



**POSTAL REGULATORY COMMISSION  
JOB VACANCY NOTICE**

**VACANCY NUMBER: PRC 05-04  
OPEN: JUNE 10, 2010  
CLOSE: JULY 9, 2010**

**POSITION TITLE:** ECONOMIST  
**GRADE:** PRC-4  
**SALARY RANGE:** \$75,336 - \$120,539  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF ACCOUNTABILITY AND COMPLIANCE  
AUDITING AND COSTING DIVISION  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001

**POSITION:** FULL TIME  
**INFORMATION:** TWO POSITIONS MAY BE FILLED  
**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 the field of economics or a related field.

**OVERVIEW**

The 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 in order to foster a viable and efficient postal system. The person selected for this position will be a vital contributor to the development of the rules, regulations, and procedures that will help us fulfill our mission.

This Office is responsible for promoting United States Postal Service transparency and accountability by establishing and maintaining a modern system to regulate rates, ensuring Postal Service compliance with the PAEA, making recommendations based on the analysis of financial reports from the Postal Service, and preparing annual and periodic reports to Congress. The Office of Accountability and Compliance serves the Commission and Commissioners, the Postal Service, mailers, the U.S. Department of State, and the American public.

## DUTIES

As an Economist in the Auditing and Costing Division, the incumbent will perform on a daily basis data extracts and generate reports utilizing Statistical Analysis Systems (SAS) and other software to analyze service performance and economic cost, and financial data and to provide recommendations to Division and Office leadership. The work performed involves designing, developing and applying mathematical methods and techniques to model statistical processes. The incumbent will work with the Assistant Director, Director and other subject-matter experts in the Office of Accountability and Compliance to contribute to the planning and implementation of projects concerning postal matters. In addition, this individual will:

- Update and maintain data through the use of computer software programs.
- Use advanced statistical and econometric models and theories, and automated data and graphic processing techniques to explain and predict probable patterns in assigned mail classifications and service performance.
- Develop and utilize models to project estimates on the effects of changes to various mail classifications and programs.
- Develop comprehensive methods or procedures to determine and measure the reliability, accuracy, and validity of data.
- Review data for source accuracy and refine into useable format. Identify and substantiate reporting disparities regarding changes, trends, or circumstances, not readily evident from the data retrieved.
- Assist in the development/formulation of studies, summaries, and substantive analysis, utilizing various source data collection systems to assess overall quality.
- Develop graphic representations of statistical data and various reports.
- Review, analyze and normalize historical project data to determine relevancy of data as well as model fit to a specific application. Prepare documents and present project data findings and recommendations for normalized data for use in the development of statistical models.
- Perform advanced methodological research utilizing and programming state-of-the-art databases and statistical software; develop, test and select advanced statistical models or other techniques; ensure the accuracy of measurements that data represent; analyze model or other statistical method's results and generate inferences; evaluate the precision, reliability and validity of model results; and prepare essential documentation.
- Review and evaluate complex data systems related to Postal Service costs, revenue, and volume.
- Assist in the replication and audit of quantitative analyses of financial data and provide recommendations to senior staff based on findings.
- Assist in the response to information requests from Congress, the Postal Service, mailers, and/or the general public.

## QUALIFICATIONS AND EVALUATION

Applicants will be evaluated and ranked by a screening panel based on evidence of 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, candidates must have experience that has equipped them with the ability, skill and knowledge to successfully perform the duties of this position. Typically, experience is related to this line of work and at a level similar to this position. Applicants must meet the mandatory technical qualifications described below. Please describe experience relative to the technical qualifications.

### Mandatory Technical Qualifications

1. Knowledge of analytical and research techniques (econometrics, mathematical economics, operations research, etc).
2. Skill in applying analytic theories and methods to solve problems
3. Skill in collecting and analyzing large databases including familiarity with visualization techniques.
4. Skill in preparing and communicating the results of analysis to diverse audiences. (Please provide a writing sample)

### Educational Requirements:

- A. Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in economics or a related field that included at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.

OR

- B. Combination of education and experience--at least 4 years of experience in economics, or an equivalent combination of economics experience, college-level education, and training that provided professional economics knowledge. Previous education/experience must also include *one* of the following:
1. Twenty-four semester hours in economics courses of appropriate type and quality; or
  2. Completion of the requirements for a degree that included substantial course work in economics, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) you have successfully worked at the full-performance level in economics, econometrics, or a related field, (b) a panel of at least two higher level professional economists or econometricians has determined that you have demonstrated a good knowledge of economics and of related and underlying fields that equal in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in economics, education, training, and experience fully meet the specified requirements.

## HOW TO APPLY

Applicants are required to submit the following:

1. Optional Form 612, Optional Application for Federal Employment  
<http://www.opm.gov/forms/html/of.htm#of612> or a resume that includes all of the items listed in Optional Form 612
2. Narrative statement of work accomplishments not to exceed five pages
3. Five-year salary history

### Submit application materials to:

Postal Regulatory Commission  
Attn: Personnel Officer  
Vacancy Number: PRC 05-04  
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 [prc0503@prc.gov](mailto:prc0503@prc.gov).

All applications must be received no later than July 9, 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 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 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.