

SUMMARY POSITION DESCRIPTION
DIRECTOR OF ACCOUNTABILITY AND COMPLIANCE
U.S. POSTAL REGULATORY COMMISSION

The Organization

The Postal Regulatory Commission is an independent Federal agency whose mission is to ensure transparency and accountability of the U.S. Postal Service and foster a vital and efficient universal mail system. Established by statute in 1970, the Commission's original mission was primarily to review and analyze, through law proceedings, proposed rate, mail classification and major service changes, including public hearings, and then recommend action by the postal Governors. The Postal Accountability and Enhancement Act of 2006 significantly strengthened the Commission's authority to serve as a counterbalance to the new flexibility the Act granted to the Postal Service in setting rates. The Act requires the Commission to develop and maintain regulations for a modern system of rate regulation, consult with the Postal Service on delivery service standards and performance measures, consult with the State Department on international postal policies, prevent cross-subsidization and other anticompetitive postal practices, promote transparency and accountability, and adjudicate complaints.

The Act also vests important oversight functions in the Commission, including annual determinations of Postal Service compliance with applicable laws, development of accounting practices and procedures for the Postal Service, review of the Universal Service requirement, and assurance of transparency through periodic reports. The Commission has power of subpoena, authority to direct the Postal Service to adjust rates and take other remedial actions, and authority to levy fines in cases of deliberate noncompliance with postal laws.

The Commission is comprised of five Commissioners, each of whom is appointed to a 6-year term by the President and confirmed by the Senate. No more than three Commissioners may be of the same political party. The President designates one of the five as Chairman. Commission headquarters are in downtown Washington, D.C.

The Office of Accountability and Compliance (OAC) is responsible for technical analysis and formulation of policy options for review and decision by the Commission in both domestic and international matters. It provides analytic support for Commission review of rate changes, negotiated service agreements, classification of new products, post office closings, and other issues. It also evaluates Postal Service accounting records, financial reports and other financial data for accuracy, completeness, and conformance with reporting and procedural standards established by the Commission. These reviews include reports filed pursuant to SEC rules and procedures. The Office also assists the Commission in its annual determinations of compliance with service performance standards and preparation of the Commission's annual report to the President and Congress.

Accountabilities of the Appointee

The Director of OAC conducts and directs technical analysis of all issues which come before the Commission, provides technical advice to the Commission regarding rate, financial and other data, and manages the development of relevant Commission reports. He/she assures that OAC provides excellent technical analytic service to the Commission and Commissioners, the Postal Service, mailers, the State Department, and the American public at large. Among his/her major duties and responsibilities, the Director:

- Leads the underlying analysis for establishment and maintenance of rules, regulations and procedures for regulating rates and Postal Service accounting practices and principles.
- Directs and conducts research on various issues involving postal operations, costs, prices, and demand for postal products, projected future volume, and estimates of demand elasticity for rate categories of mail and special services.
- Synthesizes and presents technical analyses and recommendations with respect to all quantitative elements of issues to be decided by the Commission, collaborating with the Office of the General Counsel in formulating final technical recommendations.
- Manages development of Commission Reports, including technical writing and editing.
- Oversees the Commission's non-legal research program in all areas where the Commission has need to develop additional information or methods, including costing methodology, theories of pricing, and the current and potential economics of electronic message services and electronic fund transfer.
- Performs general technical analyses assigned by the Chairman.
- Manages receipt, review, analysis and response to all Postal Service reports, proposals and notices.
- Represents the Commission, individually and through staff, before outside organizations, including Congress and international conferences.
- Directs all elements of the Office through operating plans, work schedules, setting of priorities and deadlines, and general oversight of its two Divisions, each of which is headed by an Assistant Director. The Office has a total staff of 22 at present and is seeking to fill two vacancies apart from this appointment.
- Maintains working relationships with key Postal Service personnel and other postal stakeholders such as mailers, mailer organizations and related government agencies (GAO, OIG, OPM, OMB, Congressional Research Service, and Congressional staff).

Qualifications

The successful candidate for this appointment should combine as many as possible of the following characteristics:

- Deep commitment to the public interest and the importance of utilizing carefully assessed data to generate accurate, state-of-the-art empirical analyses and forecasts which can inform Commission deliberations as well as the decisions and behavior of other stakeholders in postal services.
- Leadership stature in relevant applied research, as recognized by authorities in the candidate's field and demonstrated in the course of years of relevant experience which includes substantial experience as a project, unit, or organizational leader. Experience focused on postal systems is an important plus, but is not required if the desire and capabilities to rapidly become expert in this field are present.
- Specific experience in applying both standard and innovative econometrics, modeling, network analysis, and other quantitative research techniques. A graduate degree in economics, statistics, mathematics, operations research, systems analysis or a related field is preferred, but consideration will be given to experience which is asserted to be equivalent.
- The technical ability, management and administrative skills, knowledge and temperament required to select, recruit, lead and inspire a multidisciplinary staff of high technical quality and dedication, including the confidence and leadership qualities necessary to provide guidance and constructive criticism in ways that reinforce rigorous quality standards and motivate professional growth.
- Highly developed communication skills, particularly with respect to translation of complex technical concepts and products into language and images accessible to policy makers and other lay audiences. This requires recognition that the Commission, not academic or research community peers, constitutes the primary audience for the work product.
- An exceptionally keen intellect coupled with demonstrated capacity to think strategically about research needs, to exert thought leadership, and to prepare the Office to play a leading support role as Commission needs and issues evolve.
- Ability to develop and analyze new approaches internally and evaluate new ideas presented to the Commission by others to respond to unprecedented changes that have occurred in the postal field in the last two years.
- The interpersonal skills necessary to work effectively in a team and to build and maintain strong relations with a wide variety of individuals and institutions with varying interests and levels of analytical sophistication.

- Rock solid integrity regarding all aspects of the collection, use, and presentation of data and analyses.
- Exceptionally high intellectual curiosity, physical energy, and appetite and capacity for making effective use of some of the largest and most policy-relevant data flows in existence.
- Knowledge of, and experience with, the role the Commission has under the PAEA and how it relates to other stakeholders.
- Recognition that the Commission is the decision body, and identification of personal success equates to the Commission's success in performing its statutory functions.

Eligibility for Appointment

The Commission engages employees without regard to race, nationality, color, religion, creed, age, gender, marital status, or any other characteristic protected by law. U.S. citizenship is required. All who believe they meet the stated qualifications are invited to apply. This is an at-will employment position; the appointee serves at the pleasure of the Commission. He/she must reside in the Washington, D.C. commuting area or be willing to relocate there at his/her own expense.

Compensation Package

It is anticipated that the appointee will be paid an annual salary in the range of \$140,000-\$153,000, though adjustments may be made in light of an appointee's qualifications and earnings history. A generous program of fringe benefits is included.

Timing of Appointment

Initial consideration of candidates for the appointment will begin in the early part of September 2010. The appointee will be selected in the weeks that follow and take office as soon as possible thereafter.

To apply, or for further information, please contact:

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