

# ***SUCCESSFUL BIDDER ASSIGNMENTS CLERK CRAFT***

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

DATE: **October 24, 2014**

## **ATTENTION ALL CLERK CRAFT EMPLOYEES – ABBREVIATED AWARD NOTICE(S) 92030**

**SUCCESSFUL BIDDERS:** In accordance with Article 37, Section 3.F.8 of the National Agreement, "when an employee is designated as successful bidder and remains a live bidder on other bids, the employee shall notify management in writing within 10 days of his/her election to remain a live bidder on one or more of those assignments. The notice shall identify the assignment(s) by job and posting number. Failure to notify within 10 days will cancel such other bids." Accordingly, successful bidders who wish to remain live bidders on other bids (*must be a higher choice than bid awarded*) must submit their requests to the Local Services Office, Room 431, Main Office, 1675 7th Street, Oakland CA 94615-9422, no later than **November 3, 2014.** For your convenience there is a mail slot on the door of Room 431.

**SENIOR BIDDERS (PENDING QUALIFICATION):** Assignments of senior bidders that are pending qualification will be made contingent upon their successful completion and qualification on the required scheme(s)/ skill(s)/ license(s) and/or appropriate training. Senior bidders must contact Training (Room 229-W, (510) 874-8333) within 10 days from the date of this notice to schedule training. Deferment period will begin no later than **November 3, 2014.** Failure to schedule for training will result in the forfeiture of the bid.

Local Services  
Bay Valley District

Attachment(s)

(Distribution: Oakland P&DC, Oakland Post Office, and All CS Administrative Offices)

# ***POSTING & BIDDING - ARTICLE 37 (CLERK CRAFT)***

## **GENERAL:**

All bid assignments with no successful bidders will become residual vacancies and will be filled in accordance with Article 37, National Agreement (Section 4.C).

An employee designated the senior bidder may withdraw at any time prior to completing training and being designated the successful bidder. Senior bidders who wish to withdraw from training must submit their intent, in writing, to the Personnel Services Office, Room 431, Main Office, 1675 - 7th Street, Oakland, CA 94612-9422, Attention: Levolia Hudson, Human Resources Specialist. An employee who *begins training and subsequently withdraws, fails to qualify, or otherwise relinquishes rights to the duty assignment* will be restricted from any further bidding for a period of 90 days from the date of withdrawal or failure to qualify.

⊆ If the senior bidder *withdraws prior to beginning training or fails to complete four hours of training within five work days of the date the senior bidder is scheduled to report for training*, the duty assignment will be forfeited to the second senior bidder. The second senior bidder, if not qualified on the essential scheme requirements, will enter a deferment period.

⊆ If the senior bidder *completes four or more hours of training within five work days of the date the senior bidder is scheduled to report for training and subsequently withdraws, fails to qualify, or otherwise relinquishes rights to the assignment*, the senior currently qualified bidder shall be permanently assigned.

⊆ If a duty assignment is forfeited to the second senior bidder and the second senior bidder withdraws, fails to qualify, or otherwise relinquishes rights to the duty assignment, the senior currently qualified bidder shall be permanently assigned. In such case, the bid will be considered a senior unsuccessful bid. If the second senior bidder began training, he/she will be restricted from any further bidding for a period of 90 days from the date of withdrawal or failure to qualify.

An employee will be limited to five senior unsuccessful bids during the duration of the USPS/APWU Agreement.

An employee who has used five senior unsuccessful bids for any reason during the duration of the agreement will not be permitted further bids unless such bid:

1. is to a duty assignment for which the employee is currently qualified;
2. is due to elimination or re-posting of the employee's duty assignment; or
3. is required in order to retain saved grade.

## **POSITIONS WITH TYPING REQUIREMENTS:**

Senior bidders for typing positions will be contacted and scheduled for examination. An employee who attempts to demonstrate the skill for typing positions and fails will be restricted from bidding on positions/assignments which require the same skill for a period of 120 days.

## **WINDOW POSITIONS:**

Senior bidders for window clerk positions must report to PEDC if there is/are scheme(s) attached to the job. If the window position does not require scheme(s), the employee will be contacted and scheduled for window training. An employee who fails to satisfactorily complete the training or withdraws from the bid, will be restricted from bidding on posted assignments in that position designation for a period of 180 days, unless employee withdraws prior to completion of 25% of the position qualification training hours (Article 37.3.F.7b).

R0219  
BC055508 Oakland(CA) Bid Clust  
R4NHG0

HUMAN CAPITAL ENTERPRISE SYSTEM  
ABBREVIATED AWARD NOTICE

REQUESTED: 10/24/2014 07:57:14  
PAGE: 1 of 1

POSTING NO: 92030 Clerk

OPENING DATE: 10/10/2014 CLOSING DATE: 10/20/2014

JOB ID: 70567651 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC: 13 EG:1=Full Time  
Newly Established 01020353 SPBS TOUR I OPRN UNIT OAKLAND Clerks -  
NonHQ

JOB SLOT COMMENTS: MUST BE ABLE TO SORT INCOMING OR OUTGOING PARCELS BY ZIP CODE, DIRECTS,  
ALPHABETICAL, AND/OR GEOGRAPHICAL GROUPINGS AT AN AVERAGE RATE OF AT  
LEAST 38 ITEMS PER MINUTE AT 98% ACCURACY. OTHER DUTIES AS ASSIGNED BY  
THE SUPERVISOR.

QUALIFICATIONS: SPBS DEXTERITY  
SPBS APPLICATION

SECTION: SPBS UNIT

WORK SCHEDULE: 2130-0600-30L-Mo-TuS

All schedules display 'service days' according to USPS policy.

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk
21:30 06:00 030	21:30 06:00 030	OFF OFF OFF	OFF OFF OFF	21:30 06:00 030	21:30 06:00 030	21:30 06:00 030

POSTING COMMENTS:

PENDING QUALIFICATION: Ramos, C EMP ID: 9557 EFFECTIVE: SEN DATE: 07/20/1985 RANK: 001  
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JOB ID: 95854763 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC: 43 EG:1=Full Time  
ASSOC  
Vacant 00003209 NORTH OAKLAND CARRIER STATION NORTH OAKLAND STA Clerks -  
OAKLAND NonHQ

JOB SLOT COMMENTS: OPN #355,240,769. PRIMARY WORK PO BOX MAIL, MAINTAIN PO BOX  
RECORDS ON COMPUTER(WEBBATS) CHANGE PO BOX LOCKS, PO BOX  
ADMIN, WORK WINDOW. RELIEVE AT GRAND LAKE AS NEEDED  
OTHER DUTIES AS ASSIGNED BY THE SUPERVISOR.  
CMS Job Slot ID: 9239573

QUALIFICATIONS: 421 SALES AND SERVICES (V3.9)  
TEMESCAL

SECTION:

WORK SCHEDULE: 0630-1500-30L-Su-FrS

All schedules display 'service days' according to USPS policy.

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk
06:30 15:00 030	OFF OFF OFF	06:30 15:00 030	06:30 15:00 030	06:30 15:00 030	06:30 15:00 030	OFF OFF OFF

POSTING COMMENTS:

TOTAL SCHEME DEFERMENT DAYS: 014

PENDING QUALIFICATION: Obeso, R EMP ID: 2223 EFFECTIVE: SEN DATE: 08/04/1984 RANK: 012  
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