

Vacancy Notice

BID ASSIGNMENTS – CLERKS

09/07/2018

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERKS CRAFT POSTING NOTICE: **181554**

OPENING DATE: **09/10/2018**

CLOSING DATE: **09/20/2018**

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 or the kiosk machine.** All bids and withdrawals must be entered in eJob bidding no later than **09/20/2018, 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 7th Street Room 238-1, Oakland CA 94615-9998 in writing by 09/20/2018. For your convenience there is a mail box outside the cafeteria on the 3^d 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 7th 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: 181554 Clerk Opening Date : 09/10/2018 Closing Date : 09/20/2018
JOB ID:71265186 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS: Other duties as assigned

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1400-2230-30L-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			
14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : Raymond Kwong EMP ID: 5100 ON DATE: 07/06/2018

JOB ID:71479562 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01020220 OUTGOING - 2ND FLOOR TR III OAKLAND Clerks -
OPN UNIT NonHQ

JOB SLOT COMMENTS: OTHER DUTIES ASSIGNED. SPSS

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1630-0100-30L-Th-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			
16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Grace Young EMP ID: 5429 ON DATE: 07/06/2018

JOB ID:70582293 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 100 UNIT. OTHER DUTIES AS ASSIGNED BY THE SUPERVISOR.

QUALIFICATIONS :

SECTION: AFSM 100

WORK SCHEDULE: 2300-0730-30L-Th-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			
23:00	07:30	030	23:00	07:30	030	23:00	07:30	030	23:00	07:30	030	23:00	07:30	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Miguel Sanchez EMP ID: 3887 ON DATE: 03/30/2018

R0206
BC055508 Oakland(CA) Bid Clust
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 70726427 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS: Other duties as assigned

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-We-ThS

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	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : WALTER ESPINELLO EMP ID: 4246 ON DATE: 07/06/2018

JOB ID: 71265199 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS:

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-We-ThS

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	From	To	Brk
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : Joselito De Leon EMP ID: 6232 ON DATE: 07/06/2018

JOB ID: 71265271 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND Clerks -
OPERATIONS UNIT NonHQ

JOB SLOT COMMENTS:

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-Mo-TuS

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	From	To	Brk
14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030

POSTING COMMENTS :

VACATED BY : MICHELLE ANDERSON EMP ID: 8217 ON DATE: 07/11/2018

R0206
BC055508 Oakland(CA) Bid Clust
TX2TD0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 09/06/2018 07:00:01
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JOB ID: 95569778 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: OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: SPBS UNIT

WORK SCHEDULE: 1530-2400-30L-TU-WES

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	From	To	Brk
15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	OFF	OFF	OFF	OFF	OFF	OFF	15:30	24:00	030	15:30	24:00	030

POSTING COMMENTS :

VACATED BY : Pai Yin Pan EMP ID: 6862 ON DATE: 07/06/2018

JOB ID: 95741157 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	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	16:00	00:30	030

POSTING COMMENTS :

VACATED BY : Josephine Calo EMP ID: 1439 ON DATE: 07/06/2018

JOB ID: 71624358 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC
Bidding Vacant 00003204 LAUREL CARRIER STATION LAUREL Clerks -
NonHQ

JOB SLOT COMMENTS: SSA DUTIES AND ANY DUTIES ASSIGNED MY THE SUPERVISOR

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0830-1730-60L-Su-WeS

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	From	To	Brk
08:30	17:30	060	OFF	OFF	OFF	08:30	17:30	060	08:30	17:30	060	OFF	OFF	OFF	08:30	17:30	060	08:30	17:30	060

POSTING COMMENTS :

VACATED BY : CIARA MOORE EMP ID: 219 ON DATE: 01/06/2017
