



## POSTAL REGULATORY COMMISSION

### JOB VACANCY NOTICE

**VACANCY NUMBER: PRC 08-21**

**OPEN: SEPTEMBER 14, 2021**

**CLOSE: OCTOBER 5, 2021**

**POSITION TITLE:** DEPUTY DIRECTOR, DATA ANALYTICS DIVISION  
**GRADE:** PRC-8  
**SALARY RANGE:** \$132,552–\$183,300  
**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 VACANCY ANNOUNCEMENT  
**WHO MAY BE**  
**CONSIDERED:** OPEN TO THE PUBLIC  
**APPLICATION PERIOD:** THREE WEEKS OR UNTIL 100 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

#### SUMMARY

The Postal Regulatory Commission, Office of Accountability and Compliance (OAC), currently has an exciting executive-level employment opportunity in our technical office for a highly motivated, highly skilled person with management experience in a wide variety of accounting, economics and other technical tasks. OAC 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.

#### LEARN MORE ABOUT THIS AGENCY

The Postal Regulatory Commission is an independent establishment of the executive branch created by the Postal Accountability and Enhancement Act (PAEA) to provide strengthened oversight of the United States Postal Service. The five-member bipartisan Commission promotes high quality universal mail service for the American people by ensuring Postal Service transparency, accountability, and compliance with the law. The Commission is the primary regulator of the Postal Service and works to provide appropriate insight into postal rates, finances, and service to stakeholders and the 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**

This position is responsible for managing and directing all personnel and activities within the Data Analytics Division of the Office of Accountability and Compliance (OAC). This is an exciting opportunity to launch a new Data Analytics Division and guide its strategy and implementation. As the regulator of the postal sector in the United States, the Commission interacts with a vast array of financial and operational data related to the functioning of the United States Postal Service and the economy, including mail communications and the fast-growing world of electronic commerce package delivery. The Deputy Director will be at the forefront of helping the Commission to better understand, interrogate, and analyze this data, while determining the root causes of compliance failures. The Deputy Director will help to organize this data, use it to develop meaningful questions and answers for compliance, and develop compelling regulatory and analytical outputs for American citizens and policymakers. The Deputy Director supervises work on the following projects:

- The annual determination of the Postal Service's compliance, including rates, cost coverage, and service performance, with title 39
- Rulemakings
- Complaint cases
- Advisory opinions
- Root cause analysis of a variety of issues
- Data analytics on several different U.S. Postal Service databases
- Analysis of service performance data

The incumbent will oversee the evaluation of out-of-compliance products, look for causation of noncompliance, suggest and implement approaches for addressing problems, and assist the Commission with analytics as needed. Incumbent will be required to build strong subject matter expertise in postal operations and issues throughout the postal network, and will help to strategize, identify and act as Contracting Officer's Technical Representative for various consultants as needed.

This position serves to advise the OAC Director and the Commission regarding Division analyses. The incumbent will assist the Director of OAC in management activities, including development of operating plans, work schedules, priorities, and deadlines to complete tasks assigned to the office; identification of future in-house and consultant staffing requirements; monitoring and review of office personnel; communication with the Commissioners on technical matters; collaboration with the Office of the General Counsel in the preparation of staff recommendations; and acting for the Office Director, as required. The incumbent will represent the Commission before outside organizations.

### **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 best qualified applicants will be referred to the hiring manager for further consideration and possible interviews. After making a tentative job offer, we will conduct a suitability/security background investigation. We expect to make a final job offer within 40 days after the deadline for applications. You will be notified of the outcome.

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. Applicants must meet the mandatory qualifications described below, and be prepared to provide writing samples upon request.

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.

#### **SPECIFIC COMPETENCIES:**

1. Ability to effectively communicate complex concepts both orally and in writing
2. Ability to organize time and tasks to successfully complete activities
3. Ability to collaborate with others in a team
4. Extensive knowledge in quantitative fields (e.g., Economics, Econometrics, Statistics, Data Analytics, Operations Research, Engineering, Finance). Ability to use analyze systems in part and as a whole using techniques from these fields.
5. Problem solving and critical thinking/analytical skills
6. Knowledge of U.S. postal laws and the United States Postal Service operations and services
7. contract management,
8. Working knowledge of various analytics software such as SAS, STATA, R, Python, Power BI, Excel, and GIS.
9. Executive Core Competencies – Leading change, leading people, results driven, business acumen, building coalitions

