Information Technology Analyst (OA) – Cybersecurity & Technology Directorate

Dallas, TX; Denver, CO; Woburn, MA

Vacancy Number

EX-25-18B-JD

Overview

Open & Closing Dates

Monday, June 9, 2025 to Sunday, June 22, 2025

Salary

$114,566.00 to $155,164.00 Per Year;

Locations

Dallas, TX; Denver, CO; Woburn, MA

Telework Eligible

Yes - as determined by the agency policy.

Relocation Expenses Reimbursed

No

Work Schedule

Full-Time

Promotion Potential

N/A

Supervisory Status

No

Drug Test

Yes

Application Count

50

Pay Scale & Grade

GG-13

Remote Job

No

Travel Required

25% or Less - You may be expected to travel for this position.

Appointment Type

Permanent

Service

Excepted

Job Family (Series)

2210 - Information Technology Management

Security Clearance

Top-Secret (Tier-5)

Financial Disclosure

No

This Job Is Open To (Eligibilities)

Hiring Paths
External to the US Public Only

Hiring Paths Clarification

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

Summary

Do you want to make an impact? The United States Postal Service Office of Inspector General (USPS OIG) is seeking a highly qualified applicant to fill our Information Technology Analyst position within the Office of Audit's Cybersecurity & Technology Directorate.

This opportunity is located in:

- Dallas, TX
- Denver, CO
- Woburn, MA

Bring your skills and voice to our team!

Position Duties & Responsibilities

About the Cybersecurity & Technology Directorate:

The Cybersecurity & Technology Directorate conducts various types of audits and evaluations of the Postal Service's cybersecurity and technology processes, tools, and operations. Our directorate helps to reduce the risk of fraud, inappropriate disclosure of sensitive data, and disruption of critical postal operations and services by assessing whether USPS information resources provide the highest level of security, reliability, and value expected by USPS customers.

To learn more, visit: USPS Office of Inspector General | Office of Audit

About the Position:
The Information Technology Analyst provides expert level advice in the area of information technology to the audit team. Serves as a technical security assessor providing authoritative advice and guidance. Applies a wide range of information technology and cybersecurity concepts, laws, policies, practices, analytical, and diagnostic methods and techniques to address substantive technical issues or problems characterized by complex, controversial, and/or sensitive matters that contain several inter-related issues.

A successful candidate will have relevant experience in:
- Analyzing technology requirements Office of Audit and developing specifications for new or modified systems.
- Participating in multiple audit projects and programs simultaneously.
- Continuously improving skills and knowledge to become a subject matter expert in multiple information technology and cybersecurity areas.
- Providing information technology guidance and training to auditors.
- Planning and coordinating the design, development, testing, installation, and support of new and modified systems specifically used by the Office of Audit for performing technical security assessments, including hardware and software.
- Evaluating agency programs and operations for compliance and adherence to regulations and adequacy of internal controls over operation.
- Performing complex security assessments such as vulnerability assessments, secure code reviews, web security testing, penetration testing and determining compliance with internal standards, laws and regulations, and industry best practices such as NIST standards.
- Performing individually and as a member of an audit team, including continuing responsibility for a specific component of a project.
- Performing assignments requiring the application of fundamental principles, concepts, techniques, and guidelines in the area of auditing or audit evaluation.
- Leading technical aspects of complex information systems audits of the United States Postal Service, including the data collection efforts needed to develop conclusions and recommendations.
- Making recommendations for corrective actions and writing audit working papers and reports utilizing Generally Accepted Government Auditing Standards.
- Participating in or leading meetings with OIG and USPS officials to communicate results of work.

- Reviewing Postal Service's use and implementation of emerging technology and Artificial Intelligence and recommending potential audit areas.
- Maintaining liaison with other offices, agencies and other appropriate organizations as needed.
- Conducting follow-up reviews of management actions taken to correct identified deficiencies for complex information systems audits.
- Performing other special projects and activities.

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

Compensation: 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 $114,566.00 - $155,164.00. The salary figures include locality pay. For locality table specifics, visit: OPM's General Schedule (GS).

Position 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 a Top-Secret (Tier-5) clearance.
Must be able to obtain and maintain a government-issued credit card.
May be required to successfully complete a 12-month probationary period.

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 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 Sunday, June 22, 2025 will be considered.

Position Minimum Qualification Requirements
You must meet all the minimum qualifications listed below.

