



**POSTAL REGULATORY COMMISSION  
JOB VACANCY NOTICE  
VACANCY NUMBER: PRC 02-15  
OPEN: OCTOBER 20, 2014  
CLOSE: OCTOBER 31, 2014**

**POSITION TITLE:** MANAGEMENT ANALYST  
**GRADE:** PRC-3/4  
**SALARY RANGE:** \$57,378–\$123,936  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF THE 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  
**WHO MAY BE  
CONSIDERED:** OPEN TO ALL US CITIZENS

***\*\*If you submitted an application in response to Vacancy Number PRC12-14, your application will be considered in response to this vacancy announcement. You do not need to re-apply.***

**INTRODUCTION**

The Postal Regulatory Commission has an exciting opportunity for a highly motivated, highly skilled management analyst.

**OVERVIEW**

The Postal Regulatory Commission is an 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 Commission decisions.

The Commission's mission is to ensure transparency and accountability of the United States Postal Service, and to foster a viable and efficient postal system.

**OFFICE OF SECRETARY AND ADMINISTRATION**

The Office of Secretary and Administration is responsible for providing support to the Commission by recording official actions and by overseeing general Commission administration including human resources, contracting, the docket room, information technology, and other support services, such as the mail and supply room. The Office must prepare and submit a formal annual budget to the Office of Management and Budget for the Commission's expenses, and manage the Commission's budget and finances throughout the year. The Office of Secretary and Administration serves the Commissioners, the U.S. Postal Service, the mailing community, the public, consultants, vendors, as well as the Office of

Personnel Management, Equal Employment Opportunity Commission, Department of Labor, Office of Management and Budget, and National Institute of Standards and Technology.

### **MAJOR DUTIES AND RESPONSIBILITIES**

As a Management Analyst in the Office of the Secretary and Administration, you will provide policy and process analysis and report writing to the Office of the Secretary and Administration and the Commission as a whole.

The Management Analyst:

- evaluating and advising on the organization, methods, and procedures for providing administrative support systems such as records, communications, directives, forms, files, and documentation;
- researching and investigating new or improved business and management practices for application to agency programs or operations;
- analyzing new or proposed legislation or regulations to determine impact on program operations and management;
- developing and writing new or modified administrative program policies, reports, regulations, goals, or objectives;
- developing procedures and systems for establishing, operating, and assessing the effectiveness of administrative control systems such as those designed to prevent waste, loss, unauthorized use, or misappropriation of assets;
- performing management surveys to determine compliance with agency regulations, procedures, sound management practices, and effective utilization of staff;
- reviewing administrative audit and investigative reports to determine appropriate changes or corrective action required;
- analyzing and evaluating proposed changes in mission, operating procedures and delegations of authority;
- assisting other departments as required; and
- providing back up to travel processing.

### **QUALIFICATIONS AND EVALUATION**

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. Typically, experience is related to this line of work and at a level similar to this position. Applicants must meet the mandatory qualifications described below.

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.

Applicants will be evaluated and ranked by a screening panel based on evidence of ability to successfully perform the duties of the position. The panel will forward the highest ranked candidates to the office director for selection.

## MANDATORY QUALIFICATIONS

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

## EDUCATION AND EXPERIENCE

### COMBINING EDUCATION AND EXPERIENCE

The candidate is expected to have a Bachelor's degree and a minimum of three (3) years of relevant experience in a related field. Policy research and writing experience is preferred.

## BENEFITS

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.opm.gov/healthcare-insurance/healthcare/>

**Life insurance** coverage is provided. More info: <http://www.opm.gov/healthcare-insurance/life-insurance/>

**Long-Term Care Insurance** is offered and carries into your retirement. More info: <http://www.ltcfeds.com/>

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.opm.gov/retirement-services/>

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: <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2014>

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: [www.FSAFEDS.com](http://www.FSAFEDS.com)

## 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
- 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. Selection for this position will be made solely on the basis of merit, fitness for duty, and job related qualifications without regard to race, gender, religion, color, age, marital status, national origin, non-disqualifying handicapping condition, or any 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 Veteran's 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. Veteran's preference must be verified prior to appointment.)

Although veteran preference points are not assigned under the category evaluation procedures described under "Qualifications and Evaluation," veteran preference eligible are listed ahead of non-veterans within each category for which they are qualified. In addition, qualified veterans with a

compensable service-connected disability of 10% or more are placed at the top of the highest quality category (*i.e.* Best Qualified).

***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.

Prior to any interview, you will be expected to provide a writing sample that exemplifies your ability to describe legal and/or technical concepts clearly, understandably, and persuasively.

## **HOW TO APPLY**

You must apply through the online application system at [www.USAJOBS.gov](http://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](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](http://www.prc.gov/prc-pages/about/hr/OMB_FORM_3046-0046.pdf)

***All applications must be received by 11:59 pm on Oct.31, 2014.***

**Submit application materials to:**

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 # PRC02-15

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.