

Vacancy Notice

BID ASSIGNMENTS - CLERK

11/10/2019

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: **211821**

OPENING DATE: 11/10/2019

CLOSING DATE: 11/20/2019

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 **11/20/2019, 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 1-877-477-3273 Option 2.** Hearing impaired employees can call Toll-Free at **1-800-265-7208.***

NOTE: (1) Employees currently on LIMITED/LIGHT DUTY status must notify Local Services 1675 7th Street Room 431, Oakland CA 94615-9422 in writing by 11/20/2019. For your convenience there is a mail slot on the door of Room 431.

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.

R0206
BC055508 Oakland(CA) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/08/2019 10:30:16
Page: 1 of 4

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: 211821 Clerk Opening Date : 11/12/2019 Closing Date : 11/22/2019
JOB ID: 71612142 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01020348 AUTOMATION TR I OPRN UNIT OAKLAND AUTOMATI Clerks -
ON NonHQ

JOB SLOT COMMENTS: AUTOMATION; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: AUTOMATION

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

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

| Saturday | | Sunday | | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
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| 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 |
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POSTING COMMENTS :

VACATED BY : Lajuana Rankin EMP ID: 8598 ON DATE: 09/30/2019

JOB ID: 95844108 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 00042112 MAIN DISTRIBUTION TOUR-III CIVIC CENTER Clerks -
OAKLAND NonHQ

JOB SLOT COMMENTS: OTHER DUTIES: MONITOR SEPARATIONS, PLACARDING AND ROUTING BY THS PERSONNEL. PREPARE REPORTS AND MONITOR RECORDS. INPUT AND REPORTING OF TRANSPORTATION ARRIVAL PROFILE AND MAIL CONDITIONS. BACK-UP DATA ENTRY. PERFORM OTHER DUTIES AS ASSIGNED. DUTY STATION AT 7240 EDGEWATER DR., OAKLAND CA 94621
CMS Job Slot ID: 9266304

QUALIFICATIONS :

SECTION: CONTRACT TRAN OFFICE

WORK SCHEDULE: 1530-2400-30L-Mo-TuS

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

| Saturday | | Sunday | | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
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POSTING COMMENTS :

VACATED BY : Peter Ching EMP ID: 9497 ON DATE: 10/11/2019

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/08/2019 10:30:16
Page: 2 of 4

JOB ID: 70825522 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:03 EG:1=Full Time
Bidding Vacant 01019980 FIRST FLOOR TOUR III SUPVN OAKLAND FIRST Clerks -
UNIT FLOOR NonHQ

JOB SLOT COMMENTS: LABEL ROOM 131W. 5 DAYS ON THE JOB TRAINING. MUST PASS COMPUTER
APTITUDE TEST. HEAVY LIFTING. OTHER DUTIES ASSIGNED BY THE SUPERVISOR.

QUALIFICATIONS : 714 DATA ENTRY (V1.1) LOW
SECTION: LABEL ROOM
WORK SCHEDULE: 1700-0130-30L-Su-MoS

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

| Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
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POSTING COMMENTS :

VACATED BY : Hoa Hong EMP ID: 6788 ON DATE: 10/11/2019

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: 1430-2300-30L-Sa-SuS

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

| Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
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POSTING COMMENTS :

VACATED BY : Oliva Soriano EMP ID: 829 ON DATE: 09/30/2019

JOB ID: 71962315 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:18 EG:1=Full Time
Bidding Vacant 01020220 OUTGOING - 2ND FLOOR TR III OAKLAND Clerks -
OPN UNIT NonHQ

JOB SLOT COMMENTS: MANUAL DISTRIBUTION LTRS/FLTS

QUALIFICATIONS :
SECTION: MANUAL 2ND FLOOR
WORK SCHEDULE: 1600-0030-30L-Sa-FrS

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

| Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
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POSTING COMMENTS :

VACATED BY : Julita Trias EMP ID: 8312 ON DATE: 10/11/2019

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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/08/2019 10:30:16
Page: 3 of 4

JOB ID: 95707288 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR I LDC:17 EG:1=Full Time
Bidding Vacant 01020353 SPBS TOUR I OPRN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: OTHER DUTIES ASSIGNED

QUALIFICATIONS :

SECTION: PLATFORM/EXPEDITORS

WORK SCHEDULE: 2130-0600-30L-We-ThS

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

| Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
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POSTING COMMENTS :

VACATED BY : Anthony Short EMP ID: 358 ON DATE: 10/11/2019

JOB ID: 95721429 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01020360 PRIORITY MANUAL TR III OPN OAKLAND Clerks -
UNIT NonHQ

JOB SLOT COMMENTS: PRIORITY; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: PRIORITY

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

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

| Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
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POSTING COMMENTS :

VACATED BY : WILNESH DISMUKE EMP ID: 7089 ON DATE: 10/11/2019

JOB ID: 71265192 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time
Bidding Vacant 01020349 AUTOMATION TR II OPRN UNIT OAKLAND AUTOMATI Clerks -
ON NonHQ

JOB SLOT COMMENTS: Other duties as assigned

QUALIFICATIONS :

SECTION: THIRD FLOOR

WORK SCHEDULE: 0600-1430-30L-We-ThS

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

| Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
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| 06:00 14:30 030 | 06:00 14:30 030 | 06:00 14:30 030 | 06:00 14:30 030 | OFF OFF OFF | OFF OFF OFF | 06:00 14:30 030 |

POSTING COMMENTS :

VACATED BY : Loretta Villarta EMP ID: 8059 ON DATE: 10/11/2019

R0206
BC055508 Oakland(CA) Bid Clust
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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/08/2019 10:30:16
Page: 4 of 4

JOB ID: 71819585 0203-0015 HR CLERK - LOCAL SVC COMP P7 06 TOUR II LDC:62 EG:1=Full Time
MGMT

Bidding Vacant 00045048 HUMAN RESOURCES (DOCS) BAY VALLEY DISTRICT Clerks - NonHQ

JOB SLOT COMMENTS: Must have a valid drivers license as this position requires driving to various hiring events within the district. Computer Skills and organizational skills are required.

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0800-1630-30L-Sa-SuS

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

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POSTING COMMENTS :

VACATED BY : Carlos Munoz EMP ID: 627 ON DATE: 09/13/2019

JOB ID: 95558439 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 00003214 MARCUS FOSTER FINANCE STATION MARCUS FOSTER MARCUS FOSTER STA Clerks - NonHQ

JOB SLOT COMMENTS: OPNs 355/544/769/241. Work window, back room duties, PO box section, and allied distribution. Relieve at Dimond, Fruitvale, and Airport stations as needed. Other duties as assigned by the supervisor. CMS job slot ID: 9096850.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0715-1615-60L-Su-ThS

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

| Saturday | | | Sunday | | | Monday | | | Tuesday | | | Wednesday | | | Thursday | | | Friday | | |
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POSTING COMMENTS :

VACATED BY : JOHN FRAZIER EMP ID: 9845 ON DATE: 09/27/2019
