



POSTAL REGULATORY COMMISSION

JOB VACANCY NOTICE

VACANCY NUMBER: PRC 06-22

OPEN: MAY 20, 2022

CLOSE: JUNE 10, 2022

POSITION TITLE: NETWORK AND CLOUD IT SPECIALIST
GRADE: PRC-7
SALARY RANGE: \$148,484 - \$176,300
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF SECRETARY AND ADMINISTRATION
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001
TELEWORK ELIGIBLE: YES
APPOINTMENT TYPE: PERMANENT
SECURITY
CLEARANCE: PUBLIC TRUST BACKGROUND INVESTIGATION
INFORMATION: ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT
WHO MAY BE
CONSIDERED: OPEN TO THE PUBLIC
APPLICATION PERIOD: THREE WEEKS OR UNTIL 200 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

SUMMARY

The Postal Regulatory Commission is seeking a Network and Cloud IT Specialist to manage the Commission's cloud and network infrastructure services. The Network and Cloud IT Specialist will be part of a very small multi-disciplinary IT team that provides technology services to support the Commission's mission to ensure the transparency and accountability of the United States Postal Service.

LEARN MORE ABOUT THIS AGENCY

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 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.

WORK ENVIRONMENT

This position is in the Office of Secretary and Administration (OSA) which handles all Commission operations, including Information Technology, Finance (Budget, Accounting, Procurement), Human Resources, Strategic Planning, Facilities, Health and Safety, Records Management, Privacy, and more. As a result of these expansive responsibilities and small number of staff, OSA team members tend to possess entrepreneurial spirits, wear multiple hats, and engage in high levels of cooperation in order to ensure the Commission operates effectively and efficiently. The Commission supports a robust

flexible work and telework program and scores highly on the Federal Employee Viewpoint Survey in areas of employee satisfaction.

MAJOR DUTIES AND RESPONSIBILITIES

This position is a non-supervisory role that requires a candidate capable of designing, implementing, and managing the Commission's network and cloud infrastructure services. This position has a critical impact on the Commission's mission and is responsible for the development, implementation, and management of networking and cloud technologies.

Specifically, the Network and Cloud IT Specialist will:

- Ensure the Commission network environment is:
 - Secured – The network environment must meet or exceed minimal security standards established by OMB, NIST, and DHS.
 - Monitored – Network devices and hosts must be monitored to ensure a standard operational profile and provide details on issues as they arise.
 - Candidate must have a working knowledge of SNMP trap management and the use of Netflow for analysis.
 - Maintained – Devices must be managed according to a standard life cycle. All Commission systems must perform optimally to ensure the overall performance and health of the Commission's network.
 - Candidate must provide direct hands-on support for Cisco routers and POE switches, have a working knowledge of Fortinet VPN and Firewall environments, and understand basic concepts for troubleshooting network issues.
 - Optimally Configured – System must perform optimally to maximize the overall performance and health of the Commission's IT network.
- Participate in strategic development activities for the Commission's cloud and network services.
- Prepare technical assessment reports, design, documents, implementation and test plans, and make recommendations to senior management. Design cost benefit studies to support implementation plans.
- Provide hands on support capability for Cisco routers and switches.

Systems maintenance and support

- Ensure the overall security and availability of the Commission's cloud services and infrastructure; participate in regular FISMA audits; initiate and conduct routine patching; work to remediate POA&Ms as well as assist in compliance with Executive Orders and Binding Operational Directives when they are issued.
- Evaluate, implement, test, maintain, upgrade, document and troubleshoot network security devices and tools including firewalls, intrusion detection and prevention systems (IDS/IPS), endpoint security, and security information and event management (SIEM).
- Evaluate, implement, test, maintain, upgrade, document and troubleshoot network equipment such as routers, switches, wireless network devices, network circuits and cabling infrastructure.
- Analyze feedback from internal Commission users and implement monitoring tools to ensure performance and security of network equipment and services.
- Provide support to system users, including training when appropriate, to facilitate the use of network and system resources.

