

Professional

**PDP**

Development Program



U.S. Department of Transportation  
Federal Highway Administration

### ***Career Planning Assistance***

The FHWA is known for its team spirit, professionalism, and ethical values. These qualities support another FHWA tradition... helping and encouraging fellow employees to grow and advance in the organization.



“By having assignments in different geographic locations, I gained diversified experience, and broadened my knowledge of the transportation and environmental fields...The agency provides opportunities for professional and personal growth.”

Jeanette J. Mar  
Environmental Coordinator  
New Jersey Division

During the Professional Development Program, all participants will have an experienced coach in their career field. Participants will increase their skills and knowledge through on-the-job training and formal classroom training. The coach and the participant will prepare a development plan that outlines all assignments during the 24-month program.

The coach will be the participant’s daily contact regarding assigning and evaluating work, and providing guidance. This coaching will continue when the participant is away from the sponsoring office on developmental assignments.

## ***The FHWA Requirement***

### ***Sincere Interest***

For applicants with sincere interest in highway transportation and technology, the Professional Development Program can lead to a rewarding career in the FHWA. Selections for the program are made on the basis of qualifications, abilities, and interest.

### ***Degree Requirement***

College students can start the Professional Development Program when they have completed all the requirements for the bachelor’s or master’s degree in civil engineering or related transportation curriculum, technical or planning specialties; or business, public administration, political science, law, finance or real estate.

Applicants receiving a bachelor’s or master’s degree, or those who already have the degree, must be a U.S. citizen and be able to obtain eligibility at the GS-7 or GS-9 level under the Office of Personnel Management Qualification Standards. Your college placement office or the Office of Personnel Management Web site, [www.opm.gov/qualifications](http://www.opm.gov/qualifications), can provide you with further details regarding these requirements.

### ***Mobility Requirement***

Many individuals begin their careers, advance to positions with increased responsibilities, and reach their full potential in the FHWA by taking advantage of so many possibilities available across the nation.

The FHWA Professional Development Program emphasizes diversity of experience as a key element in the preparation of our most capable employees for higher-level positions. This means that geographic and occupational mobility is a necessity. This policy has two purposes:



- First, to meet FHWA needs for broadly experienced personnel.
- Second, to enhance career opportunities for employees.

Candidates selected for the Professional Development Program must be willing to maintain geographic mobility not only within the development program but also throughout their careers. The location of a participant’s first assignment upon completing the development program will primarily depend on the needs of the FHWA. As employees continue in their careers, they have the opportunity to apply for agency positions throughout the nation.

## ***Our Vision...***

***Improving Transportation for a Strong America.***

## ***Our Mission...***

***Enhancing Mobility Through Innovation, Leadership, and Public Service.***

## ***Our Strategic Goals...***

- Safety – Continually improve highway safety.
- Mobility and Productivity – Preserve, improve, and expand the Nation’s highway transportation system while enhancing the operation of the existing highway system and intermodal connectors.
- Global Connectivity – Promote and facilitate a more efficient domestic and global transportation system that enables economic growth.
- Environment – Protect and enhance the natural environment and communities affected by highway transportation.
- National Homeland Security – Improve highway security and support national defense mobility.
- Organizational Excellence – Advance FHWA’s ability to manage for results and innovation.

## ***Our Organization***

The FHWA consists of a headquarters office in Washington, DC; a division office in each state (as well as four metropolitan offices), the District of Columbia, and Puerto Rico; a resource center (with five locations); and three field Federal Lands Highway Division Offices.

- The Washington Headquarters provides leadership on strategic initiatives, sets overall policy, and provides program direction for the Agency.
- The Federal-aid Highway Program is administered through the 52 Federal-aid Division Offices.
- The FHWA Resource Center works in partnership with the division offices in delivering the Federal-aid Highway Program to the State and local agencies. The FHWA Resource Center staff provides expert technical assistance, technology deployment, and training on a full range of transportation disciplines.
- The Federal Lands Highway Program is managed by three field Federal Lands Highway Division Offices and Headquarters staff.



