

Vacancy Notice - Revised **BID ASSIGNMENTS - CLERK**

6/9/2022

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: **281139**

OPENING DATE: **06/10/2022**

CLOSING DATE: **06/20/2022**

ATTENTION FULL TIME CLERK CRAFT EMPLOYEES

**CORRECTION: Job ID: 95493156 - General Clerk Tour 2
Work Schedule: 0700-1530-30L-Sa-SuS**

“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 **06/20/2022, 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 06/20/2022.

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
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 06/09/2022 07:32:13
Page: 1 of 5

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: 281139 Clerk Opening Date : 06/10/2022 Closing Date : 06/20/2022
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 AS ASSIGNED.

QUALIFICATIONS :

SECTION: APBS

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

POSTING COMMENTS :

VACATED BY : ALBERTO DONATO EMP ID: 6657 ON DATE: 05/06/2022

JOB ID: 70659241 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time
Bidding Newly Established 01020355 SPBS TOUR II OPRN UNIT OAKLAND Clerks - NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: APBS

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

POSTING COMMENTS :

VACATED BY : Pai Yin Pan EMP ID: 6862 ON DATE: 05/30/2022

JOB ID: 72399786 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: 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 |
| 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 |

POSTING COMMENTS :

VACATED BY : ALOYA BRUCE EMP ID: 3767 ON DATE: 05/06/2022

R0206
BC055508 Oakland(CA) Bid Clust
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 06/09/2022 07:32:13
Page: 2 of 5

JOB ID: ~~95671043~~ 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-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 |
| 21:30 06:00 030 | OFF OFF | OFF OFF | OFF OFF | 21:30 06:00 030 | 21:30 06:00 030 | 21:30 06:00 030 |

POSTING COMMENTS :

VACATED BY : KAWALJIT KAUR EMP ID: 5763 ON DATE: 05/06/2022

JOB ID: ~~95805884~~ 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: APBS

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 |

POSTING COMMENTS :

VACATED BY : GURPREET KAUR EMP ID: 6357 ON DATE: 05/06/2022

JOB ID: ~~95867873~~ 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 SPBS UNIT Clerks -
NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: APBS

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

POSTING COMMENTS :

VACATED BY : Rene Catacutan EMP ID: 433 ON DATE: 05/06/2022

R0206
BC055508 Oakland(CA) Bid Clust
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 06/09/2022 07:32:13
Page: 3 of 5

JOB ID: 70474160 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

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1300-2130-30L-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 |
| OFF | OFF | OFF | OFF | OFF | OFF | 13:00 | 21:30 | 030 | 13:00 | 21:30 | 030 | 13:00 | 21:30 | 030 | 13:00 | 21:30 | 030 |

POSTING COMMENTS :

VACATED BY : Leonel Ordonez EMP ID: 5935 ON DATE: 05/06/2022

JOB ID: 70758447 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: AUTOMATION; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: AUTOMATION

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

POSTING COMMENTS :

VACATED BY : Roberto Corona EMP ID: 6278 ON DATE: 05/22/2022

JOB ID: 71265252 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

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1700-0130-30L-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 |
| OFF | OFF | OFF | OFF | OFF | OFF | 17:00 | 01:30 | 030 | 17:00 | 01:30 | 030 | 17:00 | 01:30 | 030 | 17:00 | 01:30 | 030 |

POSTING COMMENTS :

VACATED BY : Ariel Martija EMP ID: 491 ON DATE: 04/30/2022

R0206
BC055508 Oakland(CA) Bid Clust
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 06/09/2022 07:32:13
Page: 4 of 5

JOB ID: 71529693 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 ASSIGNED; NEW POSITION TO REPLACE JOB #70825521

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1700-0130-30L-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 |
| OFF | OFF | OFF | OFF | OFF | OFF | 17:00 | 01:30 | 030 | 17:00 | 01:30 | 030 | 17:00 | 01:30 | 030 |

POSTING COMMENTS :

VACATED BY : SANDRA QUINTERO EMP ID: 2854 ON DATE: 05/06/2022

JOB ID: 95659292 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Newly 01020348 AUTOMATION TR I OPRN UNIT OAKLAND AUTOMATI Clerks -
Established ON UNIT NonHQ

JOB SLOT COMMENTS: OTHER DUTIES ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

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

POSTING COMMENTS :

VACATED BY : Amalia Paulo EMP ID: 3193 ON DATE: 05/06/2022

JOB ID: 95493156 2340-01XX GENERAL CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time
Bidding Newly 01019962 SECOND FLOOR TOUR II SUPVN OAKLAND Clerks -
Established UNIT NonHQ

JOB SLOT COMMENTS: GENERAL CLERK: NO QUALIFICATIONS REQUIRED; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: GENERAL OFFICE CLERK

WORK SCHEDULE: ~~0700-1530-30L-Tu-We-S~~ 0700-1530-30L-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 |
| 07:00 | 15:30 | 030 | 07:00 | 15:30 | 030 | 07:00 | 15:30 | 030 | OFF | OFF | OFF | OFF | OFF | OFF |

POSTING COMMENTS :

VACATED BY : Maribel Medina EMP ID: 7968 ON DATE: 03/11/2022

R0206
BC055508 Oakland(CA) Bid Clust
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 06/09/2022 07:32:13
Page: 5 of 5

JOB ID: 95857712 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:18 EG:1=Full Time
Bidding Vacant 01019640 REGISTRY TR I OPRN UNIT OAKLAND THIRD FLOOR Clerks - NonHQ

JOB SLOT COMMENTS: REGISTRY; WHEN NOT NEEDED IN REGISTRY SECTION WILL BE ASSIGNED TO THE WORKROOM FLOOR. BASE OPN #585. OTHER DUTIES AS ASSIGNED. CMS JOB SLOT ID: 8618383RERE

QUALIFICATIONS :
SECTION: REGISTRY
WORK SCHEDULE: 0000-0830-30L-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 |
| 00:00 | 08:30 | 030 | 00:00 | 08:30 | 030 | 00:00 | 08:30 | 030 | 00:00 | 08:30 | 030 | OFF | OFF | OFF | OFF | OFF | OFF |

POSTING COMMENTS :

VACATED BY : John Academia EMP ID: 7950 ON DATE: 05/31/2022

JOB ID: 72214992 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:14 EG:1=Full Time
Bidding Vacant 21083998 USS PRIORITY TOUR III OPRN OAKLAND UNIT Clerks - NonHQ

JOB SLOT COMMENTS: USS PRIORITY; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :
SECTION: USS
WORK SCHEDULE: 1700-0130-30L-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 |
| OFF | OFF | OFF | OFF | OFF | OFF | 17:00 | 01:30 | 030 | 17:00 | 01:30 | 030 | 17:00 | 01:30 | 030 | 17:00 | 01:30 | 030 |

POSTING COMMENTS :

VACATED BY : ROSARIO BAUTISTA EMP ID: 819 ON DATE: 05/06/2022

JOB ID: 72968038 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
Bidding Newly 00003218 WEST GRAND CARRIER STATION WEST GRAND CARRIERS - NonHQ
Established ANNEX

JOB SLOT COMMENTS: UAR POSITION DO NOT POST DELIMIT WHEN VACANT

QUALIFICATIONS :
SECTION:
WORK SCHEDULE: 0400-1230-30L-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 |
| 04:00 | 12:30 | 030 | OFF | OFF | OFF | 04:00 | 12:30 | 030 | 04:00 | 12:30 | 030 | OFF | OFF | OFF | 04:00 | 12:30 | 030 |

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:
