

## Senior Community Planner (GS-0020-13)

The Federal Highway Administration (FHWA) Pennsylvania Division has an exciting career opportunity. We are hiring a **Senior Community Planner (GS-0020-13)** to be located in our Division Office in Harrisburg, PA.

The Senior Community Planner will work directly for the Planning and Environmental Team Leader, within the Planning, Environment and Finance (PEF) Team. The position will serve as a key technical advisor of the Division transportation planning program. The employee will provide leadership, consultation, and expertise to the FHWA Division Leadership, the State Department of Transportation, Metropolitan Planning Organizations, Rural Planning Organizations, and local government officials regarding the Federal–Aid Transportation Planning program.

The **ideal candidate** for this position is an experienced mid-career transportation planning professional who has the skills and abilities to effectively represent the agency to Federal, state and local officials and the general public. This candidate is someone with good communication, negotiation and partnering skills who desires to work in a challenging, complex, innovative environment.

### How to Apply:

We will be accepting applications through **March 25, 2024** from All U.S. Citizens under Direct Hire Authority. You can apply by sending the following required documents to [PAFHWAResumes@dot.gov](mailto:PAFHWAResumes@dot.gov) by March 25, 2024. Please submit:

- A resume that fully supports the required specialized experience in mm/dd/yyyy format and acknowledges work schedule (full-time, part-time, seasonal, etc). Please read through the qualification requirements to ensure your resume meets the experience and/or educational requirements.
- Transcripts - Transcripts are REQUIRED as there is a stated education requirement for the series. The transcripts need not be official, but must show that you meet the stated education requirements, including specific major or class requirements.

This position is physically located in Harrisburg, Pennsylvania and is not a remote position. However, the position is eligible for part-time telework.

### Duties:

#### As a Community Planner, you will:

- Provide guidance and technical assistance to FHWA staff and state Department of Transportation and MPO staffs on current Federal planning requirements, policies, procedures, and guidance.
- Oversee the development of transportation planning processes, programs and products and assess the adequacy of State and/or Metropolitan Planning processes to meet Federal transportation planning requirements.
- Explain requirements, negotiate working agreements, exchange and review information; and resolve problems with state Department of Transportation and/or MPO officials and other interested parties.

- Promote developing and applying strategic and effective transportation planning management systems and lead in the implementation of new transportation planning program requirements and best practices.
- Serve as a primary point of contact for planning and system data.

**Qualifications:**

To meet the minimum qualifications for this position, you must: **(1) meet the Education Requirement for the series (A or B), (2) provide a copy of transcripts for verification, AND (3) meet the grade specific qualifications for each grade.**

**(1) All applicants must meet one of the mandatory requirements below to qualify for applying to a position under series 0020:**

**A. 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**

**B. 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.

**(2) Attach the appropriate document(s) to your application email for verification purposes.**

**(3) Specialized Experience:** To determine which grade(s) you may be eligible for, review the following grade specific details.

**For the GS-13:** You qualify for this grade level if you have at least one year of specialized experience, equal or equivalent to the GS-12 grade level, which included:

- Experience planning, coordinating, or monitoring community planning projects or studies or carrying out operating assignments; **AND**
- Experience evaluating and/or overseeing community planning and program development processes at a local, regional, state, or national level.

*Although you must meet the mandatory education requirement for the series, you cannot qualify for GS-13 based solely on education, you must meet the specialized experience for each grade, which is cited above.*

**FHWA Employee Compensation Package**  
**FHWA PA Division Senior Community Planner (GS-0020-13)**

Salary	\$105,427 - \$137,059 (GS 13 – Harrisburg Locality Pay Range: Step 1-10*) *Salary is based on Experience
Thrift Savings Plan (TSP) - Retirement Investment Plan	The agency will match employee contributions of up to 5% of base salary.
Annuity - The Federal Employees Retirement System (FERS)	The agency contributes 15.5% of your base pay to your FERS. Both the employee and employing agency each contribute. Retirement, disability, and/or survivor benefits are paid as a lifetime annuity to employees who meet the age and years of service requirements.
Paid Leave & Holidays	Vacation/Annual Leave: time equivalent <ul style="list-style-type: none"> <li>• 0-3 years experience: 104 hours</li> <li>• 3-15 years experience: 160 hours</li> <li>• 15+ years experience: 208 hours</li> </ul> 104 hours of Paid Sick Leave 12 Weeks Paid Parental Leave for the birth or placement of a child. 11 Paid Holidays
Federal Employees Health Benefits (FEHB) Program	FEHB has 271 plans available for employees to choose from. The government pays about 70% of the premium cost.
Federal Employee Dental and Vision Insurance Program (FEDVIP)	FEDVIP offers participants a choice between 12 dental and 5 vision carriers.

