

Vacancy Notice

BEST QUALIFIED ASSIGNMENT

DATA COLL TECH, P7-07

06/21/2023

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: [BQ-06222023-001](#)

OPENING DATE: [6/22/2023](#)

CLOSING DATE: [7/2/2023](#)

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, In-Plant Support Office, [Room 238B, 1675 - 7th Street, Oakland CA 94615, no later than 5:00pm, Sunday, July, 02, 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.

- (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
California 2 District, Oakland P&DC
Attachment(s)

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BEST QUALIFIED ASSIGNMENT

DATA COLL TECH, P7-07

Date: 06/21/2023

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CLERK CRAFT POSTING NOTICE: [BQ-06222023-001](#)

OPENING DATE: 6/22/2023

CLOSING DATE: 7/2/2023

Job ID: <u>95487375</u>	030169XX	DATA COLL TECH	KP-0015	P7 07	Tour 1
Bidding Vacant	01016054	QUALITY IMPROVEMENT SVCS UNIT		OAKLAND CA P&DC	
JOB SLOT COMMENTS:	QUALITY IMPROVEMENT UNIT - ROOM 332-W MUST POSSESS A VALID CALIF DRIVER LICENSE COMPUTER SKILLS DESIRED - WORD, EXCEL JOBSLOT 2876475-BE56-REASSIGNED 11-14-92-POSTAL RESTRUCTURE. REFER TO QUAL STDS 0301, SP 2-506 WITHHELD FOR SF ISC CLERK EVENT 67418				
QUALIFICATIONS:	Best Qualified				
SECTION:	In-Plant Support				
WORK SCHEDULE:	0100-0930-30L-Th-FrS				
POSTING COMMENTS:					
VACATED BY:	Rianne Richie	EMP ID:	0663	ON DATE:	5/6/2023

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 510-874-8266. Mail application to **In-Plant Support Office, 1675 7th St, Room 238B, Oakland, CA 94615-9751, ATTN: Manager In-Plant Support.**

Application must be received by Close of Business, Sunday, July, 02, 2023.

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 In-Plant Support Manager, 1675 7th Street, Room 238B, Oakland, CA 94615-9751 by Sunday, July, 02, 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.

DATA COLL TECH (P7-07)
OCCUPATION CODE: 0301-69XX

FUNCTIONAL PURPOSE:

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities.

DUTIES AND RESPONSIBILITIES:

1. Collects, records, and analyzes statistical data under any number of national data collection systems.
2. Operates computer equipment to enter data; recognizes diagnostic messages and takes appropriate actions; and performs data transfer functions through telecommunications systems.
3. Reviews input and output data to determine accuracy and compliance with national programs. Analyzes and edits data to detect and correct errors.
4. Updates national data bases; maintains and updates records and files.
5. Participates in data collection activities in support of special studies or national programs.
6. Reads and interprets reference manuals and other written materials.
7. May drive a vehicle to other facilities when work assignments require.
8. 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-0015

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.