



**POSTAL REGULATORY COMMISSION  
JOB VACANCY NOTICE  
VACANCY NUMBER: PRC 04-18  
OPEN: SEPTEMBER 17, 2018  
CLOSE: SEPTEMBER 28, 2018**

**POSITION TITLE:** RESEARCH ASSOCIATE  
**BAND:** PRC-2  
**SALARY RANGE:** \$61,926 - \$88,450  
**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 ALL US CITIZENS

**INTRODUCTION**

The Postal Regulatory Commission has an exciting employment opportunity for a highly motivated person with knowledge and/or experience in data analysis.

**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**

As a Research Associate, the incumbent supports the analysis of costing and economic data and reports developed by the Postal Service by collecting, organizing, analyzing and presenting data, producing reports and technical editing.

A Research Associate:

1. Analyzes Postal Service and other data, including costing, pricing, and rate design activities.
2. Assists in obtaining and compiling data from Postal Service and other sources into comparable formats to be used by senior experts in their analysis and evaluations.
3. Verifies the mathematical accuracy of economic, marketing, and statistical engineering statements submitted by the Postal Service.
4. Uses models provided by senior experts, quantifies alternative economic and marketing, statistical and/or other data to assist in briefing the Commissioners and develops recommended courses of action.
5. Assists in the response to special study requests from Congress.

## **QUALIFICATIONS AND EVALUATION**

To be eligible for consideration, candidates must have experience 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 desired qualifications described below. Please describe experience relative to these qualifications.

Applicants will be evaluated and ranked by a screening panel based on evidence of ability to successfully perform the duties of the position. The panel will forward Best Qualified and Highly Qualified candidates to the office director for selection.

“Best Qualified” candidates are qualified candidates whose background and experience appear to make them likely to be able to perform the duties of a position with minimal orientation or training. “Highly Qualified” candidates are qualified candidates whose background and experience appear to make them likely to be able to perform the duties of the position, but who may require more orientation or training than applicants placed in the “Best Qualified” category.

## **DESIRED QUALIFICATIONS**

1. Ability to organize time and tasks to successfully complete activities
2. Ability to collaborate with others in a team
3. Investigative/research skills
4. Problem solving and critical thinking/analytical skills
5. Some knowledge of quantitative fields, such as Statistics, Economics, and Finance
6. Proficiency with Microsoft Excel
7. Knowledge of economic and financial principles
8. Knowledge of cost attribution principles and methodologies



## COMBINING EDUCATION AND EXPERIENCE

A. Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in economics, business, math, science, engineering or accounting.

OR

B. Combination of education and experience: at least 4 years of experience in data analysis or an equivalent combination of experience, college-level education, and training that provided professional data analysis knowledge. Previous education/experience must also include one of the following:

1. Twenty-four semester hours in relevant courses involving data analysis of appropriate type and quality;  
or
2. Completion of the requirements for a degree that included substantial course work in data analysis, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) you have successfully worked at the full-performance level in data analysis, econometrics, or a related field, (b) a panel of at least two higher level professional data analyst or econometricians has determined that you have demonstrated a good knowledge of data analysis and of related and underlying fields that equal in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in data analysis, education, training, and experience fully meet the specified requirements.

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. Candidates will also receive credit for educational achievement, as evaluated based on academic performance and relevance to the duties of the position.

## 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.



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

To claim veterans' preference, veterans should be ready to 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 will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

***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, 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.

### **ETHICS REQUIREMENTS**

The Commission is committed to government ethics. As a Commission employee you will be subject to the Standards of Conduct and the criminal conflict of interest statutes, including supplemental Commission ethic regulations (5 C.F.R. Part 5601) and a Prohibited list of Securities which identifies financial holdings that may pose (or appear to pose) a financial conflict of interest. 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.

### **WHAT TO EXPECT NEXT**

After we receive your complete application package (including all required documents), we will conduct an evaluation of your application package. 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**

You are required to apply through the online application system at [www.USAJOBS.gov](http://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. Resume showing education and relevant experience; *(If you are claiming veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume)*
2. A copy of your most recent SF-50 (if a current Federal employee)
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](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. 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](http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf)

***Applications will NOT be accepted via mail, email, or fax. All applications must be received by 11:59 pm on September 28, 2018.***

**For More Information**

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