



POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 03-19
OPEN: AUGUST 26, 2019
CLOSE: SEPTEMBER 26, 2019

POSITION TITLE: SECRETARY AND CHIEF ADMINISTRATIVE OFFICER
GRADE: PRC-9
SALARY RANGE: \$127,914 - \$192,300
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF 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 UNDER THIS VACANCY ANNOUNCEMENT
WHO MAY BE
CONSIDERED: OPEN TO ALL US CITIZENS

INTRODUCTION

The Postal Regulatory Commission has an exciting executive-level employment opportunity for a highly motivated, highly skilled person with extensive high-level management experience in government-related administration. This position is a renewable five-year contract.

OVERVIEW

The Postal Regulatory Commission is an independent agency of the executive branch. Its mission is to ensure transparency and accountability of the United States Postal Service and to foster a viable and efficient universal mail system.

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 SECRETARY AND ADMINISTRATION

The Secretary and Chief Administrative Officer leads and directs the Office of Secretary and Administration (OSA), which is responsible for the Commission's budget and accounting. In this role, OSA develops, implements, and administers the Commission's financial management system and accounting activities including those relating to the budget, payroll, and office lease; is responsible for the Commission's strategic planning; and serves as the point of contact for all Commission contracts and audits.

OSA is also responsible for the Commission's human resources and personnel. In this role, OSA is responsible for Commission employee hiring, training, travel, personnel policy and compliance, and human capital planning. In addition, OSA manages the Equal Employment Opportunity program for the Commission and manages the Commission's continuity of operations planning.



OSA manages the Commission's records management system, including the Commission's seal, administrative policies, orders, reports, and official correspondence. In this role, OSA manages the Commission's dockets and docket room, web site, reference materials and inter-agency reporting responsibilities. All orders and other actions of the Commission are authenticated or signed by the Secretary or any such other person as may be authorized by the Commission.

OSA is responsible for the Commission's facilities and infrastructure. In this role, OSA manages facility security; provides information technology and other support services essential to the efficient and effective conduct of operations; acquires and assigns office space; and manages procurement and supply.

MAJOR DUTIES AND RESPONSIBILITIES

The Secretary, under the Chairman's direction, is responsible for the Commission's:

- **Budget, Accounting, and Financial Management:**
 - Develops, administers, and implements a financial management system, which includes preparing an annual budget that meets the needs of the Commission, controlling the disbursement of all funds in accordance with the priorities of the Commission, ensuring the cost-effectiveness of all expenditures, and establishing and maintaining payroll procedures, which are in line with those of the Postal Service.
 - Prepares and implements a plan in the event of a government shutdown.
 - Serves as Commission Contracting Officer. Contracts for services that meet the Commission's priorities and needs.
 - Serves as point of contact for all Commission audits.
- **Human Resources and Personnel:**
 - Develops and implements a personnel management system that will ensure the recruitment, development, and utilization of an effective workforce, including hiring, training, travel, personnel policy and compliance, and human capital planning.
- **Management of the Commission's Official Records:**
 - Manages the Commission's records, including
 - The Commission seal, administrative policies, orders, reports, and official correspondence.
 - The Commission's dockets and docket room, web site, reference materials, and inter-agency reporting responsibilities.
 - Preparation and distribution of agenda for Commission meetings with background and supporting items when appropriate.
 - Authenticates or signs all official orders of the Commission.
 - Serves as Records Officer for the Commission.
 - Advises other officials as to form and content of material to be presented for Commission consideration.
- **Facilities and Infrastructure:**
 - Develops and directs programs for the security and safety of Commission employees. Serves as Security Officer.
 - Provides Information Technology and other support services. Serves as Chief Information Officer.
 - Acquires and assigns office space.
 - Manages procurement and supply activities.
 - Plans and provides for facilities and support services essential to the efficient and effective conduct of Commission operations.



- **Continuity of Operations Planning:**
 - Serves as Continuity Manager.
- **Strategic Planning:**
 - Responsible for Commission strategic planning.
- **Equal Employment Opportunity:**
 - Directs the EEO program in accordance with the guidance provided by the Equal Employment Opportunity Commission. Serves as EEO Officer for the Commission.
- **Directs and oversees the operations and services of OSA** by means of operating plans, work schedules, priorities, deadlines, and through regular and special staff meetings, conferences, and oral and written instructions as deemed necessary; identifies issues and monitors services that should be assigned and schedules for appropriate action.
- **Supervisory activities include:**
 - Plans and assigns work to be accomplished by subordinates.
 - Gives advice and counsel to employees on both work and administrative matters.
 - Evaluates work performance of OSA staff.

QUALIFICATIONS AND EVALUATION

To be eligible for consideration, you must have relevant and extensive experience demonstrating your ability, skill, and knowledge to perform successfully the duties of this position. Experience must have been at a sufficiently high level of difficulty to demonstrate clearly that you possess the required Specific Critical Competencies and executive core qualifications set forth below. Typically, the experience cited must be related to this line of work and at a level similar to this position. Candidates must have at least 5 years of specialized experience equivalent to at least the GS-15 or SES level or equivalent pay band in other pay systems in the Federal Government.

The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

Applicants must demonstrate clearly in their application that they possess the required experience related to the Specific Critical Competencies listed below.

