

Manual Clerk Bid Vacancy Notice

BID ASSIGNMENTS

06/10/2020 (PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

2 FULL TIME CLERK CRAFT POSTING NOTICE for:
Job ID #: 95863032 & #95727765

OPENING DATE: 06/10/2020
CLOSING DATE: 06/22/2020

ATTENTION ALL FULL TIME OAKLAND CLERKS

BIDS MUST BE SUBMITTED VIA FAXED for the assignments described on the attached vacancy notice. All bids and withdrawals must be **FAXED** no later than **06/22/2020, 9:59 p.m. (Pacific Time)**. Under no circumstances will bids be accepted after the date and time specified above.

Local Services
Bay-Valley District

Attachment(s)

**HOST
POSTMASTER
FAX NUMBER
(510) 622-7417**

[Submit to HRSSC](#)

Vacancy Report (Clerk)

[Click Here for Instructions](#)

Area: Pacific Area **Bid Cluster Name:** Oakland(CA) Bid Cluster
District: Bay-Valley **Cluster Number:** BC055508
Posting Open Date: 6/10/2020 **Return Due Date:** 6/3/2020
Posting Closing Date: 6/22/2020

[Sync with Bid Management Site](#)

* Required field(s)

Position: 95863032**Craft:** Clerk**LDC:** 45**Action for Position:** * Post With Changes**Changes:**

OPN #558,544 BOX SECTION, BRM, WINDOW, PASSPORT TRANSACTIONS. OTHER DUTIES AS ASSIGNED BY THE SUPERVISOR. WILL RELIEVE AT THE BYRON RUMFORD STATION AS NEEDED. CMS JOB SLOT ID: 9166247

Occupation Code:	2320-0003 SALES,SVCS/DISTRIBUTION ASSOC	PS Type / PS Group:	P7 / 6	Job:	51117		
Posted Reason:		Position Status:		Posted Position Status:			
Cost Center:	0000055508	Employee Group:	Full Time	Employee SubGroup:	Clerks - NonHQ		
Installation:	3199 - OAKLAND(CA) POST OFC - INSHD						
Organization:	3222 - MAIN DIST (DEL/WNDW) RELIEF			Tour:	TOUR II Day Shift		
Route:							
Section:							
Work Area - 1:	MAIN OFFICE STATION	Work Area - 2:		Work Area - 3:			
Work Area - 4:		Work Area - 5:					
Work Schedule:	0430-1300-30L-Sa-SuS		** All schedules display 'service days' according to USPS policy.				
	Saturday **	Sunday **	Monday **	Tuesday **	Wednesday **	Thursday **	Friday **
From:	OFF	OFF	4:30	4:30	4:30	4:30	4:30
To:			13:00	13:00	13:00	13:00	13:00
Break:			30	30	30	30	30

Qualifications:

(NSK421)421 SALES AND SERVICES (V3.9)

Position Comments:

OPN #558,544 BOX SECTION, BRM, WINDOW. OTHER DUTIES AS ASSIGNED BY THE SUPERVISOR. WILL RELIEVE AT THE BYRON RUMFORD STATION AS NEEDED. CMS Job Slot ID: 9166247

Vacated by: Ruby Jackson**Vacated on:** 2/29/2020

Submit to HRSSC

Vacancy Report (Clerk)

[Click Here for Instructions](#)

Area: Pacific Area	Bid Cluster Name: Oakland(CA) Bid Cluster
District: Bay-Valley	Cluster Number: BC055508
Posting Open Date: 6/10/2020	Return Due Date: 6/3/2020
Posting Closing Date: 6/22/2020	* Required field(s)

[Sync with Bid Management Site](#)

Position: 95727765 **Craft:** Clerk **LDC:** 45

Action for Position: * Post With Changes

Changes:

OPN #355/240/769. MUST POSSESS A VALID CA DRIVER'S LICENSE. PIEDMONT STATION - 195-41ST ST, OAK 94611-9991. BT THURS - 8:30 AT STATION E AND WILL END TOUR AT 'STATION E' 5:30PM. WORK PASSPORT TRANSACTIONS, WORK WINDOW, BOX SECTION AS NEEDED, ACCOUNTABLE CAGE AS NEEDED. OTHER DUTIES AS ASSIGNED BY THE SUPV. CMS JOB SLOT ID: 9071779

