



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 02-19
OPEN: AUGUST 23, 2019
CLOSE: AUGUST 30, 2019**

POSITION TITLE: DIRECTOR, PUBLIC AFFAIRS AND GOVERNMENT RELATIONS
BAND: PRC-9
SALARY RANGE: \$127,914 - \$192,300
LOCATION: POSTAL REGULATORY COMMISSION
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 ALL US CITIZENS

INTRODUCTION

The Postal Regulatory Commission has an exciting executive-level employment opportunity for a highly motivated, highly skilled person with extensive, varied, and high-level experience in Congressional and Executive Branch relations and public affairs.

OVERVIEW

The Postal Regulatory Commission is an independent agency of the executive branch. Its mission is to ensure transparency and accountability of the United States Postal Service (USPS), and to foster a viable and efficient universal mail system.

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 PUBLIC AFFAIRS AND GOVERNMENT RELATIONS

The Director of the Office of Public Affairs and Government Relations (PAGR) is responsible for representing and advocating on behalf of the Commission to the public, to the Executive and Legislative branches of government, to the USPS and other constituents, and to the media. PAGR supports all Commission public relations programs and activities and directs the development and implementation of the Commission's legislative goals and strategies; liaises with Congress, other government agencies and the USPS; conducts media outreach activities; and manages general consumer relations with the public by responding to inquiries and correspondence. PAGR also sets editorial standards for Commission reports and other public documents, including the Commission website, and assists the Commissioners to develop speeches and testimony.



MAJOR DUTIES AND RESPONSIBILITIES

As Director of the Office of Public Affairs and Government Relations, the incumbent leads and manages the office. The incumbent is the public face and direct point-of-contact for Congress and Executive Branch entities. The incumbent also tracks all public correspondence that the Commission receives; investigates and gathers information on consumer, government, and media topics; and manages all media relations.

The Director:

- Investigates/researches information on consumer, government, and media topics; performs general analyses related to consumer, government, and media relations as assigned by the Chairman
- Plans, organizes, directs, and coordinates the internal and external public affairs program for the Commission to include:
 - Managing and approving the appearance and content that affects the external user's experience of the Commission website, including setting editorial standards for Commission reports and other public documents
 - Conducting media outreach activities
 - Synthesizing and presenting technical recommendations from PAGR to the Commissioners regarding the agency's communications goals and strategies
- Develops policies and procedures on internal and external relations
- Liaises with Congress, other government agencies, the mailing community, business and private individuals, state and federal officials, and USPS, including reviewing official correspondence (ie., Business letters) from other agencies
- Develops legislative strategies
- Manages and tracks the receipt, review, analysis, and response to public correspondence
- Assists the Commissioners and Office Heads to develop testimony, speeches, press releases, and studies, and prepares Commissioners and senior staff for interactions with the media
- Assists in the preparation of Commission reports and primary for compilation of the Commission's Annual Report
- Supervisory activities include:
 - Planning and assigning work to be accomplished by subordinates
 - Giving advice and counsel to employees on both work and administrative matters
 - Evaluating work performance

QUALIFICATIONS AND EVALUATION

To be eligible for consideration, applicants must have relevant and extensive experience at a sufficiently high level of difficulty to clearly show that the applicant possess the required Specific Critical Competences and Executive Core Qualifications (ECQs) set forth below.

Candidates must have at least 5 years of specialized experience equivalent to at least the GS-15 level or Senior Executive Service (SES) or equivalent pay band in other pay systems in the Federal Government. Mandatory specific experience required is working personally with Members of Congress, as well as senior officials in the Executive branch, to advance an entity's policy objectives and goals. Additionally, candidates must have experience:



- Researching legislative and news media-related topics that impact multiple components within an agency
- Drafting responses to external inquiries and keeping abreast of legislative and regulatory changes across agency lines
- Communicating strategies involving multiple communication methods, including social media
- Reviewing media-related documentation and materials for a variety of external and internal audiences
- Serving as a liaison with several non-governmental organizations in order to gain support for agency policies and practices
- Drafting and editing correspondence, public statements, and presentations for engagement with the public and news media

Applicants must demonstrate clearly in their application materials that they possess the required experience related to the Specific Critical Competencies listed below.

