

**IA-25-35A-PC (Internal)  
Data Analysis Specialist**

**Overview**

**Open & Closing Dates**

6/11/2025 to 6/18/2025

**Service**

Excepted

**Pay Scale & Grade**

GG-14

**Salary**

\$142,488.00 to \$ 185,234.00 / Per Year

**Appointment Type**

Permanent

**Work Schedule**

Full-time

**Location**

Arlington, Virginia

**Relocation Expenses Reimbursed**

No

**Telework Eligible**

Yes - as determined by the agency policy.

**Security Clearance**

Moderate Background Investigation

**Job family (Series)**

0301 Miscellaneous Administration and Program

## **Drug Test**

Yes

## **This Job Is Open To**

## **Hiring Paths**

Internal to an agency

## **Hiring Paths Clarification**

Current United States Postal Service Office of Inspector General Employees only.

## **Summary**

**\*PLEASE NOTE THAT THIS VACANCY ANNOUNCEMENT IS ONLY OPEN TO CURRENT UNITED STATES POSTAL SERVICE OFFICE OF INSPECTOR GENERAL EMPLOYEES. OTHER APPLICANTS WILL NOT BE CONSIDERED.**

This announcement provides the opportunity for a reassignment/promotion to the position of Data Analysis Specialist in the AIG Research and Insights Solution Center (RISC). Bring your skills and voice to our team!

## **Duties**

The RISC Chief Data Office conducts innovative research and analysis on Postal Service operations in support of auditors and agents. Our team develops analytical products that facilitate lead generation and provide critical insights for audit and investigative activities. Our methods frequently involve statistics or complex, multi-step analyses of large and disparate data systems.

The successful candidate will work extensively in a collaborative, team environment that involves audit and investigative clients, subject matter experts, project team leads, and executive stakeholders. RISC's work has a strong customer focus, requiring effective written and verbal communication skills to understand the needs of the client and to give structure to complex problems with undefined or ambiguous solutions. Our team requires candidates with strong analytical skills to develop fitting methodologies that maximize the impact for the client and allow successful project execution. The candidate will exhibit effective communication skills which include the documentation of analytical methodologies and briefings and presentations of technical content to executive leadership, stakeholders, peers, and other audiences.

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 6/18/2025 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 Specialist Band level, equivalent to a GS-14. The salary range for this position is \$142,488.00 - \$185,234.00. The salary figures include locality pay.

The Data Analysis Specialist will analyze both internal and external data and apply their comprehensive and expert knowledge to advise RISC on needs, operational impacts, strategic objectives, and other related issues.

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.

- Serves as project team lead providing analytical expertise and applying novel solutions to difficult analysis and related technical problems
- Supports the development of less experienced team members through mentoring, training, guidance, feedback, and work reviews
- Independently researches and evaluates high-level USPS issues using creative and divergent thinking to identify opportunities for improvement and potential risks and formulates specific operational questions that can be answered through data-driven analysis
- Develops project communications and maintains effective working relationships between project teams, stakeholders, and management
- Uses expert level knowledge to identify and develop sources of information from structured and unstructured data, criminal intelligence databases, public information sources, internal Postal Service databases, reference manuals, and audit and law enforcement reports
- Independently researches, extracts, evaluates, interprets, and visualizes data and information as actionable intelligence for auditors and investigators to detect, prevent, and respond to fraud, waste, and abuse
- Uses relational databases, data lakes, data lakehouses, and other data environments to create a variety of analytic products such as business intelligence tools, summary tables, comparison graphs, or temporal, association, and link analysis charts
- Designs, develops, synthesizes, and displays quantitative and qualitative data using interactive reports, dashboards, and visualizations. (E.g., Excel, Power BI, ESRI)
- Communicates complex and technical information to stakeholders and senior staff
- Prepares comprehensive documentation for requirements, test plans, user manuals, technical diagrams, and training materials
- Provides advice on issues affecting projects, such as data access, quality, storage, and other related needs
- Contributes to and presents training and conference materials to large audiences

## **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 in Operations Research, Mathematics, Statistics, Analytics, Geography, Computer Science, Data Science, Economics, or related engineering field

#### **AND**

- Must have 2 years of specialized experience with query language (e.g., SQL), programming languages (e.g., Python), business intelligence tools (e.g., Power BI), and analytics platforms (e.g., Databricks)

#### **AND**

- Must have at least one year of specialized experience equivalent to the GS-13 that includes developing, implementing, and applying analytics methods using advanced software; identifying and assessing relevant data sources' validity and reliability to meet project needs; and employing a variety of techniques to produce advance analytics products

### **DESIRABLE QUALIFICATIONS**

- Knowledge and experience in the law enforcement and/or audit industry
- Knowledge and experience using cloud computing platforms such as Azure
- Knowledge and experience with relational databases and structured query language (SQL)

### **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 data analytics theories, principles, concepts, methods, and techniques sufficient to conduct complex analysis and support policy and procedure interpretation and development
- Expert level skill using a variety of analytical and business intelligence tools and languages (E.g., Esri, SQL, Python, Power BI, Databricks) to ingest and manipulate data and conduct research, data mining, data analysis, mathematical modeling, statistical analysis, and data mining
- Advanced experience with relational databases and cloud environments (E.g., Oracle, Teradata, SQL Server, Azure)
- Ability to independently work on multiple projects and manage changing priorities and deadlines among different projects under limited direction, while providing guidance to lower-level analysts
- Strong oral and written communications skills sufficient to document analytical methodologies, deliver briefings, and present complex analysis and associated applications and impacts in compelling and intuitive ways to various stakeholders

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: IA-25-35A-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. 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. (**Required:** Name the file as “SF-50” or “Form 50”).

**4. 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 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., resume, application questionnaire, performance appraisals, SF-50, Veterans' preference documents, transcripts, and/or 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, Wednesday, June 18, 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).