

IA-25-43A-PC (Internal)
Research Senior Specialist

Overview

Open & Closing Dates

6/23/2025 to 6/30/2025

Service

Excepted

Pay Scale & Grade

GG-15

Salary

\$167,603.00 to \$ 195,200.00 / 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 Research Senior Specialist position in the Research and Insights Solution Center (RISC), located in Arlington, Virginia. Bring your skills and voice to our team!

Duties

The successful candidate will serve as the authoritative resource for the agency in public policy research; development of qualitative and analytical techniques for policy studies and special analyses of major policy issues; and writing, editing, planning, and coordinating major reports. Contributes to the planning, design, and implementation of the Research Directorate's strategies, and initiatives, helping ensure the Directorate's work aligns with the agency's goals and priorities. The Research Directorate conducts research, initiates studies, and produces written products detailing the economic, political, technological, manpower, and other operational factors affecting the efficiency and effectiveness of the Postal Service.

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 6/30/2025 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 Senior Specialist Band level, equivalent to a GS-15. The salary range for this position is \$167,603.00 - \$195,200.00. 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.

- Provides expert-level advisory support to leadership, ensuring effective collaboration and continuous progress toward organizational goals.
- Provides support to leadership in the elaboration of strategies aimed at achieving process and product improvements to enhance research and analysis programs.
- Provide leadership with support over strategy and budget planning, execution, and tracking; addressing training, contractor, and technology needs.
- Builds and maintains relationships with internal and external stakeholders, including intra-and inter-agency working groups.
- Represents the Office of the Inspector General (OIG) in high-level meetings with USPS officials, external agencies, and other stakeholders.
- Represents the OIG at meetings, conferences, and trainings, showcasing the agency's work and impact.
- Leads research projects on complex public policy issues, developing innovative approaches to solve problems.
- Reviews and refines research outputs to align with agency standards and senior leadership expectations.
- Identifies emerging trends and develops actionable insights for current and future research projects.
- Stays updated on best practices and guidance from the Council of the Inspectors General on Integrity and Efficiency (CIGIE). Implements changes to enhance research quality and ensures products meet or exceed the standards outlined in the CIGIE Blue Book.

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 at least 7 years of specialized experience in planning, organizing, and conducting research on complex postal issues; developing and applying qualitative and analytical techniques for policy studies and special analyses of major policy issues; managing projects and programs; and writing, editing, planning, and coordinating major reports.

DESIRABLE QUALIFICATIONS

- An advanced degree or advanced studies in public policy, economics, business administration, journalism, or any other related discipline.

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.

- Comprehensive knowledge of the postal sector and an in-depth understanding of the United States Postal Service (USPS) structure, policies, business, and strategic objectives. Ability to analyze and assess the impact of policies and programs on USPS operations and the broader postal industry.
- Ability to develop strategies for product and process improvement, contribute to strategic planning, and support efficient resource allocation.
- Expertise in qualitative and quantitative methods to assess program effectiveness, solve complex problems, and improve management systems.
- Proven ability to conduct detailed analyses, produce high-quality written products, and edit complex materials for clarity and impact.
- Strong collaborative skills, with experience working effectively with leadership, peers, and stakeholders to achieve organizational goals.
- Demonstrated ability to identify emerging trends, translate them into actionable insights, and inform strategic decision-making.
- Exceptional communication skills, including the ability to present findings clearly and persuasively to diverse audiences, including senior leadership.

- Familiarity with CIGIE Blue Book standards for inspections and evaluations, ensuring adherence to professional quality standards.

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@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 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-25-43A-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 30, 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.