

Information Technology Specialist (Audit) – Cybersecurity & Technology Directorate
Dallas, TX; Denver, CO; Woburn, MA; Arlington, VA
Vacancy Number
EX-25-17B-JD

Overview

Open & Closing Dates

Monday, June 9, 2025 to Sunday, June 22, 2025

Salary

\$135,382.00 to \$185,234.00 Per Year;

Locations

Dallas, TX; Denver, CO; Woburn, MA; Arlington, VA

Telework Eligible

Yes - as determined by the agency policy.

Relocation Expenses Reimbursed

No

Work Schedule

Full-Time

Promotion Potential

N/A

Supervisory Status

No

Drug Test

Yes

Application Count

50

Pay Scale & Grade: GG-14

Remote Job: No

Travel Required

25% or Less - You may be expected to travel for this position.

Appointment Type

Permanent

Service

Excepted

Job Family (Series)

2210 - Information Technology Management

Security Clearance

Top-Secret (Tier-5)

Financial Disclosure

Yes

This Job Is Open To (Eligibilities)

Hiring Paths

External to the US Public Only

Hiring Paths Clarification

All U.S. Citizens – Current Career United States Postal Service Office of Inspector General, United States Postal Service, United States Postal Inspection Service, and Postal Regulatory Commission WILL NOT be considered or selected from this vacancy announcement.

Summary

Do you want to make an impact? The United States Postal Service Office of Inspector General (USPS OIG) is seeking a highly qualified applicant to fill our Information Technology Specialist position within the Office of Audit's Cybersecurity & Technology Directorate.

This opportunity is located in:

- Dallas, TX
- Denver, CO
- Woburn, MA
- Arlington, VA

Bring your skills and voice to our team!

Position Duties & Responsibilities

About the Cybersecurity & Technology Directorate:

The Cybersecurity & Technology Directorate conducts various types of audits and evaluations of the Postal Service's cybersecurity and technology processes, tools, and operations. Our directorate helps to reduce the risk of fraud, inappropriate disclosure of sensitive data, and disruption of critical postal operations and services by assessing whether USPS information resources provide the highest level of security, reliability, and value expected by USPS customers.

To learn more, visit: [USPS Office of Inspector General | Office of Audit](#)

About the Position:

The IT Specialist serves as the authoritative resource for the Office of Audit in the area of cybersecurity and information technology. As a technical authority, the employee provides expert level advice on advanced information technology topics to include information technologies used by the Office of Audit and by the United States Postal Service (USPS).

A successful candidate will have experience in and be responsible for:

- Performing individually and as a member of an audit team, including continuing responsibility for a specific component of a project.
- Represents the Office of the Inspector General in meeting with high-level officials from the United States Postal Service, other agencies, vendors, and members of external organizations. Responsibilities including presenting results of assessment and studies (which may be complex or controversial), negotiating agreements, and influencing approval and implementation of agency-wide solutions and plans.
- Participating in multiple audit projects and programs simultaneously. • Leading technical aspects of complex information systems audits of the USPS, including the data collection and assessment efforts needed to develop and support conclusions and recommendations.
- Interviewing USPS personnel to identify information relevant to answering the objective of the audit.
- Participating or leading meetings with OIG and USPS officials to communicate the results of work.
- Reviewing USPS' use and implementation of emerging technologies and AI and recommending potential audit areas.
- Making recommendations for corrective actions and writing audit working papers and reports adhering to Generally Accepted Government Auditing Standards.
- Maintaining liaison with other offices, agencies and other appropriate organizations as needed.
- Responding to inquiries, including requests from the media through the Director of Communications, Congressional staff, and the Board of Governors.
- Performing other special projects and activities.

- Ensuring that research and resulting audit working papers are developed and delivered in accordance with Office of Audit requirements.
- Conducting program risk assessments and developing applicable audit programs.
- Provide opinions on the efficiency and effectiveness of USPS programs.
- Participate in the talent recruiting of technical specialists.
- Participate in various technology working groups and committees.
- Determine technical training requirements for staff.
- Conducting follow-up reviews of management actions taken to correct identified deficiencies for complex information systems audits.
- Performing IT security testing to include vulnerability assessments and penetration testing of wireless infrastructure, mobile systems, custom applications, APIs, and IT networks.
- Developing audit procedure steps for IT testing that are relevant to the objective and scope of the audit project.
- Training audit team members to gain an understanding of IT technical testing and analysis of resulting data.
- Developing, adapting, and implementing new applications development methods and models that incorporate new technologies, such as object-oriented design and analysis and software architecture.
- Researching emerging technologies.
- Planning, developing, and organizing pilot tests in controlled environments.
- Recommending adoption of new methodologies based on favorable feasibility analyses.
- Ensuring improvements in the design and development of applications that enhance the Office of Audit's ability to accomplish mission critical program activities.
- Developing and coordinating acceptance of a Rules of Engagement for IT security testing.
- Trains audit team members to gain an understanding of IT technical testing and analysis of resulting data. • Develops, adapts, and implements new applications development methods and models that incorporate new technologies, such as object-oriented design and analysis and software architecture.
- Plans, develops, and organizes pilot tests in controlled environments.

The duties and responsibilities associated with this position may vary based upon the agency's needs at the time of hire. The preceding description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

Compensation: 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 \$135,382.00 - \$183,353.00. The salary figures include locality pay. For locality table specifics, visit: [OPM's General Schedule \(GS\)](#).

Position 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 a Top-Secret (Tier-5) clearance.

Must be able to obtain and maintain a government-issued credit card.

May be required to successfully complete a 12-month probationary period.

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 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 Sunday, June 22, 2025 will be considered.

Position Minimum Qualification Requirements You must meet all the minimum qualifications listed below.

