

# Vacancy Notice

## BID ASSIGNMENTS - CLERK

---

**06/07/2023**

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE:

**310786**

OPENING DATE: **06/10/2023**

CLOSING DATE: **06/19/2023**

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 **06/19/2023, 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 06/19/2023**.**

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: 06/07/2023 07:44:17  
Page: 1 of 3

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: 310786 Clerk Opening Date : 06/10/2023 Closing Date : 06/19/2023  
JOB ID: 70659244 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR II LDC:13 EG:1=Full Time  
Bidding Vacant 01020355 SPBS TOUR II OPRN UNIT OAKLAND Clerks - NonHQ

JOB SLOT COMMENTS: APBS; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: APBS

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

POSTING COMMENTS :

VACATED BY : Haiyan Chen EMP ID: 7391 ON DATE: 05/05/2023

\*\*\*\*\*

JOB ID: 72399792 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: OTHER DUTIES AS ASSIGNED. APBS Section

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	22:30	07:00	030

POSTING COMMENTS :

VACATED BY : KELANTE DAVIS EMP ID: 8295 ON DATE: 02/28/2023

\*\*\*\*\*

JOB ID: 95576184 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-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	16:00	00:30	030	16:00	00:30	030	16:00	00:30	030	16:00	00:30	030	16:00	00:30	030

POSTING COMMENTS :

VACATED BY : SANDRA QUINTERO EMP ID: 2854 ON DATE: 06/02/2023

\*\*\*\*\*

R0206  
BC055508 Oakland(CA) Bid Clust  
XXD4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 06/07/2023 07:44:17  
Page: 2 of 3

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	16:00	00:30	030

POSTING COMMENTS :

VACATED BY : Rene Catacutan EMP ID: 433 ON DATE: 06/02/2023

\*\*\*\*\*

JOB ID: ~~95523406~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:18 EG:1=Full Time  
Bidding Vacant 01019980 FIRST FLOOR TOUR III SUPVN OAKLAND FIRST Clerks -  
UNIT FLOOR NonHQ

JOB SLOT COMMENTS: LABEL ROOM 131W; 5 DAYS ON-THE-JOB TRAINING, HEAVY LIFTING AND OTHER  
DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION: LABEL ROOM

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	Brk	From	To	Brk	From	To	Brk
OFF	OFF	OFF	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	14:00	22:30	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : Patricia Velasquez EMP ID: 8805 ON DATE: 05/05/2023

\*\*\*\*\*

JOB ID: ~~73213116~~ 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 Clerks -  
UNIT 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	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	17:00	01:30	030

POSTING COMMENTS :

VACATED BY : GERRY GONZALES EMP ID: 2220 ON DATE: 05/05/2023

\*\*\*\*\*

R0206  
BC055508 Oakland(CA) Bid Clust  
XXD4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS  
VACANCY NOTICE

REQUESTED: 06/07/2023 07:44:17  
Page: 3 of 3

JOB ID: 95843106 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time  
Bidding Vacant 00003218 WEST GRAND CARRIER STATION WEST GRAND CARRIER ANNEX Clerks - NonHQ

JOB SLOT COMMENTS: WORK ACCOUNTABLE MAIL, HOT CASE, SCHEME MAIL, PARCEL DISTRIBUTION. OTHER DUTIES AS ASSIGNED BY SUPERVISOR.  
CMS Job Slot ID: 3312791

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0300-1130-30L-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	From	To	Brk
03:00	11:30	030	OFF	OFF	OFF	03:00	11:30	030	OFF	OFF	OFF	03:00	11:30	030	03:00	11:30	030	03:00	11:30	030

POSTING COMMENTS :

VACATED BY : MYLA BRANCHE EMP ID: 6263 ON DATE: 05/19/2023

\*\*\*\*\*

JOB ID: 95505463 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 TOUR II LDC:45 EG:1=Full Time  
ASSOCIATE  
Bidding Vacant 00003203 EASTMONT CARRIER STATION EASTMONT EASTMONT STATION Clerks - NonHQ

JOB SLOT COMMENTS: OPN #405  
MUST HAVE ONE YEAR EXP AS A WINDOW CLERK  
REFER TO QUAL STDS 2320A  
REFER TO NAT'L AGREEMENT ARTICLE 37 SECTION 3F7  
CMS Job Slot ID: 2992199

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0930-1830-60L-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	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060	09:30	18:30	060

POSTING COMMENTS :

VACATED BY : Jaime Rodriguez EMP ID: 1456 ON DATE: 04/30/2023

\*\*\*\*\*