

Improving Employment of People with Disabilities



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Overview

1. DOT as an employer of persons with disabilities
2. Non-competitive hiring strategies, using Schedule A
3. Tips for improving applications



DOT Structure

DOT employs approximately 54,000 people throughout 13 modal administrations (modes)

- Office of the Secretary of Transportation (OST)
- Federal Aviation Administration (FAA)
- Federal Highway Administration (FHWA)
- National Highway Traffic Safety Administration (NHTSA)
- Office of the Inspector General (OIG)
- Pipeline and Hazardous Materials Safety Administration (PHMSA)
- Federal Motor Carrier Safety Administration (FMCSA)
- Research and Innovative Technology Administration (RITA)
- Federal Railroad Administration (FRA)
- Saint Lawrence Seaway Development Corporation (SLSDC)
- Federal Transit Administration (FTA)
- Surface Transportation Board (STB)
- Maritime Administration (MARAD)

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DOT Support for Employment of PWD

1. Senior Level Support
 - Secretary LaHood's 3% Hiring Goal
 - Regular meetings with employee organizations and Selective Placement Program Manager
2. Centralized Funding of Reasonable Accommodations: Disability Resource Center
 - Including interpreting and personal assistance services
3. Full Time Selective Placement Program Manager

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DOT Selective Placement Program

Roles and Responsibilities

- Departmental Program Manager
Full Time
- Modal Selective Placement Coordinators (10)
Collateral Duty

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DOT Selective Placement Program

Improving the employment life cycle

1. Recruitment/Hiring
 - Education and outreach
2. Employment
 - Reasonable accommodations
 - Reassignment is a last alternative
3. Retention
 - Accessible Professional Development
 - Advancement

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Two Federal Hiring Options

1. Competitive
2. Non-Competitive
 - Schedule A



Persons with disabilities may apply for jobs filled either way or both.

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Competitive Hiring Process



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Schedule A Hiring Options at DOT (3)

Option 1

Job vacancy announced at www.usajobs.gov

Option 2

Non-competitive job vacancy announcement

Option 3

Networking with Selective Placement Coordinators

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Option 2: Non-Competitive Announcement

4 Steps to Filling Vacancies Fast!

1. Functional position description/announcement developed in coordination with the HR Specialist
2. Announcement emailed to the “Disability Networks”/Announcement posted to key web sites
3. HR Specialist receives pre-screened applications and reviews for *basic qualifications*
4. Qualified list of applicants referred to manager and interviews are scheduled, references checked, and an offer extended

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DOT's Disability Employment Network

1. Council of State Administrators of Vocational Rehabilitation (CSAVR)
2. Department of Labor's Networks
 - Employer Assistance & Resource Network (EARN)
 - Veterans Contacts
 - One Stop Centers
 - Disability Program Navigators
3. Veterans Affairs
 - Employment Coordinators

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Recruitment into Senior Executive Service

- Schedule A cannot be used beyond GS-15 opportunities
- Schedule A does not apply to hiring into the Senior Executive Service (SES)
 - DOT uses Disability Employment Networks to market to and recruit (competitively) people with disabilities
 - DOT is reviewing SES development programs to ensure that current employees with disabilities are included

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Federal Highway Administration

- 2% by 2010 Hiring Initiative
 - Initiated in June 2009 by FHWA Executive Director
 - Identified over 30 vacancies to fill by end of Sept. 2010
 - 16 opportunities marketed through DOT Hiring Fair (Aug. 2009)
 - Continue to market through CSAVR and DOL

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DOT/FAA Hiring Fair: August 2009

- Identified 28 vacancies to fill non-competitively throughout the U.S.
- Posted opportunities to DOT web site
- CSAVR provided marketing, applicant referrals and feedback
- EARN provided marketing, registration, and logistics support
- Approximately 1,100 registrants
- DOT Disability Employment Database

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Quick Tips for Improving Applications

1. Develop a Federal Resume

- ✓ Chronological (not functional) format
 - Include prior supervisors' names and contacts
 - Include salary history
- ✓ Identify job categories or job titles
- ✓ Identify pay/grade level
- ✓ Skills Summary – “30 Second Commercial”
 - Instead of generic “objective”
- ✓ Willing to relocate? If yes, where?
- ✓ Do not include Social Security Number
- ✓ Include information about Security Clearances (even if it is expired)

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Quick Tips for Improving Applications

2. Provide a current Schedule A letter - electronically

- ✓ On official letterhead and signed
 - See templates at: www.drc.dot.gov/spc.html

3. Check for grammar and spelling

- ✓ The resume depicts the expected work product

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Resources

- OPM Pay Tables
<http://www.opm.gov/oca/09tables/indexGS.asp>
- DOL tools that assess interest, ability, and work importance factors
 - Interest profiler: <http://www.onetcenter.org/IP.html>
 - Ability profiler: <http://www.onetcenter.org/AP.html>
 - Work importance locator: <http://www.onetcenter.org/WIL.html>
- Employer Assistance & Referral Network (EARN)
www.earnworks.com

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Contact Information

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