Occupation Code: 2320-0003 SALES,SVCS/DISTRIBUTION ASSOC	PS Type / PS Group: P7 / 6	Job: 51117
Posted Reason:	Position Status:	Posted Position Status: No Successful Bidder
Cost Center: 0000055517	Employee Group: Full Time	Employee SubGroup: Clerks - NonHQ
Installation: 3199 - OAKLAND(CA) POST OFC - INSHD		
Organization: 3210 - PIEDMONT CARRIER STATION	Tour: TOUR II Day Shift	
Route:		
Section:		
Work Area - 1: PIEDMONT STATION	Work Area - 2:	Work Area - 3:
Work Area - 4:	Work Area - 5:	

Work Schedule: 0900-1800-60L-Sa-SuS ** All schedules display 'service days' according to USPS policy.

	Saturday **	Sunday **	Monday **	Tuesday **	Wednesday **	Thursday **	Friday **
From:	OFF	OFF	9:00	9:00	9:00	9:00	9:00
To:			18:00	18:00	18:00	18:00	18:00
Break:			60	60	60	60	60

Qualifications:

(NSK421)421 SALES AND SERVICES (V3.9)

Position Comments:

OPN #355/240/769. MUST POSSESS A VALID CA DRIVER'S LICENSE. PIEDMONT STATION - 195-41ST ST, OAK 94611-9991. BT THURS - 8:30 AT STATION E AND WILL END TOUR AT 'STATION E' 5:30PM. WORK WINDOW, BOX SECTION AS NEEDED, ACCOUNTABLE CAGE AS NEEDED. OTHER DUTIES AS ASSIGNED BY THE SUPV. CMS Job Slot ID: 9071779

Vacated by: Julian Mark Jimenez

Vacated on: 2/15/2020

Preferred Assignment Multiple Bid Card

Personal Information					
Name <i>(Print or type name Last, First, and MI)</i>			Employee Identification Number <i>(Located on pay stub)</i>		
Posting Number/Notice Number			Seniority Date		
Present Assignment					
Craft			Pay Location		
Position Title			Route Number <i>(Carrier)</i>		
Choice	Position Number	Choice	Position Number	Choice	Position Number
1		16		31	
2		17		32	
3		18		33	
4		19		34	
5		20		35	
6		21		36	
7		22		37	
8		23		38	
9		24		39	
10		25		40	
11		26		41	
12		27		42	
13		28		43	
14		29		44	
15		30		45	
Applicant's Signature <i>(See Reverse for Privacy Act Statement)</i>				Date Submitted <i>(MM/DD/YYYY)</i>	

Privacy Act Statement: Your information will be used to determine your qualifications and suitability for a preferred assignment. Collection is authorized by 39 U.S.C. 1001.

Providing the information is voluntary, but if not provided, you may not receive full consideration for the assignment. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS® or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; to the Merit Systems Protection Board or Office of Special Counsel; on official bulletin boards in Postal Service™ facilities, and to managerial organizations recognized by USPS.

Clerk Craft -- Scheme Training/Testing Alternative Election

If I am the Senior Bidder for a preferred duty assignment that requires scheme knowledge I elect the following Scheme Training/Testing Alternative:

Check One

- a. I elect to use annual leave for required scheme training/testing. I understand that when I pass the appropriate scheme examination and accept the position, that the annual leave I have used will be converted to hours worked and my annual leave balance will be recredited with the like number of hours.

- b. I elect to enter into scheme training/testing outside my regularly scheduled work hours. I understand that I will not receive compensation at the appropriate overtime rate unless I pass the appropriate scheme examination and accept the position.

Employee's Signature

For Human Resources Use Only

Qualification Requirements

Attendance Record

Performance

Personnel Folder

Qualified Driver (Check one)

Yes No

Schemes

Remarks