

# *Vacancy Notice*

# **BID ASSIGNMENTS - CLERK**

**7/8/2021**

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

**CLERK CRAFT POSTING NOTICE: 254804**

**OPENING DATE: 7/10/2021**

**CLOSING DATE: 7/20/2021**

**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](http://www.liteblue.usps.gov), or the Kiosk Machine. All bids and withdrawals must be entered in eJob bidding no later than 7/20/2021, 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 7<sup>th</sup> Street Room 431, Oakland CA 94615-9422 **in writing by 7/20/2021**. 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 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, 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: 07/08/2021 07:17:19  
Page: 1 of 2

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: 254804 Clerk Opening Date : 07/10/2021 Closing Date : 07/20/2021  
JOB ID: 9568237Z 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time  
Bidding Reposted 00042120 LOG-OAKLAND CA P&DC - INSHD ..... Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTOMATION/PRIORITY; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1900-0330-30L-Su-MoS

All schedules display 'service days' according to USPS policy.

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk
19:00 03:30 030	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 : John Huynh EMP ID: 3421 ON DATE: 06/04/2021

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JOB ID: 95732461 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time  
Bidding Reposted 00042120 LOG-OAKLAND CA P&DC - INSHD ..... Clerks -  
NonHQ

JOB SLOT COMMENTS: AUTOMATION/PRIORITY; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1900-0330-30L-Sa-FrS

All schedules display 'service days' according to USPS policy.

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk
OFF OFF OFF	19:00 03:30 030	19:00 03:30 030	19:00 03:30 030	19:00 03:30 030	19:00 03:30 030	OFF OFF OFF

POSTING COMMENTS :

VACATED BY : Hou Xu EMP ID: 6604 ON DATE: 06/04/2021

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JOB ID: 95707288 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR I LDC:17 EG:1=Full Time  
Bidding Vacant 00042120 LOG-OAKLAND CA P&DC - INSHD ..... Clerks -  
NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: PLATFORM/EXPEDITORS

WORK SCHEDULE: 2130-0600-30L-We-ThS

All schedules display 'service days' according to USPS policy.

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk	From To Brk
21:30 06:00 030	21:30 06:00 030	21:30 06:00 030	21:30 06:00 030	OFF OFF OFF	OFF OFF OFF	21:30 06:00 030

POSTING COMMENTS :

VACATED BY : Charles Jarrett EMP ID: 2568 ON DATE: 06/04/2021

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R0206  
BC055508 Oakland(CA) Bid Clust  
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 07/08/2021 07:17:19  
Page: 2 of 2

JOB ID: ~~70443219~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:67 EG:1=Full Time  
Bidding Vacant 01020219 NEWSPAPERS DIST TOUR III OAKLAND Clerks -  
OPRN UNIT NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: APBS

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

POSTING COMMENTS :

VACATED BY : Gertrude Brown EMP ID: 7783 ON DATE: 04/23/2021

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JOB ID: ~~70567664~~ 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: APBS

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

POSTING COMMENTS :

VACATED BY : ALOYA BRUCE EMP ID: 3767 ON DATE: 06/04/2021

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