



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

Vacancy Announcement

OPEN: 08/18/2018
CLOSE: 08/31/2018

POSITION: Training Technician LDDC **LEVEL:** PS-07 **VACANCY NUMBER:** 2018-08-18

METHOD OF SELECTION: Best Qualified **Hours:** 07:00-15:30-30L **DAYS OFF:** SAT/SUN

ELIGIBILITY: **ALL CRAFTS - CAREER BARGAINING UNIT EMPLOYEES – including Clerk, Carrier, Mail Handler, & Maintenance in the PHOENIX POST OFFICE AND PLANTS**
(INCLUDES PHOENIX AZ P&DC, RIO SALADO, WEST VALLEY AZ P&DC, DISTRICT ADMIN, AND PHOENIX STATIONS)

*****PREVIOUS APPLICANTS MUST RE-APPLY*****

NUMBER OF POSITIONS: ONE (1) – Job 71819843

OCCUPATIONAL CODE: 1712-34XX **Assignment Area:** Learning, Development & Diversity
Phoenix P&DC, Room 113
4949 E Van Buren Street
Phoenix, AZ 85026-9422

A non-postal email address must be included with your application for notification.

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

EXAMINATION REQUIREMENT:

1. Passenger Car.
2. Valid State Driver's License.

SENIORITY:

If the successful applicant is not currently a Clerk, they WILL BEGIN A NEW PERIOD OF SENIORITY in the Clerk Craft with the acceptance of this position. Successful Clerk applicants from Phoenix Bid Cluster will retain their seniority.

Note:

The required knowledge, skills, and abilities will not, in themselves, be accepted as proof of qualification. The applicant's total record of experience, education, and training must show the ability to perform the duties of the position.

MAIL TO: **United States Postal Service**
L.D.D.C.
4949 E Van Buren St. Room 113
Phoenix AZ 85026-9422

*****Please be advised you are not to send these 991's to the Job Bid Office. They need to go to the LDDC at the address appearing above*****

HOW TO APPLY:

ALL CURRENT CAREER BARGAINING UNIT EMPLOYEES in the PHOENIX POST OFFICE AND PLANT (INCLUDES PHOENIX AZ P&DC, RIO SALADO, WEST VALLEY AZ P&DC, DISTRICT ADMIN, AND PHOENIX STATIONS) MAY APPLY BY SUBMITTING A PS FORM 991. DO NOT USE e-CAREER OR JOB BIDDING. Under the provisions of Article 37.3.A.8, employees temporarily detailed to any non-bargaining unit position may not bid or apply for vacant clerk craft duty assignments.

Applicants must address all the Knowledge, Skills, and Abilities (KSAs) listed under the qualification standards requirements, **# B-4 through # B-53**. Photocopy the Statement of Qualifications page from PS Form 991, and use one page for each requirement.

Applications must be received by the LDDC by close of business (3:00 p.m.), Friday, August 31, 2018 in order to be considered. **ALL APPLICATIONS MUST BE MAILED TO THE ABOVE ADDRESS. NO FAXES, EMAILS, OR DROP-OFFS WILL BE ACCEPTED.** It is the applicant's responsibility to keep a copy of their PS Form 991. Copies will not be provided. An employee who has submitted an application may withdraw, in writing, any time **before the closing date and time of this posting**.

Applicants will be selected on the basis of "Best Qualified".

The United States Postal Service is an equal opportunity employer. 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.

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.

Sharon McKenzie
Human Resources Specialist
Phoenix, AZ 85026-9422

Attachments

STD JOB DESCRIPTION

U.S.Postal Service

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**

QUALIFICATIONS

U.S.Postal Service

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

BARGAINING UNIT QUALIFICATION STANDARD1712
(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 must 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.

Doc Date: 06/01/2005

Occ Code: 1712-34XX

CRITERIA

U.S.Postal Service

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

No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (<http://blue.usps.gov/hr/jobs-workforce/organizational-design-restructure/jobs-and-organizational-structures.htm>).

Doc Date:**Occ Code: 1712-34XX**