# Vacancy Notice BID ASSIGNMENTS - CLERK

02/08/2024 (PLEASE POST THIS NOTICE ON ALL BULLETIN BOARDS)

CLERK CRAFT POSTING NOTICE: 330757 OPENING DATE: 02/12/2024

CLOSING DATE: 02/21/2024

#### 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 02/21/2024, 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 <u>Toll-Free 1-877-477-3273</u> <u>Option 2</u>. Hearing impaired employees can call Toll-Free at <u>1-800-265-7208</u>.

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 02/21/2024.

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 <u>submit written</u> 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.

**HUMAN CAPITAL ENTERPRISE SYSTEMS** VACANCY NOTICE

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NonHQ

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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: 330757 Opening Date: 02/12/2024 Closing Date: 02/21/2024 Clerk

JOB ID: 70659249 2315-06XX PARCEL POST DIST-MACHINE KP0012 **P7** TOUR II LDC:13 EG:1=Full Time 01020352 **SPBS TOUR III OPRN UNIT** OAKLAND Clerks -**Bidding Vacant** 

**EMPLOYEE MOVED TO DUPLICATE POSITION 73449098 DUE TO REACTIVATION** JOB SLOT COMMENTS:

APBS;Other duties assigned

**QUALIFICATIONS: SECTION: APBS** 

WORK SCHEDULE: 0900-1730-30L-Sa-SuS

All schedules display 'service days' according to USPS policy.

Monday Sunday Wednesday Thursday Friday Brk From To Brk From To Brk From To Brk From To OFF OFF OFF OFF OFF 09:00 17:30 030 09:00 17:30 030 09:00 17:30 030 09:00 17:30 030 09:00 17:30 030

**POSTING COMMENTS:** 

**VACATED BY: Jaime Fernandez** EMP ID: 8161 ON DATE: 01/12/2024

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JOB ID:72399793 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-Su-MoS

All schedules display 'service days' according to USPS policy.

Saturday Sunday Monday Tuesday Wednesday Thursday Friday

From To Brk 22:30 07:00 030 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: JOSE GONZALEZ** EMP ID: 6834 ON DATE: 01/12/2024

JOB ID: 73212748 2315-06XX PARCEL POST DIST-MACHINE KP0012 TOUR III EG:1=Full Time **P7** LDC:13 **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-Tu-WeS

All schedules display 'service days' according to USPS policy.

Saturday Sunday Monday Tuesday Wednesday Thursday Friday

From To Brk 16:00 00:30 030 16:00 00:30 030 16:00 00:30 030 OFF OFF OFF OFF OFF OFF 16:00 00:30 030 16:00 00:30 030

**POSTING COMMENTS:** 

VACATED BY: MONICA LLAMAS RUBIO EMP ID: 2700 ON DATE: 01/12/2024

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JOB ID:73212749 2315-06XX PARCEL POST DIST-MACHINE KP0012 **P7 Bidding Vacant** 01020352

**SPBS TOUR III OPRN UNIT** 

TOUR III LDC:13 **OAKLAND** 

06

EG:1=Full Time Clerks -

NonHQ

JOB SLOT COMMENTS:

**APBS; OTHER DUTIES AS ASSIGNED** 

**QUALIFICATIONS:** SECTION: APBS

WORK SCHEDULE: 1600-0030-30L-Mo-TuS

All schedules display 'service days' according to USPS policy.

Monday Friday Sunday Tuesday Wednesday Thursday

From To Brk 16:00 00:30 030 16:00 00:30 030 OFF OFF OFF OFF OFF 16:00 00:30 030 16:00 00:30 030 16:00 00:30 030

**POSTING COMMENTS:** 

**VACATED BY: MIRACLE WILLIAMS** EMP ID: 4000 ON DATE: 01/12/2024

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JOB ID:95652605 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 UNIT: OTHER DUTIES AS ASSIGNED, REPLACES JOBSLOT 2915622, CMS JOB

SLOT ID: 8497346

**QUALIFICATIONS: SECTION: APBS** 

WORK SCHEDULE: 1600-0030-30L-Su-MoS

All schedules display 'service days' according to USPS policy.

Saturday Monday Tuesday Wednesday Thursday Friday From To Brk From To **Brk** 16:00 00:30 030 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: CHERYL PAEZ** EMP ID: 1376 ON DATE: 01/12/2024

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JOB ID: 95741157 2315-06XX PARCEL POST DIST-MACHINE KP0012 **P7** TOUR III LDC:13 EG:1=Full Time 06

**SPBS TOUR III OPRN UNIT** Clerks -**Bidding Vacant** 01020352 OAKLAND NonHQ

APBS; OTHER DUTIES ASSIGNED. JOB SLOT COMMENTS:

**QUALIFICATIONS:** SECTION: APRS

WORK SCHEDULE: 1600-0030-30L-Sa-SuS

All schedules display 'service days' according to USPS policy.

