

Vacancy Notice

BID ASSIGNMENTS - CLERK

08/09/2023

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE:

315683

OPENING DATE: 08/10/2023

CLOSING DATE: 08/19/2023

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, or the Kiosk Machine. All bids and withdrawals must be entered in eJob bidding no later than **08/19/2023, 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 08/19/2023.**

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
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 08/08/2023 12:51:56
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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: 315683 Clerk Opening Date : 08/10/2023 Closing Date : 08/19/2023
JOB ID: 73649306 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:12 EG:1=Full Time
Bidding Newly 01020455 AFSM 100 TOUR III OPRNS UNIT OAKLAND Clerks -
Established NonHQ

JOB SLOT COMMENTS: Step3 Settlement CL12223: Replacement Job for Reverted Position #
95522218, Tour 3 AFSM Unit, All Other Duties Assigned by Supv
Pay Location: 343

QUALIFICATIONS :

SECTION: AFSM 100

WORK SCHEDULE: 1630-0100-30L-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	From	To	Brk
16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: 73649304 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR I LDC:13 EG:1=Full Time
Bidding Newly 01020353 SPBS TOUR I OPRN UNIT OAKLAND Clerks -
Established NonHQ

JOB SLOT COMMENTS: Step3 Settlement CL09923: Replacement Job for Reverted Position #
72927664, Tour 1 APBS Unit, All Other Duties Assigned by Supv
Pay Location: 126

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 : EMP ID: ON DATE:

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BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: ~~73649307~~ 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Newly 01020352 SPBS TOUR III OPRN UNIT OAKLAND Clerks -
Established NonHQ

JOB SLOT COMMENTS: Step3 Settlement CL12223: Replacement Job for Reverted Position #
73213100, Tour 3 APBS Unit, All Other Duties Assigned by Supv
Pay Location: 325

QUALIFICATIONS :
SECTION: APBS
WORK SCHEDULE: 1630-0100-30L-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
16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: ~~71265263~~ 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 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
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 : Annemarie Richardson EMP ID: 6244 ON DATE: 06/30/2023

JOB ID: ~~73649305~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time
Bidding Newly 01020349 AUTOMATION TR II OPRN UNIT OAKLAND Clerks -
Established NonHQ

JOB SLOT COMMENTS: Step3 Settlement CL09923: Replacement Job for Reverted Position #
71611942, Tour 2 Automation Unit, All Other Duties Assigned by Supv
Pay Location: 233

QUALIFICATIONS :
SECTION: AUTOMATION
WORK SCHEDULE: 0600-1430-30L-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
OFF	OFF	OFF	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030	06:00	14:30	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC055508 Oakland(CA) Bid Clust
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 71813228 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:14 EG:1=Full Time
Bidding Vacant 01019966 OUTGOING/DIST 1ST/FLR TR II OAKLAND Clerks -
OPRN UNIT NonHQ

JOB SLOT COMMENTS: EXPRESS; OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION: EXPRESS

WORK SCHEDULE: 0600-1430-30L-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
06:00 14:30 030	OFF OFF	OFF OFF	OFF OFF	06:00 14:30 030	06:00 14:30 030	06:00 14:30 030

POSTING COMMENTS :

VACATED BY : Allan Dizon EMP ID: 7712 ON DATE: 06/30/2023

JOB ID: 95493156 2340-01XX GENERAL CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time
Bidding Vacant 01019962 SECOND FLOOR TOUR II SUPVN OAKLAND Clerks -
UNIT NonHQ

JOB SLOT COMMENTS: GENERAL CLERK: NO QUALIFICATIONS REQUIRED; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: GENERAL OFFICE CLERK

WORK SCHEDULE: 0700-1530-30L-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	07:00 15:30 030	07:00 15:30 030	07:00 15:30 030	07:00 15:30 030	07:00 15:30 030

POSTING COMMENTS :

VACATED BY : Shumian Ching EMP ID: 1106 ON DATE: 01/13/2023

JOB ID: 70571506 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR II LDC:17 EG:1=Full Time
Bidding Reposted 21095191 GENERAL EXPEDITORS - TOUR 2 OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: REGISTRY DUTIES AS NECESSARY. OTHER DUTIES AS ASSIGNED. SATISFACTORY
COMPLETION OF COURSE # 5056500 "EXPEDITOR TRAINING PROGRAM" IS REQUIRED
AFTER BEING AWARDED THIS POSITION.

