



**POSTAL REGULATORY COMMISSION**

**JOB VACANCY NOTICE**

**VACANCY NUMBER: PRC 06-20**

**OPEN: JULY 8, 2020**

**CLOSE: JULY 22, 2020**

**POSITION TITLE:** HUMAN RESOURCES (HR) ASSISTANT  
**GRADE:** PRC 1/2/3  
**SALARY RANGE:** PRC-1 \$48,670 - \$77,396; PRC-2 \$65,561 - \$93,638; PRC-3 \$72,030 – 112,240  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF SECRETARY AND ADMINISTRATION  
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 the Secretary and Administration (OSA), currently has an exciting employment opportunity for a motivated, organized, and detail-oriented HR Assistant.

**OVERVIEW**

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.

**OFFICE OF THE SECRETARY AND ADMINISTRATION (OSA)**

OSA provides management and staff support to the Commission's operational offices (including the Office of Inspector General), and is responsible for the Commission's strategic plan and various initiatives of the Executive Branch. OSA ensures that the Commission has the physical, financial, technology and human capital infrastructure needed to accomplish its mission. The effort led by OSA provides financial management, records management, administrative and organizational support, planning and human capital resources for the Commission. The Commission's administrative staff identifies and proposes process improvements, implements strategic plans, and provides support to ensure the success of the Commission's mission, reduce repetitiveness, and increase cooperation among the Commission's operational offices. In addition, OSA provides information technology services to the Commission.



## **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**

The HR Assistant will provide administrative, clerical, and limited technical support for the Commission, including support in employee compensation and benefits, timekeeping, recruitment and placement, employee onboarding, employee relations, wellness and work-life, as well as policy development. Working under the direction of the HR Manager, this position will perform duties as assigned with the opportunity to provide innovative recommendations to help support the small HR program at the Commission. The HR Assistant will:

- Perform HR technical and administrative support functions; process personnel actions; serve as the official timekeeper, entering and certifying leave weekly.
- Assist in recruitment activities, including drafting vacancy announcements for approval.
- Utilize USA Staffing to post vacancy announcements, verify applicants' eligibility and qualifications, and refer best qualified candidates for consideration; draft job offer letters using established templates.
- Assist in data collection and analysis; coordinate with USA staffing to conduct analysis of applicant demographic data; conduct personnel audits.
- Coordinates applications for background investigations and on-boarding process, including new employee orientation; assist with job offers in post-selection process.
- Coordinates and/or assist with open season activities.
- Establish and maintain a filing system of employee records and reports and ensures adherence to applicable regulations and policies; maintain an inventory of HR records.
- Assist in the research, development, and compliance with HR-related policies.
- Serve as the Employee Training and Development Coordinator; responsible for planning and researching training courses (government and non-government) for employee development and career enhancement; assist in preparing training for internal Commission managers on best practices and policy compliance; provide a variety of general information to Commission personnel regarding program functions, processes, and procedures; tracks mandatory and professional training requirements; coordinates, prepares, and recommends yearly training budget.
- Serve as agency travel coordinator; responsible for assisting employees with official travel arrangements.
- Perform other duties as assigned.

Responsibilities will increase and assignments will become more complex as your training and experience progresses.

## **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 described above. Typically, experience will be related to work at a level similar to this position and may encompass paid and unpaid experience, including volunteer work.

Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:



All of the following qualifications must be demonstrated in your resume and cover letter:

1. Proven ability and experience in effectively communicating 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. Proven investigative and research skills
5. Problem solving, critical thinking/analytical, and logical reasoning skills

## WORK EXPERIENCE

The preferred candidate will have a minimum of 3 years of federal experience.

## 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>

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

- Relocation expenses are not authorized.
- You will be required to serve a probationary period of 1 year.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- 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.
- 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.



## **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 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 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 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**

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 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**

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 Secretary for further consideration and possible interviews.

### **HOW TO APPLY**

You are requested to apply through the online application system at [www.USAJOBS.gov](http://www.USAJOBS.gov). Follow the prompts to register, answer 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 veteran 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, 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](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:**

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)

This vacancy announcement will be open from July 8, 2020 to July 22, 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 July 22, 2020.**

**FOR MORE INFORMATION**

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