any. We also may consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this position.

**What Employee Benefits Do We Provide?** The Federal Government offers excellent benefits**,** flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. Depending on whether the position you are applying for is permanent or time limited, you will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at www.usajobs.opm.gov/EI61.htm.

## Before You Go Any Further, Here Are Some Other Things You Need to Know

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)

- If you are a 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.

- You must meet the qualification and time-in-grade requirements by the closing date of the announcement.

- If you can be appointed under a special appointment authority, please let us know on your application the special appointing authority for which you can be considered. You must submit proof of your eligibility for a special appointment authority.

- If the selection results in the promotion or reassignment of a current FRA Railroad Safety Inspector Trainee, travel and transportation expenses to the new duty location will be paid by the FRA in accordance with applicable Federal regulations. If the selection results in the reassignment of a current GS-12 FRA employee or a change to lower grade of a current FRA employee, transportation and travel expenses will NOT be paid.

- Pursuant to 5 C.F.R. Parts 2635.403 and 6001.104, all 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.

- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.

- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees.

## How To Apply For This Position

**1)** You may submit your current Resume or an OF-612 (Optional Application for Federal Employment). The OF-612 can be found on the OPM website at www.opm.gov under Federal Forms. You may choose which form to submit provided it contains all required information. Required information is listed in the section below labeled "Here's What Your Application Must Contain." **Please be sure to indicate what grade level(s) you are applying for and the duty location.**

**2)** You may submit the attached Voluntary Reassignment Application Form instead of an application or resume if you are eligible for consideration for voluntary reassignment to Railroad Safety Inspector, GS-12 positions under Article 11, Section D of the Memorandum of Agreement between the FRA and the American Federation of Government Employees, Local 2814 dated May 2000. If you are not eligible under the above Article 11, Section D, you must submit one of the forms listed in (1) above.

**3)** A complete performance appraisal is required. It must be current – meaning it was issued to you within the past year – and it must be official – meaning it appraises your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You also should submit a copy of your latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure. You do not need to submit a performance appraisal or an SF-50 if you are using the Voluntary Reassignment Application Form.

4) To be considered for selection priority under the Career Transition Assistance Program (CTAP), you must submit appropriate certification that you are eligible. In addition, you must be determined to be well-qualified for the position. **Well-qualified applicant**: An eligible applicant who meets all qualifications, standards, and eligibility requirements for the position, including medical qualifications; minimum educational and experience requirements; selective placement factors; knowledge, skills, and abilities (KSAs); quality ranking factors; and any other special qualifying conditions, and is able to satisfactorily perform the duties of the position upon entry.

**HERE'S WHAT YOUR APPLICATION MUST CONTAIN**

**JOB INFORMATION**

- Announcement number and title of the position

**PERSONAL INFORMATION**

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference (**Proof Required – Attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

**EDUCATION**

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

**WORK EXPERIENCE**
(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

**OTHER QUALIFICATIONS**

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

**Privacy Act Requirements:** The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

## Where To Send Your Application

- You may mail or deliver your application to the **Federal Railroad Administration, Office of Human Resources, 1200 New Jersey Ave, S.E., West Building W34-201, Washington, DC 20590.**
- If you are faxing your application, please limit the application to **a maximum of 20 pages** and include a cover sheet. Our fax number is 202/493-6169. We will not accept applications faxed from a Federal Government fax machine. You may email your application to Anthony.gore@dot.gov.
- ALL applications must be in our office or postmarked by the closing date of the announcement.
- Applications mailed in a Government envelope will not be accepted.

## Questions?

Call 202-493-6136 or TDD 202-493-6487 or 6488, or email at **Anthony.gore@dot.gov.** Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra information sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualidad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten recibiran igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, inpedimento fisico o edad.

**ALTERNATIVE FORMATS**: If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at marcella.mullins@fra.dot.gov, on 202/493-6114 or at the TDD number 202/493-6487 or 6488.

**REASONABLE ACCOMMODATION:** If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.

**VOLUNTARY REASSIGNMENT APPLICATION FORM**

***This form may only be used by FRA employees who are eligible for consideration for voluntary reassignment to Railroad Safety Inspector positions at the GS-12 grade level under Article 11, Section D of the Memorandum of Agreement between the Federal Railroad Administration and the American Federation of Government Employees, Local 2814, dated May 2000. All other applicants must file complete application forms in accordance with the instructions in the vacancy announcement.***

**Vacancy Announcement Number:** _____

**Duty Location of Vacancy:** _____

**Name of Applicant:** _____

**Address:** _____

_____

**Telephone Number: Home** _____
**Office** _____
**Cell** _____

**Current Railroad Safety Inspector Discipline:** _____

**Current Duty Location:** _____

**Summary Rating of Last Performance Appraisal:** _____

**Date of Last Reassignment:** _____

**Reassigned From:** _____

**Reassigned To:** _____

**Entrance on Duty Date with the FRA:** _____

**Date Assigned to the GS-12 Grade Level:** _____

**Signature:** _____

**Date:** _____