#### **ECQS CONSIST OF THE FOLLOWING:**

1. Leading Change - This core qualification consists of demonstrating creativity and innovation, external awareness, flexibility, resilience, strategic thinking, and vision. More specifically, it involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. Leading People - This core qualification consists of demonstrating conflict management, leveraging diversity, developing others, and team building. More specifically, it involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. Results Driven - This core qualification consists of demonstrating accountability, customer service, decisiveness, entrepreneurship, problem-solving and technical credibility. More specifically, it involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. Business Acumen - This core qualification consists of demonstrating financial, human capital, and technology management. More specifically, it involves the ability to manage human, financial, and information resources strategically.
5. Building Coalitions - This core qualification consists of demonstrating partnering, political savvy and negotiating skills. More specifically, it involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

#### **EDUCATION AND EXPERIENCE**

- A. Completion of a Bachelor's degree program including extensive study of Data Analytics, Operations Research, Engineering, Economics or a related field, plus eight (8) years of relevant experience, or graduate degree plus five



(5) years of experience (strongly preferred). Education should include at least 21 semester hours in data analytics or economics and 3 semester hours in statistics, accounting, or calculus.

AND

- B. Experience should include demonstrated leadership experience. Prior postal sector experience, including Postal Service, Postal Regulatory Commission, or USPS Office of Inspector General experience, is a plus.

## 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=2021>

If you are a current 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

- You will be required to serve a probationary period of 1 year.
- Relocation expenses are not authorized.
- You will be required to participate in direct deposit.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- You must successfully pass a background investigation.
- This position may require you to submit a Public Financial Disclosure Report (OGE 278) upon entry and annually thereafter.
- The Postal Regulatory Commission uses e-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](#), including your rights and responsibilities.

## 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. subpart A of part 3001 and supplemental standards of ethical conduct [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 an annually published prohibited securities list. 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.

### **REASONABLE ACCOMMODATION**

If you need reasonable accommodation for a disability, please contact the Commission's HR office via email at [HR@prc.gov](mailto:HR@prc.gov) or 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**

If you are claiming veterans' preference, you must submit a copy of your DD-214 (Member 4 copy), or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs showing dates of service and type of discharge. Ten-point preference eligibles must also submit an Application for 10-point Veteran Preference, SF-15, along with the required documentation listed on the back of the SF-15 form. For more information on veterans' preference view [FedsHireVets](#).

### **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, 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.

### **WHAT TO EXPECT NEXT**

Once your online application is submitted you will receive a confirmation notification by email. After we receive application package (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. Please ensure that your application includes all required documents as we will not process applications missing a cover letter, etc. After the review is complete, the best qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be notified of their status by email, referred applicants will be notified as such and may be contacted directly by the hiring office for an interview. All referred applicants will receive a final notification once a selection decision has been made.



## ADDITIONAL INFORMATION

**Receiving Service Credit or Earning Annual (Vacation) Leave:** Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. The Commission may offer Federal employee's credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

## HOW TO APPLY

**You must apply through the online application system at <https://www.usajobs.gov/GetJob/ViewDetails/614036400>**  
**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 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 veterans preference you are claiming on your resume*
  - e. detailed work experience related to this position as described in the Major Duties and Responsibilities and Specific Competencies including:
    - i. dates of employment
    - ii. title
    - iii. grade (for Federal employment)
  - f. education
3. In addition to demonstrating experience with the Major Duties and Responsibilities and Specific Competencies listed above, applicants must submit a narrative (no more than 2-3 pages each) for the five Executive Core Qualifications (ECQs) listed above, with specific work-related examples demonstrating each of these qualifications. Although the Commission uses the ECQs as criteria to evaluate candidates, this position is not within the Federal SES service administered by the Office of Personnel Management.
4. Current and former Federal employees must submit a copy of your last or most recent SF-50, "Notice of Personnel Action" to indicate your current federal status. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate that you possess the years of experience required for this vacancy. You must provide additional SF-50s that clearly demonstrate that you meet the years of experience required for this vacancy. (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-50's **will not be accepted** as proof of grade or tenure.
5. Five point veterans must submit a DD214 (member 4 copy)



***Failure to provide this documentation will result in your application not receiving 5-point preference.***

6. 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](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 letter 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.

***Failure to provide this documentation will result in your application not receiving 10-point preference.***

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](http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf)

**Application packages will NOT be accepted via email, mail or fax. All applications must be received by 11:59 pm on October 5, 2021.**

This vacancy announcement will be open from September 14, 2021 to October 5, 2021 or until 100 applications have been received, whichever occurs first. Complete application packages must be submitted at the time that you apply to receive consideration. Additional documents will not be accepted after the vacancy closes.

#### **For More Information**

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