

DATE: August 31, 2019
OUR REF: DMFrancisco:dmf
SUBJECT: CK POSTING NOTICE #207204

TO: ALL CLERKS
PHOENIX, AZ

PLEASE POST

e-Job bidding can only be accessed via INTERNET EXPLORER. All other WEB BROWSERS (GOOGLE CHROME, SAFARI, FOX FIREWALL etc. . .) **are no longer compatible** with this site. Employees still have the option of bidding via the IVR (phone bidding) system and bidding via the KIOSK's (where available).

NOTE: When an INELIGIBLE message is received when attempting to bid, you MUST print out the message, and provide the printout of the ERROR MESSAGE & **contact YOUR SUPERVISOR PRIOR TO THE CLOSING DATE OF THE POSTING.** When bidding by phone and an INELIGIBLE message is received when attempting to bid, write down what the recording says, and then **contact YOUR SUPERVISOR PRIOR TO THE CLOSING DATE OF THE POSTING.**

****ALL BIDDING ISSUES NEED TO BE REPORTED PRIOR TO THE CLOSING DATE OF THE POSTING. ** Please include your full name, EIN, and a contact number stating the best time to reach you. Postings close at 11:59 PM Central Time on the closing date. **Please attempt to submit your bid preferences no later than 8 p.m. ARIZONA time.****

****EMPLOYEES ARE NOT ELIGIBLE TO BID WHEN IN A HIGHER LEVEL/EAS STATUS****

ONLY EMPLOYEES APPEARING ON THE AWARD NOTICE WITH AN EFFECTIVE MOVEMENT DATE ARE TO MOVE TO THE NEWLY AWARDED POSITION(S).

IF NO MOVEMENT DATE APPEARS BY THE EMPLOYEE(S) NAME, THE EMPLOYEE(S) IS NOT ELIGIBLE TO MOVE AT THIS TIME BECAUSE **THE MOVEMENT DATE IS TO BE DETERMINED.**

**Please review the clarification(s) below and the attached Position Description & Qualification Standards for the LEAD positions.

CLARIFICATION REGARDING VARIOUS THE LEVEL 7 LEAD POSITIONS

One year consecutive service

*** LEAD CLERKS do not supervise. They provide oversight, direction and support in the absence of Supervisory presence to bargaining unit employees, which may include other crafts.**

There are three (3) different Level 7 Lead Positions:

Lead Customer Service Clerk – CFS only – No deferment period

Lead Mail Processing Clerk – No deferment period

Lead Sales & Services Associate – YES there is a deferment period, due to the 421 Sales & Service exam, not because it is a new Lead Position.

*All three types of lead positions are awarded “Senior Qualified”.

- The Lead Sales & Services Associate is the only Lead position that will be awarded “Senior Qualified” with a deferment period. Employees will have to pass the training requirements prior to being awarded the job with an effective movement date.
- Once an employee is awarded the job (with an effective movement date), they will move into the position. The employee will then have to demonstrate the KSA’s pertaining to that specific Job Description.

*No 991 is involved in the bidding process for these new lead positions.

If you have any questions, please contact your supervisor.

Dawn Marie Francisco

Dawn Marie Francisco
Human Resources Specialist
Phoenix Bid Cluster

R0206
BC036364 Phoenix(AZ) Bid Clust
GNNRMO

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

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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: 207204 Clerk Opening Date : 08/31/2019 Closing Date : 09/09/2019

JOB ID: 71847316 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01019279 AUTOMATION TOUR - I PHOENIX 198 Clerks - NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; MAIN OFFICE BOX SECTION; AND OTHER DUTIES AS ASSIGNED. TACS: 918-98. (Tour 1 jobs are posted in TOUR DAYS: WED night off for Thursday & THU night off for Friday.)

QUALIFICATIONS :

SECTION: DBCIOSLMTABLRTRYSTO

WORK SCHEDULE: 2130-0600-30L-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
21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	21:30	06:00	030	OFF	OFF	OFF	OFF	OFF	OFF

POSTING COMMENTS :

VACATED BY : ALEN KELECIJA EMP ID: 7294 ON DATE: 07/09/2019

JOB ID: 71847911 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR I LDC:11 EG:1=Full Time
Bidding Vacant 01019279 AUTOMATION TOUR - I PHOENIX Clerks - NonHQ

JOB SLOT COMMENTS: DIOSS/DBCS/LMLM/TABBING MACHINE/LETTER TRAY STORAGE P&DC; MANUAL OUTGOING LETTER PRIMARY, SECONDARY, STATE, SCF AND NON PREF DISTRIBUTION; MAIN OFFICE BOX SECTION; AND OTHER DUTIES AS ASSIGNED. TACS: 918-98. (Tour 1 jobs are posted in TOUR DAYS: MON night off for Tuesday & TUE night off for Wednesday.)

