



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE**

**VACANCY NUMBER: PRC 08-01
OPEN: AUGUST 4, 2010
CLOSE: SEPTEMBER 17, 2010**

POSITION TITLE: DIRECTOR OF ACCOUNTABILITY AND COMPLIANCE
GRADE: PRC - 8
SALARY RANGE: \$124,998 to \$153,000
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF ACCOUNTABILITY AND COMPLIANCE
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

POSITION: FULL TIME
WHO MAY BE: OPEN TO ALL US CITIZENS IN THE WASHINGTON, DC COMMUTING AREA
CONSIDERED

The Postal Regulatory Commission has an exciting opportunity for a highly motivated, highly skilled person with experience in policy analysis.

OVERVIEW

The Postal Regulatory Commission is an independent Federal agency whose mission is to ensure transparency and accountability of the U.S. Postal Service and foster a vital and efficient universal mail system. Established by statute in 1970, the Commission's original mission was primarily to review and analyze, through law proceedings, proposed rate, mail classification and major service changes, including public hearings and then recommend action by the postal Governors. The Postal Accountability and Enhancement Act of 2006 significantly strengthened the Commission's authority to serve as a counterbalance to the new flexibility the Act granted to the Postal Service in setting rates. The Act requires the Commission to develop and maintain regulations for a modern system of rate regulation, consult with the Postal Service on delivery service standards and performance measures, consult with the State Department on international postal policies, prevent cross-subsidization and other anticompetitive postal practices, promote transparency and accountability, and adjudicate complaints.

The Act also vests important oversight functions in the Commission, including annual determinations of Postal Service compliance with applicable laws, development of accounting practices and procedures for the Postal Service, review of the Universal Service requirement, and assurance of transparency through periodic reports. The Commission has power of subpoena, authority to direct the Postal Service to adjust rates and take other remedial actions, and authority to levy fines in cases of deliberate noncompliance with postal laws.

The Commission is comprised of five Commissioners, each of whom is appointed to a 6-year term by the President and confirmed by the Senate. No more than three Commissioners may be of the same political party. The President designates one of the five as Chairman. Commission headquarters are in downtown Washington, D.C.

The Office of Accountability and Compliance (OAC) is responsible for technical analysis and formulation of policy options for review and decision by the Commission in both domestic and international matters. It provides analytic support for Commission review of rate changes, negotiated service agreements, classification of new products, post office closings, and other

issues. It also evaluates Postal Service accounting records, financial reports and other financial data for accuracy, completeness, and conformance with reporting and procedural standards established by the Commission. These reviews include reports filed pursuant to SEC rules and procedures. The Office also assists the Commission in its annual determinations of compliance with service performance standards and preparation of the Commission's annual report to the President and Congress.

ACCOUNTABILITIES OF THE APPOINTEE

The Director of OAC conducts and directs technical analysis of all issues which come before the Commission, provides technical advice to the Commission regarding rate, financial and other data, and manages the development of relevant Commission reports. He/she assures that OAC provides excellent technical analytic service to the Commission and Commissioners, the Postal Service, mailers, the State Department, and the American public at large. Among his/her major duties and responsibilities, the Director:

- Leads the underlying analysis for establishment and maintenance of rules, regulations and procedures for regulating rates and Postal Service accounting practices and principles.
- Directs and conducts research on various issues involving postal operations, costs, prices, and demand for postal products, projected future volume, and estimates of demand elasticity for rate categories of mail and special services.
- Synthesizes and presents technical analyses and recommendations with respect to all quantitative elements of issues to be decided by the Commission, collaborating with the Office of the General Counsel in formulating final technical recommendations.
- Manages development of Commission Reports, including technical writing and editing.
- Oversees the Commission's non-legal research program in all areas where the Commission has need to develop additional information or methods, including costing methodology, theories of pricing, and the current and potential economics of electronic message services and electronic fund transfer.
- Performs general technical analyses assigned by the Chairman.
- Manages receipt, review, analysis and response to all Postal Service reports, proposals and notices.
- Represents the Commission, individually and through staff, before outside organizations, including Congress and international conferences.
- Directs all elements of the Office through operating plans, work schedules, setting of priorities and deadlines, and generally oversees its two Divisions, each of which is headed by an Assistant Director. The Office has a total staff of 22 at present and is seeking to fill two vacancies apart from this appointment.
- Maintains working relationships with key Postal Service personnel and other postal stakeholders such as mailers, mailer organizations and related government agencies (GAO, OIG, OPM, OMB, Congressional Research Service, and Congressional staff).

