

# the U.S. Department of Transportation

Department - NHTSA.NOA - Office of the Administrator

Announcement Number: NHTSA.NOA-2010-0001

## Vacancy Information

**Announcement Number:** NHTSA.NOA-2010-0001

**Vacancy Description:** Supervisory Equal Employment Opportunity Specialist, GS-360-15 DB

**Open Period:** Thu Jan 28 00:00:00 EST 2010-Fri Feb 26 00:00:00 EST 2010

**Series/Grade:** GS-0360-15/15

**Salary:** \$123,758.00 TO \$155,500.00

**Promotion Potential:** 15

**Duty Locations:** 1 vacancy in Washington, DC

## Additional Information

Who May Apply:

Applications will be accepted from any U.S. citizen.

This job announcement combines a merit promotion and an open competitive announcement into one. Applicants will be considered based their indicated preference in the announcement and based on provided documents verifying the eligibility. For information on the appointment types, visit [How federal jobs are filled](#).

## Job Summary:

The National Highway Traffic Safety Administration is dedicated to achieving the highest standards of excellence in motor vehicle and highway safety. The agency strives to exceed the expectations of its customers through its core values of Integrity, Service and Leadership.

Save lives, prevent injuries and reduce economic costs due to road traffic crashes, through education, research, safety standards and enforcement activity. Work for NHTSA.

The National Highway Traffic Safety Administration (NHTSA) enforces laws and regulations which prohibit discrimination on the basis of race, color, national origin, sex, disability and age in employment and the provision of services. The NHTSA Office of the Civil Rights (OCR) is responsible for ensuring that NHTSA does not discriminate against its employees or applicants for employment, and that NHTSA conducts its programs and activities free of unlawful discrimination. In addition, the office is responsible for ensuring that recipients of funds from NHTSA conduct their Federally-assisted programs and activities in a non-discriminatory manner. With respect to disability, the office also has been delegated jurisdiction to ensure compliance with Title II of the ADA by State Divisions of Motor Vehicles (DMVs), regardless of whether or not the entities receive Federal funds. Major statutes which OCR enforces include: Title VI and Title VII of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Titles II and III of the Americans with Disabilities Act of 1990; the Equal Pay Act of 1963; and, the Age Discrimination in Employment Act of 1967.

NHTSA is looking for a senior level Equal Employment Opportunity Specialist who has a strong background in directing and managing a Civil Rights office. We would like candidate to possess experience working in either an EEO investigative audit or compliance capacity, including the investigation and resolution of external complaints filed with the agency under Title VI of the Civil Rights Act of 1964 and Title II of the ADA.

## Key Requirements:

- \* You must be a U.S. citizen & meet specialized experience to qualify.
- \* Submit application and resume online by 11:59 PM EST on the closing date.
- \* Review Required Documents Section as documents are required by closing date
- \* Job announcement may be used to fill similar positions within 90 days.

## Position Information:

Full Time  
Permanent

## Major Duties:

- Responsible for planning, directing and overseeing the activities of the Office and supervising a diverse staff of professional, student, and clerical support personnel.
- Serves as the Director of NHTSA's Office of Civil Rights. In that capacity, the candidate functions as principal staff advisor to the Administrator on civil rights matters and oversees all of the office's civil rights activities, internal and external, to ensure uniform and correct application of Departmental and agency policies and procedures.

- Consistent with Departmental policies and procedures, develops and recommends to the Administrator policies, procedures, and standards for uniform application in the conduct of compliance reviews and investigations, both internal and external, of alleged or suspected discriminatory practices under such laws as the Civil Rights Act of 1964 and Section 504, the Rehabilitation Act of 1973 and the Americans with Disabilities Act and pertinent Executive Orders and regulations.
- Conducts special investigations as required and makes appropriate recommendations for corrective actions.

Qualifications and Evaluations:

**GOVERNMENT TRAVEL CARD REQUIREMENT:** You must be able to obtain and retain a Government contractor-issued travel card to be used for official business as a condition of employment.