*Benefits are a major component of a Federal employee's total compensation package. The average value of benefits provided to federal employees is **\$44,021**, which is far higher than the average value of benefits provided in the private sector, which is **\$13,486**.*

**Thrift Savings Plan (TSP)**

The TSP is a defined contribution retirement savings and investment plan for Federal employees. The agency will match employee contributions of up to 5% of basic salary. Employees may make traditional contributions (pre-tax) and/or Roth contributions (after-tax) on a regular pay period basis. Click [here](#) for more information. Employees can contribute up to the IRS elective deferral limit each year and invest in any of the available funds.

**Federal Employees Retirement System (FERS)**

FERS is a defined benefit, contributory retirement system. Both the employee and employing agency each contribute to a retirement fund from which benefits are paid. The agency contributes 15.5% of your base pay to your FERS. Click [here](#) for more information. Retirement, disability, and/or survivor benefits are paid as a lifetime annuity to employees who meet the age and years of service requirements.

**Public Service Loan Forgiveness (PSLF) Program/Student Loan Repayment Plans**

If you have a federal student loan, you may benefit from the Public Service Loan Forgiveness Program/Student Loan Repayment plans. Click [here](#) for more information.

## **Federal Employees Health Benefits (FEHB) Program**

The FEHB is an employer-sponsored group health insurance program for Federal employees and their families. FEHB has 271 plans available for employees to choose from. The government pays about 70% of the premium cost. Even more, employees save money on premiums since they are paid with pre-tax dollars. Click [here](#) for more information.

## **Federal Employee Dental and Vision Insurance Program (FEDVIP)**

The FEDVIP offers supplemental dental and vision benefits to federal employees and their families. FEDVIP allows dental insurance to be purchased on a group basis, which means employees receive comprehensive coverage at competitive premiums. FEDVIP offers participants a choice between 12 dental and 5 vision carriers. Employees save money on premiums since they are pre-tax. Click [here](#) for more information.

## **Paid Time Off & Holidays**

All employees earn 4 hours of sick leave every two weeks (each pay period). Annual leave is calculated based on a time equivalent. New full-time employees earn 4 hours of annual leave every two weeks (each pay period). After 3 years of service or time equivalent, the annual leave increases to 6 hours per pay period and at 15 years it increases to 8 hours per pay period. See the [annual leave fact sheet](#) and [sick leave fact sheet](#) for more information.

FHWA has an impressive array of family friendly leave flexibilities. Federal employees are eligible for up to **12 weeks of Paid Parental Leave** for the birth or placement of a child. This is separate from the employees' sick leave and annual leave. See the [leave and family fact sheet](#) for more information.

DOT observes 11 paid holidays: New Year's Day, Birthday of Martin Luther King Jr., Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus/Indigenous People Day, Veteran's Day, Thanksgiving Day, Christmas Day.

FHWA supports telework and flexible work schedules. Eligible employees may choose to work under an alternative work schedule which allows flexible work hours or a regular day off per pay-period.

## **Flexible Spending Account (FSA) FEDS**

Under the FSAFEDS Program it allows employees to set aside tax-free funds to use on eligible health care or dependent care expenses throughout the year. Employees can contribute up to the IRS limit each year. Click [here](#) for more information.

## **Federal Employees Group Life Insurance (FEGLI)**

FEGLI provides group term life insurance. Coverage from FEGLI consist of Basic life insurance coverage and several options, including family coverage. For Basic coverage, employees pay two-thirds of the premium while the Government funds the rest. Employees are responsible for paying the premiums for the optional life insurance. Click [here](#) for more information.

## **Employee Assistance Program (EAP)**

EAP provides support, resources, and information for personal and work-life issues for employees and dependents. Resources include confidential counseling, legal support, live and on-demand webinars, work-life solutions, and financial information and resources.