Nahir M. DeTizio  
District Transportation Engineer  
Florida Division

“The PDP gave me a great opportunity to use my skills, and gain valuable knowledge in various areas like environment, design, construction, and intelligent transportation systems. Having assignments in several states provided new experiences that have and will continue to help me in my career development.”



## The Professional Development Program

### Career Development

The FHWA Professional Development Program provides approximately two years of entry-level career development. We are looking for college graduates with a bachelor's or master's degree to serve in a variety of transportation-related disciplines.

### Discipline Options

Several options are offered in the Professional Development Program. Each option has a different specialty that can be matched with your educational background, skills, and interest. Options include:

- Civil Rights
- Environment
- Financial Management
- Geotechnical
- Hydraulics
- Intelligent Transportation Systems (ITS)
- Pavements/Materials
- Planning (Transportation, Community, and Urban)
- Transportation Management
- Real Estate Services
- Structural Engineering
- Transportation Engineering
- Transportation Safety



The FHWA Professional Development Program provides the following opportunities:

- Training and on-the-job experience of the highest professional caliber
- Planned career development
- Attendance at a Professional Development Academy
- Geographic and occupational mobility
- Diversified experience

### Program Structure

The Professional Development Program consists of on-the-job training, diverse developmental assignments, and participation at a Professional Development Academy.

- On-the-Job Training. Participants are assigned to a Sponsoring Office that serves as their "home base" for the duration of the program. During the program, participants work with

# The FHWA Choice

## Careers That Make A Difference

### The FHWA Talent Search

**People are our most valuable asset.** We are seeking talented individuals: intelligent, motivated men and women with maturity, good judgment, spirit, imagination, energy, and commitment to excellence.

As a leader in the highway transportation industry, the FHWA contributes to the economic growth and development of this Nation. We work in partnership with State and local transportation agencies, highway associations, and private industry to build one of the foremost transportation systems in the world.

The 24-month Professional Development Program (PDP) provides excellent opportunities for participants to learn and apply their skills in advancing the Nation's transportation program. A career with the Federal Highway Administration is an opportunity to excel...to meet the challenges of a demanding program...and to reach your full potential.



Ekaraj Phomsavath  
ITS Engineer  
New Jersey

"I owe much of my success, professional development, and personal growth to the PDP. I value the opportunity to work with knowledgeable and understanding professionals, gain hands-on experience with ITS in the areas of traffic engineering, transit operations/freeway management, and work in different parts of the country I have never seen."

### Who We Are

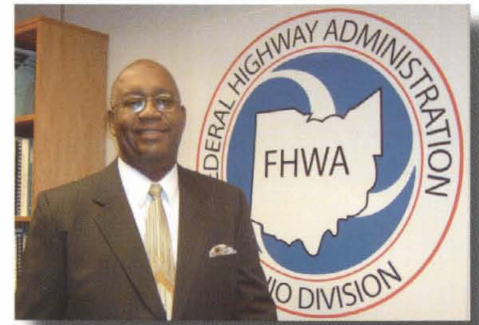
- The FHWA is a major agency of the U.S. Department of Transportation (DOT), headquartered in Washington, DC, with field offices in every State, the District of Columbia, and Puerto Rico.
- The FHWA is responsible for ensuring that America's roads and highways continue to be the safest and most technologically up-to-date.
- The FHWA administers an annual multi-billion dollar budget which is primarily divided between two programs: Federal-aid funding to State and local governments; and Federal Lands Highways funding for National parks, National forests, Native American lands, and other land under Federal stewardship.

