

**IA-25-41A-PC (Internal)
Program Manager**

Overview

Open & closing dates

6/17/2025 to 6/23/2025

Service

Excepted

Pay scale & grade

GG-14

Salary

\$149,185 to \$191,931 / Per Year

Appointment type

Permanent

Work schedule

Full-Time

Location

Arlington, VA

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 Program Manager in the AIG Research and Insights Solution Center (RISC), Business Operations Team, located in Arlington, VA. Bring your skills and voice to our team!

Duties

The Research and Insights Solution Center (RISC) is the chief data and research component of the OIG. RISC is comprised of data scientists, data analysts, geographic information system professionals, investigative analysts, researchers and other business analysts. Our Business Operations Team within RISC supports the data and research directorates with their hiring, onboarding, training, budgetary, contractual, and project management needs. Additionally, our Business Operations Team performs time-sensitive administrative taskings for senior executives.

The successful candidate must specifically demonstrate experience in analyzing, evaluating, and improving the efficiency and effectiveness of internal administrative operations, processes, and procedures. Strong written and oral communications skills as well as an impeccable attention to detail are desired.

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 6/23/2025 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 Manager Band level, equivalent to a GS-14. The salary range for this position is \$149,185.00 - \$191,931.00. 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.

- Responsibilities include the day-to-day management of work; collaborating with peers and subordinates to assure effective advisory services; and otherwise ensuring continuous progress toward stated goals.
- Analyzes and evaluates, on a quantitative/qualitative basic, the effectiveness of line program operations in meeting established goals and objectives.
- Evaluates and advises on organization structures, methods, and procedures.
- Analyzes management information requirements.
- Develops, analyzes, and evaluates new or modified program/management policies, regulations, goals or objectives.
- Develops procedures and systems for assessing the effectiveness of programs/management processes.
- Plans and coordinates the development, implementation, and execution of programs, special projects, and other initiatives designed to achieve the overall mission, goals and objectives of the programs.
- Oversees and/or administers all facets of the day-to-day operations of the various programs and activities related to the position.
- Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, edits, and presents comprehensive statistical and narrative program reports and evaluations. - Develops operative goals and objectives for RISC; implements and administers methods and procedures to enhance operations.
- Formally evaluates the result of projects, organizing the results so that they can be used to improve the performance of RISC. Presents the results of the analysis concisely and in compelling fashion, together with the recommended alternatives for dealing with the performance discrepancies. Recommends solutions that will improve performance and conducts follow-up to ensure corrective action measures have been implemented.
- Responsibilities including presenting results of assessments and studies (which may be complex or controversial), negotiating agreements, and influencing approval and implementation of agency-wide solutions and plans.
- Assures implementation by subordinate staff of the goals and objectives of an agency-wide programs. Implements established goals and objectives; assesses measures that evaluate performance; and makes recommendations for program improvement.

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

- Must have 6 years of specialized experience in planning, budgeting, contracting, training, and project management.

AND

- Must have specialized experience in performing and supporting administrative and business functions for an organization.

AND

- Must have previous supervisory experience.

DESIRABLE QUALIFICATIONS

- Familiarity with/experience using Microsoft Power BI
- Strong project management skills including use of project management software, particularly Jira and Confluence, and knowledge of Agile project management methodologies

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.

- Knowledge of contracting, budget, and training, and project management procedures.
- Ability to develop and maintain successful working relationships with diverse groups of professional, technical and other staff both internal and external.
- Knowledge of a comprehensive range of administrative laws, policies, regulations, and precedents applicable to the administration or one or more important public programs.

- Skill in planning work to be accomplished by subordinates; setting priorities; evaluating performance; giving advice, counsel, and instructions; effecting minor disciplinary actions; and identifying developmental and training needs.
- Skill in defining problems, analyzing alternatives; and recommending solutions to difficult technical operations problems.
- Ability to communicate both orally and in writing at all levels internally and externally.

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.

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/.

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. 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-25-41A-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.

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 by 11:59 PM (EST) on the closing date, Monday, June 23, 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.