



**POSTAL REGULATORY COMMISSION  
JOB VACANCY NOTICE  
VACANCY NUMBER: PRC 05-25  
OPEN: December 2, 2024  
CLOSE: December 16, 2024**

**POSITION TITLE:** BUDGET ANALYST  
**GRADE:** PRC – 4  
**SALARY RANGE:** PRC 4 - \$99,200 - \$153,354  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF BUDGET AND FINANCE  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001

**TELEWORK ELIGIBLE:** YES – ROUTINE TELEWORK POTENTIAL  
**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:** 2 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 person with empirical skills and interest as a Budget Analyst.

### **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 Budget and Finance (OBF). This Office serves as a strategic partner for the Commission to plan for, execute, track and report fiscal resources necessary to support successful execution of the Commission's mission ensuring alignment with its strategic and operational goals and objectives. Ensures the Commission executes its fiscal responsibilities in accordance with applicable laws and regulations and within established funding guidelines.



## **MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent is responsible for analyzing budgetary data affecting the Commission and is a member of OBF, reporting to the Senior Financial Data Operations Manager or Comptroller. The incumbent will serve as a Commission budget analyst and will provide comprehensive budget support to OBF and the Commission as a whole. The Commission receives its funding directly from the US Postal Service through an annual budget request and is not part of the federal budget process; however, the Commission operates using financial and budget best practices. Additional responsibilities, in addition to budget management, will include: serving as a purchase card holder and tracking, analyzing, and reporting on Commission's budgetary data throughout the year.

Specifically, the Budget Analyst:

- Performs routine and recurring budget administration duties
- Gathers, extracts, reviews, verifies, and consolidates a variety of data and narrative information needed in the formulation and presentation of budget requests.
- Track and analyze Commission financial, budgetary data to produce and verify reports.
- Serves as a subject matter expert on the Federal Travel Regulation, OMB A-11, and other such appropriate budgetary guidelines governing government budget management, analysis, and reporting.
- Conduct data analysis, with an attention to detail, to support the formulation, justification, and execution of the Commission's annual budget submissions.
- Compares figures in current estimates of funding needs by line item or object class with prior year expenditures and brings significant variations to the attention of the supervisor.
- Prepares preliminary budget estimates and reviews justifications for each Commission offices and programs.
- Produce recurring reports detailing the purposes for which funds were committed, obligated and expended.
- Applies the fundamental principles, practices, regulations and procedures of budget analysis to the formulation and compilation of budget projections.
- Serves as the Commission's travel manager validating and ensuring the funding of travel authorizations and vouchers.
- Serve as an alternate purchase card holder and perform all purchase card holder duties and complete all associated accounts payable duties when required.
- Demonstrates and has experience maintaining a positive approach in handling customer requests
- Ability to multi-task, work independently with minimal supervision by setting own priorities of work assignments, handling incoming requests and emails.
- Perform other duties as assigned.

## **QUALIFICATIONS**

To qualify, you must have at least 5 years of specialized experience as a government budget analyst or the education specified below. Specialized experience is experience performing budgetary duties and procedures which included assisting in the program planning, analysis and administration of assigned budget activities. Such experience must have included assisting with the following:



- Applying budgeting and financial management processes, policies, procedures, and regulations to formulate, justify, and monitor budget activities.
- Analyzing and evaluating financial and budgetary relationships to develop recommendations for budgetary actions.
- Reviewing and validating travel authorizations and vouchers for compliance to government travel regulations.
- Preparing a variety of reports for management, such as status of funds, expenses, and obligations OR a master's or equivalent graduate degree

You must have 5 years of specialized experience OR a master's or equivalent graduate degree OR 4 full years of progressively higher-level graduate education leading to such a degree.

To be eligible for consideration, your application materials must demonstrate that you have experience that has equipped you with the ability, skill, and knowledge to successfully perform the duties of the position described above. Typically, experience will be related to legal or regulatory work at a level similar to this position and may encompass 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.

## **EDUCATION**

You must have 5 years of specialized experience OR a master's or equivalent graduate degree OR 4 full years of progressively higher-level graduate education leading to such a degree.

