

Vacancy Notice

BID ASSIGNMENTS - CLERK

1/7/2022

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: **268582**

OPENING DATE: **01/10/2022**

CLOSING DATE: **01/20/2022**

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 **01/20/2022, 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, 3775 Industrial Blvd, Room 1042, West Sacramento, CA 95799-9998 in writing by 01/20/2022.

Please see next page for additional guidelines/requirements.

Local Services
California 2 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, 3775 Industrial Blvd, Room 1042, West Sacramento, CA 95799-9998.

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
TB5FQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 01/07/2022 09:47:52
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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: 268582 Clerk Opening Date : 01/11/2022 Closing Date : 01/21/2022
JOB ID: 71962310 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:12 EG:1=Full Time
Bidding Vacant 01020362 AFSM 100 TOUR I OPRNS UNIT OAKLAND Clerks - NonHQ

JOB SLOT COMMENTS: AFSM; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AFSM 100

WORK SCHEDULE: 2230-0700-30L-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
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

POSTING COMMENTS :

VACATED BY : Celia Hurtado EMP ID: 9557 ON DATE: 12/03/2021

JOB ID: 95695034 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time
Bidding Vacant 01020455 AFSM 100 TOUR III OPRNS UNIT OAKLAND AFSM 2ND Clerks - NonHQ
FLOOR

JOB SLOT COMMENTS: AFSM; OTHER DUTIES AS ASSIGNED.
CMS Job Slot ID: 9230004

QUALIFICATIONS :

SECTION: AFSM 100

WORK SCHEDULE: 1530-2400-30L-Sa-SuS

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
OFF	OFF	OFF	OFF	OFF	OFF	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030	15:30	24:00	030

POSTING COMMENTS :

VACATED BY : Jose Caballero EMP ID: 3717 ON DATE: 11/30/2021

R0206
BC055508 Oakland(CA) Bid Clust
TB5FQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 70516595 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time
Bidding Vacant 01020353 SPBS TOUR I OPRN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: APBS

WORK SCHEDULE: 2130-0600-30L-Mo-TuS

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		
21:30	06:00	030	21:30	06:00	030	OFF	OFF	OFF	OFF	OFF	21:30	06:00	030	21:30	06:00	030

POSTING COMMENTS :

VACATED BY : SIMRANPREET SINGH EMP ID: 2664 ON DATE: 12/03/2021

JOB ID: 70474163 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01020348 AUTOMATION TR I OPRN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 2030-0500-30L-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					
20:30	05:00	030	20:30	05:00	030	20:30	05:00	030	OFF	OFF	OFF	OFF	OFF	20:30	05:00	030	20:30	05:00	030

POSTING COMMENTS :

VACATED BY : MA AINA MAE JIMENEZ EMP ID: 8050 ON DATE: 12/03/2021

JOB ID: 70659244 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time
Bidding Vacant 01020355 SPBS TOUR II OPRN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: SPBS UNIT

WORK SCHEDULE: 0700-1530-30L-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					
07:00	15:30	030	07:00	15:30	030	07:00	15:30	030	OFF	OFF	OFF	OFF	OFF	07:00	15:30	030	07:00	15:30	030

POSTING COMMENTS :

VACATED BY : Gaines Stokes EMP ID: 4502 ON DATE: 12/03/2021

R0206
BC055508 Oakland(CA) Bid Clust
TB5FQ0

HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 95749717 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 AS ASSIGNED

QUALIFICATIONS :

SECTION: SPBS UNIT

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

POSTING COMMENTS :

VACATED BY : LINOLISA CALA EMP ID: 716 ON DATE: 12/03/2021

JOB ID: 95511014 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC
Bidding Vacant 01018178 GRAND LAKE FINANCE STATION GRAND LAKE GRAND LAKE
LAKE STATION Clerks -
NonHQ

JOB SLOT COMMENTS: WORK WINDOW, WORK PO BOX MAIL AS NEEDED. OTHER DUTIES AS ASSIGNED BY
THE SUPERVISOR. BASE OPNS # 355 & 769. GRAND LAKE STATION - 420 LAKE
PARK AVE., OAKLAND CA. CMS JOB SLOT ID: 9021963.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0700-1600-60L-Su-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	From	To	Brk
07:00	16:00	060	OFF	OFF	OFF	07:00	16:00	060	07:00	16:00	060	OFF	OFF	OFF	07:00	16:00	060	07:00	16:00	060

POSTING COMMENTS :

VACATED BY : RICHARD ERHARD EMP ID: 6338 ON DATE: 12/31/2021

JOB ID: 95675985 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:43 EG:1=Full Time
Bidding Vacant 00003202 CIVIC CENTER ANNEX CARRIER CIVIC CENTER CIVIC
STATION OAKLAND CENTER
STATION Clerks -
NonHQ

JOB SLOT COMMENTS: WILL ASSIST WITH UNLOADING OF THE TRUCK. WORK HOT CASE, PARCEL
DISTRIBUTION, WILL CALL DOOR WINDOW, BOX SECTION AS NEEDED AND OTHER
DUTIES AS ASSIGNED BY SUPERVISOR.
BASE OPRN - 240
CMS Job Slot ID: 9219539

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0400-1230-30L-Su-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
04:00	12:30	030	OFF	OFF	OFF	04:00	12:30	030	04:00	12:30	030	04:00	12:30	030	OFF	OFF	OFF	04:00	12:30	030

POSTING COMMENTS :

VACATED BY : Celia Hurtado EMP ID: 9557 ON DATE: 12/31/2021