If unable to obtain and/or retain a card, you may be subject to removal. Those who fail to meet this condition of employment will have our offer of employment rescinded.

Applicants selected under delegated examining procedures may be required to successfully complete a one-year probationary period.

**TIME-IN-GRADE REQUIREMENTS:** Under merit promotion procedures, Federal applicants must have served 52 weeks at the next lower grade to satisfy time-in-grade restrictions contained in 5 CFR 300, Subpart F.

New supervisors must complete a 1-year probationary period.

To meet the minimum qualifications for this position, you meet the experience qualifications for the grade at which you are requesting consideration.

LEVEL	To qualify, your experience should include experience equal or equivalent to the following:
GRADE 15	<ul style="list-style-type: none"> <li>• Experience interpreting and applying law regulations, policies and guidelines governing civil rights and equal opportunity issues.</li> <li>• Experience in either EEO investigations, audit, or compliance, including the resolution of external complaints filed with agency under Title VI of the Civil Rights Acts of 1964 and Title II of the ADA.</li> <li>• Experience analyzing data, observing behavior and applying interviewing techniques in the development and substantiations of EEO findings and recommending action.</li> </ul>

**Applicants must meet all qualification requirements by the closing date of this announcement.**

How You Will Be Evaluated:

Your application will be rated on the extent and quality of your experience, education and training relevant to the position. Your answers to the Vacancy Specific Questions, your self-determined rating, narrative responses, resume and supporting documentation are reviewed. If your resume, essay responses, and supporting documents do not support your answers to the Vacancy Specific Questions, your final rating may be modified.

The Automated Staffing Office is ultimately responsible for determining your final rating. Please ensure that your resume and application provide enough detail to support your answers to the Vacancy Specific Questions.

How to Apply:

You must submit a complete application package (including resume, vacancy questions and supporting documents) no later than midnight Eastern Time on the closing date of the announcement.

- To begin, click the "Apply Online" button on the job

- announcement posting.
- Follow the directions to register, submit all required documents and complete the assessment questionnaire.
- You may review your saved application(s) at <https://my.usajobs.gov>.

If you are having difficulty applying online, please contact the DOT Automated Staffing Office during regular business hours (8:00 a.m. to 4:00 p.m. ET) at (202) 366-1298. You may also email us at [Transjobs@fhwa.dot.gov](mailto:Transjobs@fhwa.dot.gov).

**Required Documents:**

The following documents must be provided by the close date:

- RESUME - showing relevant experience and education
- COMPLETED QUESTIONNAIRE & NARRATIVE RESPONSES - Entering "See Resume" or other non-responsive answers to the request for narrative information may lead to your disqualification from consideration.
- SF-50 - which verifies grade, full performance level of position, and eligibility for consideration as a status applicant
- DD214 - verifying military service and eligibility for consideration under the Veteran's Employment Opportunity Act. Only required if requesting consideration as a preference eligible veteran
- SF-15 & LETTER FROM VETERANS ADMINISTRATION - required only if requesting consideration as a 10% or more compensably disabled veteran
- SPECIAL APPOINTING AUTHORITY DOCUMENTS- If requesting concurrent consideration for **Non-competitive appointment eligibility** (e.g. disabled, disabled veterans), letter from VA, State Vocational Office, etc. Only required if requesting non-competitive consideration
- DISPLACED EMPLOYEE PLACEMENT DOCUMENTS - Only required if requesting priority consideration under CTAP/ICTAP. You must submit ALL of the FOLLOWING: your most recent performance appraisal, the proof of eligibility letter from the Agency and your most current SF-50, displaying current series and grade. In addition, you MUST meet the well qualified standards for this vacancy (meeting minimum requirements for position and scoring at least an 85)

Failure to submit any of the required documents by the closing date of the vacancy will result in your removal from consideration for this position.

