



April 22, 2021

STATISTICAL PROGRAMS DATA COLLECTION TECHNICIAN – LEVEL 7
Domiciled at Oakland P&DC, 1675 7th St.

The position is open to Clerk Craft in Oakland Bid Cluster

Open: 04/24/2021 Close: 05/10/2021

SELECTION CRITERIA - BEST QUALIFIED.

Position: 95663147	Vacated on: April 10, 2021	Vacated By: Cecilia Iniguez		
Occupation Code: 0301-69XX Data Collection Tech	PS Type / PS Group: P7 / 07	Job: 00049395		
Posted Reason: Vacant	Position Status: Posted	Position Status: Craft: Clerk		
Cost Center: 05-5511	Employee Group: Full Time	Employee SubGroup: Clerks - NonHQ		
Installation: 00045030	BAY-VALLEY CUST SVC DIST OFC - INSHD	Work Schedule: 0300-1130-30L-Tu-We		
Organization: 45044	TOUR 1 STATISTICAL PROGRAMS UNIT	Tour: TOUR 1		
Route-1:	Route-2:	Route-3:	Route-4:	Route-5:
Section:	Work Area-1:	Work Area-2:		
Qualifications: (LIC) VALID STATE DRIVER'S LICENSE				LDC:57
Position Comments: COLLECT STATISTICAL DATA ON REVENUE, COST & SERVICE. HOURS MAY CHANGE WITH TEST. FREQUENT DRIVING IN ALL WEATHER CONDITIONS. VERBAL COMMUNICATION SKILLS REQUIRED. HEAVY LIFTING REQUIRED. MAY WORK IN MAIL PROCESSING WHEN NOT NEEDED IN STATISTICAL PROGRAMS.				

NOTICE: This bid requires heavy lifting, frequent driving and work hours may change depending on statistical sampling assignment. Read the position comments carefully before applying.

How to Apply: Application must be submitted on a PS Form 991. Please address all ten (10) requirements of the knowledge, skills & abilities (KSA) as listed on the attachment. Applicants must include DMV (H6) abstract driving record printout with the PS Form 991. Blank PS Form 991 may be downloaded from USPS Blue page or request a copy from a supervisor or call 510-874-8372. Mail application to **Statistical Programs, 1675 7th St, Room 346-1W, Oakland, CA 94615-9518, ATTN: OAKLAND DCT Vacancy.** Application must be received by **COB 05/10/2021.**

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.

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.

QUALIFICATIONS

U.S.Postal Service

**DATA COLL TECH (P7-07)
OCCUPATION CODE: 0301-69XX**

BARGAINING UNIT QUALIFICATION STANDARD
Q0301t

(0301-69XX) DATA COLLECTION TECHNICIAN

DOCUMENT DATE:

September 8, 2009

FUNCTION:

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities in an installation in order to serve management needs for these data.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

KNOWLEDGE, SKILLS, & ABILITIES REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Knowledge of postal administrative procedures and mail classification.
2. Knowledge of computer systems at a level sufficient to operate keyboard devices, input data, and obtain reports and information.
3. Ability to use written reference materials including handbooks, manuals, charts, bulletins, directives, and checklists.

4. Ability to communicate both orally and in writing at a level

sufficient to interpret and exchange information, answer questions, and give directions.

5. Ability to perform basic mathematical computations.
6. Ability to compare names, letters, or numbers for accuracy and completeness.
7. Ability to detect patterns to determine how a set of numbers of data are related to each other.
8. Ability to prepare forms, records, tables, and reports.
9. Ability to positively and effectively work and deal with others.
10. Ability to plan and execute work activities without direct supervision, accomplishing tasks to meet deadlines.

PHYSICAL REQUIREMENTS:

1. Applicants must be physically able to perform efficiently the duties of the position. Duties may require arduous exertion involving

the following:

bending or lifting for prolonged periods of time; and intermittent lifting and carrying of computer equipment and materials on level surfaces and up stairways.

2. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted.
3. Applicants are required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment in operation or unusual sounds. Hearing aids are permitted.

ADDITIONAL PROVISIONS:

Before being appointed and permitted to drive a government-owned vehicle as an employee, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.