

news

NHTSA

Five Trainees Selected for NHTSA's Upward Mobility Program



Administrator Claybrook and Deputy Administrator Dugoff met and congratulated Jane Hilley, R&D, Mary Klink, Enforcement, Marion Tomassoni, Office of Civil Rights, Napoleon Jasper, Enforcement, and Ernestine Scott, TSP.

NHTSA's first five Upward Mobility (UPMO) trainees reported for duty on their new jobs on April 16. Mary Klink, Enforcement, is now a program assistant in Rulemaking; Marion Tomassoni, Office of Civil Rights, is working as a highway assistant in Traffic Safety Programs; Napoleon Jasper, Enforcement, is a procurement assistant in Administration; Jane Hilley, R&D, is a computer aide in R&D; and Ernestine Scott, Traffic Safety Programs, is working as a safety defects assistant in Enforcement. Their selections completed the initial phase of NHTSA's first implementation of the UPMO.

The NHTSA UPMO program

began after the 1978-79 NHTSA Affirmative Action Plan recognized the concentration of minorities and women in non-professional jobs. With firm support from the Administrator, the NHTSA UPMO program was initiated as an avenue of advancement for high potential employees in dead ended jobs at GS-4 through GS-9. Eligibility was restricted to permanent NHTSA employees.

Bridge Positions

Five ceiling spaces were designated as "bridge" positions, jobs that trainees would occupy while qualifying to "bridge the gap" from non-professional to

(See UPMO on page 2.)

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Editor M. J. Noll

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UPMO: Off to a Good Start



Jane Hilley poses with her new supervisor, Dave Breedon, at her computer terminal in R&D.

professional. The next move was the development of a program consistent with NHTSA's needs while meeting the requirements of the Office of Personnel Management (formerly the Civil Service Commission).

The effort was the beginning of a collaborative venture among the NHTSA Office of Personnel (OP), the Office of Civil Rights (OCR) and a panel of representatives from each Associate Administrator under whom an UPMO position was established. Shirley Lloyd of OCR and Beverly Smith of OP guided the project with help from the panel which included Alice McGonagle, AD, Carolyn Thompson, TSP, Jim Small, Enforcement, Bill Brubaker, Rulemaking, and Jerry Harrington of R&D.

Assisted by Nancy Blagg, a personnel psychologist, and Ben Alexander, an Equal Employment Opportunity Specialist, both from the Federal Aviation Administration, Shirley and Beverly conducted two separate orientations for

prospective UPMO candidates. The purpose was to explain the mechanics of the evaluation process, answer questions, and present a realistic picture of the commitment expected from an UPMO trainee.

Program Announced

The NHTSA Office of Personnel issued a vacancy announcement under the Merit Promotion Program seeking candidates for each of the five bridge positions--program assistant, computer aide, highway assistant, safety defects assistant, and contract technical assistant. The jobs were



Mary Klink listens as Guy Hunter explains one aspect of the rulemaking process.

established at GS-4 and GS-5 depending upon the grade at which the candidates could qualify. By submitting a single application an employee was considered for all five jobs. Target positions were at GS-7 in a professional job series.

Identifying Potential

UPMO is different from other actions under Merit Promotion because the assessment of potential is a primary objective of the evaluation process. Although potential is real, it is difficult to

measure unless dealing with specific qualities. The panel wanted to identify potential as it related to each particular job. Alice McGonagle first suggested the use of realistic performance-type exercise. From this suggestion the group finally decided to use an assessment center.

Basically an assessment center is a simulation program in which candidates use the actual skills and abilities required in the target job. Dr. Fred Frank of Assessment Designs, Inc., which developed the UPMO assessment process explained, "It's somewhat like trying out for the basketball team. You're put into a practice session to display your skills while the coach evaluates."

Dr. Frank designed NHTSA's assessment exercises after he analyzed each position with the supervisor to define the specific skills and abilities needed. Some of the skills he identified were organizational ability, planning, perception, analysis, mathematical



Dewey Jordan shows Marion Tomasonni a state highway safety plan to acquaint her with her new work.

ability, decisiveness, oral and written communication, and interpersonal skills. Then, to ensure that the entire assessment was done "in house," 12 NHTSA employees underwent an intensive three-day assessor workshop to learn how to assess the UPMO candidates.

Twenty candidates for the UPMO positions completed the assessment center; 13 emerged as qualified for at least one of the target jobs. The final selections were made after interviews by both the special panel and by the supervisors of the target positions.

Plenty of Talent

While only five could be selected, there was plenty of talent from which to choose. One supervisor who interviewed candidates noted, "There were at least five people



Bob Pavlovic and Ernestine Scott discuss her new responsibilities as a safety defects assistant.

who could have filled my job, but I could only choose one." Another supervisor who interviewed candidates commented "Personnel did their homework on this one. They sent us a lot of good people."