**What to Expect Next:**

You may check your application status by logging into USAJobs.com. (Select "My USAJOBS" and click "Applications"). Within two weeks of the closing date, a Human Resources Specialist will evaluate your application. Ratings will be determined based on the documents and information received by the closing date. Qualified candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans' preference. The most highly qualified candidates are then referred to the hiring manager for further consideration. If you are selected for an interview, we will contact you directly. Once the position is filled, we will notify all applicants of their final status.

**Benefits:**

Benefits include health and life insurance, annual and sick leave, and retirement benefits. Explore the major benefits offered to most Federal Employees [here](#).

This position is telework eligible.

**Additional Information:**

Displaced employees may be eligible for ICTAP or CTAP priority consideration. For more information, please review the [OPM Employee's Guide to Career Transition](#).

**VACANCY QUESTIONS**

\* Please indicate the grades for which you wish to be considered.

Grade: 15

Please circle all that apply

\* Please indicate the locations for which you wish to be considered.

Washington, DC

**Assessment Questions**

Grade: 15

\* 1. [344] Choose the statement that best describes your specialized experience that qualifies you for this GS-15 position. (Please circle one answer)

- 1. I possess at least one year of specialized experience equivalent to the GS-14 as described in the vacancy announcement. This experience is well described in my application.
- 2. I do not meet the one year specialized experience requirement as described in the vacancy announcement.

\* 2. [590] Please indicate the position title(s), organization, and dates of employment where you acquired the necessary specialized experience. (Do not paste your resume here.) **(Maximum 8000 Characters)**

\* 3. [1509] Select the supervisory duties you have performed on a regular and recurring basis. (Please circle all that apply)

- 1. Oversaw, directed or developed work to be accomplished by subordinates
- 2. Set and adjusted priorities
- 3. Prepared schedules for completion of work
- 4. Responsible for the first line supervision of employees
- 5. Assigned work to subordinates based on priorities, consideration of the difficulty of assignments, and the capabilities of employees
- 6. Developed performance standards and evaluated employees' work
- 7. Gave advice, counsel or instruction to employees on both work and administrative matters
- 8. Interviewed candidates for positions in a unit
- 9. Recommended and/or selected individuals for appointment, promotion, or reassignment
- 10. Worked with employees to identify their developmental and training needs based on organizational goals and budget realities
- 11. Conducted workforce/succession planning
- 12. Delegated authority to the lowest levels
- 13. Resolved office conflicts through meetings
- 14. Resolved office conflicts by providing written guidance
- 15. Resolved office conflicts through mediation or other forms of alternative dispute resolution
- 16. Addressed employee conduct issues by taking appropriate human resources actions such as oral admonishments or suspensions
- 17. Coached, counseled and/or disciplined employees on performance issues
- 18. Coached, counseled and/or disciplined employees on conduct issues
- 19. Followed necessary steps when an employee's performance did not improve
- 20. Developed performance improvement plans
- 21. Recognized and rewarded employees for their contributions
- 22. I have not performed any of the above listed supervisory duties.

\* 4. [2190] In 500 words or less, provide a summary of your supervisory, managerial, and leadership experience and skills that forms the basis of your qualifications to supervise, manage, and lead a division/field office. **(Maximum 8000 Characters)**

\* 5. [3477] Select all the action(s) related to supervisory responsibilities that you have performed independently as a normal part of your job. (Please circle all that apply)

- 1. Supervised/Managed more than 1 employee.
- 2. Supervised/Managed more than 5 employees.
- 3. Supervised/Managed more than 10 employees.
- 4. Assisted employees with an Individual Development Plan (IDP).
- 5. Actively participated in performance evaluations/reviews.
- 6. Served as Team Leader.
- 7. Served as Division Chief.
- 8. Served as an Office Director or higher.
- 9. None of the above.

\* 6. [6206] Select the statement(s) below that best describe your abilities to hire and manage a diverse work force. (Please circle all that apply)

- 1. I have communicated a formal commitment to establishing a diverse work force.
- 2. I have utilized organizational assessments (e.g., cultural audits) which evaluate the strengths and weaknesses of organizational diversity standing.
- 3. I have used workforce planning strategies to find skill gaps that may lead to opportunities for targeted recruitment.
- 4. I have implemented a diversity program.

