

President's Management Council
INTERAGENCY ROTATION PROGRAM

The PMC Interagency Rotation Program enables emerging Federal leaders to expand their management skills, broaden their organizational experience, and foster networks they can leverage in the future.

Rotation Experience Description

Department/Agency:	<i>DOT, Federal Transit Administration</i>		
Component:	<i>Office of Civil Rights</i>		
Organizational Mission/Role:	<i>Civil rights</i>		
Rotation Title:	<i>Acting Headquarters Operations Division Chief</i>	Required Clearances:	<i>none</i>
Number of Positions:	<i>1</i>	Office Address:	<i>1200 New Jersey Ave, SE , Room E54-312, Washington D.C. 20590</i>
GS Level: (13, 14, and/or 15)	<i>GS-14</i>		
Supervisor Name, Title:	<i>Linda Ford</i>	Agency Point of Contact:	<i>Susan Camarena</i>
Supervisor Email:	<i>Linda.Ford@dot.gov</i>	POC Email:	<i>Susan.Camarena@dot.gov</i>
Supervisor Phone:	<i>2023661674</i>	POC Phone:	<i>2024930202</i>
Available workplace flexibilities:	<i>Regular telecommute day</i>		
Description of Development Opportunity: 1. Projects, Roles, and Responsibilities / 2. Anticipated Accomplishments			
<p><i>The FTA Office of Civil Rights ensures full implementation of civil rights and equal opportunity initiatives by all recipients of FTA assistance, and also ensures nondiscrimination in the receipt of FTA benefits, employment, and business opportunities. The office monitors the implementation of and compliance with the American with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, the Disadvantaged Business Enterprise (DBE) program, and Equal Employment Opportunity (EEO) requirements. The position of Headquarters Operations Division Chief is responsible for the day-to-day management of staff and projects for Headquarters. The Division Chief is assisted by two team leads (GS-14). The FTA Office of Civil Rights (TCR) is looking to reorganize in 2014. The reorganization will involve changing the Division from a functional reporting relationship to a matrix reporting relationship. The shift will hopefully ensure greater consistency of work products across subject matter areas. In addition, the person selected for this position will be instrumental in developing staff performance plans for 2015 and hiring a permanent Headquarters Operations Division Chief. In addition, the Headquarters Division is involved in a number of Departmental initiatives including the Department's response to an Office of the Inspector General Report regarding the DBE program, streamlining EEO program requirements to eliminate duplicative reporting, implementation of a new oversight process for civil rights compliance reviews, and streamlining Title VI reporting for States.</i></p>			

Developmental Goals: Please select 2-3 primary Executive Core Qualifications (ECQs) that the participant may cultivate on this assignment. For more information about ECQs, please visit www.opm.gov/ses/recruitment/ecq.asp.

ECQs (check all that apply):		<i>Please provide comments about how this assignment relates to the ECQs and will provide a meaningful work experience for the participant:</i>
Leading Change	<input checked="" type="checkbox"/>	<i>Implementation of a reorganization of the office relates to the ECQ for leading change. As does the implementation of streamlining efforts. Preparation of performance plans and developing an effective hiring plan for a permanent HQ Operations Division Chief relates to the ECQ Leading People. An effective FTA response to the OIG report on DBE relates to the ECQ Results Driven. Streamlining efforts will involve other modal administrations in the Department and so those efforts relate to ECQ Building Coalitions.</i>
Leading People	<input checked="" type="checkbox"/>	
Results Driven	<input checked="" type="checkbox"/>	
Business Acumen	<input type="checkbox"/>	
Building Coalitions	<input checked="" type="checkbox"/>	

The PMC Fellow will be offered the following developmental opportunities (check all that apply):

- A Senior Executive mentor (this may be the host supervisor)
- At least one senior-level shadowing experience
- A peer-level work/project advisor
- Individual Development Plan and regular check-ins on developmental progress
- A closing assessment of accomplishments and specific recommendations for continued development
- Access and exposure to senior-level meetings
- Subject-specific onboarding designed to provide learning on a key skill, issue, profession, etc.
- Participation in agency-provided training, such as online learning, workshops, speaker series, etc.
- Supervisory experience
- Cross-agency collaboration experience
- Project management experience
- Other (please explain)

How would this opportunity benefit the participant and his/her home organization upon their return?

Organizational change is often difficult and will require someone with tenacity and patience to gain buy-in from staff regarding changes. This experience can benefit not only the individual but also the organization from lessons learned, best practices and things to avoid. In addition, effective streamlining and collaboration with other organizations are also experiences that can benefit the individual and organization.

Special Requirements (if any):

Individual should be interested in a fast-paced work environment, have experience briefing executives, and demonstrated ability to complete tasks on-time and accurately. Patience and a good sense of humor are also necessary for the position.

Host Supervisor's Signature

 Second-line Supervisor's Signature

Click here to enter a date.
 Date 12/16/13
 Click here to enter a date.
 Date