



POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 05-20
OPEN: MAY 22, 2020
CLOSE: JUNE 4, 2020

POSITION TITLE: DATA ANALYST
GRADE: PRC-3
SALARY RANGE: PRC-3 \$72,030 - \$112,240
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF ACCOUNTABILITY AND COMPLIANCE
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

SECURITY

CLEARANCE: PUBLIC TRUST BACKGROUND INVESTIGATION
INFORMATION: ONE POSITION MAY BE FILLED UNDER THIS SINGLE VACANCY ANNOUNCEMENT
WHO MAY BE
CONSIDERED: OPEN TO ALL US CITIZENS

INTRODUCTION

The Postal Regulatory Commission has an exciting employment opportunity for a highly motivated person with knowledge and/or experience in data analysis.

OVERVIEW

The Postal Regulatory Commission is a small, 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 to directly contribute to the agency's mission.

OFFICE OF ACCOUNTABILITY AND COMPLIANCE (OAC)

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 Postal Accountability and Enhancement Act (PAEA), making recommendations based on the analysis of financial reports from the Postal Service, and by 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.

WORK ENVIRONMENT

The Commission annually ranks as one of the best places to work in the federal government, scoring high in employee engagement and environment. The Commission also is on the forefront of offering flexible working arrangements, and after an initial training and probationary period, it allows employees the opportunity to participate in telework combined with alternative work schedules. In the current pandemic situation, all employees are teleworking and supported by a variety of Commission technologies.



MAJOR DUTIES AND RESPONSIBILITIES

As a Data Analyst, the incumbent will perform data extracts and generate reports utilizing Statistical Analysis Systems (SAS), R, Stata, Predixion, Tableau, ArcGIS, RapidMiner, Excel, or other analytical software to analyze service performance, economic, 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, and economic and cost attribution concepts. The incumbent will work with the Deputy 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. Attention to detail, the ability to identify problems, to develop solutions, and to clearly communicate both verbally and in writing are crucial to the successful performance of these duties.

In addition, this individual will:

- Update and maintain data through the use of automated software programs.
- Use advanced statistical and econometric models and theories, and automated data and graphic processing techniques, to explain and predict probable patterns involving mail costs, revenues, classifications and service performance.
- Utilize models to project estimates on the effects of changes to various mail classification 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.
- Develop/formulate 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.
- Prepare written and oral reports based on data analysis.
- Review and evaluate complex data systems related to Postal Service costs, revenue, and volume.
- Replicate and audit quantitative analyses of financial data and provide recommendations to senior staff based on findings.
- Prepare responses to information requests from Congress, the Postal Service, mailers, and/or the general public.

MANDATORY QUALIFICATIONS

To be eligible for consideration, your application materials must demonstrate that you have experience that has equipped you with the ability, skill and knowledge to successfully perform the duties of this position described above. Typically, experience will be related to financial work at a level similar to this position and may encompass paid and unpaid experience, including volunteer work. 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 best-qualified applicants will be referred to the Director of OAC for further consideration and possible interviews.

All of the following qualifications must be demonstrated in your resume and cover letter:

1. Knowledge of quantitative analytical and research techniques
2. Skill in applying analytical theories and methods to solve problems
3. Skill in collecting data and analyzing large databases
4. Written communication skills
5. Verbal communication skills



6. Knowledge of data visualization techniques
7. Ability to develop procedures to measure reliability and accuracy of data
8. Ability to present and explain analytical results to groups of people
9. Knowledge of economic and financial principles
10. Knowledge of cost attribution principles and methodologies

EVALUATION

You will be evaluated by a screening panel based on evidence of your ability to successfully perform the duties of the position according to the qualifications outlined in this announcement. The panel will forward the appropriate candidates to the Director of OAC for further consideration and possible interview.

EDUCATION AND WORK EXPERIENCE

Successful completion of a course of study in an accredited college or university leading to a bachelor's or higher degree in a quantitative field (e.g., mathematics, engineering, business, operations research, science, economics) that included four higher level courses in quantitative analysis.

