



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #09-05

Grade: Journey Band FLSA: Exempt
Salary: \$50,408 - \$113,007 Per Annum
(Includes Locality Pay)
Position: One Located in Arlington, VA
Relocation Expenses Will Not Be Paid
Open: 01/12/09 Close: 01/26/09

*Career Ladder to GS-13equivalent at management's discretion

Human Resources Analyst

The United States Postal Service Office of Inspector General (OIG) is seeking a highly qualified applicant to fill a Human Resources Analyst position on the Human Resources Team in the Joint Mission Support Center Directorate located in Arlington, VA. The successful candidate will be responsible for performing a variety of human resources duties related to staffing, processing, benefits administration and retirement; which includes providing advice and assistance to management and employees on personnel regulations, policies and procedures. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

ELIGIBILITY REQUIREMENTS

- Bachelor's degree from an accredited college or university in Human Resources or Business Administration; or four years of related professional experience, or a combination of education and related professional experience

EVALUATION FACTORS

- Knowledge of recruitment/staffing, processing payroll/personnel actions using a human resources information system (HRIS); benefits administration, and/or retirement
- Demonstrated experience providing quality customer service
- Skill in the use of computer software to enter, retrieve and develop documents in Microsoft Word, Excel and PowerPoint
- Ability to communicate effectively, both orally and in writing

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and a background investigation
- Ability to obtain/maintain a government-issued credit card
- May require up to 10 percent travel

TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- Any **one** of the following forms: Resume, OF-612, SF-171, PS Form 2591, PS Form 991
- Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating; (if unable to provide, please note reason on a separate sheet of paper)
- A separate, written narrative that describes specific experience (knowledge, skills, and abilities) for each Evaluation Factor (limited to one page per factor)
- Applicants claiming Veteran's Preference must attach a copy of member 4 copy (only) of Certificate of Release or Discharge from Active Duty (Form DD214) or other proof of eligibility if claiming 10-point veteran's preference. Veterans must submit a copy of a letter dated within the last 12 months from the Department of Veterans Affairs or the Department of Defense certifying receipt of compensation for a service-connected disability of 30 percent or more.

NOTE

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MAY BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: JOBS@USPSOIG.GOV OR MAILED TO: USPS-OIG, Human Resources, 1735 N. Lynn Street, 10th Floor, Arlington, VA 22209-2020**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED**
- **CAREER LADDER TO GS-13 EQUIVALENT AT MANAGEMENT DISCRETION**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**



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BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education and training, that indicates the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis.

WHY APPLY WITH THE POSTAL SERVICE OIG?

- **Flexible Work Schedules!**
- **Flexible Spending – Pre-Tax dollars for Child and Health Care!**
- **Locality Pay for Geographical Area Included!**
- **Pre-tax Dollars for Commuting!**
- **State of the Art Technology!**
- **Pay System that Rewards High Performers!**
- **Thrift Savings Plan with Matching Contributions up to 5%!**
- **Government-Backed Pension Plan!**
- **Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!**
- **Convenient Parking! Near Metro! (For Arlington, VA Location)**
- **On the Top 10 Corporations List in the U.S.!**
- **In the Top 50 Corporations for minorities and women!**

Job Line Number:
 703-248-2210
DC Relay Service:
 202-855-1234 (TTY)
Or Visit our website:
www.uspsoig.gov

AN EQUAL OPPORTUNITY EMPLOYER