



FEDERAL TRANSIT ADMINISTRATION

2018 SSO Program Workshop

Workload Assessment and Staffing Plan

**Office of Transit Safety and Oversight
Federal Transit Administration**

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U.S. Department of Transportation
Federal Transit Administration

Topics For Discussion

- Workload Assessment and Staffing Plan
 - Requirements
 - Best Practices
 - FTA's Review
- Discussion
- Questions

Workload Assessment and Staffing Plan Requirements

49 CFR Part 674.11(d):

The SSO Program must demonstrate that the State has determined an **appropriate staffing level** for the SSOA commensurate with the number, size, and complexity of the RFGPTSs in the State, and that the **State has consulted with the Administrator for that purpose**

Workload Assessment and Staffing Plan Requirements

States must submit updated/current staffing plans and documentation as part of their certification application:

- Work Load Assessment
- Technical Training Plan
- Current Organizational Charts
- Job position descriptions
- Contractor Documentation (as applicable)
 - Request for Proposal
 - Scope of Work
 - Contract Agreement

Workload Assessment and Staffing Plan Best Practices

Workload assessments and staffing plans reflect:

- Table of SSO activities including
 - Estimated time for each SSO activity
 - Ensure Part 674 specific activities included (CAP verification, etc.)
- Staffing/expertise necessary to support activities
 - Other State resources outside of SSO department
 - Inspectors/Subject Matter Experts
 - Contractor expertise

Workload Assessment and Staffing Plan FTA's Review

- Workload assessments to reflect current Staff
 - Current Org Chart for State and Branch levels
 - Documents (including TTP) to include current staff
 - Generally, documents to be less than 1 year old
- Job Descriptions and Contract Scope of Work
 - Ensure sufficient qualifications for SSO and Part 674 requirements
- Vacancies, pending positions, or expired contracts may affect certification
 - Coordinate with your FTA program manager early and often

Discussion

- Difficulty in recruiting qualified resources?
- State policies restricting with hiring/contracting?
- Challenges in completing SSO activities?

Questions?

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