

FHWA Job Opportunity Announcement – Office of Policy and Governmental Affairs (HPL)

The Motor Fuel and Highway Funding Division is seeking to hire one **Transportation Specialist** position at the **GS-2101-13/14** level. As described below, we are accepting applications until **5:00 p.m. (Eastern) on Friday, August 23rd.**

This position is organizationally assigned to the Motor Fuel and Highway Funding Division of the Office of Highway Policy Information (HPPI), within the Office of Policy and Governmental Affairs (HPL), Federal Highway Administration (FHWA), U.S. Department of Transportation (DOT). The Office is responsible for supplying the national source of highway transportation data; providing the U.S. DOT, Congress, and transportation community with accurate information products in a timely manner to inform the development and implementation of decisions, policies, legislation, programs, and performance goals, while constantly striving to improve the efficiency and effectiveness of data collection and analysis on the physical, operational, condition, performance, and financial condition of our highway system.

The duty location for the position is Washington, D.C and is **telework-eligible**. Additionally, this position is **remote work-eligible (for non-DC Region candidates only)**.

Position Information

The candidate selected for this position will serve as Manager for the Highway Use Taxation Programs responsible for conducting a wide range of coordination activities required for the administering of the Highway Use Tax Evasion (HUTE) program and related Discretionary Grant Program which aim to combat fuel tax evasion activities and ensure proper enforcement. This includes, but is not limited to, executing the grant application, review, selection, and award processes, and project monitoring activities. Additionally, the candidate performs a variety of tasks required for administering the Heavy Vehicle Use Tax (HVUT) compliance program including, but not limited to, coordinating annual state HVUT Proof of Payment certification submissions, and related program compliance reviews for enforcement purposes. Lastly, the candidate collaborates with motor fuel data quality reviews, analyses, and product development, and related exploratory research required to support policy and program development efforts.

GS-2101-13 – Transportation Specialist (Motor Fuel and Highway Funding Division): The candidate oversees the HUTE program and is responsible for expanding Federal and state highway use and motor fuel tax compliance efforts in cooperation with the IRS and other Federal agencies as well as states and industry partners. Additionally, the candidate oversees the HVUT program to ensure FHWA’s designated responsibilities are addressed while working in conjunction with the IRS, the agency primarily responsible for administering the program. The candidate is an authority on Federal laws and administrative practices governing highway use taxes including rate structures, exemptions, and compliance and enforcement techniques.

As the Manager for the Highway Use Taxation Programs, you will:

- Serve as a subject matter expert on motor fuel taxing industry with regards to regulatory aspects, standards, methods, and state of the practice. Lead or provide advice and guidance to motor fuel tax-related exploratory research efforts. As needed, coordinate with the motor fuel data program

manager investigate and resolve recurring and/or significant issues with motor fuel data submittals received from state agencies.

- Lead efforts to identify and prepare budget documents to obtain necessary resources for carrying out increased state and Federal tax examination and investigation activities, including training, staffing, and associated overhead.
- **Maintain** and promote a Federal/state organizational structure to achieve a stepped up administrative and enforcement program including a nationwide steering committee and regional task forces.
- Oversee the development and implementing of interagency contracts and agreements between the FHWA and IRS at the Headquarters level, and between the IRS District Offices, states, and the FHWA at the regional level.
- Maintain and promote cooperative efforts between FHWA, IRS, and other Federal agencies including but not limited to U.S. Customs and Border Patrol, Transportation Security Administration, and U.S. DOT Office of the Inspector General, as well as others and encourages the development of cooperative relationships between states and tribal entities.
- **Encourage** interaction between states' revenue and enforcement agencies with Mexican State and Canadian Provincial agency counterparts to ensure the movement of fuel across international borders meets import/export requirements.
- Lead efforts to promote the implementation of advanced technologies including but not limited to computerized data processing tools and portable methods for identifying fuel as taxable or non-taxable, that can be used by state and Federal agencies to enhance matching, tracking, or identifying transactions or information involving potential noncompliance in a more complete and timely manner.
- Lead the development and provision of technical advice, guidance, and training to the Division Offices and state agencies regarding HVUT program objectives. In coordination with Division Offices, collect, review, and approve Annual Certifications from the states' governors (or their designees) that HVUT proof-of-payment requirements have been addressed prior to issuing state registrations for HVUT-qualified vehicles. Develop and provide guidance and technical advice for the execution of the required triennial reviews of the state's HVUT program by the applicable Division Office.
- Serve as a Level II Contracting Officer's Representative (COR) responsible for performing Indefinite Delivery Indefinite Quantity (IDIQ), GSA schedule, and other contract management tasks included, but not limited to, purchase request (PR)/statement of work (SOW) development, vendor evaluation/selection, task monitoring, project scope, schedule, cost, communications, invoice review and payment approval, and stakeholder management.

