



Job Vacancy Announcement

Title: Special Assistant - Deputy Director, Freight & Passenger Rail Bureau		Notice Number: MO-24-160
Program Area: Integrated Modal Services, Freight & Passenger Rail Bureau		
Item Number: 40018	Bargaining Unit: M/C (06)	Issued Date: 03/25/2024
Occupational Category: Other Professional Careers		Expiration Date: 04/09/2024
Salary Grade: NS	Salary Range: \$120,187-\$151,674	Salary Reported: Annually

Appointment

Employment Type: Full-Time	Part-Time Percent*:	Accept 55b/c candidates:
Appointment Type: Permanent		Jurisdictional Class: Exempt
Travel Percentage: 20%		Posting Location: StateJobsNY both- State Employees and Public

Schedule

Work Week: Monday - Friday	No. Hours per Week: 37.5	Workday Hours: 8am - 4pm
Compressed Workweek Allowed: No		Mandatory Overtime:
Telecommuting: Yes, to be discussed at interview		

Location

Region: MO	County: Albany	Street Address: 50 Wolf Road	
City: Albany		State: New York	Zip: 12205

Minimum Qualifications:

Candidate shall have, at minimum, a Bachelor's Degree*. Additional consideration will be given to candidates who possess a:

- Master's Degree in any discipline; or
- Certification/licensure as a Professional Engineer or Project Management Professional or Certified Public Accountant or Chartered Financial Analyst.

Experience:

- Minimum of seven (7) years of full-time employment and relevant (specialized) experience after graduation from college*.
- The candidate shall have relevant experience within the rail transportation policy, transportation services or infrastructure fields and experience as a Supervisor over professional level staff.

**Substitutions: four years of specialized experience or Associate's Degree and two years of specialized experience may substitute for Bachelor's Degree; J.D. or Master's Degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.*

PREFERRED QUALIFICATIONS:

- Familiarity with Amtrak and federal passenger rail policy
- Familiarity with federal freight rail policy
- Experience with inter-agency coordination or management of participation of diverse groups of stakeholders
- Demonstrated knowledge of federal and state transportation regulations and programs

- Strong communication, data analysis, project management and supervisory skills
- Experience with or be able to quickly develop ability to work with database systems

Duties Description:

The selected candidate will serve as the Deputy Director for the Freight & Passenger Rail Bureau of the NYS Department of Transportation (NYSDOT). The Bureau is responsible for oversight and coordination with various rail operators in New York State, and of approximately \$85 Million in State funds annually to support passenger and freight rail operations within New York State. This individual will support mission delivery within any aspect of the Finance & Integrated Modal Services Division, although the immediate focus shall be on the Office of Integrated Modal Services, Freight & Passenger Rail Bureau. This position will manage 10-20 professional level employees in the Freight & Passenger Rail Bureau. Specific duties will include, but are not limited to:

- NYSDOT Rail Policy:
 - Coordinate statewide Rail Policy issues including New York State Rail Plan and coordination on rail issues with other agencies/entities and statewide planning efforts (e.g. State Freight Plan, Climate Plans, etc.). Coordinate response to Surface Transportation Board filings with NYSDOT executive management and legal counsel. Analysis of Federal and State legislation affecting rail transportation.
 - Participate in various Rail Policy meetings and conferences on behalf of NYSDOT, as required.
- Rail Regulatory Issues:
 - Coordinate rail regulatory issues, including oversight of the collection of railroad annual reports, railroad clearance waivers, and NYSDOT's preferential right to acquire abandoned railroad real estate.
- Infrastructure Needs:
 - Coordinate/support contributions from various technical expert groups, rail industry and regions statewide to develop a comprehensive assessment of rail needs. Participate in the review of funding applications under the Passenger & Freight Rail Assistance Program.

Responsibilities may include serving a role within the Incident Command System to support the department's response to regional and statewide emergency situations.

To Apply:

Qualified candidates should submit a letter of interest and a current resume, titled by last name, with the Notice Number **MO-24-160** and last name in the subject line and referenced in the letter of interest no later than **April 9th, 2024**, to:

**NYS Department of Transportation
ATTN: Michelle Sefcik
Personnel Bureau
50 Wolf Road, Albany NY 12205**

Dot.sm.mo.hr.personnel@dot.ny.gov

Additional Information

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.

The New York State Department of Transportation is an equal opportunity/affirmative action employer. Women, minority group members, disabled persons and Veterans are encouraged to apply. Upon request, reasonable accommodations will be provided for the disabled.

In compliance with Public Law 99-603, candidates selected for appointment must provide an original document to prove their citizenship and/or legal right to work in the United States.

PER-JPV (9/2023-V1.7)