

# Vacancy Notice

## BID ASSIGNMENTS - CLERK

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**04/05/2023**

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE:

**305518**

OPENING DATE: **04/10/2023**

CLOSING DATE: **04/19/2023**

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 **04/19/2023, 9:59p.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 04/19/2023**.**

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  
XXD4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 04/05/2023 09:08:56  
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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: 305518 Clerk Opening Date : 04/10/2023 Closing Date : 04/19/2023  
JOB ID: 95857816 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 TOUR II LDC:45 EG:1=Full Time  
ASSOCIATE  
Bidding Vacant 21093052 DIMOND STATION DIMOND DIMOND Clerks -  
STATION NonHQ

JOB SLOT COMMENTS: Only Level 7's are eligible to bid on this reposted Level 7 position#

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0845-1715-30L-Su-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	From	To	Brk
08:45	17:15	030	OFF	OFF	OFF	08:45	17:15	030	OFF	OFF	OFF	08:45	17:15	030	08:45	17:15	030

POSTING COMMENTS :

VACATED BY : Gloria Wiltz EMP ID: 8408 ON DATE: 12/31/2022

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JOB ID: 70659249 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time  
Bidding Vacant 01020352 SPBS TOUR III OPRN UNIT OAKLAND Clerks -  
NonHQ

JOB SLOT COMMENTS: EMPLOYEE MOVED TO DUPLICATE POSITION 73449098 DUE TO REACTIVATION  
APBS;Other duties assigned

QUALIFICATIONS :

SECTION: APBS

WORK SCHEDULE: 0900-1730-30L-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	09:00	17:30	030	09:00	17:30	030	09:00	17:30	030	09:00	17:30	030

POSTING COMMENTS :

VACATED BY : Arthur Velarde EMP ID: 7672 ON DATE: 10/14/2017

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JOB ID: 70725866 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: Other duties as assigned

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-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
14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Joseph Gutierrez EMP ID: 4041 ON DATE: 02/27/2023

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R0206  
BC055508 Oakland(CA) Bid Clust  
XXD4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

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JOB ID: ~~71265254~~ 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

QUALIFICATIONS :  
SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-Sa-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
OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30
030												OFF	OFF
OFF												OFF	OFF

POSTING COMMENTS :

VACATED BY : Lenor Licudan EMP ID: 7010 ON DATE: 03/10/2023

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JOB ID: ~~95790994~~ 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 AUTOMATI Clerks -  
ON UNIT NonHQ

JOB SLOT COMMENTS: OTHER DUTIES ASSIGNED

QUALIFICATIONS :  
SECTION: AUTOMATION

WORK SCHEDULE: 2200-0630-30L-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
22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	22:00	06:30	030	OFF	OFF
OFF												OFF	OFF
												OFF	OFF

POSTING COMMENTS :

VACATED BY : Myra Yared EMP ID: 5060 ON DATE: 12/03/2022

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JOB ID: ~~95653385~~ 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time  
Bidding Vacant 21095192 GENERAL EXPEDITORS - TOUR 3 OAKLAND Clerks -  
NonHQ

JOB SLOT COMMENTS: SATISFACTORY COMPLETION OF COURSE 50565-00 "EXPEDITER  
TRAINING PROGRAM" IS REQUIRED AFTER BEING AWARDED THIS  
POSITION. OTHER DUTIES AS ASSIGNED BY SUPV.  
JOBSLOT 2886319-BE56-REASSIGNED 11-14-92-POSTAL RESTRUCTURE.  
BASE OPN #231  
CMS Job Slot ID: 8493798

QUALIFICATIONS :  
SECTION: PLATFORM/EXPEDITORS  
WORK SCHEDULE: 1500-2330-30L-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
OFF	OFF	OFF	OFF	OFF	15:00	23:30	030	15:00	23:30	030	15:00	23:30	030
												15:00	23:30
												030	

POSTING COMMENTS :

VACATED BY : Juanita Green EMP ID: 5147 ON DATE: 01/01/2023

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R0206  
BC055508 Oakland(CA) Bid Clust  
XXD4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
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JOB ID: 95659178 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:17 EG:1=Full Time  
Bidding Vacant 21095192 GENERAL EXPEDITORS - TOUR 3 OAKLAND Clerks -  
NonHQ

JOB SLOT COMMENTS: Other duties as assigned  
Pay Location: 310

QUALIFICATIONS :  
SECTION: PLATFORM/EXPEDITORS  
WORK SCHEDULE: 1500-2330-30L-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
15:00	23:30	030	OFF	OFF	OFF	OFF	OFF	OFF	15:00	23:30	030	15:00	23:30	030	15:00	23:30	030	15:00	23:30	030

POSTING COMMENTS :

VACATED BY : Leroy Watts EMP ID: 270 ON DATE: 02/01/2023

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JOB ID: 95778513 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time  
ASSOC  
Bidding Vacant 00003203 EASTMONT CARRIER STATION EASTMONT Clerks -  
NonHQ

JOB SLOT COMMENTS: WORK DISTRIBUTION (PARCELS AND LETTERS), WORK WINDOW BACKROOM DUTIES AS  
NEEDED (ACCOUNTABLE CAGE, RTS, ETC.), WORK PO BOX SECTION AS NEEDED,  
OTHER DUTIES AS ASSIGNED BY THE SUPERVISOR. OPERATIONS - 240, 355, 544,  
769. REPLACES JOB #8616429. CMS Job Slot ID: 9267061

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)  
SECTION:  
WORK SCHEDULE: 0450-1350-60L-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	04:50	13:50	060	04:50	13:50	060	04:50	13:50	060	04:50	13:50	060	04:50	13:50	060

POSTING COMMENTS :

VACATED BY : MARIA BERNALES EMP ID: 2494 ON DATE: 03/10/2023

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