



POSTAL REGULATORY COMMISSION

JOB VACANCY NOTICE

VACANCY NUMBER: PRC 10-23

OPEN: MAY 5, 2023

CLOSE: MAY 30, 2023

POSITION TITLE: RATE AND COST ANALYST
GRADE: PRC-2/3
SALARY RANGE: PRC 2: \$71,531 - \$102,166
PRC 3: \$78,592 - \$122,459
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF ACCOUNTABILITY AND COMPLIANCE, COMPLIANCE DIVISION
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 ALL US CITIZENS
APPLICATION PERIOD: THREE WEEKS OR UNTIL 150 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

INTRODUCTION

The Postal Regulatory Commission has an exciting employment opportunity for a highly motivated, detail-oriented person with experience or education in accounting, auditing, economics and other technical or analytical areas. Recent graduates encouraged to apply.

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 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 ACCOUNTABILITY AND COMPLIANCE (OAC)

This Office is responsible for promoting United States Postal Service transparency and accountability by establishing and maintaining a modern system to regulate rates, ensuring Postal Service compliance with the Postal Accountability and Enhancement Act (PAEA), making recommendations based on the analysis of financial reports from the Postal Service, and by preparing annual and periodic reports to Congress. The Office of Accountability and Compliance serves the Commission and Commissioners, the Postal Service, mailers, the U.S. Department of State, and the American public.

WORK ENVIRONMENT

The Commission annually ranks as one of the best places to work in the federal government as a small agency with less than 100 employees, scoring high in employee engagement and environment in the Federal Employee Viewpoint Survey. The Commission offers robust telework and flexible work programs, with telework up to four days per week and one in-office day per week at its physical office located in Washington, D.C.

MAJOR DUTIES AND RESPONSIBILITIES

A Rate and Cost Analyst in the Office of Accountability and Compliance (OAC) will have the responsibility of analyzing complex economic and financial data and providing recommendations to division and office leadership within the Compliance Division of OAC.

A Rate and Cost Analyst is responsible for:

- Analyzing data and technical components of documents submitted to the Commission related to Postal Service costing, pricing, and rate design,
- Verifying the mathematical and source accuracy of economic, marketing, and statistical data and statements submitted by the Postal Service,
- Assuring that price adjustments, contracts, and other proposals comply with applicable law or regulation
- Assuring that discounts accurately reflect the costs saved by outsourcing work
- Assisting in the replication and audit of quantitative analyses of financial data and providing recommendations to senior staff based on findings.
- Investigating and assessing arguments related to pricing and costing made by the Postal Service, mailers, and the general public, including claims related to monopoly or market power
- Preparing and reviewing written and oral reports based on analyses, including Commission orders, special studies, and/or information requests from Congress, USPS, or other stakeholders
- Developing graphic representations of data and analysis

QUALIFICATIONS AND EVALUATION

To be eligible for consideration, candidates must have experience or education 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 technical qualifications described below. Please describe experience relative to each mandatory and desired technical qualification.

Knowledge, Skills and Abilities (KSAs): Applicants will be evaluated and ranked based on evidence of ability to successfully perform the duties of the position by assigning up to 10 points for each of the following criteria:

The following qualifications must be demonstrated in your resume:

1. Knowledge in quantitative fields, such as Statistics, Economics, and Finance
2. Investigative/research skills coupled with natural curiosity
3. Demonstrated experience or education in modeling or auditing and analyzing costs and prices in a network industry using Excel. Advanced proficiency with Excel and experience with SAS and/or STATA desired.
4. Knowledge of data visualization techniques. Experience with PowerBI and Tableau desired.
5. Ability to develop procedures to measure reliability and accuracy of data
6. Ability to present and explain analytical results to groups of people
7. Excellent written and verbal communication skills
8. Prior knowledge of postal pricing, operations, products, and US Postal laws desired, but not necessary.

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 2 or 3, 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.

EDUCATION

A. Successful completion of a course of study in an accredited college or university leading to a bachelor's or higher degree in economics or a quantitative field (e.g., mathematics, economics, finance, accounting) that included four higher level courses in quantitative analysis,

DESIRABLE EDUCATIONAL EXPERIENCE

B. Two full years of progressively higher level graduate education leading to a Master's degree or equivalent graduate degree in economics, finance or a related field; Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) credentials

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.

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=2023>

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.

EEO POLICY STATEMENT

The 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 required documents. 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

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 5 to May 30, 2023, 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.

For More Information

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