

Vacancy Notice

BID ASSIGNMENTS - CLERK

05/10/2023 (PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: **308296**

OPENING DATE: **05/10/23**

CLOSING DATE: **05/19/23**

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 **05/19/2023, 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 05/19/2023.

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
YGW4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 05/09/2023 08:25:22
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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: 308296 Clerk Opening Date : 05/10/2023 Closing Date : 05/19/2023
JOB ID: 71559094 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: 2ND FL LCTS; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: 2ND FL LCTS

WORK SCHEDULE: 1800-0230-30L-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	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030	18:00	02:30	030

POSTING COMMENTS :

VACATED BY : Joe Ortez EMP ID: 8574 ON DATE: 04/07/2023

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: 2100-0530-30L-Th-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
21:00	05:30	030	21:00	05:30	030	21:00	05:30	030	21:00	05:30	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : CHRISTOPHER SAN PEDRO EMP ID: 5811 ON DATE: 04/21/2023

JOB ID: 70706051 2315-7153 LEAD MAIL PROCESSING CLERK KP0013 P7 07 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: 1700-0130-30L-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	17:00	01:30	030	17:00	01:30	030	17:00	01:30	030	17:00	01:30	030

POSTING COMMENTS :

VACATED BY : CARY RALEIGH EMP ID: 2083 ON DATE: 04/07/2023

R0206
BC055508 Oakland(CA) Bid Clust
YGW4C0

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JOB ID: 72399788 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-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 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	22:30 07:00 030	OFF OFF OFF

POSTING COMMENTS :

VACATED BY : WANITA JOE EMP ID: 7387 ON DATE: 04/15/2023

JOB ID: 95580494 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:1=Full Time
Bidding Vacant 01020350 AUTOMATION TOUR III OAKLAND AUTOMATI Clerks -
ON UNIT NonHQ

JOB SLOT COMMENTS: CMS Job Slot ID: 9237479

QUALIFICATIONS :

SECTION: AUTOMATION

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

POSTING COMMENTS :

VACATED BY : Angelita Custodio EMP ID: 3903 ON DATE: 03/31/2023

JOB ID: 95679339 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: General Expediter: Other Duties assigned

QUALIFICATIONS :

SECTION: PLATFORM/EXPEDITORS

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 : Deanna Yee EMP ID: 3537 ON DATE: 04/30/2023

R0206
BC055508 Oakland(CA) Bid Clust
YGW4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: ~~95830047~~ 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 00003210 PIEDMONT CARRIER STATION PIEDMONT PIEDMONT Clerks -
STATION NonHQ

JOB SLOT COMMENTS: WORK PO BOX, BRM, PASSPORT, RETAIL FINANCE WINDOW, DISPATCH MAIL, OTHER
ADMIN DUTIES AS ASSIGNED BY THE SUPERVISOR. WILL BE AN RELIEF FOR ALL
OAKLAND STATIONS AS NEEDED

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0400-1300-60L-Su-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	From	To	Brk
04:00	13:00	060	OFF	OFF	OFF	04:00	13:00	060	04:00	13:00	060	04:00	13:00	060	04:00	13:00	060	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : RICHARD ERHARD EMP ID: 6338 ON DATE: 04/07/2023
