

# *Vacancy Notice*

## **BID ASSIGNMENTS - CLERK**

07/09/2018

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: 176789

OPENING DATE: 07/10/2018

CLOSING DATE: 07/20/2018

### **ATTENTION FULL TIME CLERK CRAFT EMPLOYEES**

The attached is posted to all full-time clerk craft employees. **All clerks are required to enter their bids using the phone bidding system, or eJob Bidding at [www.liteblue.usps.gov](http://www.liteblue.usps.gov) or the kiosk machine.** All bids and withdrawals must be entered in eJob bidding no later than **07/20/2018, 9:59 p.m. (Pacific Time)**.

**Under no circumstances will manual bid cards be accepted.**

*The U.S. Postal Service gives you instant access to phone bidding and job information from any touch-tone phone. To access phone bidding, call Toll-Free 1-800-222-2415. Hearing impaired employees can call Toll-Free at 1-800-520-0625.*

*NOTE: (1) Employees currently on LIMITED/LIGHT DUTY status must notify In Plant Support 1675 7<sup>th</sup> Street Room 238-1, Oakland CA 94615-9998 in writing by 07/20/2018. For your convenience there is a mail box outside the cafeteria on the 3<sup>rd</sup> floor.*

Please see next page for additional guidelines/requirements.

Local Services  
USPS Bay-Valley District

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

**GUIDELINES/REQUIREMENTS**

Standard Position Description and Qualification Standard for posted assignments are available in the General Offices, Platform Office

Posted assignments require the ability to lift up to 70 pounds.

**Bidders who are currently on LIMITED OR LIGHT DUTY status, must submit written notification to Local Services 1675 7<sup>th</sup> Street, Room 431, Oakland, CA 94615-9422.**

Employees bidding for these positions are notified of the intention to use information contained in official records available as of the closing date of this posting to determine qualification(s). If available evidence of your qualifications is incomplete, please take appropriate action to update our records prior to the closing date of this posting. Employees may submit a resume, certificates of course completion, examination results, and any other evidence tending to show that the bidder meets the minimum qualifications for certain positions. Such evidence will be filed in employee's Official Personnel Folder for reference.

Employees bidding on assignment requiring driving are requested to submit **PS Form 2480** (Driving Record - For Positions That Require Driving).

Bidders temporarily detailed to a supervisory position (204B) may not bid on vacant clerk duty assignments while so detailed.

Article 37 language of the National Agreement, allows voluntary movement of employees from level 5, 6 and 7 positions to level 4 positions and level 4 employees to 5, 6 and 7 senior qualified positions. However, there will be a one-year bidding restriction for clerk craft employees who bid from level 4 to level 5, 6 and 7

positions. Those employees will be locked into their new position description for 365 days. Also, employees that have successfully completed 1 year of service will be deemed to have met the entrance requirements for positions requiring the ON-400, ON-440, ON-450, or the ON-710 exam as it relates to the Automated Mark-up and Air Records Processor positions (Article 37, MOU: dated April 22, 1992).

Bidders must either be qualified on the scheme(s) required or able to qualify within the deferment period.

If bidder will be on annual leave during the time Vacancy Notices and/or Award Notices are posted, please submit a copy of PS Form 3971 and address where information may be mailed.

**Reasonable Accommodation Language:**

**The United States Postal Service provides reasonable accommodation to qualified individuals with disabilities. If you need a reasonable accommodation for any part of the application, bidding, interview, and/or selection process, please contact the office identified on the vacancy announcement. The decision on granting reasonable accommodation will be on a case-by-case basis.**

THE UNITED STATES POSTAL SERVICE PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION, BIDDING, INTERVIEW, AND/OR SELECTION PROCESS, PLEASE CONTACT THE OFFICE IDENTIFIED ON THE VACANCY ANNOUNCEMENT. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

For retirement purposes, NTFT assignments of less than 40 hours a week are considered part-time work

Posting No: 176789 Clerk Opening Date : 07/10/2018 Closing Date : 07/20/2018  
JOB ID:71612131 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time  
Residual Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks - NonHQ  
OPERATIONS UNIT

JOB SLOT COMMENTS: OTHER DUTIES ASSIGNED

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1400-2230-30L-Sa-SuS

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
OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : Yvonne Rodriguez EMP ID: 1945 ON DATE: 04/30/2018

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JOB ID:71962318 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:12 EG:1=Full Time  
Bidding Vacant 01020362 AFSM 100 TOUR I OPRNS UNIT OAKLAND Clerks - NonHQ

JOB SLOT COMMENTS: AFSM; OTHER DUTIES ASSIGNED

QUALIFICATIONS :

SECTION: AFSM 100

WORK SCHEDULE: 2030-0500-30L-Sa-SuS

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
OFF	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

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JOB ID:95614723 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:12 EG:1=Full Time  
Bidding Vacant 01020362 AFSM 100 TOUR I OPRNS UNIT OAKLAND AFSM 2ND FLOOR Clerks - NonHQ

JOB SLOT COMMENTS: OTHER DUTIES ASSIGNED

QUALIFICATIONS :

SECTION: AFSM 100

WORK SCHEDULE: 2030-0500-30L-Sa-SuS

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
OFF	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : Miguel Sanchez EMP ID: 3887 ON DATE: 08/04/2017

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R0206  
BC055508 Oakland(CA) Bid Clust  
QTYHF0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 07/09/2018 07:51:56  
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JOB ID: 95774520 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:18 EG:1=Full Time  
Bidding Vacant 01020215 OUTGOING/DIST 1ST/FLR TR III OAKLAND FIRST Clerks -  
OPRN UNIT FLOOR NonHQ

JOB SLOT COMMENTS: Express; Other duties assigned.

QUALIFICATIONS :

SECTION: MANUAL 1ST FLOOR

WORK SCHEDULE: 1530-2400-30L-Sa-SuS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030

POSTING COMMENTS :

VACATED BY : Eun Choi EMP ID: 5399 ON DATE: 06/08/2018

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JOB ID: 9555456 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time  
Bidding Vacant 01020352 SPBS TOUR III OPRN UNIT OAKLAND SPBS UNIT Clerks -  
NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: SPBS UNIT

WORK SCHEDULE: 1600-0030-30L-Sa-FrS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	16:00	00:30	030	16:00	00:30	030	16:00	00:30	030	16:00	00:30	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Alan Adona EMP ID: 425 ON DATE: 06/08/2018

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JOB ID: 95746509 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time  
Bidding Vacant 01020352 SPBS TOUR III OPRN UNIT OAKLAND SPBS UNIT Clerks -  
NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: SPBS UNIT

WORK SCHEDULE: 1600-0030-30L-Sa-SuS

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

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday					
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	16:00	00:30	030	16:00	00:30	030	16:00	00:30	030	16:00	00:30	030

POSTING COMMENTS :

VACATED BY : Annie Wong EMP ID: 2636 ON DATE: 06/08/2018

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