



**POSTAL REGULATORY COMMISSION**  
**JOB VACANCY NOTICE**  
**VACANCY NUMBER: PRC 05-26**  
**OPEN: February 27, 2026**  
**CLOSE: March 4, 2026**

**POSITION TITLE:** IT SPECIALIST (SYSADMIN)  
**GRADE:** PRC – 5  
**SALARY RANGE:** \$121,785 - \$172,700  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF THE SECRETARY AND ADMINISTRATION  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001

**TELEWORK ELIGIBLE:** YES – AS DETERMINED BY AGENCY POLICY  
**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 CURRENT PRC EMPLOYEES  
**APPLICATION PERIOD:** 5 DAYS

### **INTRODUCTION**

The Postal Regulatory Commission has an exciting employment opportunity for an IT Specialist (SYSADMIN).

### **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 the Secretary and Administration (OSA) which handles all Commission operations, including Administrative Services, Information Technology, Finance (Budget, Accounting, Procurement), Human Resources, Data Management, 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 to ensure the Commission operates effectively and efficiently. This position is eligible for routine telework.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Serve as an IT Specialist (SYSADMIN) responsible for the operation, maintenance, and continuous improvement of enterprise IT systems supporting the Commission's mission and strategic objectives.



- Administer and maintain endpoint management services using Microsoft Intune, including device enrollment, compliance enforcement, configuration management, application deployment, and endpoint lifecycle support.
- Provide operational support for agency web servers, including system availability, access management, certificate support, routine maintenance, and troubleshooting in coordination with designated technical leads.
- Perform supporting network related functions by validating connectivity requirements, assisting with resolution of network related system issues, and coordinating with partner agencies and service providers to maintain service availability.
- Provide backup support to the help desk team by assisting with user support, incident resolution, and service request fulfillment during peak workload periods, staff absences, or escalated technical issues.
- Participate in incident response, service restoration, and post incident analysis activities to improve system reliability and operational maturity.
- Contribute to modernization efforts, system documentation, and implementation of standards and procedures that improve service delivery, security, and operational efficiency.
- Support Microsoft 365 services and work closely with the Microsoft 365 team to enable and sustain Power Platform solutions by providing systems level support, environment readiness, integration assistance, and troubleshooting operational issues.
- Provide technical and operational support for compliance related activities by assisting with audit requests, POA&M remediation efforts, and evidence collection.
- Position requires onsite presence in accordance with agency policy, and the schedule is coordinated with the supervisor.

## QUALIFICATIONS

- Bachelor's Degree preferably in Computer Science or a related field
- Minimum of 6 years of experience across multiple Information Technology disciplines
- Demonstrated experience supporting enterprise scale IT environments
- Experience working in operational, production IT environments with availability and reliability requirements
- Must obtain the following two certifications within six months of hire:
  - Microsoft 365 Certified: Endpoint Administrator Associate (MD-102)
  - Microsoft Certified: Power Platform Functional Consultant Associate (PL-200)

## Required Skills:

- Azure operational skills including Entra ID (Azure AD), Conditional Access, and log review.
- Working knowledge of PowerShell for administration and troubleshooting.
- Understanding of enterprise networking concepts and Zero Trust principles.
- Familiarity with secure access services such as Zscaler ZIA or equivalent solutions.
- Operational use of Microsoft 365 administrative tools including PowerShell, Power Automate, and Power Apps.
- Strong troubleshooting and problem-solving capability across enterprise systems.



- Ability to develop and maintain system documentation and procedures.
- Ability to work effectively in a small team environment.
- Clear written and verbal communication skills.
- Ability to perform Contracting Officer's Technical Representative (COTR) support duties as assigned.

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

Bachelor's Degree preferably in Computer Science or a related field

## 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 Chief Technology Officer 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/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=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:** Exempt
- **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.
- 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 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**

**To apply for this position, you must submit an application package containing all required documents. The complete application package must be submitted via email to [employment@prc.gov](mailto:employment@prc.gov) by 11:59 p.m. (EST) by the closing date of this vacancy to receive consideration. When submitting your application package, please include the vacancy number in the subject line. Applications received missing the vacancy number in the subject line will result in immediate disqualification.**

**Failure to provide all required information as requested in the vacancy announcement may result in immediate disqualification.**

**Application packages will NOT be accepted via mail or fax.**

**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:**

**Your resume should not exceed 2 pages and must demonstrate the specialized experience related to the position for which you are applying. If your resume goes beyond two pages, we will only consider the first two pages for the required experience as outlined in the specialized experience.**

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



**All applications must be received by 11:59 pm on the closing date.**

**This vacancy announcement will be open from February 27, 2026, through March 4, 2026. 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).