

Job - Office of the Secretary of Transportation, Community Planner

Albuquerque, NM

Remote

\$44,740 - \$122,683 a year - Full-time

You must create an Indeed account before continuing to the company website to apply

[Apply on company site](#)

Job details

Salary

\$44,740 - \$122,683 a year

Job Type

Full-time

Full Job Description

Duties

The Community Planner:

- Responsible for the planning and execution of planning analyses related to transportation system investments, programs and policies.
- Conduct studies of transportation planning, addressing the relationships between transportation, community development, and economic development.
- Conduct primary and secondary data collection and analysis in order to support the improvement of transportation planning and decision making.
- Identify and develop techniques and strategies for improving transportation project delivery, planning, and decision-making, and developing effective program planning and evaluation documents.

The **ideal candidate** will demonstrate an ability to work collaboratively in multidisciplinary teams both within his/her organization and across organizational boundaries. As part of our team, you will help increase the level of expertise of transportation professionals within our clients' organizations; support better-prepared transportation plans that serve national, state, regional, and local needs; and advance professional capacity building initiatives across federal and state agencies.

PLEASE NOTE: Many vacancies will be filled from this announcement from Washington, DC, Cambridge, MA or Remote Work which will be determined by the manager. The difference in the salary is determined by the locality pay in the duty location. Salaries for all areas are available on the OPM website at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule/>

NOTE: This announcement establishes an open continuous (3 month) vacancy announcement. Given our continuing need for top professionals in this field, we will review applications on an as needed basis. We will give equal consideration to all applications we receive. Duty locations will vary. The difference in salary is determined by the locality pay in each location. Salaries for all areas are available on the OPM website at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule/>

Requirements

Conditions of Employment

- 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

- Required documents must be submitted by the closing date.
- Direct Hire Authority will be used to fill this position

CONDITIONS OF EMPLOYMENT:

- **SELECTIVE SERVICE:** Males born after 12/31/1959 must be registered for the Selective Service.
- **GOVERNMENT TRAVEL CARD:** This position involves travel. A government contractor-issued travel card will be issued and must be retained for official business only.
- **PROBATIONARY PERIOD:** Applicants may be required to successfully complete a one-year probationary period (unless already completed).
- **SECURITY CLEARANCE:** Moderate risk background investigation.
- **FINANCIAL DISCLOSURE:** GS-12 and GS-13 hires may be required to submit an Annual Financial Disclosure Statement.
- **PCS/RELOCATION/RECRUITMENT:** Permanent Change of Station (PCS), Relocation, and Recruitment Incentive authorization varies by position/selection.
- **REMOTE WORK: This position may be eligible for Remote Work.** Remote work means the residence is the full-time official duty location. The difference in salary is determined by the locality pay in each location. Salaries for all areas are available on the OPM website at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule/> **If selected for a remote work position, you must have access to high speed internet and cell phone service meeting current Agency standards from the approved work location within the Contiguous United States and sign a remote work agreement**

Qualifications

To meet the minimum qualifications for this position, you must (1) meet the Education Requirement for the series, (2) provide a copy of transcripts for verification, AND (3) meet either the education or experience qualifications for the grade at which you are requesting consideration.

To qualify for the GS-07 on Experience, you must have at least one year of experience equal or equivalent to the GS-05 it must include:

- Working with a higher level planner, provides assistance with data collection and analysis.

To qualify for the GS-07 on Education alone, you must have at least 1 year of graduate-level education **OR** superior academic achievement.

- ****Superior Academic Achievement** is based on (1) class standing, (2) grade-point average, or (3) honor society membership.
- 1. Class standing - Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
- 2. Grade-point average (G.P.A.) - Applicants must have a grade-point average of: 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or

the required courses in the major field completed during the final 2 years of the curriculum.

You can also qualify based on a combination of graduate level education and experience. This must be fully supported by your resume and transcripts, provided with your application.