The **Ideal Candidate's** knowledge and qualifications:

- Expert knowledge of Federal highway transportation legislation and regulations related to Federal aid program requirements, grant program administration, highway public finance, tax program administration and enforcement techniques, transportation economics, intergovernmental relations, legislative processes, and other aspects the of highway user tax policy arena.
- An expert understanding of and utilizes project management tools in administering the HUTE and HVUT program and evaluating results.
- Ability to communicate Federal regulations, legislation, and reporting requirements and documentation; deliver training; provide interpretation and guidance to FHWA field offices, state highway agencies, local agencies, and other local, state, and Federal agencies; formulate guidelines, standards, manuals, and directives for consideration of issues relating to the HUTE and HVUT programs; and establish and maintain effective working relationships including the ability to identify and engage key stakeholders, both internal and external to FHWA.
- Comprehensive knowledge of program management practices and procedures to resolve problems of significance, including emerging problems, and provides advice on and interpretation of FHWA regulations, policies, and procedures.
- Expert knowledge of Microsoft (MS) Office Suite (i.e., Word, Excel, and PowerPoint). Some knowledge of and experience with data analysis and visualization software and tools including such as MS Power BI, and Tableau.
- Expert ability to identify investigative needs and define formal project plans in accordance with FHWA objectives.
- Ability to employ contract management methods to ensure timely and cost-effective delivery of innovative products, services, and results.

GS-2101-14 – Transportation Specialist (Motor Fuel and Highway Funding Division): The candidate oversees the HUTE program and is responsible for expanding Federal and state highway use and motor fuel tax compliance efforts in cooperation with the IRS and other Federal agencies as well as states and industry partners. Additionally, the candidate oversees the HVUT program to ensure FHWA's designated responsibilities are addressed while working in conjunction with the IRS, the agency primarily responsible for administering the program. The candidate is an authority on Federal laws and administrative practices governing highway use taxes including rate structures, exemptions, and compliance and enforcement techniques.

As the Senior Manager for the Highway Use Taxation Programs, you will:

- Serve as a subject matter expert on motor fuel taxing industry with regards to regulatory aspects, standards, methods, and state of the practice. Lead or provide advice and guidance to motor fuel tax-related exploratory research efforts. As needed, coordinate with the motor fuel data program

manager investigate and resolve recurring and/or significant issues with motor fuel data submittals received from state agencies.