QUALIFICATIONS : CALIFORNIA

SECTION: PLATFORM/EXPEDITOR

WORK SCHEDULE: 0700-1530-30L-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	07:00 15:30 030	07:00 15:30 030	07:00 15:30 030	07:00 15:30 030	07:00 15:30 030

POSTING COMMENTS :

VACATED BY : Noel Victoria EMP ID: 4707 ON DATE: 06/30/2023

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JOB ID: ~~72399950~~ 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 01020211 SPSS TOUR III OPN UNIT OAKLAND Clerks -
NonHQ

JOB SLOT COMMENTS: SPSS; OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: SPSS

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

POSTING COMMENTS :

VACATED BY : MEILI SUN EMP ID: 5715 ON DATE: 12/16/2022

JOB ID: ~~73649301~~ 2315-11XX GENERAL EXPEDITOR KP0015 P7 07 TOUR III LDC:12 EG:1=Full Time
Bidding Newly 21095192 GENERAL EXPEDITORS - TOUR 3 OAKLAND Clerks -
Established NonHQ

JOB SLOT COMMENTS: Step3 Settlement CL10123: Replacement Job for Reverted Position #
70825224, Tour 3 SPSS General Expeditor, All Other Duties Assigned by
Supv MUST SATISFACTORILY COMPLETE EXPEDITOR TRAINING COURSE 5065-
Pay Location: 327

QUALIFICATIONS :

SECTION: SPSS

WORK SCHEDULE: 1700-0130-30L-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
17:00	01:30	030	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 : EMP ID: ON DATE:

JOB ID: ~~73649302~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Newly 01020211 SPSS TOUR III OPN UNIT OAKLAND Clerks -
Established NonHQ

JOB SLOT COMMENTS: Step3 Settlement CL09923: Replacement Job for Reverted Position #
71611944, Tour 3 SPSS Unit, All Other Duties Assigned by Supv
Pay Location: 327

QUALIFICATIONS :

SECTION: SPSS

WORK SCHEDULE: 1630-0100-30L-We-ThS

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
16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	16:30	01:00	030	OFF	OFF	OFF	OFF	OFF	OFF	16:30	01:00	030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

R0206
BC055508 Oakland(CA) Bid Clust
BNM5K0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: ~~73649303~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Newly 01020211 SPSS TOUR III OPN UNIT OAKLAND Clerks -
Established NonHQ

JOB SLOT COMMENTS: Step3 Settlement CL09923: Replacement Job for Reverted Position #
71611943, Tour 3 SPSS Unit, All Other Duties Assigned by Supv
Pay Location: 327

QUALIFICATIONS :

SECTION: SPSS

WORK SCHEDULE: 1630-0100-30L-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
08:30 17:30 060	OFF OFF OFF	16:30 01:00 030	16:30 01:00 030	16:30 01:00 030	16:30 01:00 030	16:30 01:00 030

POSTING COMMENTS :

VACATED BY : EMP ID: ON DATE:

JOB ID: ~~95652725~~ 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC
Bidding Vacant 00003202 CIVIC CENTER ANNEX CARRIER CIVIC CENTER CIVIC
STATION OAKLAND CENTER
STATION NonHQ

JOB SLOT COMMENTS: OPN #355, 769, 544
CIVIC CENTER STATION - 13TH ST., OAKLAND CA 94612-9991.
WORKS THE WINDOW AND BOX MAILS. ASSIST IN ACCOUNTABLE CAGE
WHEN NEEDED. COVERS FOR T-6 ON SATURDAS (HIGHER LEVEL PAY).
OTHER DUTIES AS ASSIGNED BY THE SUPERVISOR.
CMS Job Slot ID: 3138792

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0830-1730-60L-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
08:30 17:30 060	OFF OFF OFF	08:30 17:30 060	08:30 17:30 060	08:30 17:30 060	08:30 17:30 060	OFF OFF OFF

POSTING COMMENTS :

VACATED BY : Wai Lai EMP ID: 9686 ON DATE: 07/28/2023

JOB ID: ~~95569339~~ 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC
Bidding Vacant 21093056 STATION E FINANCE STATION STATION E STATION E Clerks -
NonHQ

JOB SLOT COMMENTS: WINDOW, DISTRIBUTION, OTHER DUTIES AS ASSIGNED

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0830-1730-60L-Su-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
08:30 17:30 060	OFF OFF OFF	08:30 17:30 060	08:30 17:30 060	OFF OFF OFF	08:30 17:30 060	08:30 17:30 060

POSTING COMMENTS :

VACATED BY : Ramon Foster EMP ID: 242 ON DATE: 06/30/2023