To qualify for the GS-09 on Experience, you must have at least one year of experience equal or equivalent to the GS-07 it must include:

- Experience assisting with the planning of research, or primary and secondary data collection.

To qualify for the GS-09 on Education alone, you must have 2 years of progressively higher level graduate education leading to a master's degree or have been awarded a master's or equivalent graduate degree. You can also qualify based on a combination of graduate education and experience. This must be fully supported by your resume and transcripts, provided with your application.

To qualify for the GS-11 on Experience, you must have at least one year of experience equal or equivalent to the GS-09 it must include:

- Experience planning and conducting research, or primary and secondary data collection.

To qualify for the GS-11 on Education alone, you must have:

3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree.

You can also qualify based on a combination of higher level graduate education and experience. This must be fully supported by your resume and transcripts, provided with your application.

To qualify for the GS-12 on Experience, you must have at least one year of experience equal or equivalent to the GS-11 it must include:

- Experience planning and conducting projects/studies in transportation planning related topics.

You cannot qualify on education at the GS-12 level; you must have experience.

To qualify for the GS-13 on Experience, you must have at least one year of experience equal or equivalent to the GS-12 it must include:

- Expert experience planning and conducting projects/studies in transportation planning related topics.

You cannot qualify on education at the GS-12 level; you must have experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:

- Knowledge of transportation systems and established transportation planning techniques in order to conduct studies and address the relationships between transportation, community development, and economic development.

- Ability to plan, coordinate, and implement outreach events, workshops, conferences, and other stakeholder outreach activities and studies in support of local/regional planning efforts.
- Ability to identify, analyze, develop, and evaluate techniques and strategies for improving transportation project delivery, planning, and decision-making.
- Ability to manage projects and/or segments of projects including the planning, scheduling, quality assurance, monitoring progress, and communicating with project manager to effectively resolve problems that arise.
- Ability to communicate effectively orally as well as written format to include delivering presentations and developing communication products.

For all types of consideration, experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience

For additional information about applying to Federal positions, please click on the following link: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=e4>

Students enrolled in a qualifying degree program can apply if the anticipated graduation date is within six months of closing date of the announcement. Graduation transcript must be received before start date.

Other applicants must meet all qualification requirements by the closing date of this announcement.

Education

Degree: community planning; or related field such as urban affairs, architecture, landscape architecture, engineering, sociology, geography, economics, political science, or public administration that included at least 12 semester hours in the planning process, socioeconomic and physical elements of planning, urban and regional economic analysis, and development finance.

Note: Applicants with degrees in related fields, such as those listed above, who do not have the 12 semester hours of specified course work must have had at least 1 year of work experience in community planning acquired under the supervision and guidance of a community planner. **OR**

Combination of education and experience: Courses equivalent to a major in one of the above disciplines, or a combination of related courses totaling at least 24 semester hours in any combination of the above disciplines of which at least 12 semester hours were in the planning process, and socioeconomic and physical elements of planning, plus appropriate experience or additional education.

Additional information

PLEASE NOTE: Bargaining unit for this position varies. Some positions are represented by NAGE, local R1-195.

COVID VACCINATION: If selected, you will be required to provide information regarding your COVID-19 vaccination status for the purposes of implementing workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

This announcement may be used to fill additional positions if similar vacancies occur within 90 days of the issue date of the referral certificate.

Qualified CTAP/ICTAP candidates receive priority and will be referred to the hiring manager.

PLEASE NOTE: *Current Volpe employees with duty stations other than Cambridge, MA may apply for this position and may remain in their current duty station, if selected. Salary will be adjusted in accordance with the locality pay of the specific area. Salaries for areas are available on the OPM website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule>.*

- Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Opens in a new windowLearn more about federal benefits.

Review our benefits

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

For this announcement, all applicants will be reviewed to determine if they meet the basic qualifications for this position, specifically the educational requirements. Applications that are verified to meet the basic qualifications will be referred to the selecting official.

