

# FTA

FEDERAL TRANSIT ADMINISTRATION

## 2017 SSO Training Workshop

### Breakout Session #3 Agency Designation & Staffing Plan

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



U.S. Department of Transportation  
Federal Transit Administration

**April 24, 2017**

# Agency Designation and Staffing Plan Overview

- Agency Designation
- Staffing and Resource Planning

# AGENCY DESIGNATION

# Agency Designation Requirements

49 CFR Part 659.9	49 CFR Part 674.13(a)
<p>Each state with an existing or anticipated RFGPTS regulated by this part shall designate a SSOA consistent with the provisions of this section.</p>	<p>Every State that must establish a SSO program in accordance <u>with 49 U.S.C. 5329(e)</u> must also establish a SSOA for the purpose of overseeing the safety of RFGPTS within that State.</p>

# Agency Designation Documentation

- Legislation
- Program Standard
- Organization Chart
  - Full organization that houses the SSO Agency
  - SSO Agency organization

# Agency Designation Observations

- Most states have provided FTA with formal SSOA designation
- Challenges in changing state legislation
- Program Standard will require updates

# STAFF AND RESOURCE PLANNING

# Staff and Resource Planning Requirements

49 CFR Part 659.13	49 CFR Part 674.11(d)
<p>...the SSOA must oversee the execution of these practices and procedures, to ensure compliance with the provisions of this part.</p>	<p>The SSO Program must demonstrate that the State has determined an <b><u>appropriate staffing level</u></b> for the SSOA commensurate with the number, size, and complexity of the RFGPTSs in the State, and that the <b><u>State has consulted with the Administrator for that purpose</u></b></p>



# Staff and Resource Planning Documentation

- Workload Assessment
- Position Descriptions and any documentation describing current or forecasted contractor support (e.g., RFPs/SOWs)

# Staff and Resource Planning Observations

- Difficulty in recruiting and retaining qualified resources
- State policies interfere with hiring/contracting

# Questions?

Eric Madison  
Program Manager  
Office of Safety Review  
Office of Transit Safety and Oversight  
202.366.0304  
[Eric.Madison@dot.gov](mailto:Eric.Madison@dot.gov)