### Our Programs

- The Federal-aid Highway Program provides Federal financial resources and technical assistance to State and local governments for constructing, preserving, and improving the National Highway System: a 160,000-mile network that carries 40 percent of the Nation's highway traffic. The program also provides resources for one million additional miles of urban and rural roads that are not on the System, but that are eligible for Federal-aid.
- The Federal Lands Highway Program provides funding for improvements to public roads and highways within federally owned lands and tribal lands that are not a State or local government responsibility. Each year more than 900 million people visit National parks, National forests, and National wildlife refuges. Through our Federal Lands Highway Program, we provide funding for planning, design and construction of transportation projects to maintain and improve access to these important national resources.

a seasoned professional within their career field. A Sponsoring Office can be a Division, a Resource Center, a Headquarters Office, Research and Development, or a Federal Lands Highway Division Office.

- **Developmental Assignments.** Participants will have an opportunity to complete several developmental assignments that may be in different geographical areas, including the FHWA Headquarters in Washington, DC; a FHWA Resource Center and/or Division Office; and a State or local transportation agency. Diverse assignments are selected based on participants' areas of special interest and will vary from one option to another. Assignments may vary in length from several weeks to several months. Participants must be available to travel during the professional development program and be available for final placement at any location nationwide upon completion of the program.
- **Professional Development Academy.** Through a variety of courses and seminars, the Academy will provide participants the foundation knowledge from which they will develop the professional, communication, and interpersonal skills that are needed by all FHWA professionals.



“The PDP prepares candidates to assume positions of leadership and increased responsibility while providing a challenging career opportunity.”

James R. Hall, Sr.  
Realty Specialist  
Ohio Division

## Advancement During the Program

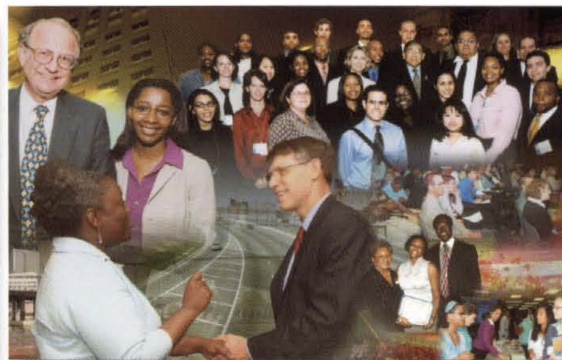


Participants enter the Professional Development Program at grade GS-7 or GS-9, depending on their educational degrees. After 1 year in the Professional Development Program, participants are considered for promotion to a grade GS-9 or GS-11. At the end of the training program when all assignments have been successfully completed, graduates are considered for advancement to grade GS-11 or GS-12. Promotional opportunities depend on satisfactory performance in each assignment while participating in the Professional Development Program.

Thereafter, eligibility for promotion is determined by competitive procedures under the FHWA Merit Promotion Plan. Under this system, graduates are eligible for consideration for promotional opportunities at each career level.

This wide range of technical and professional opportunities can lead to the highest technical and management positions within the Federal Highway Administration.

Participants are provided the opportunity to develop job skills to meet individual goals. As skills develop, so will avenues for advancement. The FHWA encourages development and offers training to refresh, update, and build skills.



## Mapping Out a Rewarding Career

**Challenging & Meaningful Work.** Because FHWA is a leader in the transportation industry, employees can expect exciting challenges involving critical national transportation issues. Participants will be given increasing responsibilities in solving these problems early in their careers.

**Locations Across the Country.** Picture yourself working anywhere in the United States! Our transportation professionals hold positions in all FHWA office locations from our headquarters in Washington, DC, to our division, and Federal Lands Highway division offices throughout the United States and Puerto Rico. Periodically, international assignments are available.

**Competitive Salary.** Participants receive salaries comparable to those paid by other Federal agencies and private industry.

**Vacation and Sick Leave.** Participants earn from 13 to 26 days of annual leave a year based on length of service, as well as 10 paid holidays. Leave can be used as it is earned. Participants also earn 13 days of sick leave every year, which can be accumulated without limits.

**Flexible Health Benefits.** Employees and family members are eligible for health benefits at reasonable rates with no waiting periods, required medical examinations, or restrictions because of age or physical condition. You have a wide selection of insurance plans, offering a variety of benefits, such as dental coverage, prescription discounts, and eye care services. In addition, your health benefits coverage can be carried into retirement.