- 5. I have utilized tailored recruitment efforts to reach under-represented groups.
- 6. I have utilized special hiring flexibilities and authorities, e.g., persons with disabilities, veterans and bilingual.
- 7. I have fostered a supportive work environment to include initiatives, e.g., alternative work schedules, telecommuting, family friendly programs, etc.
- 8. I have sustained a culture of diversity over several years.
- 9. I have regularly monitored results and called for accountability from managers.
- 10. None of the above.

\* 7. [1636] In 300 words or less, provide specific examples of your experience explaining technical concepts and non-routine issues to, persuading and negotiating with diverse audiences both within and outside your organization in order to influence and facilitate solutions. **(Maximum 8000 Characters)**

\* 8. [1641] Select the answer below that best describes your experience briefing senior level managers at meetings and conferences.  
(Please circle one answer)

- 1. I have conducted briefings to senior management officials to present, explain, interpret, and negotiate findings of financial reviews that involve financial problems.
- 2. I have conducted briefings to senior management officials to present, explain, interpret, and negotiate findings of financial reviews that involve financial problems, impact budget outcomes, and require corrective action.
- 3. I have conducted briefings to senior management officials to present, explain, interpret, and negotiate findings of financial reviews of grant activities that involve financial problems, impact budget outcomes, and require corrective action.
- 4. I have conducted briefings to senior management officials to present, explain, interpret, and negotiate findings of financial reviews of financial management systems that involve financial problems, impact budget outcomes, and require corrective action.
- 5. None of the above.

\* 9. [10087] Select the statute(s) and/or regulation(s) with which you have experience working as part of your regular duties with minimal supervision. (Please circle all that apply)

- 1. Americans with Disabilities Act (42 U.S.C. 12101 et seq.) which prohibits discrimination based on disability in employment, public accommodations, commercial facilities and transportation other than by commercial airlines, for example, by subway and bus systems.
- 2. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) which prohibits the Federal government, Federal contractors and recipients of Federal funds (including public transportation systems that receive Federal financial assistance) from discriminating against the disabled not only in employment but in all aspects of any program or activity that receives Federal financial assistance.
- 3. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) which prohibits discrimination based on race, color, national origin, religion, sex or ancestry in programs and activities receiving federal financial assistance (e.g., federally subsidized airlines).
- 4. U.S. Department of Transportation Regulations implementing the transportation provisions of Title II and III of the Americans with Disabilities Act (49 CFR Parts 27, 37 and 38).
- 5. Americans with Disabilities Act Accessibility Guidelines (ADAAG) issued by the U.S. Architectural and Transportation Barriers Compliance Board (36 CFR Parts 1191 and 1192).
- 6. The Architectural Barriers Act of 1968.
- 7. U.S. Department of Justice regulations implementing Titles II and III of the Americans with Disabilities Act (28 CFR Parts 35 and 36)
- 8. U.S. Department of Transportation regulations implementing Title VI of the Civil Rights Act of 1964 (49 CFR Part 21)
- 9. None of the above.

\* 10. [6561] Select the response that best describes your level of experience applying analytical and evaluative research methods and techniques to EEO or Civil Rights issues or studies for use in legal cases.  
(Please circle one answer)

- 1. I have no education, experience, or training in performing this task.
- 2. I have completed formal education or training in performing this task, but have not yet performed this task on a job.
- 3. I have performed this task on the job under close supervision by a supervisor, manager, or senior employee to ensure compliance with correct guidelines and procedures.
- 4. I have performed this task as a regular and recurring part of a job, independently and usually without review by supervisor, manager, or senior employee.
- 5. In addition to number 4, this task has been a major part of my job and I have trained others in the performance of this task OR others have consulted me as an expert for assistance in performing this task.

