



UNITED STATES POSTAL SERVICE
Arizona Customer Services District
Learning Development and Diversity
Phoenix, AZ 85026-9422

Opening Date: November 23, 2018

Closing Date: December 4, 2018

LOCATION: PHOENIX, AZ

VACANCY NO.: LDDC ADHOC-2018-11-23 PHX

SUBJECT: AD HOC TRAINING OPPORTUNITY – “BEST QUALIFIED”
TRAINING TECHNICIAN, LDDC PS-07, PHOENIX AZ

TO: ALL TOUR 2 CAREER CLERK CRAFT EMPLOYEES
CURRENTLY WORKING WITHIN THE PHOENIX BID CLUSTER

PS Form 991, page 1 & 2 and Letters of interest may be submitted to LDDC, Phoenix AZ on or before December 4, 2018 for the Ad-hoc position described below:

POSITION: Training Technician
OCC CODE: 1712-34XX
SALARY LEVEL: PS -07
LOCATION: PHX P & DC
HOURS: 6:30-15:00
SDO: Saturday and Sunday

Interested employees are requested to thoroughly read the attached Standard Position Description and Qualification Standards to ensure that they meet the position requirements.

To apply, all applicants must submit PS Form 991, page 1 & 2 and a Letter of Interest addressing all proficiency requirements listed on the qualification standards. It is the applicant's responsibility to keep a copy of their PS 991, pages 1 & 2 and Letter of Interest. LDDC will not provide copies. Please send applications to:

USPS – LDDC
ATTN: ADHOC POSTING – LDDC - PHX
4949 E. Van Buren, Room 113
Phoenix, AZ 85026-9422

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.

Applicants will be selected on the basis of “Best Qualified”.

Employees will be considered and selected without regard to race, color, sex, religion, age, national origin, political affiliation, marital status, physical or mental impairment (if the position may be effectively performed by a person with that physical or mental impairment) or any other non-meritorious factor or consideration.

All applications will be reviewed by LDDC and selections will be made on an as needed basis.

Sharon McKenzie
Learning Development & Diversity Specialist
Phoenix, AZ 85026-9422

Attachments

**TRAINING TECHNICIAN PEDC (P7-07)
OCCUPATION CODE: 1712-34XX**

FUNCTIONAL PURPOSE:

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

DUTIES AND RESPONSIBILITIES:

1. Instructs craft employees in work methods, procedures, skill requirements, duties, and responsibilities of positions and work assignments.
2. Applies accepted principles of learning to all instructor assignments.
3. Provides for each trainee the full opportunity to understand, participate in demonstrations, and discuss training ensuring that all necessary skills and knowledge have been acquired.
4. Coordinates the development of training plans for classroom and on-the-job instruction.
5. Applies the most effective technique(s) of instruction to accomplish specific learning objectives.
6. Uses a variety of training devices and visual aids.
7. Informs employees of standards and criteria used to evaluate satisfactory performance.
8. Maintains accurate training records in accordance with approved procedures.
9. Occasionally performs other job related tasks in support of primary duties.

SUPERVISION:

Supervisor assigned to the training function.

SELECTION METHOD:

Best Qualified selection on an office wide basis regardless of craft.

BARGAINING UNIT:

CLERK

KEY POSITION REFERENCE:

KP-0017

Doc Date: 11/02/1994

Occ Code: 1712-34XX

**TRAINING TECHNICIAN PEDC (P7-07)
OCCUPATION CODE: 1712-34XX**

BARGAINING UNIT QUALIFICATION STANDARD
1712
(1712-34XX) TRAINING TECHNICIAN PEDC

DOCUMENT DATE:

November 30, 1987

FUNCTION:

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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 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.

B-4. Ability to work without immediate supervision.

B-6. Ability to use reference materials and manuals.

B-10. Ability to maintain records and prepare reports.

B-11. Ability to perform effectively under the pressures of the position.

B-14. Ability to interpret instructions, specifications, etc.

B-19. Ability to instruct.

B-28. Knowledge of different relevant lines of work.

B-39. Ability to operate office machines such as calculators, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

B-45. Ability to understand and comply with written and verbal instructions, and give understandable information in verbal and written form.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

EXPERIENCE REQUIREMENTS:

Applicants must have three years of practical and progressive general

experience or training in a trade, craft, occupation, or subject appropriate to the position to be filled.

This experience must show evidence of sufficient knowledge and ability to demonstrate, explain, and instruct students in the use of tools, techniques, principles, or practices of the trade, craft, occupation, or subject. Evidence of this knowledge and ability may have been

demonstrated by one or any combination of the following:

Experience as a teacher or instructor.

Satisfactory completion of a formal course or on-the-job training program in the basic principles and techniques of instruction which included supervised practice teaching.

Performance of duties involving the supervision or on-the-job instruction of fellow workers in the use of tools, techniques, principles, or practices of a trade or craft, or other appropriate occupation or subject.

Successful completion of a formal vocational training program for a trade or craft, or other appropriate occupation, in which the applicant demonstrated an unusual and marked aptitude for learning and applying the principles, practices, and techniques of the trade, craft, or occupation.

Successful completion of study in a resident school above high school level, including vocational schools may be substituted for general experience at the rate of nine months of experience for each academic year of education, up to a maximum of 36 months.

Note:

The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training most show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

ADDITIONAL PROVISIONS:

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.