

Vacancy Notice

BID ASSIGNMENTS - CLERK

10/05/2023

(PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE:

320651

OPENING DATE: 10/10/2023

CLOSING DATE: 10/19/2023

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 **10/19/2023, 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 10/19/2023.**

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: 10/05/2023 09:42:02
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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: 320651 Clerk Opening Date : 10/10/2023 Closing Date : 10/19/2023
JOB ID: ~~72414883~~ 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:44 EG:1=Full Time
ASSOC
Bidding Vacant 00003222 MAIN OFFICE RETAIL STATION OAKLAND MAIN OFFICE STATION Clerks - 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. On Saturday will report at Main Office from 6:00 AM 10:00 AM for processing from 10:10 AM 2:30 PM Relief for the City of Oakland

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0600/0800-30L-Th-FrV

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	08:00	17:00	060	08:00	17:00	060	08:00	17:00	060	08:00	17:00	060	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : June Kwon EMP ID: 4026 ON DATE: 09/15/2023

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 : MUSU MOORE EMP ID: 5020 ON DATE: 10/06/2023

R0206
BC055508 Oakland(CA) Bid Clust
YGW4C0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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JOB ID: 95799312 2340-01XX GENERAL CLERK KP0013 P7 06 TOUR III LDC:18 EG:1=Full Time
Bidding Vacant 01020220 OUTGOING - 2ND FLOOR TR III OAKLAND SECOND Clerks -
OPN UNIT FLOOR NonHQ

JOB SLOT COMMENTS: OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS :

SECTION: GENERAL OFFICE CLERK

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

POSTING COMMENTS :

VACATED BY : Annie Wong EMP ID: 2636 ON DATE: 09/30/2023

JOB ID: 95636425 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 Unit; OTHER DUTIES ASSIGNED.

QUALIFICATIONS :

SECTION: SPBS UNIT

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

POSTING COMMENTS :

VACATED BY : Alice Poon EMP ID: 7029 ON DATE: 08/31/2023

JOB ID: 95704396 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: OPN #769,355,544,240 PIEDMONT STATION: 195 41S5 ST., OAKLAND 94611-9991:
Will work window, Passport transactions, Must pass SSA training; OTHER
DUTIES AS ASSIGNED BY THE SUPERVISOR. REPLACES REVERTED JOB SLOT#
3121145, VACATED BY: GREWAL, J ON 1/12/01. CMS Job Slot ID: 9071769

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0600-1500-60L-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
06:00	15:00	060	OFF	OFF	OFF	06:00	15:00	060	06:00	15:00	060	06:00	15:00	060	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : BRIANA BROWN EMP ID: 3048 ON DATE: 09/08/2023
