

Vacancy Notice

BEST QUALIFIED ASSIGNMENT

Contract Technician, PS-07

DATE March 14, 2023

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: BQ-03142023-001

OPENING DATE: March 14, 2023

CLOSING DATE: March 24, 2023

ATTENTION FULL TIME CLERK CRAFT EMPLOYEES

Applicants must complete and submit a **current PS Form 991** Application for Promotion or Assignment (Pages 1 and 2), a separate statement of qualifications for each knowledge, skill, or ability (KSA) to Manager In-Plant Support on or prior to the closing date. **All completed forms must be received in the Manager Maintenance Office, Room 211, 1675 - 7th Street, Oakland CA 94615, no later than 5:00 p.m. Friday, March 24, 2023.**

Applicants must address ALL Knowledge, Skills, & Abilities (KSAs) listed under REQUIREMENTS on the attached bargaining unit qualification standard. Failure to demonstrate any KSA is disqualifying. Under no circumstances will applications and/or documents be accepted after the date and time specified above. An incomplete application package will cause the applicant to be eliminated from consideration by the review committee.

The USPS 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.

NOTE:

- (1) See attached Qualification Standard & Standard Position Description.
- (2) 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 qualification. If available evidence of your qualifications is incomplete, please take action to provide us with the appropriate information to update our records prior to the closing date of this posting.
- (3) PS Forms 991 can be obtained on USPS Intranet or the Internet at www.usps.com/forms.
- (4) Employees temporarily detailed to a non-bargaining unit position may not bid/apply on vacant craft duty assignments while detailed.

Local Services
Bay-Valley District

Attachment(s)

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JOB ID: 95753164	1102-01XX	CONTRACT TECHNICIAN	KP0017	P7	07	TOUR II	LDC:83	EG:1=Full Time												
Bidding	Vacant	01019630	PROCESSING/DISTRIBUTION	OAKLAND				Clerks - NonHQ												
JOB SLOT COMMENTS:		<p>MUST POSSESS A VALID CALIFORNIA DRIVERS LICENSE. ASSISTS IN THE TASKS OF SOLICITING, NEGOTIATING, ADMINISTERING, AND TERMINATING OF INFORMAL AND FORMAL CONTRACTS. 1 YEAR EXPERIENCE IN PROCUREMENT OR RELATED FIELDS. REFER TO QUAL STDS 1102 & STD POS DESCRIPTION SP-2008. CMS Job Slot ID: 8616655</p>																		
QUALIFICATIONS :																				
SECTION: ADMINISTRATIVE SERVICES																				
WORK SCHEDULE: 0800-1630-30L-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	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030
POSTING COMMENTS :									VACATED BY : Elena Franco-Mendivil		EMP ID: 1482		ON DATE: 03/03/2023							

See Attached Job Description and Qualification.

How to Apply: Application must be submitted on a PS Form 991. Please address all ten (10) requirements of the knowledge, skills & abilities (KSA) as listed on the attached qualification standard. Applicants must include DMV (H6) abstract driving record printout with the PS Form 991. Blank PS Form 991 may be downloaded from USPS Blue page or request a copy from a supervisor or call 510-874-8248. Mail application to **Maintenance Office, 1675 7th St, Room 211, Oakland, CA 94615-9751, ATTN: Manager Maintenance**. Application must be received by **COB 03/24/2023**.

Local Services
USPS Bay-Valley District
Attachment(s)

GUIDELINES/REQUIREMENTS

Standard Position Description and Qualification Standard for posted assignments are available in the General Offices,

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 Manager Maintenance, 1675 7th Street, Room 211, Oakland, CA 94615-9751 by March 24, 2023.

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.

CONTRACT TECHNICIAN (P7-07)
OCCUPATION CODE: 1102-01XX

FUNCTIONAL PURPOSE:

Assists in soliciting, negotiating, administering, and terminating informal and formal contracts.

OPERATIONAL REQUIREMENTS:

Position is authorized for use in Procurement Services Offices only.

DUTIES AND RESPONSIBILITIES:

1. Reviews procurement requests for completeness and accuracy and coordinates modifications, corrections, or updating, as necessary.
2. As assigned, coordinates the solicitation, award, and administration of informal purchases.
3. Prepares solicitation documents and contracts for formally advertised and negotiated procurements; develops source list for those procurements; prepares appropriate findings in negotiated procurement for higher level approval; analyzes justification for sole source procurement; conducts solicitations; monitors bid openings and assists in negotiations.
4. Assists in the administration of all contracts assigned, including contract progress, contractor report analysis, post award approvals, determination of adherence to terms and conditions; analyzes data and end items; assesses damages and cost reviews; reviews prospective subcontractors, determining excusable delays, and initiates the termination and closing out of completed contracts.
5. Performs other job related tasks in support of primary duties.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

CLERK

KEY POSITION REFERENCE:

KP-0017

CONTRACT TECHNICIAN (P7-07)
OCCUPATION CODE: 1102-01XX

BARGAINING UNIT QUALIFICATION STANDARD1102
(1102-01XX)**CONTRACT TECHNICIAN****DOCUMENT DATE:** MARCH 16, 2019**FUNCTION:**

Assists in the tasks of soliciting, negotiating, administering, and terminating of informal and formal contracts.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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.

B-4. Ability to work without immediate supervision.

B-6. Ability to use reference materials and manuals relevant to the position.

B-10. Ability to maintain records and prepare reports.

B-11. Ability to perform effectively under the pressures of the position.

B-14. Ability to interpret instructions, specifications in contracts.

B-22. Ability to perform basic arithmetic computations to include percentages.

B-28. Knowledge of different relevant lines of work.

B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

B-44. Ability to personally resolve problems of a routine nature.

B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

CONTRACT TECHNICIAN (P7-07)
OCCUPATION CODE: 1102-01XX

BARGAINING UNIT QUALIFICATION STANDARD1102
(1102-01XX)

CONTRACT TECHNICIAN

DOCUMENT DATE: MARCH 16, 2019

EXPERIENCE REQUIREMENTS:

Applicants must have one year of experience in such areas as procurement property and supply assistant, procurement clerk, or any related area resulting in experience in basic purchasing or solicitation techniques.

Business courses in a relevant area at high school level or above may be substituted for the required experience at the rate of three months of experience for each completed course. Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment CS (477).

Applicants must demonstrate the ability to type at a rate of 30 net words per minute for five minutes. This must be demonstrated by successful completion of Postal Service Test 713.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform effectively the duties of the position.

Doc Date: 03/16/2019Occ Code: 1102-01XX