QUALIFICATIONS AND EVALUATION

The successful candidate for this appointment should combine as many as possible of the following characteristics:

- Deep commitment to the public interest and the importance of utilizing carefully assessed data to generate accurate, state-of-the-art empirical analyses and forecasts which can inform Commission deliberations as well as the decisions and behavior of other stakeholders in postal services.
- Leadership stature in relevant applied research, as recognized by authorities in the candidate's field and demonstrated in the course of years of relevant experience which includes substantial experience as a project, unit, or organizational leader. Experience focused on postal systems is an important plus, but is not required if the desire and capabilities to rapidly become expert in this field are present.
- Specific experience in applying both standard and innovative econometrics, modeling, network analysis, and other quantitative research techniques. A graduate degree in economics, statistics, mathematics, operations research, systems analysis or a related field is preferred, but consideration will be given to experience which is asserted to be equivalent.
- The technical ability, management and administrative skills, knowledge and temperament required to select, recruit, lead and inspire a multidisciplinary staff of high technical quality and dedication, including the confidence and leadership qualities necessary to provide guidance and constructive criticism in ways that reinforce rigorous quality standards and motivate professional growth.
- Highly developed communication skills, particularly with respect to translation of complex technical concepts and products into language and images accessible to policy makers and other lay audiences. This requires recognition that the Commission, not academic or research community peers, constitutes the primary audience for the work product.
- An exceptionally keen intellect coupled with demonstrated capacity to think strategically about research needs, to exert thought leadership, and to prepare the Office to play a leading support role as Commission needs and issues evolve.
- Ability to develop and analyze new approaches internally and evaluate new ideas presented to the Commission by others to respond to unprecedented changes that have occurred in the postal field in the last two years.
- The interpersonal skills necessary to work effectively in a team and to build and maintain strong relations with a wide variety of individuals and institutions with varying interests and levels of analytical sophistication.
- Rock solid integrity regarding all aspects of the collection, use, and presentation of data and analyses.
- Exceptionally high intellectual curiosity, physical energy, and appetite and capacity for making effective use of some of the largest and most policy-relevant data flows in existence.

- Knowledge of, and experience with, the role the Commission has under the PAEA and how it relates to other stakeholders.
- Recognition that the Commission is the decision body, and identification of personal success equates to the Commission's success in performing its statutory functions.

EDUCATIONAL REQUIREMENTS

- A. Advanced degree in a discipline involving rigorous quantitative analysis (**E.G. ECONOMICS, MATHEMATICS, FINANCE**); OR
- B. Experience equivalent to an advanced degree that demonstrates an in-depth knowledge of quantitative analysis, a keen intellect and interest in leadership stature in relevant applied research; OR
- C. An equivalent combination of education and experience.

HOW TO APPLY

Applicants are required to submit the following:

1. Cover letter, one page maximum
2. Optional Form 612, Optional Application for Federal Employment
<http://www.opm.gov/forms/html/of.htm#of612>
OR a Resume that includes at least all of the items listed in Optional Form 612
3. Five-year salary history OMB Form 3046-0046 – Demographic Information on Applicants. All applicants are required to submit this form by fax or email to the information below.
4. OMB Form 3046-0046 – Demographic Information on Applicants. All applicants are required to submit this form by fax to 202-789-6891 or email to prc0801@prc.gov.