\* 11. [10047] Select the statement(s) that best describe(s) your experience in systemic fact-finding or investigation, analysis or problem solving related to Civil Rights Compliance.(Please circle all that apply)

- 1. I have analyzed data to identify trends.
- 2. I have conducted studies to gather data.
- 3. I have conducted informal complaint fact-finding.
- 4. I have identified systemic Civil Rights deficiencies and developed recommendations.
- 5. I have reviewed and analyzed informal allegations of illegal discrimination.
- 6. I have conducted under-utilization studies and barrier analysis to determine if underrepresented groups are being afforded equal employment opportunity.
- 7. None of the above.

\* 12. [9013] Do you have at least one year of experience investigating, negotiating settlements, and/or conducting compliance reviews under Title VI of the Civil Rights Act of 1964 or other equal opportunity (i.e., Americans with Disabilities Act, Environmental Justice, Disadvantaged Business Enterprise, Age Discrimination Act, etc.) and preparing written reports of findings as a regular and recurring part of a job?

- 1. Yes
- 2. No

\* 13. [7965] Do you have at least one year of experience investigating or analyzing individual equal employment opportunity problems, and/or recommending or negotiating resolution of the problems regulated by Title VII and EEOC Regulations, 29 CFR, part 1614  
11?

- 1. Yes
- 2. No

\* 14. [9303] Select the statement that best describes your level of experience analyzing statistical data and trends involving Federal equal employment opportunity problems and issues (e.g., hiring, performance, affirmative action plans, age discrimination, etc.). (Please circle one answer)

- 1. I have no education, experience, or training in performing this task.
- 2. I have completed formal education or training in performing this task, but have not yet performed this task on a job.
- 3. I have performed this task on the job under close supervision by a supervisor, manager, or senior employee to ensure compliance with correct guidelines and procedures.
- 4. I have performed this task as a regular and recurring part of a job, independently and usually without review by supervisor, manager, or senior employee.
- 5. In addition to number 4, this task has been a major part of my job and I have trained others in the performance of this task OR others have consulted me as an expert for assistance in performing this task.

\* 15. [521] Do you have experience conducting complex program analyses to identify data, trends and problems?

- 1. Yes
- 2. No

\* 16. [4238] Select the statement(s) that describe your experience in conducting data analysis pertaining to ridership demographics, review and compilation of statistical information received from organizations, and/or the development of program reports pertaining to women, minorities, and persons with disabilities.(Please circle all that apply)

- 1. I have developed recommendations.
- 2. I have evaluated program criteria.
- 3. I have identified critical issues.
- 4. I have developed methods and approaches for gathering data.
- 5. I have applied analytical techniques to review data and processes.
- 6. I have developed recommendations to eliminate barriers identified.
- 7. None of the above.

\* 17. [5383] Select the statement(s) that describe your working experience in producing Equal Employment Opportunity (EEO) written products as a regular part of a job.

(Please circle all that apply)

- 1. I have drafted EEO manuals and guidelines.
- 2. I have drafted EEO policy and guidance statements.
- 3. I have drafted reports of findings on EEO studies.
- 4. I have drafted organizational assessments of EEO programs.
- 5. I have drafted position papers on controversial EEO issues.
- 6. I have drafted process evaluation assessments of EEO programs.
- 7. I have drafted guidelines or procedural instructions for implementing new initiatives or systems for EEO programs.
- 8. I have drafted position papers or summary reports on organizational data which includes analysis and recommendations for EEO programs.
- 9. None of the above.

\* 18. [5384] Select the statement(s) that reflect your experience writing final decisions.(Please circle all that apply)

- 1. I have drafted investigative plans.
- 2. I have conducted audits of investigative caseloads.
- 3. I have independently composed accept/dismiss decisions.
- 4. I have resolved discrepancies between witness statements.
- 5. I have conducted inquiries into Breach of Settlement Agreements.
- 6. I have consulted with employees to correct discrepancies in investigative plans and Summary EEO Investigations.
- 7. I have consulted with EEO counselors and EEO managers to gather information/facts regarding the complaint of discrimination.
- 8. None of the above.