To be eligible for consideration, your application materials must demonstrate that you have experience that has equipped you with the ability, skill and knowledge to successfully perform the duties of the position described above. Typically, experience will be related to legal or regulatory work at a level similar to this position and may encompass paid and unpaid experience, including volunteer work. Volunteer work can help to build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

ETHICS REQUIREMENTS

The Commission is committed to government ethics. As a Commission employee, you will be subject to the Standards of Ethical Conduct for Employees of the Executive Branch and the criminal conflict of interest statutes. The Commission also has ethics rules (39 C.F.R. part 3001, subpart A) and supplemental standards of ethical conduct (5 C.F.R. part 5601). The supplemental standards prohibit Commission employees, as well as their spouses and dependent children, from owning any securities issued by entities that are identified on the Commission's annually published prohibited securities list. Applicants are encouraged to request and review this list to determine if any potential conflicts exist prior to accepting an appointment with the Commission. As an employee of the Commission, you must complete initial ethics training within three months of your appointment and, depending on your position, complete required financial disclosure forms within 30 days of your appointment.

BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. As a Federal employee, you and your family will have access to a range of benefits that are designed to make your Federal career very rewarding.

For more information, visit either <https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/> or <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>.

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>.



You will be paid for **Federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=2020>

As a Federal employee, you can boost your retirement savings by participating in the [Thrift Savings Plan \(TSP\)](#). The TSP offers the same types of savings and tax benefits as a 401(k) plan.

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 may participate in the **Flexible Spending Account (FSA)** program 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.

CONDITIONS OF EMPLOYMENT

- Relocation expenses are not authorized.
- You will be required to serve a probationary period of 1 year.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- This position may require you to submit a Public Financial Disclosure Report (OGE 278) upon entry and annually thereafter.
- You must be a **U.S. citizen or national** to be eligible for this position.
- To ensure the accomplishment of our mission, the Postal Regulatory Commission requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully pass a background investigation as a condition of placement into this position.

REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact Sherri Proctor at 202-789-6869. 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.

EEO POLICY STATEMENT

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

VETERAN INFORMATION

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To be considered as a 5-point preference eligible, you must submit a copy of your Certificate of Release or Discharge from Active Duty, DD214. Your DD214 must show the type of discharge and dates of active duty.

To claim 10-point preference, you must submit a copy of your DD214; an Application for 10-point Veterans Preference, SF15; and the proof of entitlement of this preference, which is normally an official statement, dated 1991 or later, from



the Department of Veterans Affairs certifying to the present existence of the service-connected disability and indicating the percentage of your disability.

(Note for Active duty service members expecting to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days: You may be granted tentative preference by submitting a "certification" document in lieu of a Certificate of Release or Discharge from Active Duty, DD214. The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service under honorable conditions. Veterans' preference must be verified prior to appointment.)

Without this documentation, you will not receive veterans' preference.

LEGAL AND REGULATORY GUIDANCE

Social Security Number—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.

Privacy Act—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under 5 U.S.C. §§ 3302 and 3361.

Signature—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

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

HOW TO APPLY

You are requested to apply through the online application system at www.USAJOBS.gov. Follow the prompts to register, answer questions and submit all required documents.

If you already have a USAJOBS account, click "[Apply Online](#)" and follow the prompts to attach any additional documents that may be required.

In order for your application to be considered complete, the following documents must be submitted:

1. Cover Letter (no more than two pages)
2. Resume must contain the following information:
 - a. name
 - b. address
 - c. contact information
 - d. *If you are claiming veteran preference, you must indicate the type of veteran preference you are claiming on your resume*
 - e. detailed work experience related to this position as described in the major duties including:
 - i. dates of employment
 - ii. title
 - iii. grade
 - f. education



3. Current and former Federal employees must submit a copy of your most recent SF-50 (The SF-50 must show your tenure, grade and step, and type of position occupied. [i.e., Excepted or Competitive]).
 - a. Performance award, Realignment, and Detail SF-50s **will not be accepted** as proof of grade and tenure.
4. A minimum of two professional references (at least one of whom has directly supervised the applicant)
5. Five point veterans must submit a DD214
6. Ten point veterans **must** submit the following:
 - a. A copy of your DD214
 - b. Application for 10-point veteran preference, SF-15 http://www.opm.gov/forms/pdf_fill/sf15.pdf
 - c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
 - d. If you're currently serving on Active Duty: submit a statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD214 (Member 4 Copy) upon separation from the military.

To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>.

Additionally, applicants are strongly encouraged to submit:

1. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)
http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf

Application packages will NOT be accepted via mail or fax. All applications must be received by 11:59 pm on June 4, 2020.

FOR MORE INFORMATION

You can obtain forms and additional information by contacting Sherri Proctor at 202-789-6869.