

**Employee Relations Analyst (External)**  
**EX-25-15B-PC**

The agency will accept up to 30 application packages based on a “first come, first served” basis. While you will be able to email us your application package, those received after the first 30 will not be considered.

**Overview**

**Open & Closing Dates**

5/15/2025 to 6/5/2025

**Service**

Excepted

**Pay Scale & Grade**

GG-13

**Salary**

\$120,579.00 to \$156,755.00 Per Year

**Appointment Type**

Permanent

**Work Schedule**

Full-time

**Locations**

1 vacancy in the following location:  
Arlington, Virginia

**Relocation Expenses Reimbursed**

No

**Telework Eligible**

Yes - as determined by the agency policy.

**Security Clearance**

Moderate Background Investigation

**Drug Test**

Yes

**Job family (Series)**

[0201 Human Resources Management](#)

**This Job Is Open To****Hiring Paths**

The public

**Hiring Paths Clarification Text**

All U.S. Citizens - Current Career United States Postal Service Office of Inspector General, United States Postal Service and United States Postal Inspection Service, and Postal Regulatory Commission Employees will not be considered or selected from this vacancy announcement.

**Summary**

The USPS OIG is seeking a highly qualified applicant to fill our Employee Relations Analyst position within the OIG's Office of General Counsel (OGC), located in Arlington, VA. Bring your skills and voice to our team!

**Duties**

Candidates will be evaluated on the skills that they possess that are directly related to the duties of the position and the experience, education and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position. Only those candidates who meet all qualification and eligibility requirements and who submit the required information by 11:59 PM EST on 6/5/2025 will be considered.

The USPS OIG uses a Pay Banding system, which is equivalent to the Federal GS scale. Grade and salary determinations will be made based upon a candidate's education and professional experience.

This position is being advertised at the Journey Band level, equivalent to a GS-13. The salary range for this position is 120,579.00 - \$156,755.00. The salary figures include locality pay.

Please note that the duties and responsibilities associated with this position may vary based upon the agency's needs at the time of hire. The following description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

- Advises senior management and supervisors on the technical, procedural and legal requirements for correcting complex, highly sensitive, and/or precedent-setting conduct and performance problems and assisting managers with writing and administering disciplinary and performance-based corrective actions.
- Advises management on policy compliance and efficient employee relations procedures and practices within the Office of the Inspector General.
- Serves as technical advisor to agency legal staff in the preparation of defenses to appeals, and discrimination complaints brought against the agency.
- Serves as the technical authority for the development and dissemination of policy and procedural guidance to appropriate headquarters offices related to leave administration; equal employment opportunity; reasonable accommodation; family and medical leave; and discipline and performance based corrective actions.
- Serves as a staff advisor to top management officials by providing authoritative advice and guidance and participating in and making contributions to management decisions that involve employee relations.
- Devises methods of improving supervisory support for an understanding of policies and approaches to promote acceptable conduct and performance.
- Develops and provides training to management and staff on all areas of employee relations.

## **Requirements**

### **Conditions of Employment**

- Must be a U.S. citizen
- Must be able to pass a drug screening.
- Must be able to pass a background investigation
- Must be able to obtain and maintain Moderate Background Investigation security clearance
- Must be able to obtain and maintain a government-issued credit card
- May be required to successfully complete a 12-month probationary period

### **MINIMUM QUALIFICATIONS**

You must meet ALL of the minimum qualifications listed below.

- Bachelor's Degree from an accredited college or university

### **AND**

- At least 3 years of specialized experience in interpreting and applying employee relations concepts, laws, policies, practices, and analytical methods and techniques to employee and management issues; providing advisory services to managers orally and in writing.

### **DESIRABLE QUALIFICATIONS**

- Background in Postal Service or Federal human resources or employee relations.

## **EVALUATION FACTORS**

You must have the experience, knowledge and skills as listed in EACH of the evaluation factors. Failure to demonstrate that you meet all of the evaluation factor requirements as listed below will result in a score of zero (0); an ineligible status, and you will not be referred for further consideration. Include your major accomplishments relevant to the position requirements in your resume.

- Knowledge of and skill in applying a wide range of employee relations concepts, laws, policies, practices and techniques to solve a wide range of employee relations issues including equal employment opportunity; reasonable accommodation; leave administration; disciplinary and performance-based actions.
- Skill in providing technical and practical advice to managers regarding employee relations rules and procedures; assisting managers in understanding their rights and obligations; maintaining and encouraging objectivity and consistency in emotionally charged situations.
- Experience drafting letters, memoranda, policy, and other documents in employee relations matters such as performance and misconduct related matters; leave administration; reasonable accommodation; and providing written advice regarding such issues.
- Ability to communicate effectively both orally and in writing.

You will no longer be considered for this position if you receive a zero (0) rating on any evaluation factor.

Failure to demonstrate that you meet all evaluation factor requirements will result in a score of zero (0). Upon receipt of a zero score, you will be deemed "not minimally qualified," and you will not be referred for further consideration.

### **Education**

Education must be accredited by an institution recognized by the U.S. Department of Education. Applicants can verify accreditation here: [www.ed.gov](http://www.ed.gov).

Special Instructions for Candidates with Foreign Education:

Education completed outside the United States must be deemed equivalent to that gained in U.S. education programs. You must submit all necessary documents to a private U.S. credential evaluation service to interpret equivalency of your education against courses given in U.S. accredited colleges and universities.

For further information visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications>.

### **Additional information**

**Pay is only part of the compensation you will earn working for the USPS OIG. We offer a broad array of benefits programs:**

As a result of the passage of the Postal Service Reform Act of 2022 (PSRA), USPS employees (including USPS OIG) and retirees will transition from the Federal Employees Health Benefits (FEHB) Program to the Postal Service Health Benefits (PSHB) Program effective January 1, 2025.