QUALIFICATIONS AND EVALUATION

To qualify for a PRC-7, you must have at least one year of specialized experience equivalent to the PRC-6 (GS-14) band in the federal service or equivalent. Highly qualified candidates will have extensive experience managing cloud computing and network technologies, including Microsoft 365, experience in systems engineering, cloud engineering, software development, or network engineering experience with an emphasis on full lifecycle development, hardware and software analysis, cloud platform and/or network development. Specifically, experience supporting cloud technology projects that

involve data management and may include containerization, storage as a service, and enterprise data platforms; and performing research into detailed technical issues related to applied cloud computing, customer environments, and compliance concerns surrounding information technology security and issues for cloud computing. Also, cloud data traffic analysis, end user support for authentication and authorization in the cloud, cloud security implications including data handling and security violations, and software as a service analysis.

In addition to meeting specialized experience, individuals must have IT-related experience demonstrating each of the four competencies listed below.

1. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations. Considers the impact of actions/changes on all associated systems.
2. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
3. **Written/Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups in a succinct and comprehensive manner, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear, concise, organized, and/or convincing written documents and oral presentations; listens to others, attends to nonverbal cues, and clarifies information as needed.
4. **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.

Desirable qualifications: 8+ years of relevant experience as an IT Network or Cloud Engineer with at least 3 years of experience leading IT infrastructure projects. Candidates with multi-disciplinary backgrounds in cloud and network technology are strongly preferred.

EDUCATION

This job does not have an education requirement.

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=2022>

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

- You will be required to serve a probationary period of 1 year.
- Relocation expenses are not authorized.
- You will be required to participate in direct deposit.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- You must successfully pass a background investigation.
- This position may require you to submit a Public Financial Disclosure Report (OGE 278) upon entry and annually thereafter.
- 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.

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. Commission employees are also subject to Commission-specific ethics rules (39 C.F.R. subpart A of part 3001 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 the Commission's HR office via email at HR@prc.gov or 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

If you are claiming veterans' preference, you must submit a copy of your DD-214 (Member 4 copy), or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs showing dates of service and type of discharge. Ten-point preference eligibles must also submit an Application for 10-point Veteran Preference, SF-15, along with the required documentation listed on the back of the SF-15 form. For more information on veterans' preference view [FedsHireVets](#).

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 online application is submitted you will receive a confirmation notification by email. After we receive application package (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. Please ensure that your application includes all required documents as we will not process applications missing a cover letter, etc. After the review is complete, the best qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be notified of their status by email, referred applicants will be notified as such and may be contacted directly by the hiring office for an interview. All referred applicants will receive a final notification once a selection decision has been made.

ADDITIONAL INFORMATION

COVID-19 Vaccination Requirement: To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Commission will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. All employees are still required to disclose their vaccination status to the Commission.

Receiving Service Credit or Earning Annual (Vacation) Leave: Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. The Commission may offer Federal employee's credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

HOW TO APPLY

Applicants must apply through the online application system 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 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 (for Federal employment)
 - f. education
3. Current and former Federal employees must submit a copy of your last or most recent SF-50, "Notice of Personnel Action" to indicate your current federal status. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate that you possess the years of experience required for this vacancy. You must provide additional SF-50s that clearly demonstrate that you meet the years of experience required for this vacancy. (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-50's **will not be accepted** as proof of grade or tenure.
4. Five point veterans must submit a DD214 (member 4 copy)

Failure to provide this documentation will result in your application not receiving 5-point preference.

5. 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 letter 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.

Failure to provide this documentation will result in your application not receiving 10-point preference.

To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>

Application packages will NOT be accepted via email, mail or fax. All applications must be received by 11:59 pm on the closing date.

This vacancy announcement will be open from May 20, 2022, to June 10, 2022, or until 200 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.

For More Information

You can obtain forms and additional information by contacting Kerry Sutherland at 202-789-6834 or hr@prc.gov.