

# *Vacancy Notice*

## **BID ASSIGNMENTS - CLERK**

**05/13/2020**

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: **224298**

OPENING DATE: **05/11/2020**

CLOSING DATE: **05/21/2020**

### **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 **5/21/2020, 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 7<sup>th</sup> Street Room 431, Oakland CA 94615-9422 **in writing by 05/21/2020.** 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 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, ON440, 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  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 05/08/2020 13:09:12  
Page: 1 of 6

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: 224298 Clerk Opening Date : 05/11/2020 Closing Date : 05/21/2020  
JOB ID: 72214994 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 LDC:14 EG:1=Full Time  
Bidding Vacant 21083998 USS PRIORITY TOUR III OPRN OAKLAND Clerks -  
UNIT NonHQ

JOB SLOT COMMENTS:

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 1800-0230-30L-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	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030

POSTING COMMENTS :

VACATED BY : Rhandy Paiste EMP ID: 5310 ON DATE: 04/10/2020

\*\*\*\*\*

JOB ID: 70726426 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 Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTOMATION; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2030-0500-30L-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
20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : CRISTINE CALUAG EMP ID: 740 ON DATE: 04/10/2020

\*\*\*\*\*

JOB ID: 95576311 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 UNIT NonHQ

JOB SLOT COMMENTS: AUTOMATION UNIT; OTHER DUTIES ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2030-0500-30L-Th-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
20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : CHANDER SHORI EMP ID: 1579 ON DATE: 04/10/2020

\*\*\*\*\*

R0206  
BC055508 Oakland(CA) Bid Clust  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 05/08/2020 13:09:12  
Page: 2 of 6

JOB ID: 95619619 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:14 EG:1=Full Time  
Bidding Newly 01019637 INCOMING DIST 1ST FLR TOUR I OAKLAND Clerks -  
Established OPRN UNIT NonHQ

JOB SLOT COMMENTS: OTHER DUTIES AS ASSIGNED BY THE SUPERVISOR. CMS Job Slot ID: 8868987

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2030-0500-30L-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	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 : Genaro Aquino EMP ID: 5776 ON DATE: 05/08/2020

\*\*\*\*\*

JOB ID: 95789998 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR I LDC:17 EG:1=Full Time  
Bidding Vacant 01020348 AUTOMATION TR I OPRN UNIT OAKLAND Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTOMATION EXPEDITORS; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2100-0530-30L-Su-MoS

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
21:00 05:30 030	OFF OFF OFF	OFF OFF OFF	OFF OFF OFF	21:00 05:30 030	21:00 05:30 030	21:00 05:30 030

POSTING COMMENTS :

VACATED BY : Ojeda Davis EMP ID: 3607 ON DATE: 04/10/2020

\*\*\*\*\*

JOB ID: 95817793 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:14 EG:1=Full Time  
Bidding Vacant 01019637 INCOMING DIST 1ST FLR TOUR I OAKLAND Clerks -  
OPRN UNIT NonHQ

JOB SLOT COMMENTS:

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2100-0530-30L-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	21:00 05:30 030	21:00 05:30 030	21:00 05:30 030	21:00 05:30 030	21:00 05:30 030

POSTING COMMENTS :

VACATED BY : Dorothy Patterson EMP ID: 6025 ON DATE: 04/10/2020

\*\*\*\*\*

R0206  
BC055508 Oakland(CA) Bid Clust  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 05/08/2020 13:09:12  
Page: 3 of 6

JOB ID: 95734808 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time  
Bidding Vacant 01020360 PRIORITY MANUAL TR III OPN OAKLAND Clerks -  
UNIT NonHQ

JOB SLOT COMMENTS: Genral Expediter: Priority Manual

QUALIFICATIONS :

SECTION: CONTRACT TRAN OFFICE

WORK SCHEDULE: 1900-0330-30L-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
OFF	OFF	OFF	OFF	OFF	OFF	19:00	03:30	030	19:00	03:30	030	19:00	03:30	030

POSTING COMMENTS :

VACATED BY : Hoa Hong EMP ID: 6788 ON DATE: 04/10/2020

\*\*\*\*\*

JOB ID: 71813228 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time  
Bidding Vacant 01019966 OUTGOING/DIST 1ST/FLR TR II OAKLAND Clerks -  
OPRN UNIT NonHQ

JOB SLOT COMMENTS: EXPRESS UNIT; 1st FLR; OTHER DUTIES ASSIGNED.

QUALIFICATIONS : 473 BATTERY

SECTION: EXPRESS

WORK SCHEDULE: 0600-1430-30L-Su-MoS

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
06:00	14:30	030	OFF	OFF	OFF	OFF	OFF	06:00	14:30	030	06:00	14:30	030	06:00

POSTING COMMENTS :

VACATED BY : Jeong Lee EMP ID: 2928 ON DATE: 04/10/2020

\*\*\*\*\*

JOB ID: 95788156 2340-01XX GENERAL CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time  
Bidding Vacant 01019970 OUTGOING/DIST 2ND/FLR TR II OAKLAND SECOND Clerks -  
OPRN UNIT FLOOR NonHQ

JOB SLOT COMMENTS: RELIEF POSITION

QUALIFICATIONS : 718 BASIC COMPUTER SKILLS

SECTION: GENERAL OFFICE CLERK

WORK SCHEDULE: 0700-1530-30L-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
07:00	15:30	030	07:00	15:30	030	OFF	OFF	OFF	OFF	OFF	07:00	15:30	030	07:00

