

Vacancy Notice

BID ASSIGNMENTS - CLERK

11/09/2020

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: **237180**

OPENING DATE: **11/10/2020**

CLOSING DATE: **11/20/2020**

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 or the kiosk machine.** All bids and withdrawals must be entered in eJob bidding no later than **11/20/2020, 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 7th Street Room 431, Oakland CA 94615-9422 in writing by 11/20/2020. 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 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: 11/09/2020 10:37:27
Page: 1 of 3

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: 237180 Clerk Opening Date : 11/10/2020 Closing Date : 11/20/2020
JOB ID: 70758752 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: AUTOMATION. OTHER DUTIES AS ASSIGNED. JOB CREATED PER SETTLEMENT AGREEMENT CL-042-11

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-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
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	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : HUI ZHAI EMP ID: 3510 ON DATE: 09/11/2020

JOB ID: 95633274 2340-01XX GENERAL CLERK KP0013 P7 06 TOUR I LDC:18 EG:1=Full Time
Bidding Vacant 01019633 SECOND FLOOR TOUR I SUPVN OAKLAND SECOND Clerks -
UNIT FLOOR NonHQ

JOB SLOT COMMENTS: General Clerk: No Qualifications Required; Other duties assigned

QUALIFICATIONS :

SECTION: GENERAL OFFICE CLERK

WORK SCHEDULE: 2200-0630-30L-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
22:00	06:30	030	OFF	OFF	OFF	OFF	OFF	OFF	22:00	06:30	030	22:00	06:30	030
22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	22:00	06:30	030

POSTING COMMENTS :

VACATED BY : Lovetta Willis EMP ID: 5924 ON DATE: 10/09/2020

JOB ID: 70592561 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:14 EG:1=Full Time
Bidding Newly 01019642 OUTGOING/DIST 2ND/FLR TOUR I OAKLAND Clerks -
Established OPRN UNIT NonHQ

JOB SLOT COMMENTS: Letters; Other duties as assigned.

QUALIFICATIONS :

SECTION: MANUAL 2ND FLOOR

WORK SCHEDULE: 2230-0700-30L-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
22:30	07:00	030	22:30	07:00	030	22:30	07:00	030	OFF	OFF	OFF	OFF	OFF	OFF
22:30	07:00	030	22:30	07:00	030	22:30	07:00	030	OFF	OFF	OFF	22:30	07:00	030
22:30	07:00	030	22:30	07:00	030	22:30	07:00	030	OFF	OFF	OFF	22:30	07:00	030

POSTING COMMENTS :

VACATED BY : Dolores Simms EMP ID: 8228 ON DATE: 10/31/2020

R0206
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HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/09/2020 10:37:27
Page: 2 of 3

JOB ID: ~~70077047~~ 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 Clerks -
NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: SPBS UNIT

WORK SCHEDULE: 1530-2400-30L-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
15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : LAURENCE CHEATHAM EMP ID: 3435 ON DATE: 10/09/2020

JOB ID: ~~95660238~~ 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Newly 01020352 SPBS TOUR III OPRN UNIT OAKLAND SPBS UNIT Clerks -
Established NonHQ

JOB SLOT COMMENTS: APBS; 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		
15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	OFF	OFF	OFF	OFF	OFF	15:30	24:00	030	15:30	24:00	030

POSTING COMMENTS :

VACATED BY : Rui Chentang EMP ID: 4839 ON DATE: 09/11/2020

JOB ID: ~~95704396~~ 2320-0003 SALES, SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC
Bidding Newly 00003210 PIEDMONT CARRIER STATION PIEDMONT PIEDMONT Clerks -
Established STATION NonHQ

JOB SLOT COMMENTS: OPN #769,355,544,240 PIEDMONT STATION: 195 41S5 ST., OAKLAND 94611-9991:
Will work window, Passport transactions, Must pass SSA training; OTHER
DUTIES AS ASSIGNED BY THE SUPERVISOR. REPLACES REVERTED JOB SLOT#
3121145, VACATED BY: GREWAL, J ON 1/12/01. CMS Job Slot ID: 9071769

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0600-1500-60L-Su-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
06:00	15:00	060	OFF	OFF	OFF	06:00	15:00	060	06:00	15:00	060	06:00	15:00	060	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Margaret Zeng EMP ID: 5375 ON DATE: 10/23/2020

R0206
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GNNRM0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 11/09/2020 10:37:27
Page: 3 of 3

JOB ID: ~~95650193~~ 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 00003211 EMERYVILLE CARRIER STATION EMERYVILLE EMERYVILLE Clerks -
E STATION NonHQ

JOB SLOT COMMENTS: OPERATIONS #544, 408, 769, 308. OTHER DUTIES AS ASSIGNED BY THE
SUPERVISOR. WORKS WINDOW AND BOX SECTION AS NEEDED. REPLACES REVERTED
3122522, Work Schedule: Sat 0400-1230-30L - Mon-Fri 0830-1730-1:00L-Su-
Wed

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0400/0830-30L-SU-WEV

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
04:00	12:30	030	OFF	OFF	OFF	08:30	17:00	030	08:30	17:00	030	OFF	OFF	OFF	08:30	17:00	030	08:30	17:00	030

POSTING COMMENTS :

VACATED BY : TIFFANY GUERRERO EMP ID: 6293 ON DATE: 11/06/2020

JOB ID: ~~95508686~~ 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 00003212 AIRPORT CARRIER STATION AIRPORT AIRPORT Clerks -
OAKLAND STATION NonHQ

JOB SLOT COMMENTS: OPN #355/544/769. WORK WINDOW, ASSIST WITH BACKROOM DUTIES
(DISTRIBUTION, ACCOUNTABLE CAGE, BOX SECTION). OTHER DUTIES AS ASSIGNED
BY THE SUPERVISOR. AIRPORT STATION - 8495 PARDEE DRIVE, OAKLAND, 94614-
9991 CMS Job Slot ID: 9166246

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0930-1830-60L-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	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060

POSTING COMMENTS :

VACATED BY : MARIA BERNALES EMP ID: 2494 ON DATE: 11/06/2020