QUALIFICATIONS :

SECTION: DBCIOSLMTABLRTRYSTO

WORK SCHEDULE: 2100-0530-30L-Tu-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
21:00	05:30	030	21:00	05:30	030	21:00	05:30	030	OFF	OFF	OFF	OFF	OFF	OFF	21:00	05:30	030

POSTING COMMENTS :

VACATED BY : GEORGINA GUZMAN EMP ID: 5655 ON DATE: 08/02/2019

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID:71917341 2315-7153 LEAD MAIL PROCESSING KP0013 P7 07 TOUR III LDC:11 EG:1=Full Time
CLERK

Bidding Reposted 01019343 AUTOMATION TOUR - III PHOENIX 398 Clerks - NonHQ

JOB SLOT COMMENTS: LEAD MAIL PROCESSING CLERK; (SEE ATTACHED POSITION DESCRIPTION AND QUAL STANDARDS. APPLICANT MUST HAVE MINIMUM OF 1 YEAR EXPERIENCE IN MAIL PROC POSITION); DIOSS/DBCS/LMLM/TABING MACHINES/LTR TRAY STORAGE PDC; MANUAL OG LTR PRIMARY, SEC, STATE SCF, AND NON-PREF DIST; MOB; AND OTHER DUTIES AS ASSIGNED. TACS 918-98.

QUALIFICATIONS :
SECTION: DBCIOSLMTABLRTRYSTO
WORK SCHEDULE: 1200-2030-30L-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	12:00	20:30	030	12:00	20:30	030	12:00	20:30	030	12:00	20:30	030

POSTING COMMENTS :

VACATED BY : Henry Garcia EMP ID: 418 ON DATE: 08/30/2019

JOB ID:95597714 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:18 EG:1=Full Time
Bidding Vacant 01019284 DOCK & DISPATCH TOUR - II PHOENIX 211 Clerks - NonHQ

JOB SLOT COMMENTS: EXPRESS MAIL P&DC; EXPEDITOR, GENERAL & DOCK (WILL RECEIVE H/L PAY WHEN PERFORMING EXPEDITOR DUTIES); OUTGOING/INCOMING PREF OPENING, POUCH DISPATCH, AAA, SWYB ***HEAVY LIFTING REQUIRED***; DIOSS/DBCS/LMLM/TABBING MACHINES/LETTER TRAY STORAGE P&DC; MOB SECTION; AND OTHER DUTIES AS ASSIGNED. TACS: 233-11. ***DURING DAYLIGHT SAVINGS TIME, THE START TIME WILL CHANGE TO 0530***. (Job 95597714/211 was REACTIVATED to post per Step II decision E15C-1E-C 19189692.)

QUALIFICATIONS :
SECTION: EXPMAILP&DC
WORK SCHEDULE: 0630-1500-30L-Tu-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		
06:30	15:00	030	06:30	15:00	030	06:30	15:00	030	OFF	OFF	OFF	OFF	OFF	06:30	15:00	030	06:30	15:00	030

POSTING COMMENTS :

VACATED BY : Candelario Usky EMP ID: 9906 ON DATE: 02/01/2019

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HUMAN CAPITAL ENTERPRISE SYSTEMS
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JOB ID: 95812492 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 01018239 AHWATUKEE AHWATUKEE 044 Clerks -
RETAIL/DISTRIBUTION NonHQ

JOB SLOT COMMENTS: WINDOW; DISTRIBUTION ***HEAVY LIFTING REQUIRED***; AND OTHER DUTIES AS
ASSIGNED. TACS: 355-44.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0800-1700-60L-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	08:00	17:00	060	08:00	17:00	060	08:00	17:00	060	08:00	17:00	060

POSTING COMMENTS :

VACATED BY : Gayle Bussert EMP ID: 7909 ON DATE: 08/30/2019

JOB ID: 70704832 2320-0009 LEAD SALES & SERVICES KP0013 P7 07 TOUR II LDC:45 EG:1=Full Time
ASSOCIATE

Bidding Vacant 01018206 ARCADIA RETAIL/DISTRIBUTION ARCADIA 018 Clerks -
NonHQ

JOB SLOT COMMENTS: Lead Sales and Services Associate, and other duties as assigned.TACS:
355-18(See attached position description and Qual Standards. Applicant
must have minimum of 1 year Experience as a window Clerk).

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0900-1800-60L-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	09:00	18:00	060	09:00	18:00	060	09:00	18:00	060	09:00	18:00	060

POSTING COMMENTS :

VACATED BY : Theresa Hendrix EMP ID: 3263 ON DATE: 08/30/2019

JOB ID: 70151890 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 01018216 NORTHEAST RETAIL/DISTRIBUTION NORTHEAST Clerks -
NonHQ

JOB SLOT COMMENTS: DISTRIBUTION ***HEAVY LIFTING REQUIRED***; WINDOW; AND OTHER DUTIES AS
ASSIGNED. TACS: 355-16

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

WORK SCHEDULE: 0400-1300-60L-Su-TuS

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
04:00	13:00	060	OFF	OFF	OFF	04:00	13:00	060	OFF	OFF	OFF	04:00	13:00	060	04:00	13:00	060

POSTING COMMENTS :

VACATED BY : CARL GOFF EMP ID: 5405 ON DATE: 08/02/2019

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JOB ID: 95697394 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:43 EG:1=Full Time
ASSOC

Bidding Vacant 01018297 OSBORN RETAIL/DISTRIBUTION OSBORN 013 Clerks -
NonHQ

JOB SLOT COMMENTS: DISTRIBUTION ***HEAVY LIFTING REQUIRED***; WINDOW; AND OTHER DUTIES AS
ASSIGNED. TACS: 241-13.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: EASTA

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

POSTING COMMENTS :

VACATED BY : ALISHA GREEN EMP ID: 403 ON DATE: 08/30/2019