**Flexible Work Schedules.** FHWA employees may choose to work under an alternative work schedule, which allows you to have a three-day weekend every other week. This gives you more time to spend with your family and pursue your interests and hobbies outside of the office.

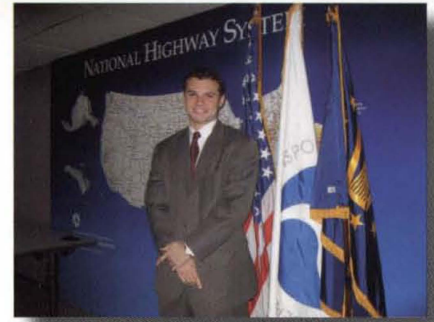
**Flexiplace (Telecommuting).** Consistent with work requirements, the FHWA has telecommuting programs available where employees can work at home or a telecenter.

**Retirement.** Federal employees are covered by an excellent retirement plan which offers a guaranteed annuity plus Thrift Savings Plan which is a tax deferred savings option for employees to contribute up to 15% of salary with matching government contributions of up to 5%. In addition, all new Federal employees are covered under social security.

**Advanced Educational Opportunities.** There are a wide variety of training opportunities available to employees to gain new skills that are needed by the organization. Through the Academic Study Program, FHWA provides funding for a full academic year of graduate credits to enhance and develop your knowledge in disciplines relevant to agency programs.

**Health and Wellness Programs.** FHWA employees have access to a variety of programs to assist them in achieving and maintaining healthy lifestyles, including fitness facilities in many of our work locations.

**Employee Recognition Programs.** The FHWA has a variety of incentive and performance awards, both monetary and honorary awards, to recognize employees for their outstanding work and contributions.



Phil E. Barnes  
Financial Specialist  
Headquarters, Washington, DC

"The PDP gave me the ability to travel the nation while studying project trends and cutting edge program and project management practices. The people you work with are incredible and your career opportunities are endless."

*Life Insurance.* Federal employees are eligible for a low cost group term life insurance program.

*Transit Benefits.* FHWA employees who use public transportation to commute to and from work may be eligible for a transportation subsidy.

*Job Security.* We offer stability. Participants will work for the largest employer in the nation, the Federal Government. By doing so, you will have the opportunity to contribute to one of our most important national resources, the highway transportation system.

We invite you to visit the FHWA Web site at [www.fhwa.dot.gov](http://www.fhwa.dot.gov) to learn more about our organization. For additional information, please contact any of the following FHWA Human Resource Offices for the name and number of an agency recruiter in your geographic area:

Federal Highway Administration  
Atlanta Human Resources  
60 Forsyth Street, Suite 8M20  
Atlanta, GA 30303  
(404) 562-3585  
Email: [AHRC@dot.gov](mailto:AHRC@dot.gov)

Federal Highway Administration  
Lakewood Human Resources  
12300 W. Dakota Ave, Suite 175  
Lakewood, CO 80228  
(720) 963-3040  
Email: [last.fhwa@dot.gov](mailto:last.fhwa@dot.gov)

Federal Highway Administration  
Office of Human Resources  
400 Seventh Street, SW  
HAHR-40, Room 4325  
Washington, DC 20590  
(202) 366-0512  
Email: [Apps.fcip@dot.gov](mailto:Apps.fcip@dot.gov)

## ***Make a Difference***

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Individuals are hired into the Professional Development Program under the Federal Career Intern Program. Upon completion of the internship, individuals may be noncompetitively converted to a career or career-conditional appointment.

The FHWA welcomes and encourages applications from persons with disabilities and will reasonably accommodate the needs of those persons, and is committed to providing employment opportunities for qualified veterans. U.S. citizenship is required.

All qualified candidates will receive consideration for positions without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, political affiliation, marital status, or other non-merit factors.

To learn about job opportunities Federal-wide, visit the U.S. Office of Personnel Management's Web site at <http://www.usajobs.opm.gov>.