- Lead efforts to identify and prepare budget documents to obtain necessary resources for carrying out increased state and Federal tax examination and investigation activities, including training, staffing, and associated overhead.
- **Maintain** and promote a Federal/state organizational structure to achieve a stepped up administrative and enforcement program including a nationwide steering committee and regional task forces.
- Oversee the development and implementing of interagency contracts and agreements between the FHWA and IRS at the Headquarters level, and between the IRS District Offices, states, and the FHWA at the regional level.
- Maintain and promote cooperative efforts between FHWA, IRS, and other Federal agencies including but not limited to U.S. Customs and Border Patrol, Transportation Security Administration, and U.S. DOT Office of the Inspector General, as well as others and encourages the development of cooperative relationships between states and tribal entities.
- **Encourage** interaction between states' revenue and enforcement agencies with Mexican State and Canadian Provincial agency counterparts to ensure the movement of fuel across international borders meets import/export requirements.
- Lead efforts to promote the implementation of advanced technologies including but not limited to computerized data processing tools and portable methods for identifying fuel as taxable or non-taxable, that can be used by state and Federal agencies to enhance matching, tracking, or identifying transactions or information involving potential noncompliance in a more complete and timely manner.
- Lead the development and provision of technical advice, guidance, and training to the Division Offices and state agencies regarding HVUT program objectives. In coordination with Division Offices, collect, review, and approve Annual Certifications from the states' governors (or their designees) that HVUT proof-of-payment requirements have been addressed prior to issuing state registrations for HVUT-qualified vehicles. Develop and provide guidance and technical advice for the execution of the required triennial reviews of the state's HVUT program by the applicable Division Office.
- Serve as a Level II Contracting Officer's Representative (COR) responsible for performing Indefinite Delivery Indefinite Quantity (IDIQ), GSA schedule, and other contract management tasks included, but not limited to, purchase request (PR)/statement of work (SOW) development, vendor evaluation/selection, task monitoring, project scope, schedule, cost, communications, invoice review and payment approval, and stakeholder management.

The **Ideal Candidate's** knowledge and qualifications:

- Expert knowledge of Federal highway transportation legislation and regulations related to Federal aid program requirements, grant program administration, highway public finance, tax program administration and enforcement techniques, transportation economics, intergovernmental relations, legislative processes, and other aspects the of highway user tax policy arena.
- An expert understanding of and utilizes project management tools in administering the HUTE and HVUT program and evaluating results.
- Ability to communicate Federal regulations, legislation, and reporting requirements and documentation; deliver training; provide interpretation and guidance to FHWA field offices, state highway agencies, local agencies, and other local, state, and Federal agencies; formulate guidelines, standards, manuals, and directives for consideration of issues relating to the HUTE and HVUT programs; and establish and maintain effective working relationships including the ability to identify and engage key stakeholders, both internal and external to FHWA.
- Comprehensive knowledge of program management practices and procedures to resolve problems of significance, including emerging problems, and provides advice on and interpretation of FHWA regulations, policies, and procedures.
- Expert knowledge of Microsoft (MS) Office Suite (i.e., Word, Excel, and PowerPoint). Some knowledge of and experience with data analysis and visualization software and tools including such as MS Power BI, and Tableau.
- Expert ability to identify investigative needs and define formal project plans in accordance with FHWA objectives.
- Ability to employ contract management methods to ensure timely and cost-effective delivery of innovative products, services, and results.

How to apply

The agency's **Direct Hire authority** to fill this vacancy and we will be accepting applications for this position until **5:00 p.m. (Eastern) on Friday, August 23rd.**

If you are interested in the position, please send the following to Ronald Vaughn (Ronald.Vaughn@dot.gov), and referring to "Transportation Specialist Vacancy - HPPI" in the subject line:

- **A resume** that describes your work experience applicable to the primary duties and responsibilities of the position and contains sufficiently detailed information for FHWA to determine your qualifications for the position. Please ensure that your resume contains specific information on your qualification, such as position titles, beginning and ending dates of employment for each position, and average number of hours worked per week.

Questions?

For questions as you consider this opportunity, please **email Ronald Vaughn at:**
ronald.vaughn@dot.gov.

Visit Us on the Web

- [Highway Policy Information - Office of Policy & Government Affairs | Federal Highway Administration \(dot.gov\)](#)
- [Policy and Governmental Affairs - Policy | Federal Highway Administration \(dot.gov\)](#)