

# United States Postal Service

## *External Publication for Job Posting 10170010*

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*

Human Resources

### *Job Posting Period*

02/12/2018 - 02/26/2018

### *Job Title*

PERSONNEL PSYCHOLOGIST TRAINEE

### *Facility Location*

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

### *Position Information*

TITLE: PERSONNEL PSYCHOLOGIST TRAINEE (LEARNING & DEVELOPMENT)

GRADE: EAS - 17

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 0180-0019

NON-SCHEDULED DAYS: Saturday/Sunday

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

START DATE: JULY 16, 2018

SALARY RANGE: 56,000.00 USD Annually

FINANCE NUMBER: 102147

BENEFIT INFORMATION: 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.

### *Persons Eligible to Apply*

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug-free. All U.S. citizens, permanent resident aliens, citizens of American Samoa or any other territory owing allegiance to the United States are eligible to apply. Applicants must be available for screening activities and interview.

**ALL APPLICANTS MUST ATTACH RESUME AND TRANSCRIPT (OFFICIAL OR UNOFFICIAL) TO BE CONSIDERED FOR THIS POSITION!!!**

To be eligible for the Management Foundations Program, an individual must have completed a qualifying bachelor's, master's, professional, or doctoral degree from an accredited college or university within the previous two years. Preference-eligible veterans (see 5 U.S.C. §2108) who were unable to apply during that two-year period because of their military service may apply up to two years after they are released or discharged from active service. Eligibility for these veterans cannot exceed six years from the date on which they received their qualifying degrees.

### **Functional Purpose**

Performs a variety of learning and evaluation activities, including performing research, analysis, and administration activities in support of the development and administration of learning and development evaluation programs and processes using postal policies within the Human Resources department. This is a 12 month Management Foundations Program (MFP) which leverages professional development training, cross-functional projects, on-the-job experiences, and coaching. The first six months of the program are dedicated to developing the core competencies of the Postal Service Competency model and applying the technical knowledge, skills, and abilities acquired from their academic program of study to the USPS business environment by supporting cross-functional projects. For the remaining six months of the program the trainee will continue to develop these competencies and perform work related to their field of interest while mentored by their coach in the assigned functional unit.

### **DUTIES AND RESPONSIBILITIES**

1. Performs entry-level learning and evaluation assignments designed to develop a broad understanding of U.S. Postal Services training evaluation, training development, and other Human Resources functions, internal policies, and procedures.
2. Learns about the processes, procedures, and methods used for evaluating effectiveness of training courses and career development programs.
3. Supports data analysis using appropriate techniques and software (e.g., SPSS, Excel) to evaluate training and career development programs.
4. Supports learning evaluation and job analysis studies. Researches and collects information by performing job observations, learning needs assessments, and overall evaluations of training programs.
5. Assists with the development of informational support materials to share with participants and managers on using evaluation tools and the impact of the learning program.
6. Assists with developing reports and summaries to document findings and draw conclusions based on the learning evaluation studies.

### **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. Ability to coordinate work with team members to ensure project requirements are met and completed on schedule.
2. Knowledge of job analysis principles, concepts and techniques.
3. Ability to communicate orally and in writing sufficient to prepare reports, position papers and policies.
4. Skill using word-processing and spreadsheet software to compile and analyze data and document and summarize analysis.
5. Knowledge of the methods and practices of training design and evaluation.
6. EDUCATION REQUIREMENT: Possession of a Graduate degree in Industrial/Organizational Psychology, or applied degree (e.g., Applied Psychology), which included a focus on competency development and/or program evaluation from an accredited college or university by a national or regional accreditation organization recognized and sanctioned by the U.S. Department of Education.
7. Knowledge of Industrial Organizational psychology principles and methodologies sufficient to assist with competency modeling and program evaluation.

\*\*\*IMPORTANT\*\*\*

This is a two-step application process requiring you to create a profile and submit an application for the position for which you are applying. You will receive two email confirmations:

A). An email confirming your profile is complete.

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

**ALL APPLICANTS MUST ATTACH RESUME AND TRANSCRIPT (OFFICAL OR UNOFFICIAL) TO BE CONSIDERED FOR THIS POSITION!!!**

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.

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