POSTING COMMENTS :

VACATED BY : Nardy Rodriguez EMP ID: 5955 ON DATE: 04/10/2020

\*\*\*\*\*

R0206  
BC055508 Oakland(CA) Bid Clust  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 05/08/2020 13:09:12  
Page: 4 of 6

JOB ID: 70753516 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR II LDC:17 EG:1=Full Time  
Bidding Vacant 01019975 PLATFORM TR II OPRN UNIT OAKLAND Clerks -  
NonHQ

JOB SLOT COMMENTS: Other Duties as assigned

QUALIFICATIONS :

SECTION: PLATFORM/EXPEDITOR

WORK SCHEDULE: 0700-1530-30L-Su-MoS

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
07:00	15:30	030	OFF	OFF	OFF	OFF	OFF	OFF	07:00	15:30	030	07:00	15:30	030	07:00	15:30	030	07:00	15:30	030

POSTING COMMENTS :

VACATED BY : Hoa Hong EMP ID: 6788 ON DATE: 05/08/2020

\*\*\*\*\*

JOB ID: 95524709 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR II LDC:17 EG:1=Full Time  
Bidding Vacant 01019975 PLATFORM TR II OPRN UNIT OAKLAND FIRST FLOOR Clerks -  
NonHQ

JOB SLOT COMMENTS: OTHER DUTIES AS ASSIGNED BY  
SUPV. THIS JOB REPLACES JOB 8681654.  
CMS Job Slot ID: 9256350

QUALIFICATIONS :

SECTION: PLATFORM/EXPEDITOR

WORK SCHEDULE: 0700-1530-30L-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
07:00	15:30	030	07:00	15:30	030	07:00	15:30	030	07:00	15:30	030	OFF	OFF	OFF	OFF	OFF	OFF	07:00	15:30	030

POSTING COMMENTS :

VACATED BY : Jeong Lee EMP ID: 2928 ON DATE: 05/08/2020

\*\*\*\*\*

JOB ID: 71582118 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:17 EG:1=Full Time  
Bidding Vacant 00042110 MAIN DISTRIBUTION TOUR-I OAKLAND Clerks -  
NonHQ

JOB SLOT COMMENTS: Other duties assigned

QUALIFICATIONS :

SECTION: PLATFORM/EXPEDITORS

WORK SCHEDULE: 2300-0730-30L-Su-MoS

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
23:00	07:30	030	OFF	OFF	OFF	OFF	OFF	OFF	23:00	07:30	030	23:00	07:30	030	23:00	07:30	030	23:00	07:30	030

POSTING COMMENTS :

VACATED BY : Leticia Rosales-Hernand EMP ID: 497 ON DATE: 04/10/2020

\*\*\*\*\*

R0206  
BC055508 Oakland(CA) Bid Clust  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 05/08/2020 13:09:12  
Page: 5 of 6

JOB ID: 95471057 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR I LDC:17 EG:1=Full Time  
Bidding Vacant 01019960 PLATFORM - TOUR I OPRN UNIT OAKLAND Clerks -  
NonHQ

JOB SLOT COMMENTS: Other duties assigned.

QUALIFICATIONS :

SECTION: PLATFORM/EXPEDITORS

WORK SCHEDULE: 0000-0830-30L-Su-MoS

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
00:00	08:30	030	OFF	OFF	OFF	OFF	OFF	OFF	00:00	08:30	030	00:00	08:30	030	00:00	08:30	030	00:00	08:30	030

POSTING COMMENTS :

VACATED BY : Roberto Ruiz EMP ID: 9653 ON DATE: 04/10/2020

\*\*\*\*\*

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	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	16:00	00:30	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Alice Poon EMP ID: 7029 ON DATE: 04/10/2020

\*\*\*\*\*

JOB ID: 71479561 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 -  
NonHQ

JOB SLOT COMMENTS: SPSS; OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION: SPSS UNIT

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

POSTING COMMENTS :

VACATED BY : Alfred Lau EMP ID: 2054 ON DATE: 04/10/2020

\*\*\*\*\*

R0206  
BC055508 Oakland(CA) Bid Clust  
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 05/08/2020 13:09:12  
Page: 6 of 6

JOB ID: ~~71479564~~ 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: SPSS; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: SPSS UNIT

WORK SCHEDULE: 1630-0100-30L-Th-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	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

POSTING COMMENTS :

VACATED BY : Joe Huang EMP ID: 4789 ON DATE: 04/10/2020

\*\*\*\*\*

JOB ID: ~~95642001~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time  
Bidding Vacant 01019966 OUTGOING/DIST 1ST/FLR TR II OAKLAND EXPRESS Clerks -  
OPRN UNIT MAIL INFO NonHQ

JOB SLOT COMMENTS: Express Mail; Other duties assigned.

QUALIFICATIONS :

SECTION: THIRD FLOOR

WORK SCHEDULE: 0600-1430-30L-Su-MoS

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
06:00	14:30	030	OFF	OFF	OFF	OFF	OFF	OFF	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030

POSTING COMMENTS :

VACATED BY : Philip Yee EMP ID: 3112 ON DATE: 04/10/2020

\*\*\*\*\*