

UNITED STATES POSTAL SERVICE
OAKLAND POSTING ~ CLERK CRAFT
DATA COLLECTION TECHNICIAN ~ PS-07
BEST QUALIFIED

November 17, 2022

OPENING DATE: 11/18/22

CLOSING DATE: 11/29/22

Applications (Candidate Profile) will be accepted in the **Statistical Program - CA 2 - Sacramento - Please contact Corrie Martinez**

3775 Industrial Blvd, Room 2085
West Sacramento, CA 95799-0050
916-373-8571 Office
650-577-2622 eFax

Eileen.C.Martinez@usps.gov for the following position:

JOB ID: 95708810	FIN: 055511	P/L: 518			
DATA COLLECTION TECHNICIAN	OCC CODE:0301-69XX	CLERK CRAFT	LEVEL: 7	TOUR: 2	LDC: 57
ORG UNIT: 45044	STATISTICAL PROGRAMS				
SECTION: STATISTICAL PROGRAMS	WORK SCHEDULE: 0300-1130 Tue-Friday; 0200-1030 Sat				
SKILLS: VALID STATE DRIVERS LICENSE	NS: Sun/Mon				
JOB SLOT COMMENTS: PWA: STATISTICAL PROGRAMS ~ APPLICANT MUST HAVE KNOWLEDGE OF POSTAL ADMINISTRATIVE PROCEDURES AND MAIL CLASSIFICATION, DEMONSTRATE ABILITY TO USE REFERENCE MATERIAL/MANUALS, MAINTAIN RECORDS, PREPARE REPORTS, PERFORM BASIC ARITHMETIC COMPUTATIONS, RESOLVE PROBLEMS AND PROFICIENCY IN COMPUTER PROGRAMS INCLUDING MICROSOFT WORD & EXCEL AND OTHER DUTIES AS ASSIGNED. APPLICANT MUST BE ABLE TO DEMONSTRATE COMPETENCE IN ORAL AND WRITTEN COMMUNICATION WITH CUSTOMERS AND CO-WORKERS, COMPUTER OPERATIONS WITHIN A 5 DAY PERIOD AND WORK IN A TEAM ENVIRONMENT. COLLECTS STATISTICAL DATA ON SELECTED OPERATIONS & FINANCIAL ACTIVITIES IN THE POST OFFICES. WILL BE REQUIRED TO TRAVEL FREQUENTLY IN ALL WEATHER CONDITION TO POST OFFICES AND DO HEAVY LIFTING. HOURS MAY CHANGE WITH TEST. EMPLOYEE WILL REPORT TO MAIL PROCESSING WHEN NOT ASSIGNED TO WORK IN STATISTICAL PROGRAMS. ***** MUST SUBMIT A DMV PRINTOUT WITH YOUR CANDIDATE PROFILE *****					
VACATED BY: Thuong Le	VACATED ON: 10/8/2022				

This position will be awarded on the basis of **BEST QUALIFIED**. Standard Position Description and Qualification Standards are attached.

If you are interested in applying for the position listed above, you **MUST** complete a **Candidate Profile** (in its entirety, including **ALL KSA's**) from the **eCareer** website on **Lite Blue**, on or before the closing date of this notice and **PRINT** out for submission to:

Supervisor, Statistical Programs
CA 2 - Sacramento
3775 Industrial Blvd, Room 2085
West Sacramento, CA 95799-0050
916-373-8571 Office

If a Vacancy Announcement Number is not listed, use the Job ID number in it's place. Please indicate your immediate supervisor's name and title on your Candidate Profile. The appropriate office will request the evaluation (from your supervisor) at a later date, if applicable.

For assistance with eCareer please contact Manager, Employee Development at (510) 874-8336.

BID CARDS WILL NOT BE ACCEPTED FOR THIS POSITION. It is the employee's responsibility to ensure timely submission of the required Candidate Profile by the closing date of this notice.

Applicants **MUST** address all **REQUIREMENTS** listed in the proficiency requirements on the attached Qualification Standard and be able to demonstrate the minimum experience required.

Employees applying for this position are notified of the intention to use information contained in official records available as of the closing date of this posting to determine qualifications. If available evidence of your qualifications are incomplete, please take action to provide us with appropriate information to update our records prior to the closing date of this posting.

Employees wishing to withdraw their Candidate Profile, **must do so in writing** and the Withdrawal must be received by the Human Resource Department on or before the closing date of this notice.

The United States Postal Service provides reasonable accommodation to qualified individuals with disabilities. If you need 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.

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.

Doc Date: 09/08/2009

Occ Code: 0301-69XX