Wednesday Saturday Sunday Monday Tuesday Thursday Friday

From To Brk From To 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: SO HAN CHUNG** EMP ID: 5505 ON DATE: 11/03/2023

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JOB ID: <u>95749717</u> 2315-06XX PARCEL POST DIST-MACHINE KP0012 **P7** SPBS TOUR III OPRN UNIT TOUR III LDC:13

EG:1=Full Time

**Bidding Vacant** 

01020352

OAKLAND

06

Clerks -NonHQ

JOB SLOT COMMENTS:

**APBS; OTHER DUTIES AS ASSIGNED** 

**QUALIFICATIONS:** 

SECTION: APBS

WORK SCHEDULE: 1600-0030-30L-Sa-FrS

All schedules display 'service days' according to USPS policy.

Sunday Monday Tuesday Wednesday Thursday Friday

From To Brk 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 16:00 00:30 030 OFF OFF

**POSTING COMMENTS:** 

VACATED BY: JERALENE FERNANDEZ EMP ID: 3182

ON DATE: 01/12/2024

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JOB ID:70942371 2315-0063 MAIL PROCESSING CLERK

**P7** 06 TOUR III

LDC:11 EG:1=Full Time

**Bidding Vacant** 

01020350

**AUTOMATION TOUR III** 

KP0013

OAKLAND

Clerks -

**OPERATIONS UNIT** 

NonHQ

Clerks -

JOB SLOT COMMENTS: AFCS; OTHER DUTIES ASSIGNED.

**QUALIFICATIONS: SECTION: AUTOMATION** 

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

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 17:00 01:30

**POSTING COMMENTS:** 

VACATED BY: Lou Marie Lumagui EMP ID: 3591 ON DATE: 01/12/2024

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JOB ID:<u>70942373</u> 2315-0063 MAIL PROCESSING CLERK KP0013 **P7** 06 TOUR III LDC:11 EG:1=Full Time

**Bidding Vacant** 01020350 **AUTOMATION TOUR III** 

**OPERATIONS UNIT** NonHQ

**OAKLAND** 

JOB SLOT COMMENTS: Other duties as assigned

**QUALIFICATIONS: SECTION: AUTOMATION** 

WORK SCHEDULE: 1700-0130-30L-Th-FrS

All schedules display 'service days' according to USPS policy.

Saturday Sunday Monday Tuesday Wednesday **Thursday** Friday

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**POSTING COMMENTS:** 

**VACATED BY: MUHAMMAD ARIF** EMP ID: 3141 ON DATE: 01/12/2024

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JOB ID:<u>70970549</u> 2315-0063 MAIL PROCESSING CLERK KP0013

TOUR III LDC:11 06

EG:1=Full Time

**Bidding Vacant** 

01020350 **AUTOMATION TOUR III OPERATIONS UNIT** 

OAKLAND

**P7** 

Clerks -NonHQ

Clerks -

JOB SLOT COMMENTS:

**AUTOMATION/AFCS; OTHER DUTIES AS ASSIGNED** 

**QUALIFICATIONS:** 

SECTION: AUTOMATION

WORK SCHEDULE: 1700-0130-30L-Tu-WeS

All schedules display 'service days' according to USPS policy.

Wednesday Saturday Sunday Monday Tuesday Thursday Friday

From To Brk 17:00 01:30 030 17:00 01:30 030 17:00 01:30 030 OFF OFF OFF OFF OFF OFF 17:00 01:30 030 17:00 01:30 030

**POSTING COMMENTS:** 

**VACATED BY: MUOI TANG** EMP ID: 1026 ON DATE: 01/12/2024

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JOB ID:71265177 2315-0063 MAIL PROCESSING CLERK KP0013 **P7** 06 TOUR III LDC:11 EG:1=Full Time

**AUTOMATION TOUR III Bidding Vacant** 01020350 **OAKLAND** Clerks -NonHQ

**OPERATIONS UNIT** 

JOB SLOT COMMENTS: **QUALIFICATIONS:** 

**SECTION: AUTOMATION** 

WORK SCHEDULE: 1300-2130-30L-Su-MoS

All schedules display 'service days' according to USPS policy.

Friday Saturday Sunday Monday Tuesday Wednesday **Thursday** 

From To Brk From To 13:00 21:30 030 OFF OFF OFF OFF OFF OFF 13:00 21:30 030 13:00 21:30 030 13:00 21:30 030 13:00 21:30 030

**POSTING COMMENTS:** 

**VACATED BY: Jose Famorcan** EMP ID: 9023 ON DATE: 01/12/2024

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JOB ID:<u>71612141</u> 2315-0063 MAIL PROCESSING CLERK TOUR III LDC:11 EG:1=Full Time KP0013 **P7** 06

**AUTOMATION TOUR III Bidding Vacant** 01020350

**OPERATIONS UNIT** NonHQ

**OAKLAND** 

JOB SLOT COMMENTS: AUTOMATION; OTHER DUTIES ASSIGNED.

**QUALIFICATIONS: SECTION: AUTOMATION** 

WORK SCHEDULE: 1400-2230-30L-We-ThS

All schedules display 'service days' according to USPS policy.