## **HOW YOU WILL BE EVALUATED**

You will be evaluated by a screening panel based on evidence of your ability to successfully perform the duties of the position according to the qualifications outlined in this announcement. The panel will forward the appropriate candidates to the Director of the Office of Budget and Finance for further consideration and possible interview.

## **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 the Commission's 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.

## **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/open-season/postal-service-health-benefits-pshb-program/>

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/factsheets/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=2025>

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 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 PSHB plans.

## CONDITIONS OF EMPLOYMENT

- **Citizenship Requirement:** You must be a **U.S. citizen or national** to be eligible for this position.
- **Fair Labor Standards Act (FLSA) Status:** Nonexempt
- **The Postal Regulatory Commission uses e-Verify:** All new hires must complete the I-9 form, this information will be processed through e-Verify to determine employment eligibility. If a discrepancy arises, you must take affirmative steps to resolve the matter.  
  
Learn more about [E-Verify](#), including your rights and responsibilities.
- **Background Investigation Requirement:** You must successfully pass a background investigation. Failing to pass the background check may be grounds for removal or legal action. If hired, you may be subject to additional investigations at a later time.
- **Direct Deposit:** You will be required to have all federal salary payments electronically deposited into a bank account with a financial institution of your choice.
- **Selective Service Registration:** All applicants born male, on (or after) 12/31/1959, must be registered with the Selective Service System OR have an approved exemption. Visit [www.SSS.gov](http://www.SSS.gov) for more info.
- You will be required to serve a probationary period of 1 year.
- Relocation expenses are not authorized.

## REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact the Commission's HR office at [HR@prc.gov](mailto: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 [Feds Hire Vets](#).

## 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 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.

## 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.

## WHAT TO EXPECT NEXT

Once your online application is submitted you will receive a confirmation notification by email. After we receive the 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.

## HOW TO APPLY

**Applicants must apply through the online application system USAJOBS.gov. Follow the prompts to register, answer the application questionnaire and assessment, 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:**  
For each position listed on your resume, you must specify the following information:
  - a. Start and end dates (month/year)
  - b. Description of duties
  - c. If the position was Federal, you must include the grade and step for each



d. education

**3. Current and former Federal employees:**

- a. Submit a copy of your most recent non-award 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.
- b. The SF-50 must show your tenure, grade and step, and type of position occupied. [i.e., Excepted or Competitive]

*Performance award, Realignment, and Detail SF-50's **will not be accepted** as proof of grade or tenure.*

**4. Veterans:**

If claiming Veteran's Preference, you must submit a Member-4 copy of your DD-214

**a. Disabled Veterans**

Disabled Veterans and others eligible for 10-point preference (such as widows or mothers of eligible Veterans) must submit:

- i. SF-15 Application for 10 Point Veterans Preference
  - ii. Member-4 DD-214
  - iii. disability rating letter (if applicable)
- b. If you are currently on active duty to be released within 120 days, you may submit an armed forces certification in lieu of a Member-4 DD-214

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

**5. Military spouse of an Active-Duty Military Member:**

- a. Marriage license
- b. A copy of your spouse's active military orders
- c. SF-15 Application for 10 Point Veterans Preference

**6. Military Spouse of Separated Veteran:**

- a. A copy of your marriage license
- b. A copy of the Member-4 DD-214
- c. A copy of your spouse's 100% service-connected disability letter OR document of death during active duty
- d. SF-15 Application for 10 Point Veterans Preference

You are not eligible for Military Spousal benefits if you were not married to the veteran at the time of death or have since remarried.

***Failure to provide required documentation will result in your application not receiving preference.***

**7. Schedule A, Persons with Disabilities:**

- a. Submit a copy of your Schedule A letter from a physician, local, state or federal rehabilitation office citing your eligibility under 5 CFR 213.3102 (u).

For more information on your eligibility, please visit: <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/>



**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 December 2, 2024, through December 16, 2024, 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 [employment@prc.gov](mailto:employment@prc.gov).