



United States Postal Service
 Office of Inspector General
 Attn: Human Resources
 1735 N. Lynn Street, 10th Floor
 Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #09-31

Grade: Journey Band FLSA: Exempt
Salary: \$33,269 - \$113,007 Per Annum
(Includes Locality Pay)
Position: One Located in Arlington, VA
Relocation Expenses Will Not Be Paid
Open: 07/02/09 Close: OPEN UNTIL FILLED
***Career Ladder to GS-13 equivalent at management's discretion**

AMENDED

Cut-Off Dates

- NINTH CUT OFF – 11/03/2009
- TENTH CUT OFF – 11/17/2009
- ELEVENTH CUT OFF – 12/01/2009
- TWELFTH CUT OFF – 12/15/2009

Human Resources Analyst – Worker’s Compensation

The United States Postal Service Office of Inspector General (OIG) is seeking a highly qualified applicant to fill a Human Resources Analyst position on the Human Resources Services Team in the Joint Mission Support Center Directorate located in Arlington, VA. The successful candidate will provide agency-wide guidance, advice, and responses on policies and procedures involving human resources, Worker’s Compensation (WC), Family and Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA)/Reasonable Accommodation programs. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

<p><u>ELIGIBILITY REQUIREMENTS</u></p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited college or university; or four years of related professional experience, or a combination of education and related professional experience • Four years of current experience administering WC, FMLA, and ADA/Reasonable Accommodation programs <p><u>EVALUATION FACTORS</u></p> <ul style="list-style-type: none"> • Experience coordinating, mediating and making determinations on WC, FMLA and ADA/Reasonable Accommodation issues • Demonstrated experience reviewing, interviewing, reporting, and processing claim issues • Experience successfully controverting claims • Ability to identify and resolve issues and problems related to claims and/or cases • Ability to communicate effectively, both orally and in writing to employees, management and other federal agencies <p><u>DESIRABLE QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • PHR or SPHR Certification <p><u>ADDITIONAL REQUIREMENTS</u></p> <ul style="list-style-type: none"> • Ability to pass a physical examination, drug screening, and a background investigation • Ability to obtain/maintain a government-issued credit card • May require up to 20 percent travel 	<p><u>TO BE CONSIDERED, APPLICANTS MUST SUBMIT</u></p> <ul style="list-style-type: none"> • A resume • Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating; (if unable to provide, please note reason on a separate sheet of paper) • A separate, written narrative that describes specific experience (knowledge, skills, and abilities) for each Evaluation Factor (limited to one page per factor) • Applicants claiming Veteran’s Preference must attach a copy of member 4 copy (only) of Certificate of Release or Discharge from Active Duty (Form DD214) or other proof of eligibility if claiming 10-point veteran’s preference. Veterans must submit a copy of a letter dated within the last 12 months from the Department of Veterans Affairs or the Department of Defense certifying receipt of compensation for a service-connected disability of 30 percent or more.
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Human Resources Analyst

NOTE

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MAY BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: JOBS@USPSOIG.GOV OR MAILED TO: USPS-OIG, Human Resources, 1735 N. Lynn Street, 10th Floor, Arlington, VA 22209-2020**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**

BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education and training, that indicates the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis.

WHY APPLY WITH THE POSTAL SERVICE OIG?

- **Flexible Work Schedules!**
- **Flexible Spending – Pre-Tax dollars for Child and Health Care!**
- **Locality Pay for Geographical Area Included!**
- **Pre-tax Dollars for Commuting!**
- **State of the Art Technology!**
- **Pay System that Rewards High Performers!**
- **Thrift Savings Plan with Matching Contributions up to 5%!**
- **Government-Backed Pension Plan!**
- **Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!**
- **Convenient Parking! Near Metro! (For Arlington, VA Location)**
- **On the Top 10 Corporations List in the U.S.!**
- **In the Top 50 Corporations for minorities and women!**

Job Line Number:
 703-248-2210

DC Relay Service:
 202-855-1234 (TTY)

Or Visit our website:
www.uspsoig.gov

AN EQUAL OPPORTUNITY EMPLOYER