**Monday** Saturday Sunday Tuesday Wednesday Thursday Friday

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

POSTING COMMENTS:

**VACATED BY: CHINH NGUYEN** EMP ID: 3047 ON DATE: 01/12/2024

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JOB ID:<u>73649313</u> 2315-0063 MAIL PROCESSING CLERK KP0013

TOUR III LDC:11 06

EG:1=Full Time

**Bidding Vacant** 

01020350

**AUTOMATION TOUR III OPERATIONS UNIT** 

**OAKLAND** 

Clerks -NonHQ

Friday

JOB SLOT COMMENTS:

Automation; All Other Duties as Assigned; Pay Location: 333

**QUALIFICATIONS:** 

SECTION: AUTOMATION

WORK SCHEDULE: 1400-2230-30L-Su-MoS

All schedules display 'service days' according to USPS policy.

Sunday Monday Tuesday Wednesday Thursday

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

**POSTING COMMENTS:** 

**VACATED BY: TRINH TRAN** EMP ID: 7565 ON DATE: 01/12/2024

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JOB ID:95642001 2315-0063 MAIL PROCESSING CLERK KP0013 **P7** 06 **TOUR II** LDC:14 EG:1=Full Time

OUTGOING/DIST 1ST/FLR TR II **Bidding Vacant** 01019966 OAKLAND **EXPRESS** Clerks -MAIL INFO NonHQ

**OPRN UNIT** 

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

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**POSTING COMMENTS:** 

**VACATED BY: Duchanh Doan** EMP ID: 2904 ON DATE: 01/31/2024

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JOB ID: 95524709 2315-11XX GENERAL EXPEDITOR TOUR II LDC:17 EG:1=Full Time KP0015 **P7** 07

**Bidding Vacant** 21095191 **GENERAL EXPEDITORS - TOUR 2 OAKLAND**  Clerks -NonHQ

: PLATFORM; OTHER DUTIES AS ASSIGNED. THIS JOB REPLACES JOB 8681654. CMS JOB SLOT COMMENTS:

Job Slot ID: 9256350

**QUALIFICATIONS:** 

SECTION: PLATFORM/EXPEDITORS 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 OFF 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: Maribel Medina** EMP ID: 7968 ON DATE: 01/12/2024

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06

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XXD4C0

JOB ID:<u>71479559</u> 2315-0063 MAIL PROCESSING CLERK KP0013

TOUR III LDC:13 EG:1=Full Time

**Bidding Vacant** 

01020220

**OUTGOING - 2ND FLOOR TR III OAKLAND OPN UNIT** 

Clerks -NonHQ

JOB SLOT COMMENTS:

SPSS; OTHER DUTIES ASSIGNED.

**QUALIFICATIONS:** 

SECTION: SPSS

WORK SCHEDULE: 1700-0130-30L-Sa-SuS

All schedules display 'service days' according to USPS policy.

Sunday Monday Tuesday Wednesday Thursday Friday

From To Brk 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 17:00 01:30

**POSTING COMMENTS:** 

**VACATED BY: Ronaldo Yuzon EMP ID: 577** ON DATE: 01/12/2024

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JOB ID:73212745 2315-0063 MAIL PROCESSING CLERK KP0013 **P7** 06 **TOUR II** LDC:13 EG:1=Full Time

USS PRIORITY TOUR II OPRN UNIT OAKLAND **Bidding Vacant** 21083997

Clerks -NonHQ

JOB SLOT COMMENTS:

USS PRIORITY; OTHER DUTIES AS ASSIGNED

**QUALIFICATIONS:** 

**SECTION: USS** 

WORK SCHEDULE: 0900-1730-30L-We-ThS

All schedules display 'service days' according to USPS policy.

Friday Saturday Sunday Monday Tuesday Wednesday **Thursday** 

From To Brk From To 09:00 17:30 030 09:00 17:30 030 09:00 17:30 030 09:00 17:30 030 OFF OFF OFF OFF OFF O9:00 17:30 030

**POSTING COMMENTS:** 

VACATED BY: BRENDA BROWN RICHIE EMP ID: 4421 ON DATE: 01/12/2024

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JOB ID: 95793115 2320-0003 SALES, SVCS/DISTRIBUTION KP0013 TOUR II LDC:45 EG:1=Full Time

ASSOC

00003204 LAUREL **Bidding Vacant LAUREL CARRIER STATION LAUREL** Clerks -STATION

WORK PO BOX, BRM, PASSPORT, RETAIL FINANCE WINDOW, DISPATCH MAIL, OTHER JOB SLOT COMMENTS:

ADMIN DUTIES AS ASSIGNED BY THE SUPERVISOR. WILL BE AN RELIEF FOR ALL OAKLAND STATIONS AS NEEDED.

QUALIFICATIONS: 421 SALES AND SERVICES (V3.9)

LAUREL

SECTION:

WORK SCHEDULE: 0600-1500-60L-Su-WeS

All schedules display 'service days' according to USPS policy.

Saturday Sunday Monday Tuesday Wednesday Thursday Friday

From To Brk 06:00 15:00 060 OFF OFF OFF 06:00 15:00 060 06:00 15:00 060 OFF OFF OFF 06:00 15:00 060 06:00 15:00 060

**POSTING COMMENTS:** 

**VACATED BY: LARRISHA CALHOUN** EMP ID: 4458 ON DATE: 01/12/2024

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