\* 19. [2558] Select the statement(s) that demonstrate your experience in communicating technical civil rights information.(Please circle all that apply)

- 1. I present information on emerging civil rights laws and regulations and their impact on agency operations.
- 2. I give clear, logical and effective presentations or briefings before technical and non-technical audiences.
- 3. I conduct technical seminars, workshops, or other training activities to increase user knowledge and efficiency.

- 4. I present complex civil rights information in a clear, concise, and logical fashion at interagency forums, national meetings, public lectures, and/or briefings to high-level officials.
- 5. None of the above.

\* 20. [9893] Do you have at least one year of experience preparing reports and presentations, and presenting results of research findings to individuals and groups such as managers, clients, professional organizations, and/or other groups and individuals?

- 1. Yes
- 2. No

#### All Grades

[5457] Please note that ALL candidates must submit a resume online and complete the entire application (Resume, Core Questions, Vacancy Questions) process.

Ensure that your resume thoroughly supports your responses to the job specific questions and that it contains the names, titles, and phone numbers of your current and/or previous supervisor(s) and two additional professional references that we may contact.

Please also be sure that your preference regarding contacting your supervisor is shown in the User Information area.

\* 1. [3057] By responding to this question, you acknowledge that you have reviewed the **Required Documents** section of this announcement to determine which documents, if any, you need to provide in support of this application.

- 1. Yes
- 2. No

\* 2. [9974] This position is being announced through public (all US Citizens) and merit promotion procedures (current and former Federal employees with status). You will only be considered for the selected procedure(s) you select, for which you are eligible, AND for which you have provided ALL required documents by the closing date of the announcement.

Select the area(s) for which you wish to be considered.(Please circle all that apply)

- 1. Public procedures - Open to all US Citizens. If requested and applicable, veteran's preference applies to your final score, but you must provide the appropriate documentation. (See the Required Documents section of the vacancy announcement for more information on providing documents.)
- 2. Merit Promotion procedures - Only open to current or former Federal employees with status or employees with reinstatement rights. You must submit a recent SF-50 for verification of grade and eligibility. (See the Required Documents section of the vacancy announcement for more information on providing documents.)

For all positions requiring travel, potential applicants must be able to obtain and retain a Government contractor-issued travel card to be used for official business as a condition of employment.

For those employees who enter on board and find that they are unable to obtain a card based on their credit history or who do not retain their card during employment may be subject to removal from the Federal service.

Applicants (who have Federal employment experience) will be required to certify in writing that they have not previously had their travel card suspended or cancelled. Those who fail to meet this condition of employment will have our offer of employment rescinded.

\* 3. [588] Have you ever held a government travel card?

- 1. Yes
- 2. No

• If you answered " **Yes** " then answer the following questions.

- 3.1. [577] Do you certify that you have not previously had your travel card suspended or cancelled?
  - 1. Yes
  - 2. No

\* 4. [587] Federal applicants must have served 52 weeks at the next lower grade to satisfy time-in-grade. Please include the date of your last promotion (in mm/dd/yy format). (**Maximum 20 Characters**)

\* 5. [620] My most recent work performance evaluation was satisfactory or better (includes pass in pass/fail systems).

- 1. True
- 2. False

\* 6. [586] How did you initially hear about this position?(Please circle one answer)

- 1. Email notification
- 2. Agency website
- 3. USAJobs (OPM) website
- 4. Newspaper advertisement
- 5. Magazine advertisement
- 6. Commercial employment site (i.e. Careerbuilder, Monster)
- 7. Placement office (Federal, State, College or University)
- 8. Friend or relative
- 9. Job Fair
- 10. Minority professional network
- 11. Other

• If you answered " **Other** " then answer the following questions.

• 6.1. [5063] Please indicate how you heard about this position.

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

Please make sure that you have attached your resume. You will be disqualified from consideration if your resume has not been submitted before this vacancy closes.

Please remember to send all supporting documentation to the HR office for proper consideration.

Thank you for your interest in working for the U.S. Department of Transportation

\_\_\_\_\_  
Applicant's Signature Date Application Completed

\_\_\_\_\_  
Applicant's Name Printed