

**1. Position Title**

- EEO Counselor-Collateral Duty Assignment

**2. Unclassified Set of Duties**

- Selected individuals will serve as collateral-duty EEO Counselors for the Federal Railroad Administration (FRA). The selectees will spend a maximum of 20% of their time performing duties involved in early resolution of EEO-related issues that have surfaced by individuals who perceive they have been discriminated against because of race, color, age, religion, sex, (gender identity, sexual orientation and gender stereotyping), national origin, disability, genetic information and/or retaliation/reprisal for prior EEO activity.
- The selectees will perform the following duties under the guidance/supervision of FRA's Office of Civil Rights: advising the aggrieved and responsible management official(s) [RMO] of their roles, rights, responsibilities and duties throughout the EEO process; making fact-finding inquiries relative to the allegations made by the aggrieved; collecting the facts and pertinent documentation; attempting to reach a mutually satisfactory resolution of the dispute between the aggrieved and the RMO(s); and preparing a Report of Counseling which contains the information necessary to process the formal complaint (as applicable).

**3. Qualifications**

- To be qualified, employees must be working at an acceptable level of performance, and available to serve in the position for a minimum of one year. Candidates must have:
- Effective written, oral and listening communication skills;
- Ability to exercise impartial judgment and apply policies, guidelines and regulations to make decisions based on the Federal EEO Process;
- Able to interact with employees and managers at all levels;

## ATTACHMENT A

- Work independently within established timeframes

### 4. Additional Info

- Employees interested in applying for a collateral duty EEO Counselor position must submit a narrative statement that addresses the following:
  - a. Name
  - b. Current Position Title/Series/Grade
  - c. Office Location
  - d. Experience, Skills/Activities and/or knowledge as it relates to the position's qualifications
  - e. Copy of most recent Performance Evaluation with a minimum rating of Achieved Results.
  - f. Supervisory Signature Approval for Collateral-Duty Assignment. • Regional Employees: In addition to the approval of your immediate supervisor, approval from the Regional Administrator (RA) is also required.

### 5. Details

- **Point of Contact:** Office of Civil Rights, Shandra Whiting, [shandra.whiting@dot.gov](mailto:shandra.whiting@dot.gov), 202-493-6012

**Also submit resume to [FRAJobs@dot.gov](mailto:FRAJobs@dot.gov) (HR Office). Resumes should be sent to the POC and HR.**

- All Current FRA Non-Supervisory Employees
  - Eight Positions Available
  - DOT Headquarters in Washington, DC and FRA Regional Offices
- **Length of Assignment**  
Minimum of one year, with annual recertification
- **Closing Date**  
Opened until filled