



**POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 08-15
OPEN: APRIL 3, 2015
CLOSE: APRIL 24, 2015**

POSITION TITLE: ECONOMETRICIAN
GRADE: PRC-3
SALARY RANGE: \$57,952 - \$92,720
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 ALL US CITIZENS

INTRODUCTION

The Postal Regulatory Commission currently has an exciting employment opportunity in our technical office for a highly motivated, highly skilled person with experience in a econometrics, economics and other technical tasks.

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

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 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

An Econometrician:

- As required, ensures that Commission documents incorporate sound economic principles and econometric analyses
- As required, is the lead analyst for all pricing, classification, and costing issues relating to one or more classes of mail in Commission proceedings including
 - The Annual Compliance Determination
 - Market Dominant Product Price Adjustments
 - Competitive Product Price Adjustments
 - Market Dominant Negotiated Service Agreements
 - Competitive Product Negotiated Service Agreements
 - Classification Cases
 - Analytical Principle Rulemakings
 - Other rulemakings
 - Universal Postal Union Rate and Classification Issues
 - Market Tests
 - Complaint Cases
 - Advisory Opinions
- As lead analyst,
 - Provides expert advice to the Commission on matters pertaining to postal regulatory policies, including: detailed statistical/econometric studies and survey data; cost data and methodologies; databases of service units compiled for specific operations; operational cost models; quantitative and qualitative reports, studies, and surveys outlining the degree of market price and service competition; and other economic evidence and argument pertaining to market power, competitive access, or potential anti-competitive impacts and effects; price elasticity, cost elasticity, marginal cost, and incremental cost
 - Coordinates technical and policy issues with the OGC attorney assigned to the proceeding
 - Advises Assistant/Deputy Director of technical and policy issues
 - Prepares information requests for Commission proceedings as required
 - Drafts reports, notices, and orders in part or in full, as required
 - Reviews drafts of notices and orders, as required
 - Briefs Commission, as required
 - Replicates quantitative analyses in the areas of costing, pricing, and rate design and provides recommendations to the Assistant Director and/or other Commission staff based on findings
- Advises Commission staff on specific technical topics
- Provides support as part of a team to conduct in-house studies



- Assists Assistant/Deputy Director in reviewing contractor work
- May assist public representative in Commission proceedings on a range of postal issues related to, among other things, pricing, costing, classification of products, and service performance

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.

MANDATORY QUALIFICATIONS:

The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

Specific Critical Competencies include:

- Ability to effectively communicate complex concepts both orally and in writing
- Ability to organize time and tasks to successfully complete activities
- Ability to collaborate with others in a team
- Problem solving and critical thinking/analytical skills
- Knowledge of economic principles related to pricing and costing
- Ability to conduct state-of-the-art econometric analysis
- Ability to use statistical software like SAS and EView
- Ability to evaluate and develop complex Excel spreadsheet analyses
- Ability to draft documents in word and prepare briefings in PowerPoint

EDUCATION AND EXPERIENCE:

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 that included at least 9 semester hours in statistics, mathematical economics, or calculus.



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>

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>

CONDITIONS OF EMPLOYMENT

- Relocation expenses are not authorized.
- **Serves at the pleasure of the Commission.**
- 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 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 claim veterans' preference, veterans should be ready to 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 will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

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, 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 complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. 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 relevant experience; (*If you are claiming veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume*)
3. Five-year salary history
4. A minimum of three references (at least one professional)
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'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. Optional Form 3046-0466, Demographic Information on Applicants (voluntary) http://www.prc.gov/prc-pages/about/hr/OMB_FORM_3046-0046.pdf

All applications must be received by 11:59 pm on April 24, 2015.

If you plan to submit the application by mail, please send your application at least two weeks before the deadline because mail to federal government agencies in Washington, DC may be delayed by security screening procedures.

Mailed applications will be accepted at the following address:

Postal Regulatory Commission
901 New York Ave., NW Suite 200
Washington, DC 20268-0001
ATTN: Vacancy # PRC08-15

Applications will not be accepted by fax.

For More Information

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