

# United States Postal Service

## *External Publication for Job Posting 85101047*

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

### *Branch*

Information Technology

### *Job Posting Period*

03/06/2015 - 03/10/2015

### *Job Title*

ENGINEERING ANALYST TRAINEE

### *Facility Location*

USPS HEADQUARTERS  
475 LENFANT PLZ SW  
WASHINGTON, DC 20260-0004

OR

USPS ENGINEERING  
8403 LEE HWY  
MERRIFIELD, VA 22082-8101

### *Position Information*

TITLE: ENGINEERING ANALYST TRAINEE

GRADE: EAS - 17

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 1640-0009

NON-SCHEDULED DAYS: Saturday/Sunday

HOURS: 08:00 A.M. to 05:00 P.M.

START DATE: JULY 13, 2015

SALARY RANGE: Salary Based of Fair Market Value

FINANCE NUMBER: 102056

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

### *Background Check*

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background

check because of residency outside the United States, such individuals will be ineligible for Postal employment.

### **Functional Purpose**

Participates in engineering programs and projects involving the design, development, implementation and integration of mail processing systems and retail and delivery equipment. This is an eighteen-month rotational developmental program with targeted outplacement into an Engineering Analyst position within the Engineering Systems function. This is the first level of a two grade, tiered training program through which the trainee moves as he or she acquires increasingly more complex levels of competence. At this level, incumbents perform assignments in an on-the-job training capacity under direct supervision while learning USPS policies and procedures and developing job-related knowledge, skills and abilities.

### **DUTIES AND RESPONSIBILITIES**

1. Performs highly structured, entry-level assignments designed to develop a broad understanding of US Postal Services Engineering Systems function.
2. Gathers data from multiple databases for input into the design, development, and deployment of equipment and systems to reduce operational costs in mail processing and delivery operations.
3. Collects data to review and evaluate existing programs, policies, and systems. Performs trend analysis on data for input into alternative methods designed to improve existing programs, policies, and systems.
4. Meets with stakeholders to gather information on estimating engineering program costs and schedules. Under direct supervision, drafts mathematical models based on data provided by stakeholders. Uses information for the development of trend analysis reports.
5. Under direct supervision, analyzes information collected to draft general requirements for use in the development of practical and affordable solutions to engineering problems.

### **SUPERVISION**

Manager of unit to which assigned.

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

### **Requirements**

1. **EDUCATION REQUIREMENT:** Possession of a Bachelor of Science or better in Mechanical Engineering, Electrical Engineering, Computer Engineering, Computer Science, or Information Science from a recognized institution.

NOTE: Qualified applicants must be recent graduates who have earned a Bachelors or Masters degree or Doctorate from an accredited college or university within 24 months of the vacancy announcement closing date. Applicants currently attending an accredited college or university and expect to complete the qualifying degree requirements prior to the start of the program are also eligible for consideration.

2. Knowledge of engineering principles, concepts, and methods.
3. Ability to analyze data sufficient to identify engineering problems and trends.
4. Knowledge of requirements and specification development sufficient to draft and document requirements.
5. Ability to communicate orally and in writing to prepare reports such as Trend Analysis Reports.

This is a two-step application process requiring you to create a profile and submit an application for the position you are applying for.

- a) You will receive two email confirmations:
- b) An email confirming your profile is complete.

After submitting your application you will receive a second email confirming your application has been successfully submitted.

**APPLICANTS MUST COMPLETE THE FOLLOWING:**

1. USPS Online Application
2. Attach a copy of your resume
3. Attach an official or unofficial copy of your college transcript

For additional information, please contact us at [universityrelations@usps.gov](mailto:universityrelations@usps.gov)

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

**IMPORTANT INFORMATION:**

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at [FairChanceActSupport@usps.gov](mailto:FairChanceActSupport@usps.gov). Further information can be found at [www.usps.com](http://www.usps.com).

**SPECIAL NOTE:** Current career Postal Service employees are ineligible to apply to this posting.