SPECIFIC CRITICAL COMPETENCIES:

- Demonstrated ability to communicate complex concepts both orally and in writing effectively
- Ability to organize time and tasks to complete activities successfully
- Demonstrated ability to collaborate with others in a team
- Demonstrated ability in problem solving, critical thinking/analytical, and investigative/research skills
- Project management skills
- Interpersonal skills
- Management of a diverse staff, including providing personnel reviews, ratings, and feedback
- Expert knowledge of Executive and Congressional branch operations, particularly in working personally with Members of Congress and their staff, as well as senior officials in the Executive branch, to advance an entity's policy objectives and goals

In addition to demonstrating experience with the Specific Critical Competencies listed above, applicants must submit a narrative (no more than 2-3 pages each) for the following five Executive Core Qualifications, with specific work-related examples that demonstrate the applicant possesses each of these qualifications. Provide specific examples of what you have done that demonstrates your possession of each ECQ listed below. Although the Commission uses the ECQs as criteria to evaluate candidates, this position is not within the Federal SES administered by the Office of Personnel Management.

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:

The candidate must possess a Bachelor's degree and/or education related to the Specific Critical Competencies listed above.

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/snow-dismissal-procedures/federal-holidays/#url=2018>

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 this program.

ADDITIONAL INFORMATION

- By law, the Director of PAGR must be appointed by a majority of Commissioners in office.
- 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.



- This position requires you to submit a Public Financial Disclosure Report (OGE 278) or a Confidential Financial Disclosure Report (OGE450) upon entry and annually thereafter.
- To ensure the accomplishment of our mission, the 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.
- Employees are required to have direct deposit.

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.

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'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 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.

ETHICS REQUIREMENTS

The Commission is committed to government ethics. As a Commission employee, you are 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 3000) 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 an annually published prohibited securities list. As an employee of the Commission, you must complete initial ethics training within 3 months of your appointment and, depending on your position, complete required financial disclosure forms within 30 days of your appointment.

HOW YOU WILL BE EVALUATED

After we receive your complete application package (including all required documents), we will conduct an evaluation to determine if you meet the minimum qualifications required and the extent to which your application shows that you possess the knowledge, skills, and abilities associated with this position. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people with whom you interacted, the sensitivity of the issues you handled, etc. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview.

HOW TO APPLY

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

1. A resume must include the following:
 - a. All professional work experience.
 - b. From and to dates (or from date to present for current position), which include the month and year for each position held.
 - c. Grade levels held for each Federal position.
 - d. Detailed descriptions of experience under each position held. **(Applicants must provide specific supporting examples to show that they meet the qualifications of the position shown in the announcement.)**
 - e. Education.
 - f. Training.
 - g. Special skills, accomplishments, and awards.



- h. Demonstration that the applicant possesses the basic requirements, Specific Critical Competencies, and Executive Core Qualifications for this position.
2. A copy of your most recent SF-50 (if a current Federal employee)
3. A copy of your most recent performance appraisal
4. A minimum of three references (at least one professional)

Any submitted documents that are not required or requested for this vacancy will not be considered (e.g., training certificates, transcripts, letter of recommendations).

Additionally, applicants are strongly encouraged to submit:

1. Cover letter, one page maximum
2. Optional Form 3046-0466, Demographic Information of Applicants (voluntary)
http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf

Complete application packets will be accepted via email only. The email address is: employment@prc.gov.

Applications will NOT be accepted via mail or fax. All applications must be received by 11:59 pm on August 30, 2019.

FOR MORE INFORMATION

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