SPECIFIC CRITICAL COMPETENCIES:

- Ability to effectively communicate complex concepts both orally and in writing
- Ability to manage and successfully complete multiple and complex projects
- Ability to collaborate with others on a team
- Ability to motivate a team and achieve specific objectives on time and within budget limits
- Administration and management of a Federal agency that is exempt from most Title V regulations regarding Federal contracts, property, works, officers, employees, budgets or funds, and where existing Federal guidance on the topic may not be applicable and where creative solutions need to be developed, adjusted, and implemented based on risk assessment and achieving practical solutions
- Contracting
- Project management
- Knowledge and demonstrated experience with policies and procedures for the maintenance of sensitive (personnel, commercial, and business records) materials
- Knowledge and demonstrated experience with Federal HR processes, rules, and regulations
- Knowledge and demonstrated experience with Federal Government procurement processes



- Knowledge and demonstrated experience with United States Postal Service budgeting and personnel system processes
- Financial management and budgeting
- Information Technology management
- Records management
- Knowledge and demonstrated experience working with a similar docketing system to that of the Commission's docket organization system
- Problem solving, critical thinking, analytical and investigative or research skills
- Commission employee competencies – timeliness, accuracy, teamwork, adherence to Commission policy, customer service, and technical credibility

In addition to demonstrating experience with the Specific Critical Competencies listed above, applicants must submit a narrative (no more than 2-3 pages each) for the following five Executive Core Qualifications (ECQs), with specific work-related examples that demonstrate you possess each of these qualifications. Be sure to provide specific examples of what you have done that demonstrates your possession of each ECQ listed below. Although the Commission uses the ECQs as criteria to evaluate candidates, this position is not within the Federal SES service administered by the Office of Personnel Management.

ECQs CONSIST OF THE FOLLOWING:

1. **Leading Change** - This core qualification consists of demonstrating creativity and innovation, external awareness, flexibility, resilience, strategic thinking, and vision. More specifically, it involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. **Leading People** - This core qualification consists of demonstrating conflict management, leveraging diversity, developing others, and team building. More specifically, it involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. **Results Driven** - This core qualification consists of demonstrating accountability, customer service, decisiveness, entrepreneurship, problem-solving and technical credibility. More specifically, it involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. **Business Acumen** - This core qualification consists of demonstrating financial, human capital, and technology management. More specifically, it involves the ability to manage human, financial, and information resources strategically.
5. **Building Coalitions** - This core qualification consists of demonstrating partnering, political savvy and negotiating skills. More specifically, it involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

EDUCATION AND EXPERIENCE:

The candidate must possess a Bachelor's degree and preferably a Master's or other advanced level degree or education related to the Specific Critical Competencies listed above.



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/snow-dismissal-procedures/federal-holidays/#url=2018>.

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.

ADDITIONAL INFORMATION

- This position is a renewable five-year contract.
- By law, the Secretary must be appointed by a majority of Commissioners in office.
- The Commission, at its discretion and at any time, may remove the Secretary.
- Relocation expenses are not authorized.
- You will be required to serve a probationary period of 1 year.
- Salary is based on the Commission's pay scale and is commensurate with experience of the candidate.
- **Fair Labor Standards Act (FLSA) status:** Exempt.
- You must be a **U.S. citizen or national** to be eligible for this position.
- This position requires you to submit a Public Financial Disclosure Report (OGE 278) upon entry and annually thereafter.
- 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.
- 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.
- Employees are required to participate in direct deposit.

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.

VETERANS INFORMATION

Veterans' preference is not applicable to this position.

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.

ETHICS REQUIREMENTS

The Commission is committed to government ethics. As a Commission employee, you are 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 to ensure an absence of conflicts with entities affected by the Commission's regulatory authority (the United States Postal Service and others involved in the postal system). As an employee of the Commission, you must complete initial ethics training within 3 months of your appointment and complete a Public Financial Disclosure Report (OGE-278) within 30 days of your appointment and annually thereafter.

HOW YOU WILL BE EVALUATED

After receiving your complete application package (including all required documents), we will conduct an evaluation to determine if you meet the minimum qualifications required for this position, and whether your application demonstrates you possess the Specific Critical Competencies and Executive Core Qualifications required for this position. Selection for this position will be made solely on the basis of merit and demonstrated job related qualifications in your application without regard to 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. The most highly qualified candidates will be referred to a hiring committee for further consideration and possible interview.



HOW TO APPLY

You are required to apply through the online application system at www.USAJOBS.gov. Follow the prompts to register, answer 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. A resume must include the following:
 - a. All professional work experience
 - b. From and to dates (or from date to present for current position), which include the month and year for each position held.
 - c. Grade levels held for each Federal position and/or salary levels for any non-Federal position
 - d. Detailed descriptions of experience under each position held. (Applicants must provide specific supporting examples to show that they meet the qualifications of the position shown in the announcement.)
 - e. Education
 - f. Training
 - g. Special skills, accomplishments and awards
 - h. Demonstration that the applicant possesses the basic requirements, Specific Critical Competencies, and Executive Core Qualifications for this position.
2. A copy of your most recent SF-50 (if a current Federal employee)
3. A copy of your most recent performance appraisal
4. Names and contact information for three references

Any documents submitted that are not required or requested for this vacancy will not be considered (e.g., training certificates, transcripts, letter of recommendations).

Additionally, applicants are strongly encouraged to submit:

1. Cover letter, one page maximum
2. Optional Form 3046-0466, Demographic Information of 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 September 26, 2019.

For More Information

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