Professional Experience Requirement:

- Degree in information security, information assurance, computer science, information technology, cybersecurity, networking; or related field such as auditing, program management, or information management. (must submit transcripts from an accredited college or university)

AND

- At least eight (8) years of progressive, specialized hands-on experience in network infrastructure, cyber defense systems, or cybersecurity testing such as vulnerability assessments and penetration testing. The applicant's background must also include one of the following:
- Certificate as an Information Systems Security Manager (ISSM), Certified Information Systems Security Professional (CISSP), IT Project Management Professional (PMP), Offensive Security Certified Professional (OSCP), Certified Information Systems Auditor (CISA) or similar certification;

Desirable Qualifications

- Advanced degree
- Experience with using techniques from a range of disciplines, including computer programming, mathematics, and statistics, to draw conclusions from data to describe, predict, and improve performance. Use of Linux based IT security testing platforms, AI and data analytics is a plus

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.

- Mastery of, and skill in applying, advanced information technology principles, concepts, methods, standards, and practices sufficient to develop and interpret policies, procedures, and strategies governing the planning and delivery of services throughout the Office of Audit or similar organization.
- Mastery of, and skill in executing IT security testing to include vulnerability assessments and penetration testing of wireless infrastructure, mobile systems, custom applications, APIs, and IT networks.
- Mastery of, and skill in applying interrelationships of multiple IT specialties; new IT developments and applications; emerging technologies and their applications to business processes; IT security concepts, standards, and methods; and project management principles, methods, and practices including developing plans and schedules, estimating resource requirements, defining milestones and deliverables, monitoring activities, and evaluating and reporting on accomplishments sufficient to manage assigned projects.
- Ability to conduct research and analysis, and develop audit reports and present complex, sensitive information to senior level officials in a concise manner.
- Ability to provide expert technical advice, guidance, and recommendations to management and other technical specialists regarding critical information technology issues.
- Ability to analyze, review, and/or assess information technology procedures and controls in topics such as: general controls, computer security techniques, application control reviews, system development life cycle, operating system software, multi-platform hardware such as client-server, or mainframes, network operations and testing, data integrity, disaster recovery, information systems acquisitions, etc.

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-foreignqualifications/>.

Additional Information

Pay is only part of the compensation you will earn working for the USPS OIG.

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/healthcareinsurance/ps hb/#url=Overview>

Health, Dental, Vision, Life and Long-Term Care Insurances and Flexible Spending options.

- For information, please visit <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>.

Retirement and Thrift Savings.

- For more information about these programs see opm.gov/retirement-center and tsp.gov.

Flexible Work Schedules.

- USPS OIG offers a range of family-friendly flexibilities including flexible work schedules 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).

This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please send an email to audithiring@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 assessed on how well you meet the qualifications and competencies (knowledge, skills, abilities, and other characteristics) on this announcement.

The Human Resources Office will review your resume and supporting application documentation to ensure that you meet the eligibility required for this position. You will no longer be considered for this position if you:

1. Fail to attach all required documentation;
2. If your application materials indicate that you are not minimally qualified for this position;
3. Receive a zero (0) rating on any Evaluation Factor; or
4. 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.

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, Vacancy Announcement EX-25-17BJD, by closing date Sunday, June 22, 2025.

IMPORTANT NOTE: Make sure you include the vacancy number in the subject line when submitting your application package. For more information on submitting application packages, please review the "How to Apply" section below.

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 OCCUPATIONAL QUESTIONNAIRE – Required.** Download the Application Questionnaire (PDF) and complete the form. Failure to complete this form in its entirety will result in your disqualification.
3. **TRANSCRIPTS from an accredited college or university – Required if applicable.** The information presented in the transcript must be verifiable and should contain the name of the institution, applicant's name, list of completed courses, semester hours, GPA, date and type of Bachelor's Degree issued. Education completed outside the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Attach document verifying that it has been deemed equivalent. For further information visit: <https://sites.ed.gov/international/recognition-offoreign-qualifications/>.
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. Please name this file "SF-50" or "Form 50."
5. **VETERANS PREFERENCE DOCUMENTATION: Required if applicable.** If you are claiming veteran's preference you must submit the Member 4 copy of your DD-214 Certificate of Release or Discharge from Active Duty, and/or other proof of veteran's preference eligibility including your VA letter, form SF-15 (<https://www.opm.gov/forms/standard-forms/>) and all required documents related to your SF-15 claim. Veterans can request the Member 4 copy of their DD-214 at archives.gov/veterans/military-service-records and can download a copy of their VA letter from ebenefits.va.gov/ebenefits/homepage. If applicable, you are required to submit each veterans' preference document in the application package. Please name these files as "DD-214" or "SF-15" or "Other Veterans Document."
6. **SUPPORTING DOCUMENTS: Required if applicable.** Degrees, Certifications, and Licenses. If there is an education, certification, and/or license requirement for this vacancy, relevant documents must be included in the application package.

How To Apply

To apply for this position, you must:

1. Submit an application package containing **all** required documents, e.g., resume, application questionnaire, performance appraisals, supporting documents, etc.
 - a. The application questionnaire is available as a PDF in the vacancy announcement.
 - b. The complete application package must be submitted via email at AuditHiring@uspsoig.gov by 11:59 PM (EST) on the closing date, Sunday, June 22, 2025, to receive consideration. **Clicking on the above email URL will open an email that you will need to update with the appropriate vacancy number (e.g., EX-25-###-JD).**

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.

You are strongly urged to read and/or print the entire vacancy announcement.

For any questions on this vacancy announcement, please contact AuditHiring@uspsoig.gov. Your application may also be made available and considered for other Auditor positions in the USPS OIG.