

DPM Chapter 300

Employment (General)

Subchapter 12. Role of the Central Employment Information Office

12-1. INTRODUCTION

A Central Employment Information Office (CEIO) for the Department of Transportation is established in the Washington, D.C. metropolitan area to improve service to the public and enhance the recruiting activities of the Office of the Secretary (OST) and the Operating Administrations with headquarters in Washington, D.C.

12-2. ASSIGNED FUNCTIONS

The CEIO shall perform the following activities:

- a. accumulate and publish a consolidated listing of Departmental vacancies in the Washington, D.C. metropolitan area;
- b. interview "drop-in" applicants and respond to telephone inquiries about employment;
- c. accept and refer applications from the public for listed vacancies;
- d. refer applicants to operating personnel offices for personal interviews, when appropriate;
- e. receive and act on unsolicited applications and prepare correspondence;
- f. respond to Congressional or other special referrals of individuals interested in employment with the Department;
- g. coordinate Departmental participation in job fairs and career days;
- h. manage the Summer Employment Program and serve as a focal point for summer employment information; and
- i. coordinate Departmental participation in other special employment programs.

12-3. LOCATION

The CEIO shall be physically located in the same building as the Office of the Secretary and organizationally located under the Director of Personnel.

12-4. FINANCING

As provided in DOT Order 1700.8, the Assistant Secretary for Administration operates the Working Capital Fund to cover the CEIO service. Each Operating Administration and OST shall reimburse the Working Capital Fund, in advance, for its proportionate share of the costs to operate the CEIO on the basis of the following formula:

$$\frac{\frac{A + E}{TA} + \frac{E}{TE}}{2} = \% \text{ contribution to CEIO}$$

A = Administration Accessions in Metro Area Last 12 Months
 TA = Total DOT Accessions in Metro Area Last 12 Months
 E = Administration Metro Area Employment at Year End
 TE = Total DOT Metro Area Employment at Year End

12-5. RESPONSIBILITY

Responsibilities in conjunction with the operation and evaluation of the CEIO are assigned as follows.

- a. The Director of Personnel, OST, shall:
 - (1) administer the CEIO in accordance with policies and procedures applicable to operations under the Working Capital Fund;
 - (2) maintain appropriate liaison with Operating Administrations, the Office of Personnel Management, and other Federal agencies; and
 - (3) maintain records of operation and prepare reports, as required.
- b. The DOT Personnel Council shall monitor and evaluate the effectiveness of the CEIO operation.
- c. The Director of Administrative Operations shall provide financial management expertise and services incident to the operation of CEIO under the Working Capital Fund.