

**IA-25-44A-PC (Internal)
Research Specialist**

Overview

Open & Closing Dates

6/23/2025 to 6/30/2025

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 Research Specialist position in our Research and Insights Solution Center (RISC), located in Arlington, VA. Bring your skills and voice to our team!

Duties

The successful candidate will be responsible for leading research projects; the development of analytical techniques for studies and special analyses of major issues impacting the Postal Service; and writing, editing, and planning major reports.

Our team researches economic, business, policy, and technological trends affecting the U.S. Postal Service. Our body of work spans a wide variety of topics, from economic analysis of the postal market to sustainable processing and transportation strategies, to labor and workforce matters. Please view our white papers at [Reports | Office of Inspector General OIG \(uspsoig.gov\)](https://www.uspsoig.gov/reports). Look for RISC or RARC (before 2019) in the report name.

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 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.

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.

- Leads and participates in project teams producing both qualitative and data-driven white papers on a wide range of postal issues, ensuring compliance with Council of Inspectors General on Integrity and Efficiency (CIGIE Blue Book Standards for Inspection and Evaluation).
- Act as project lead and a research expert on complex and sensitive research topics, ensuring findings are accurate, clear, relevant, and provide actionable solutions or recommendations where appropriate.
- Contributes to the creation of diverse content formats, beyond traditional white papers, to present research findings and reach a wider audience, such as digital stories, podcasts and internal/external events (e.g., webinars and in-person expert panels).
- Presents research findings in public forums, conducts meetings with internal leadership, the Postal Service and other external stakeholders to discuss project plans and outcomes.
- Provides strategic insights to enhance the unit's research portfolio while serving as an internal advisor to support and guide other teams.

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 5 years of professional experience in planning, writing, editing, and coordinating major qualitative and quantitative research reports or analysis under defined quality standards.

DESIRABLE QUALIFICATIONS

- Advanced academic degree or advanced studies in economics, public policy, business administration, communications, data analysis, journalism or another related discipline
- Knowledge of postal economics, policy, operations, and business issues as well as general research techniques
- Knowledge of CIGIE Quality Standards for Inspection & Evaluation
- Relevant professional certification(s)
- Ability to work in a fast-paced environment with tight deadlines

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.

- Demonstrated experience in developing research reports or conducting and reporting results of quantitative and qualitative research, including analysis of regulatory, public policy, business or economic issues at both a conceptual and detailed level.
- Demonstrated quantitative and qualitative skills for the purpose of determining systemic or procedural problems and developing findings and recommendations.
- Demonstrated ability to communicate the results of research findings, both orally and in writing.
- Comprehensive knowledge 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.

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@uspsoidg.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-25-44A-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. Upload at least one writing sample that demonstrates the ability to conduct research and analysis and uses that information to prepare high-quality written deliverables. (**Required:** Upload and save as "**Writing Sample**" document.)

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. (**Required:** Name the file as "**SF-50**" or "**Form 50**").

5. 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.