



POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 08-20
OPEN: SEPTEMBER 18, 2020
CLOSE: OCTOBER 2, 2020

POSITION TITLE: ECONOMIST
GRADE: PRC-3/4/5
SALARY RANGE: PRC 3 \$72,030 - \$112,240; PRC 4 \$86,335 - \$133,465; PRC 5 \$102,663 - \$145,578
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
APPLICATION
PERIOD: TWO WEEKS OR UNTIL 150 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

INTRODUCTION

The Postal Regulatory Commission, Office of Accountability and Compliance (OAC), 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 provides analytic support for the Commission's review of rate changes, negotiated service agreements, classifications of new products, post office closings, amendments to international postal treaties and conventions, as well as other issues. OAC evaluates Postal Service accounting records, financial reports, and other financial data to assess accuracy, completeness, and conformance to reporting and procedural standards established by the Commission. OAC assists the Commission in its annual determinations of the Postal Service's compliance with pricing and service performance standards, as well as the preparation of the Commission's annual report to the President and Congress.

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

PRC 3, 4, and 5

As an Economist, the incumbent will analyze microeconomic cost data and Postal Service models to develop recommendations to Division and Office leadership. The work performed involves designing, developing and applying mathematical methods and techniques to model processes, and economic and cost attribution concepts. The incumbent will work with the Deputy Director, Director, and other subject matter experts in OAC 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:

- Provide advice to the Commission on matters pertaining to Postal regulatory policies including: detailed statistical studies and survey data; cost data and methodologies; operational cost models; quantitative and qualitative reports, studies, and surveys outlining the degree of market price and service competition.
- 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 patterns involving mail costs, revenues, classifications and service performance.
- Utilize models to project estimates on the effects of changes to various mail classifications and programs.
- Assist in developing 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.
- Assist in the development/formulation of 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.
- Assist in the preparation of written and oral reports based on data analysis.
- Review and evaluate complex data systems related to Postal Service costs, revenues, and volumes.
- Assist in the replication and audit of quantitative analyses of financial data and provide recommendations to senior staff based on findings.
- Assist in the response 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. 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.



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

1. Knowledge of quantitative analytical and research techniques
2. Skill in applying economic theories and methods, to solve problems
3. Skill in collecting 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, such as marginal and incremental cost, 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.

Candidates will be evaluated based on their experience and education related to the mandatory qualifications described above. This vacancy is for a range of PRC-grade level 3-5, with duties for each position requiring increased levels of responsibility and expertise that must be demonstrated through a candidate's experience and level of education. To be considered for a higher PRC-grade, the candidate must demonstrate expert-level knowledge and mastery, and leadership in the relevant subject-area.

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, economics, business, operations research, science) that included four higher level courses in quantitative economic analysis.

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.

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 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.

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 must contain the following information:
 - a. name
 - b. address



- c. contact information
 - d. *If you are claiming veterans' 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 including:
 - i. dates of employment
 - ii. title
 - iii. grade
 - f. education
- 3. A minimum of two professional references (at least one of whom has directly supervised the applicant)
 - 4. 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, Time off Award, Realignment, and Detail SF-50s **will not be accepted** as proof of grade and tenure.
 - 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. 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

This vacancy announcement will be open from Sept. 18, 2020 to Oct. 2, 2020 or until 150 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.

Application packages will NOT be accepted via email, mail, or fax. All applications must be received by 11:59 pm on October 2, 2020.

FOR MORE INFORMATION

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