



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

## USPSOIG VACANCY ANNOUNCEMENT #09-56

Grade: Journey Band      FLSA: Exempt  
 Salary: \$50,408 - \$113,007 Per Annum  
 (Includes Locality Pay)  
 Position: One Located in Arlington, VA  
 Relocation Expenses Will Not Be Paid  
 Open: 09/29/09      Close: OPEN UNTIL FILLED  
 \*Career Ladder to GS-13 equivalent at management's discretion

### AMENDED

#### Cut-Off Dates

- FIRST CUT OFF – 10/13/2009
- SECOND CUT OFF – 10/27/2009
- THIRD CUT OFF – 11/10/2009
- FOURTH CUT OFF – 11/24/2009
- FIFTH CUT OFF – 12/8/2009
- SIXTH CUT OFF – 12/22/2009

### Human Resources Analyst - Pay for Performance (PFP)

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 Team in the Joint Mission Support Center Directorate located in Arlington, VA. Develops guidance and advice for managers and supervisors on the agency's Pay for Performance program. Reviews and analyzes proposals for potential impact on agency. Manages contracts, awards program and conducts training. Stay knowledgeable of community-wide PFP federal government initiatives, latest trends, and best practices. 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><b><u>ELIGIBILITY REQUIREMENTS</u></b></p> <ul style="list-style-type: none"> <li>Bachelor's degree from an accredited college or university in Human Resources or Business Administration; or four years of related professional experience, or a combination of education and related professional experience</li> <li>Four years of related experience</li> </ul> <p><b><u>EVALUATION FACTORS</u></b></p> <p>Your resume, cannot exceed two pages, and must reflect that you have experience, knowledge or skills in each of the following Evaluation Factors listed below.</p> <ul style="list-style-type: none"> <li>Knowledge of human resources pay principles, concepts, and practices sufficient to analyze proposed pay-for-performance regulations and impact on agency human resources policies and programs</li> <li>Demonstrated experience developing and providing policy guidance on a wide variety of pay-for-performance issues</li> <li>Demonstrated skill in analyzing broad, complex, sensitive, and controversial PFP issues requiring extreme care in problem resolution</li> <li>Ability to communicate effectively, both orally and in writing</li> </ul> <p><b><u>ADDITIONAL REQUIREMENTS</u></b></p> <ul style="list-style-type: none"> <li>Ability to pass a physical examination, drug screening, and a background investigation</li> <li>Ability to obtain/maintain a government-issued credit card</li> <li>May require up to 10 percent travel</li> </ul>	<p><b><u>TO BE CONSIDERED, APPLICANTS MUST SUBMIT</u></b></p> <ul style="list-style-type: none"> <li>A resume, cannot exceed two pages, must reflect that you have experience, knowledge or skills in each of the Evaluation Factors</li> <li>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)</li> <li>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.</li> </ul> <p><b><u>NOTE</u></b></p> <ul style="list-style-type: none"> <li><b>OPEN TO ALL SOURCES</b></li> <li><b>U.S. CITIZENSHIP REQUIRED</b></li> <li><b>APPLICATIONS MAY BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: <a href="mailto:JOBS@USPSOIG.GOV">JOBS@USPSOIG.GOV</a> OR MAILED TO: USPS-OIG, Human Resources, 1735 N. Lynn Street, 10<sup>th</sup> Floor, Arlington, VA 22209-2020</b></li> <li><b>MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT</b></li> <li><b>CAREER LADDER TO GS-13 EQUIVALENT AT MANAGEMENT DISCRETION</b></li> </ul> <p>Applicants must meet all eligibility requirements by the closing date of the announcement. <b>All submissions must include the vacancy announcement number.</b></p>
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**Human Resources Analyst- Pay for Performance (PFP)**

**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](http://www.uspsoig.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**