POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 13-16
OPEN: JULY 7, 2016
CLOSE: JULY 11, 2016

POSITION TITLE:	**RATE AND COST ANALYST**
GRADE:	**PRC-5**
SALARY RANGE:	**$84,312 - $142,017**
LOCATION:	**POSTAL REGULATORY COMMISSION** **OFFICE OF ACCOUNTABILITY AND COMPLIANCE** **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 CURRENT POSTAL REGULATORY COMMISSION (PRC), UNITED STATES POSTAL SERVICE (USPS), AND UNITED STATES POSTAL SERVICE OFFICE OF INSPECTOR GENERAL (USPS OIG) EMPLOYEES**

INTRODUCTION

The Postal Regulatory Commission has an exciting employment opportunity for a highly motivated, highly skilled person with experience in accounting, economics and other technical or analytical areas.

OVERVIEW

The Postal Regulatory Commission is a small, 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 the agency's mission.

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.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will analyze complex economic and financial data and provide recommendations to Division and Office leadership. The individual selected for this position will assist in the establishment and maintenance of rules, regulations and procedures regarding the regulation of rates to be followed by the Postal Service. They will also be providing expert advice to the Commission on matters pertaining to Postal regulatory policies, including: detailed statistical studies and survey data; cost data and methodologies; databases of service units compiled for specific operations; operational cost models; quantitative and qualitative reports, studies, and surveys outlining the degree of market price and service competition; and other economic evidence and argument pertaining to market power, competitive access, or potential anti-competitive impacts and effects.

If selected for this position, you will execute complex economic analyses to support the recommendations of the Deputy Director and Office Director. In addition, this individual will:

- Analyze data related to Postal Service costing, pricing, and rate design
- Replicate quantitative analyses in the areas of costing, pricing, and rate design and provide recommendations to the Assistant Director and/or other Commission staff
- Prepare and review written and oral reports based on data analyses
- Conduct ongoing analyses of Postal Service performance (e.g., productivity and operations) and draft reports and/or brief the Commission on findings
- Review and evaluate Postal Service non-postal services and provide recommendations regarding the public need of the service, the ability of the private sector to meet the public need for the service, and the classification of the service as market dominant, competitive, or experimental products
- Review and evaluate the Postal Service's international products and services
- Analyze and define market characteristics and anti-competitive strategies related to discrimination issues
- Analyze technical components of formal complaints and appeals
- Contribute to and review technical components of Postal Service reports, proposals and notices

QUALIFICATIONS AND EVALUATION

To be eligible for consideration, candidates must have at least 5 years of experience that has equipped them with the ability, skills, and knowledge to successfully perform the duties of this position. Candidates are strongly encouraged to describe their relevant education and experience, and to address each of the criteria below.

Applicants will be evaluated and ranked based on evidence of ability to successfully perform the duties of the position by assigning up to 20 points for each of the following criteria:

1. Expertise in quantitative field(s)
2. Demonstrated experience in modeling required for analysis of USPS costs and prices
3. Experience in Universal Postal Union (UPU) matters
4. Knowledge of U.S. postal laws and the United States Postal Service operations and services
5. Knowledge of Postal Service markets, products, costs, and rates

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.

REQUIRED EDUCATION

Successful completion of a course of study in an accredited college or university leading to a Master degree or higher in a quantitative field (e.g., mathematics, engineering, business, operations research, science) that included four higher level courses in quantitative analysis.

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: https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2016

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information regarding this program.

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
- 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 Mrs. 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.

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 promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference must submit Form SF-15, Application for 10-point Veterans' Preference.

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, upon 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.

HOW TO APPLY

In order for your application to be considered complete, the following documents *must* be submitted:

1. Resume showing relevant experience; (*If you are claiming veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume*)
2. Five-year salary history
3. A minimum of three references (at least one professional)
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'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 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

All applications must be received by 11:59 pm on July 11, 2016.

The complete applications will be accepted via email only, the email address is: prc1316@prc.gov
Application packages will NOT be accepted via mail or fax. All applications must be received by 11:59 pm on July 11, 2016.

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