



POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 06-17
OPEN: MAY 4, 2017
CLOSE: MAY 18, 2017

POSITION TITLE: DATA ANALYST
GRADE: PRC-4
SALARY RANGE: \$79,117 - \$122,310
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: UP TO TWO POSITIONS MAY BE FILLED UNDER THIS 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.



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.

QUALIFICATIONS AND EVALUATION

To apply for consideration, candidates must demonstrate the education and/or experience that have equipped them with the ability, skills, and knowledge to successfully perform the duties of this position. Candidates are strongly encouraged to describe their relevant education and experience, and to submit a work sample demonstrating their analytical and communication skills.

Applicants will be evaluated and ranked based on evidence of ability to successfully perform the duties of the position. Up to 10 points will be assigned for each of the following criteria:

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

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps 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. Candidates will also receive credit for educational achievement, as evaluated based on academic performance and relevance to the duties of the position.

REQUIRED EDUCATION

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.

BENEFITS

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.opm.gov/healthcare-insurance/healthcare/>

Life insurance coverage is provided. More info: <http://www.opm.gov/healthcare-insurance/life-insurance/>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.ltcfeds.com/> 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.opm.gov/retirement-services/>

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/snow-dismissal-procedures/federal-holidays/#url=2015>

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

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

REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact Mrs. 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.

VETERANS 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 promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference must submit Form SF-15, Application for 10-point Veterans' Preference.

Without this documentation, you will not receive veteran's 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 Title 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, upon 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.

WHAT TO EXPECT NEXT

After we receive your complete application package (including all required documents), we will conduct an evaluation of your application package. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

HOW TO APPLY

You must apply through the online application system at www.USAJOBS.gov. Follow the prompts to register, answer a few 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 showing education and relevant experience; *(If you are claiming veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume)*
3. A minimum of three references (at least one educational or professional)
4. Five-year salary history
5. A copy of your most recent SF-50 (if a current Federal employee)
6. Five point veterans must submit a DD214
7. Ten point veterans must submit the following:
 - a. A copy of your DD214
 - b. Application for 10-point Veteran's 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. A sample of work demonstrating analytical and communication skills
2. Educational transcript demonstrating relevant coursework and academic performance
3. Optional Form 3046-0466, Demographic Information of 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 May 18, 2017.*

For More Information

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