For Mary Klink, Marion Tomassoni, Napoleon Jasper, Jane Hilley, and Ernestine Scott, the work



Napoleon Jasper and Joe Belfiore work together on a contracting problem.

is just beginning. Ahead lies a dual responsibility of performing well in the day-to-day requirements of the job while establishing qualifications for the target position. Three of the trainees took down-grades to enter their new positions. However, a training agreement between the NHTSA Office of Personnel and the U.S. Office of Personnel Management allows trainees to receive credit for a year of qualifying experience for the target position through six months of intensive on-the-job training.

One key to the success of a program like UPMO is a good relationship between supervisor and trainee. Effective communication ensures that the trainee understands the requirements of his new position, and also helps to ease the adjustments the new employee faces.

Administrator Joan Claybrook personally congratulated the trainees, and reaffirmed her support for UPMO. In a memo to each trainee she noted that the months ahead would be challenging but also rewarding. She encouraged the trainees to exploit their opportunity.

We add our own congratulations to those of the Administrator and wish the best of success to Mary, Ernestine, Jane, Marion, and Napoleon.

Tips for Career Planning

Planning a career that fits your personal goals takes time and motivation.

You need to analyze your abilities and aptitudes, your interests, your personal traits, your goals. Start by asking yourself:

* What is my idea of success? What values matter most to me? What things make me happy?

* Do I want to influence events? Help people understand each other? Relieve suffering?

* Do I prefer relating to people, data or things? Do I tend to be perceptive or analytical? Do I see myself as a specialist or generalist?

* Am I imaginative? Creative? Methodical?

List all your achievements. They will show you what you can do. List things you would like to accomplish in the future. They will show you what you want to do.

When you start considering a specific field or job, find out:

* Does it offer interior as well as material rewards?

* What are the working conditions and the promotional opportunities?

(See Tips on page 4.)

Tips (from page 3)

* Does it require risk-taking and innovation?

* Does it entail detail work or is it more general? Will it involve team work or solitude?

* What are the job requirements? Does it call for more education or training?

Then, there are people and places you can turn to for help:

* Many libraries have job information centers. All of them have books and articles on specific careers, job-hunting, writing a resume and handling job interviews.

* Career counselors can be useful, but services and fees vary, so shop around.

* Professional and trade associations and unions often provide information on particular careers.

* On-the-job-experience like volunteer work, temporary, and summer and part-time jobs can give you a great deal of information as well as a "feel" for a particular field.

Regardless of your choice, be open to changes. Good planning means keeping options open and alternatives available. It takes courage to change jobs but go ahead and do it if it's possible and you have thought matters through.

Working a forty-hour week means 2,000 hours on the job every year. But work is more than an investment of time. It

can be an opportunity to make a difference, influence events, and change lives, as well as earn a living.

Personnel

Welcome Aboard

Theresa Rebmann,
Secretary (typing),
NEF.

Carol Warlick,
Economist, NPP.

'Bye and Good Luck

Stacey Coleman, General
Engineer, NRD.

Otto Hall, Highway
Safety Management
Specialist, NTS.

Congrats on Promotion

Stanley Feldman,
Attorney Advisor, NOA.

Napoleon Jasper, Con-
tract Assistant, NAD.

Pam Laughery, Clerk-
Steno, NEF.

Nancy F. Miller,
Program Analyst, NPP.

Dolores Shindel, Safety
Comp. Assistant, NEF.

Michael Smith, Engr.
Res. Psy., NRD.

Harriet Clark, Manage-
ment Assistant, NAD.

Lee Franklin, Mechan-
ical Engineer, NRD.

James Hedlund, Supv'y
Math Stat., NRD.

Robert Henderson, Engr.
Res. Psy., NRD.

Dolores Jones,
Accountant Technician,
Region V.

Louis Lombardo, Program
Analyst, NRM.

Lynn Miller, Clerk-
Typist, NAD.

Helen Noe, Secretary
(Steno), NTS.

Benmun Seto, Safety
Compliance Engineer, NEF.

Hattie Smith,
Administrative Staff
Assistant, NRM.

Mary P. Stephenson,
Management Assistant, NAD.

Billie Travis, Position
Classification Specialist,
NAD.

Robin Willoby, Secre-
tary (Steno), NRD.

Job Openings

For complete details on these job openings, see the official vacancy announcements. Vacancy announcements are posted on the NHTSA Bulletin Boards at both the Nassif and Transport Buildings. They are also distributed to each Office Director.

Program Analyst, GS-345-9/11/12/13, Region IV. Opens: 5-30, Closes: 6-19. NHTSA 79-50.

Program Analyst, GS-345-9/11/12/13, Region VII. Opens: 5-30, Closes: 6-19. NHTSA 79-51.

Program Analyst, GS-345-9/11/12/13, Region X. Opens: 5-30, Closes: 6-19. NHTSA 79-52.

Research Psychologist, GS-180-12, NRD. Opens: 5-29, Closes: 6-18. NHTSA 79-53.

Safety Compliance Engineer (two positions), GS-801-9/11, NEF. Opens: 6-4, Closes: 6-22. NHTSA 79-54.

Motor Vehicle Programs Specialist, GS-301-9, Region I. Opens: 6-7. Closes: 6-27. NHTSA 79-55.