Submit application materials to:

Postal Regulatory Commission
Attn: Personnel Officer
Vacancy Number: PRC 08-01
901 New York Avenue, NW, Suite 200
Washington, DC 20268-0001

Faxed applications will be accepted. Fax to 202-789-6886. Applications will also be accepted by email at prc0801@prc.gov.

All applications must be received no later than September 17, 2010.

BENEFITS AND OTHER INFO

Benefits

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the **Federal Employees Retirement System** (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual **vacation leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn **sick leave**. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Tele-work / telecommuting may be made available after you have come on board. More info: <http://www.usajobs.gov/jobextrainfo.asp#TELE>

Alternative work schedule options are available.

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use **Health Care Flexible Spending Accounts** for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

OTHER INFORMATION

Relocation expenses are not authorized.

You must be a **U.S. citizen** to be eligible for this position.

If you are a male born after December 31, 1959, must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness for duty, and job related qualifications without regard to race, gender, religion, color, age, marital status, national origin, non-disqualifying handicapping condition, or any other non-merit factor.

Applications will not be accepted if you use franked envelopes, or postage paid agency envelopes or metered mail.

Where can I get additional information?

You can get forms and additional information from the Commission's personnel office at 202-789-6840.

Whom do I contact if I need a reasonable accommodation?

If you need reasonable accommodation for a disability, please contact 202-789-6840. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

Form - DEMOGRAPHIC INFORMATION ON APPLICANTS

Vacancy Announcement No.:
Position Title and Grade:
Name (Last, First, Middle Initial):

Your Privacy Is Protected

This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. No information taken from this form is ever placed in your Personnel file. This is vital information not available from any other source. We can only get it directly from you. Thank you for helping us to provide better service.

1. How did you learn about this position? (Check One):

- | | |
|--|---|
| <input type="checkbox"/> Agency Internet Site recruitment | <input type="checkbox"/> Agency or other Federal government on campus. |
| <input type="checkbox"/> Private Employment Web Site. | <input type="checkbox"/> Religious organization. |
| <input type="checkbox"/> Other Internet Site. | <input type="checkbox"/> School or college counselor or other official. |
| <input type="checkbox"/> Poster. | <input type="checkbox"/> Job Fair - give location: _____ |
| <input type="checkbox"/> Newspaper. | <input type="checkbox"/> Friend or relative working for this agency. |
| <input type="checkbox"/> Magazine. | <input type="checkbox"/> State Vocational Rehabilitation Agency. |
| <input type="checkbox"/> TV/Radio. | <input type="checkbox"/> Professional organization or publication. |
| <input type="checkbox"/> Student association. | <input type="checkbox"/> Other. _____ |
| <input type="checkbox"/> Private Employment Office. | |
| <input type="checkbox"/> State Employment Office. | |
| <input type="checkbox"/> Federal, state, or local Job Information Center. | |
| <input type="checkbox"/> Agency Human Resources Department (bulletin board or other announcement). | |

2. Sex (Check One):

1. Male
2. Female

3. Ethnicity (Check One):

1. Hispanic or Latino --a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
2. Not Hispanic or Latino

4. Race (Check all that apply):

1. American Indian or Alaska Native --a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
2. Asian --a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3. Black or African American --a person having origins in any of the black racial groups of Africa.
4. Native Hawaiian or Other Pacific Islander --a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
5. White --a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Privacy Act and Paperwork Reduction Act Statement

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974"), for individuals completing Federal records and forms that solicit personal information. The authority is Title 5 of the U.S. Code, sections 1302, 3301, 3304, and 7201. **Purpose and Routine Uses:** No individual data is ever provided to selecting officials. This form will only be seen by HR Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all segments of the population, in conformance with the requirements of Federal equal employment opportunity laws. Only summary data is reported, and only in a format which can not be broken out by individual applicants. **Effects of Nondisclosure:** Providing this information is voluntary. No individual personnel selections are made based on this information.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is three (3) minutes, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the Equal Employment Opportunity Commission, Affirmative Employment Division, Federal Sector Programs, 131 M St., NE, Washington, DC 20507 and to the Office of Management and Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.