



POSTAL REGULATORY COMMISSION

JOB VACANCY NOTICE

VACANCY NUMBER: PRC 02-20

OPEN: JUNE 26, 2020

CLOSE: JULY 10, 2020

POSITION TITLE: MANAGER, INFORMATION TECHNOLOGY (IT)/INFORMATION SYSTEMS SECURITY MANAGER (IT MGR/ISSM)
GRADE: PRC 6/7
SALARY RANGE: PRC-6 \$121,316 - \$161,730; PRC-7 \$142,701 - \$170,800
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF SECRETARY AND ADMINISTRATION
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

SECURITY

CLEARANCE: SECRET

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 50 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 IT Manager, Information Systems Security Manager (IT MGR/ISSM).

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 IT Manager/ISSM is a management level position within the Information Technology (IT) area that is responsible for establishing and maintaining the strategy and program to ensure information assets and technology are adequately protected. This position serves as Chief Information Security Officer (CISO) for the Commission, and directs staff in identifying, developing, implementing, and maintaining processes across the Commission to reduce information and Information Technology risks. The incumbent establishes appropriate standards and controls, assesses the enterprise environment, manages security technologies, directs the establishment and implementation of policies and procedures, and responds to incidents.

This position is a multidisciplinary role that involves management of the IT department and direct technical work that requires a specific combination of expertise. The incumbent is responsible for managing the Commission's IT team and is directly responsible for its security program to ensure the confidentiality, availability, and integrity of PRC's intellectual property is preserved.

As the IT Mgr/ISSM, the incumbent will:

- Develop and maintain strategic IT security plans, defining current and future business environments.
- Manage IT projects and IT contractors.
- Supervise and train IT employees. This includes planning and directing the activities of the IT team, setting and adjusting short-term priorities, and preparing schedules for completion of work. Informs the rating process for each team member by providing written evaluations to the Secretary. Ensures IT team is cross-trained to provide redundancy for critical processes.
- Manage and direct the resources and efforts to ensure the Commission's IT enterprise information systems are integrated, interoperable and as close to state-of-the-art as possible. Establishes requirements for acquisition, development, and implementation of modified and/or new systems. Researches, evaluates, and recommends new or updated technologies to be used as enhancements or upgrades to existing server, network, and other IT infrastructure equipment.
- Develop, implement, oversee, and monitor IT security strategies, plan, policies, agreements, standards, practices, and security management programs.
- Oversee the security posture for one or more system(s) throughout the entire lifecycle; provide continuous monitoring through scheduled assessments, control testing, and audit reviews, and escalate issues as needed.
- Implement IT security controls and development of security authorization documents; and ensure the system is compliant with mandated security policies and requirements.
- Ensure the Commission's compliance with applicable statutory, Federal, and Commission policies, standards, and practices relating to IT security.
- Execute and perform reviews of Security Assessment & Authorization (SA&A) packages for PRC systems.
- Execute and perform reviews of authorized FedRAMP Cloud provider SA&A packages for Commission use.
- Developing, implement, and coordinate activities across platforms to protect and restore IT systems, services and capabilities, including incident response and tracking, vulnerability management, POA&M management, etc.



- Apply Government-wide IT security-related legislation, policies, procedures and directives, and other regulatory governance, including Federal Information Security Modernization Act (FISMA), and those established by the Office of Management and Budget (OMB), National Institute of Standards and Technology (NIST), and Government Accountability Office (GAO), and Department of Homeland Security (DHS), to secure federal information systems.
- Research and analyzing technology problems, issues, and program requirements with knowledge of conducting risk analyses to determine cost-effective and essential safeguards.
- Monitor and evaluate system security posture and compliance with IT security requirements.
- Develop the IT component of the Continuity of Operations Plan (COOP) for all Commission systems to ensure system availability in the event of a COOP activation, to include vital records, data integrity and user training. Serves on the Emergency Response Group.
- Performs other duties as assigned.

QUALIFICATIONS AND EVALUATION

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 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 Secretary for further consideration and possible interviews.

COMPETENCIES AND SKILLS INFORMATION

Your resume must detail how you meet the Knowledge, Skills and Abilities requirements, showing specialized experience and IT-related experience demonstrating each of the competencies described below.

Knowledge, Skills and Abilities (KSAs): 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. Expert Knowledge of cybersecurity and security of information technology
2. Ability to effectively communicate complex concepts both orally and in writing, including the ability to write technical documentation, IT policies, FISMA reports, and performance evaluation feedback.
3. Ability to organize time and tasks to successfully complete activities in a timely and accurate manner. This includes effective project management.
4. Ability to collaborate with others in a team.
5. Problem solving, critical thinking/analytical, and investigative/research skills.
6. In addition to expert specialty knowledge, have local area networks, hardware and software general knowledge

Applicants must have IT-related experience demonstrating each of the four competencies listed below:

1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
2. **Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.



3. **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

THE FOLLOWING CERTIFICATIONS/CLEARANCES ARE DESIRED:

- Certified Authorization Professional (CAP)
- COMPTIA -- A+, Security+ and Network+
- Certified Information Security Professional (CISSP)
- Certified in Risk and Information Systems Control (CRISC)
- Certified Information Security Manager (CISM)
- Cisco Certified Network Professional (CCNA)
- Microsoft Certified Systems Administrator (MCSA)
- Microsoft Certified Systems Engineer (MCSE)
- Project Management Professional (PMP)

WORK EXPERIENCE

The preferred candidate will have a minimum of 5 years of experience equivalent to a GS 14 or GS15.

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.
- You must be able to obtain and hold a Secret security clearance.
- **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.

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.

HOW TO APPLY

Completed applications will be accepted via email to the following email address: employment@prc.gov

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 including:
 - i. dates of employment
 - ii. title
 - iii. grade
 - f. education
3. 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.



4. Five point veterans must submit a DD214
5. 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. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)
http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf

This vacancy announcement will be open from June 26, 2020 to July 10, 2020 or until 50 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 mail or fax. All applications must be received by 11:59 pm on July 10, 2020.

FOR MORE INFORMATION

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