Applicants will not be rated or ranked. Veteran's Preference does NOT apply.

DESCRIBING YOUR EXPERIENCE: PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE. All answers provided in the on-line process must be substantiated by a resume. If, upon review, it is determined that your resume and/or supporting documents do not support your answer choices, your application may be removed from consideration.

Please ensure that your work history provides enough details to support your answers.

You may preview questions for this vacancy.

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- **Required Documents**

As a new or existing federal employee, you and your family may have access to a range of benefits. Your benefits depend on the type of position you have - whether you're a permanent, part-time, temporary or an intermittent employee. You may be eligible for the following benefits, however, check with your agency to make sure you're eligible under their policies.

A USA Jobs built resume is required to apply

ALL Applicants must provide a resume that fully supports the required specialized experience and was created within USA Jobs Resume Builder and respond to the vacancy questions by the closing date of the vacancy. Formatted resumes can be uploaded when you arrive at the DOT application system. For assistance with the resume builder, please visit: <https://www.usajobs.gov/Help/how-to/account/documents/resume/build/>

The following is a list of documents that are only required based on the type of position and consideration for which you are applying.

RESUME - Needs to be created within USA Jobs Resume Builder. It must show relevant experience, education and fully support the required specialized experience.

TRANSCRIPTS - Transcripts are REQUIRED if there is a stated education requirement for the series OR if you are substituting education for experience. The transcripts need not be official, but must show that you meet the stated education requirements, including specific major or class requirements.

NON COMPETITIVE APPLICANTS: If requesting concurrent consideration for Non-competitive (NC) appointment eligibility, you must provide the appropriate SPECIAL APPOINTING AUTHORITY DOCUMENTS, such as PCS orders (military spouse) describing move & marriage certificate; letter from VA or DD214 describing 100% disability of spouse; letter from State Vocational Office certifying disability (schedule A), etc. For more information, visit military spouse NC appointments or Persons with Disabilities NC appointments.

DISPLACED EMPLOYEES: If requesting consideration under the Career Transition Assistance Program (CTAP) or Interagency CTAP program (ICTAP), you must meet the well qualified standards for this vacancy (meeting minimum requirements for position and scoring at least an 85) and provide all of the following documents:

- your most recent performance appraisal,
- the proof of eligibility letter from the Agency, and
- your most current SF-50, displaying current series and grade.

Displaced employees may be eligible for ICTAP or CTAP priority consideration.

For more information, please review the OPM Employee's Guide to Career Transition.

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. Please review your application prior to final submission and ensure you have submitted all appropriate documents. Uploading documents to USA Jobs does NOT ensure inclusion with your application to our system. You must verify that the documents are in the system with your application prior to final submission.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S.

Department of Education in order for it to be credited towards qualifications.

Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

- **How to Apply**

You must submit a complete application package (including resume, vacancy questions and supporting documents) no later than 11:59 pm (EST) 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 via email at: Transjobs@dot.gov

Agency contact information

Automated Staffing Office

Phone

000-000-0000

Fax

000-000-0000

Email

TRANSJOBS@dot.gov

Address

DOT, OFFICE OF THE SECRETARY

1200 New Jersey Ave., SE / HAHR-50

Washington, District of Columbia 20590

United States

Next steps

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. Qualified candidates will be referred to the hiring manager. Appropriate veteran's preference will be applied. If you are selected for an interview, the hiring agency will contact you directly. Once the position is filled, we will notify all applicants of their final status.

- **Fair and Transparent**

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

- Equal Employment Opportunity (EEO) Policy
- Reasonable accommodation policy
- Financial suitability
- Selective Service
- New employee probationary period
- Signature and false statements
- Privacy Act
- Social security number request

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Help

This job is open to

- **The public**

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

Applications will be accepted from any U.S. citizen. Direct Hire Authority will be used to fill this position. The 'Rule of Three', Veterans Preference and traditional rating and ranking of applicants does not apply to this vacancy.