



U.S. POSTAL REGULATORY COMMISSION JOB VACANCY NOTICE

VACANCY NUMBER: PRC 01-22
OPEN: AUGUST 5, 2009
CLOSE: SEPTEMBER 2, 2009

POSITION TITLE: IT SPECIALIST (LAN ADMINISTRATION)
GRADE: PRC-03
SALARY RANGE: \$54,022 - \$86,434
LOCATION: POSTAL REGULATORY COMMISSION
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

The U.S. Postal Regulatory Commission has an exciting employment opportunity for a highly motivated person with experience in Microsoft Server based LAN/network administration.

OVERVIEW

The U.S. Postal Regulatory Commission is an independent agency that is part of the executive branch of the Federal Government. As a small agency, we provide the opportunity to work in a professional and collegial environment with talented and committed staff and directly contribute to the Commission's mission.

The Postal Accountability and Enhancement Act, Public Law 109-435 (PAEA), has given the Commission a new mission to ensure transparency and accountability of the United States Postal Service to foster a viable and efficient postal system. The Office of the Secretary and Administration is responsible for program integration and support to the Commission by providing systems for efficient, effective and secure. This includes strategic use of internal databases and systems, websites and other infrastructure technology systems.

As the IT Specialist (LAN Administrator) in the Office of the Secretary and Administration, the incumbent provides overall IT support to the Commission by maintaining the local area network (LAN) and continuity of operations (COOP) remote site; monitoring the network to ensure availability to all system users; implementing the Commission's disaster recovery plan; and performing necessary maintenance to support network availability. This position may require duty after business hours and weekend service.

DUTIES

- Responsible for establishing User Accounts and group membership creation and management.
- Responsible for group policy object (GPO) administration and creation in Active Directory.
- Documents any and all changes to Commission's architecture to include a patch management system.
- Maintains knowledge of advances in technology and government initiatives such as IPv6, IT Security, Trusted Internet Connections (TIC), implementation of Einstein, remote connectivity, and Virtual Desktops.
- Coordinates the implementation and testing of the Commission's dual-stack IPv6 backbone.

- Maintains the Commission's Continuity of Operations (COOP) remote site. Installs, monitors, and maintains the hardware and software components of the COOP network. Establishes, monitors, and maintains data replication between the Commission and the COOP site.
- Responsible for implementing the Commission's Disaster Recovery Plan. Evaluates and modifies disaster recovery procedures.
- Responsible for implementing the Commission's IT Security Policy. Evaluates and modifies IT security procedures. Plans, coordinates, and implements network security and integrity control measures.
- Monitors, maintains and administers computer networks to determine whether adjustments need to be made, and to determine where changes will need to be made in the future. Utilizes Commission's network administration tools such as C5, System Center Essentials, ISS Proventia, and Sawmill.
- Configures the Commission's Cisco ASA5510 Firewall/Router, including IPSEC and SSL VPN capability.
- Installs, configures, tests, and maintains the Commission's Dell PS5000E Storage Area Network, and Virtual Server environment.
- Assists in the installation of network equipment and cabling.
- Serves as backup support for the Commission's Docket related applications to include: MS Access and Oracle databases and data structures.

QUALIFICATIONS AND EVALUATION

You will be evaluated and ranked by a screening panel based on evidence of your ability to successfully perform the duties of the position. The panel will forward the highest ranked candidates to the Office Director for selection.

To be eligible for consideration, you must have experience that has equipped you with the ability, skill and knowledge to successfully perform the duties of this position. Typically, experience will be related to this line of work and at a level similar to this position. You must meet the technical qualifications described below.

Please describe your experience relative to the Mandatory Technical Qualifications. We recommend you address each one individually, specifically and completely. Your application must not exceed 12 typewritten pages and should focus on accomplishments which demonstrate possession of each qualification.

Mandatory Technical Qualifications

Specific Critical Competencies include:

1. Experience as a Microsoft Windows 2003/2008 environment network administrator with hands-on knowledge of servers, security, protocols, architecture, and procedures.
2. Experience with Continuity of Operations and Disaster Recovery procedures.
3. Ability to effectively communicate complex concepts both orally and in writing.
4. Ability to organize time and tasks to successfully complete activities.
5. Ability to collaborate with others in a team.
6. Problem solving, critical thinking/analytical, and investigative/research skills.

Certifications:

COMPTIA A+, Security+ and Network+
Microsoft Certified Systems Administrator (MCSA) -- Windows 2003
Microsoft Certified Systems Engineer (MCSE) -Windows 2003

Technical Skills:

Windows Server 2003/2008	Active Directory Services
Dell and HP Server Hardware	Network Design/Security
Exchange 2003	TCP/IP and IPv6
Data Backup and Recovery	Windows NT/XP/2003/Vista
Cisco Router, Firewall, and Switch Configuration	Hyper-V virtualization
Network Monitoring Tools	Dell Storage Area Network

Specific Educational/Experience Requirements include:

Major study in one of the following areas: computer science, information science, information systems management, mathematics, statistics, operations research, or engineering; or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

OR

Experience that provided specific knowledge of network administration functions and general management principles that enabled the applicant to understand the stages and procedures required to operate and maintain network and database systems.

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 or national 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 human resources office at 202-789-6840.

Who 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.

HOW TO APPLY

You may use any written format you choose to apply. Be sure your application or resume includes all of the items listed in Optional Form 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). If your application/resume does not include the required information, you may lose consideration for the job.

We will use your application/resume, mandatory technical qualifications and education/experience to determine if you meet the minimum qualifications for the position. Please indicate the lowest salary you are willing to accept. Also, submit:

- Your supplemental narrative statement that provides a description and examples of your accomplishments separately addressing each of the Mandatory Technical Qualifications. Do not exceed two pages per qualification.
- A copy of your most recent performance rating of record.
- A list of training completed in the last five years and dates completed.
- A list of awards received in the last 3 years and dates received.

We will use your responses to the mandatory technical qualifications, certifications, technical skills, education/experience, your performance appraisal, and your history of training and awards to further evaluate your application.

Submit application or resume to:

Postal Regulatory Commission
Attn: Personnel Officer
Vacancy Number: PRC 01-22
901 New York Avenue, NW Suite 200
Washington DC 20628-0001

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

All applications must be received no later than September 2, 2009.