Detailed information about eligibility and enrollment will be provided upon hiring. For more information, visit the Postal Service Health Benefits (PSHB) Program website at <https://www.opm.gov/healthcare-insurance/pshb/#url=Overview>

We offer Health, Dental, Vision, Life and Long-Term Care Insurances with Flexible Spending options as well. For more information about these programs visit: <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>

**Retirement and Thrift Savings.** For more information about these programs see <https://www.opm.gov/retirement-center/> and [tsp.gov/](https://www.tsp.gov/).

**Flexible Work Schedules.** USPS OIG offers a range of family-friendly flexibilities including flexible work schedules, telework and employee assistance programs.

**Leave and Holidays.** In addition to eleven (11) paid holidays each year, you will earn thirteen (13) days of paid sick leave and thirteen (13) to twenty-six (26) paid vacation days each year depending on your years of service.

Fair Labor Standards Act (FLSA) Status: EXEMPT. (Nonexempt employees are entitled to overtime pay; Exempt employees are not).

Our agency provides Reasonable Accommodations for applicants with disabilities. If you require accommodations during any part of the application and/or hiring process, please contact us by sending an email to [SupportHiring@uspsaig.gov](mailto:SupportHiring@uspsaig.gov). The decision on granting an accommodation request will be made on a case-by-case basis.

## **How You Will Be Evaluated**

You will be evaluated for this job based on how well you meet the qualifications above.

The Human Resources Office will review your resume and supporting documentation to ensure that you meet the minimum qualifications required for this position. You will no longer be considered for this position if you: receive a zero (0) rating on any evaluation factor; fail to attach all required documentation; if your application materials indicate that you are not minimally qualified for this position; or if you fail to qualify on the interview. Only the top-rated candidates will be referred to a review official or the selecting official for further consideration. Top-rated applicants may be required to participate in an interview. Your rating may be further adjusted or rated as ineligible by the review official or the selecting official based on your interview performance. Once all applicant scores are finalized, the selecting official will make a final decision. NOTE: If you receive a zero (0) rating on any evaluation factor or on the interview, you will be considered NOT MINIMALLY QUALIFIED for the position and rated ineligible. Applicants for this position may be interviewed one or more times as part of the hiring process. During

interviews, applicants may not use any AI tool or virtual assistant (such as ChatGPT) to help them answer questions, except for accessibility tools used as part of a reasonable accommodation. Applicants who fail to follow these rules will be disqualified from the hiring process.

## **Required Documents**

You must submit all required documents by 11:59 PM EST on the closing date of this announcement. Make sure you include the vacancy announcement number in the subject line when submitting your application package. For information on submitting application packages, please review the 'How to Apply' section. This announcement number for this vacancy is: **EX-25-15B-PC**.

**1. RESUME. Required.** It is essential that your resume and supporting documentation provide sufficient information to substantiate your qualifications for the announced position.

**2. COMPLETE APPLICATION QUESTIONNAIRE. Required.** Download the Application Questionnaire (PDF), complete the form, and include it in the application package.

**3. WRITING SAMPLE. Required.** Save as "Writing Sample" document.

**4. PERFORMANCE APPRAISAL. Required.** Dated within the last 15 months. This is required from all applicants including Federal, USPS, OIG, and private sector employees. If a PERFORMANCE APPRAISAL is not available, you must submit a separate statement with the reason a performance appraisal is not available. (Save as "Performance Appraisal" document.) **NOTE:** An SF-50 IS NOT acceptable as a performance appraisal.

**5. SF-50: Required, if applicable.** If you are or have been a federal employee. This is to demonstrate tenure and competitive/excepted service for eligibility purposes. Please name this file SF-50 or Form 50.

**6. VETERANS PREFERENCE DOCUMENTATION: Required, if applicable.** If you are claiming veterans' preference. You must submit the Member 4 copy of your DD-214 Certificate of Release or Discharge from Active Duty, and/or other proof of veterans' preference eligibility, including your VA letter, SF-15 (<https://www.opm.gov/forms/standard-forms/>), and all required documents related to your SF15 claim. Veterans can request the Member 4 copy of their DD-214 at [archives.gov/veterans/military-service-records](https://archives.gov/veterans/military-service-records) and can download a copy of their VA letter from [ebenefits.va.gov/ebenefits/homepage](https://ebenefits.va.gov/ebenefits/homepage). If applicable, you are required to submit each veterans' preference document in the application packages. Please name these files as "DD-214" or "SF-15" or "Other Veterans Document."

**7. SUPPORTING DOCUMENTS: Required, if applicable.** Degrees, Certificates, and Licenses. If there is an education, certification, and/or license requirement for this vacancy, relevant documents must be included in the application package.

**If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [www.ed.gov](http://www.ed.gov).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

**How to Apply**

To apply for this position, you must submit an application package containing all required documents, e.g., application questionnaire, performance appraisals, supporting documents, etc. The application questionnaire is available as a PDF in the vacancy announcement. The complete application package must be submitted via email at [SupportHiring@uspsoig.gov](mailto:SupportHiring@uspsoig.gov) by 11:59 PM (EST) on the closing date **Thursday, June 5, 2025**, to receive consideration.

**Please include the vacancy number in the subject line when you are submitting your application package and all email communications pertaining to this vacancy announcement.**

For any questions on this vacancy announcement, please contact [SupportHiring@uspsoig.gov](mailto:SupportHiring@uspsoig.gov)

**Next steps**

Once the resume has been received you will receive an acknowledgement e-mail that your submission was successful. After a review of your application package has been completed, you will be notified of your rating and/or referral to the Selecting Official.