Professional Experience Requirement:
- Degree in information security, information assurance, computer science, information technology, cybersecurity, networking; or related field such as auditing, program management, or information management. (must submit transcripts from an accredited college or university)

OR
- Completion of the requirements for a degree that included substantial course work in information technology, programming, or cybersecurity, e.g., 15 semester hours (must submit transcripts from an accredited college or university)

AND
- At least five (3) years of experience in Performance Auditing or performing technical audits, evaluations, or assessments, or an equivalent combination of performance auditing experience, college-level education, and training that provided professional information technology or cybersecurity knowledge. The applicant's background must also include one of the following:
  - Certificate as an Information Systems Security Manager (ISSM), Certified Information Systems Security Professional (CISSP), IT Project Management Professional (PMP), Offensive Security Certified Professional (OSCP), Certified Information Systems Auditor (CISA) or similar certification;

Desirable Qualifications
- Advanced degree.
- Experience with using techniques from a range of disciplines, including computer programming, mathematics, and statistics, to draw conclusions from data to describe, predict, and improve performance. Use of software such as ACL, R, SAS, SPSS, and Power BI is a plus.

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 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.

- Mastery of, and skill in applying interrelationships of multiple IT specialties; new IT developments and applications; emerging technologies and their applications to business processes; IT security concepts, standards, and methods; and project management principles, methods, and practices including developing plans and schedules, estimating resource requirements, defining milestones and deliverables, monitoring activities, and evaluating and reporting on accomplishments sufficient to manage assigned projects.
- Hands-on experience performing security assessments such as vulnerability assessments and/or penetration testing to include technical testing, data correlation and analysis, identification of false positives, and prioritization of issues identified and report writing to present findings.
- Skill in making decisions or recommendations that significantly influence important Postal Service or similar organization information technology policies or programs.
- Skill in analyzing various information systems issues and in developing findings, recommendations, and technical solutions for emerging technologies.
- Ability to provide expert technical advice, guidance, and recommendations to management and other technical specialists on critical information technology issues.
- Ability to express and present complex/controversial issues and ideas clearly and concisely, both orally and in writing.

Education

Education must be accredited by an institution recognized by the U.S. Department of Education.
Applicants can verify accreditation here: 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.

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

Health, Dental, Vision, Life and Long-Term Care Insurances and Flexible Spending options.

- For information, please visit https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/.

Retirement and Thrift Savings.

- For more information about these programs see opm.gov/retirement-center and tsp.gov.

Flexible Work Schedules.

- USPS OIG offers a range of family-friendly flexibilities including flexible work schedules 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).

This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please send an email to audithiring@uspsoig.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 assessed on how well you meet the qualifications and competencies (knowledge, skills, abilities, and other characteristics) on this announcement.

The Human Resources Office will review your resume and supporting application documentation to ensure that you meet the eligibility required for this position. You will no longer be considered for this position if you:
1. Fail to attach all required documentation;
2. If your application materials indicate that you are not minimally qualified for this position;
3. Receive a zero (0) rating on any Evaluation Factor; or

4. 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.

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, Vacancy Announcement EX-25-18B-JD, by closing date Sunday, June 22, 2025.

IMPORTANT NOTE: Make sure you include the vacancy number in the subject line when submitting your application package. For more information on submitting application packages, please review the "How to Apply" section below.

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

2. **COMPLETE OCCUPATIONAL QUESTIONNAIRE – <u>Required</u>.** Download the Application Questionnaire (PDF) and complete the form. Failure to complete this form in its entirety will result in your disqualification.

3. **TRANSCRIPTS from an accredited college or university – <u>Required</u>**. The information presented in the transcript must be verifiable and should contain the name of the institution, applicant's name, list of completed courses, semester hours, GPA, date and type of Bachelor's Degree issued. Education completed outside the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Attach document verifying that it has been deemed equivalent. For further information visit: https://sites.ed.gov/international/recognition-of-foreign-qualifications/.

4. **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."

5. **VETERANS PREFERENCE DOCUMENTATION: Required if applicable.** If you are claiming veteran's 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 veteran's preference eligibility including your VA letter, form SF-15 (https://www.opm.gov/forms/standard-forms/) and all required documents related to your SF-15 claim. Veterans can request the Member 4 copy of their DD-214 at archives.gov/veterans/military-service-records and can download a copy of their VA letter from ebenefits.va.gov/ebenefits/homepage. If applicable, you are required to submit each veterans' preference document in the application package. Please name these files as "DD-214" or "SF-15" or "Other Veterans Document."

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

How To Apply

To apply for this position, you must:
1. Submit an application package containing **<u>all</u>** required documents, e.g., resume, application questionnaire, performance appraisals, supporting documents, etc.
   a. The application questionnaire is available as a PDF in the vacancy announcement.
   b. The complete application package must be submitted via email at AuditHiring@uspsoig.gov by 11:59 PM (EST) on the closing date, Sunday, June 22, 2025, to receive consideration. **Clicking on the above email URL will open an email that you will need to update with the appropriate vacancy number (e.g., EX-25-###-JD).**

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.

You are strongly urged to read and/or print the entire vacancy announcement.

For any questions on this vacancy announcement, please contact AuditHiring@uspsoig.gov. Your application may also be made available and considered for other Auditor positions in the USPS OIG.