

Vacancy Notice

BID ASSIGNMENTS - CLERK

5/7/2021

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: 250375

OPENING DATE: **5/10/2021**

CLOSING DATE: **5/20/2021**

ATTENTION FULL TIME CLERK CRAFT EMPLOYEES ***“CALL 1-877-477-3273 TO BID”***

The attached is posted to all full-time clerk craft employees. All clerks are required to enter their bids using the Phone Bidding System, eJob Bidding at www.liteblue.usps.gov, or the Kiosk Machine. All bids and withdrawals must be entered in eJob bidding no later than 5/20/2021, 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: *Employees currently on LIMITED/LIGHT DUTY status must notify Local Services, 1675 7th Street Room 431, Oakland CA 94615-9422 in writing by 5/20/2021. 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
Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 05/07/2021 08:10:55
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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: 250375 Clerk Opening Date : 05/10/2021 Closing Date : 05/20/2021
JOB ID: 70825222 2330-42XX RAMP CLK AMF KP0015 P7 08 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 00042120 LOG-OAKLAND CA P&DC - INSHD CIVIC CENTER FIRST Clerks -
OAKLAND FLOOR NonHQ

JOB SLOT COMMENTS: HEAVY LIFTING INVOLVED, CONFERS WITH AIRLINE PERSONNEL TO DETERMINE DOMESTIC AND/OR FOREIGN MAIL ARE GIVEN. OTHER DUTIES ASSIGNED BY SUPV. REPORT TO DESIGNATED DEDICATED LOCATIONS: MON/THU/FRI - REPORT TO ALL LOCATIONS (OAKTHS/UPS/CAIR & FEDEX); SAT/SUN - REPORT TO OAKTHS & CAIR. ADDRESSES: OAKTHS - 2062 2 140TH AVE, SAN LEANDRO CA; UPS - 2960 ALVARADO ST, SAN LEANDRO CA; CAIR - 1 ALAN SHEPARD WAY, OAKLAND CA & FEDEX - 1 SALLY RIDE WAY, OAKLAND CA

QUALIFICATIONS : VALID STATE DRIVER'S LICENSE
CALIFORNIA

SECTION: RAMP CLERK

WORK SCHEDULE: 1600-0030-30L-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
16:00	00:30	030	16:00	00:30	030	16:00	00:30	030	OFF	OFF	OFF	OFF	OFF
16:00	00:30	030	16:00	00:30	030	16:00	00:30	030	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

TOTAL SCHEME DEFERMENT DAYS:014

VACATED BY : Jaime Chiong EMP ID: 8863 ON DATE: 03/31/2021

JOB ID: 72634559 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC
Bidding Newly 00003222 MAIN DIST (DEL/WNDW) RELIEF OAKLAND MAIN Clerks -
Established OFFICE NonHQ
STATION

JOB SLOT COMMENTS: WORK PO BOX, BRM, PASSPORT, RETAIL FINANCE WINDOW, DISPATCH MAIL, OTHER ADMIN D UTIES AS ASSIGNED BY THE SUPERVISOR. RELIEF FOR LEAVE AT ALL OAKLAND STATIONS; JOB CREATED PER STEP 3 GRIEVANCE SETTLEMENT CL-176-20 Job Skill 1: 421 SALES & SERVICE V3.9

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: OAKLAND MAIN OFFICE BOXES

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
OFF	OFF	OFF	OFF	OFF	OFF	09:30	18:30	060	09:30	18:30	060	09:30	18:30
OFF	OFF	OFF	OFF	OFF	OFF	09:30	18:30	060	09:30	18:30	060	09:30	18:30

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:
