

R0206
BC253920 Grand Rapids(MI) Bid
Y3GTK0

HUMAN CAPITAL ENTERPRISE SYSTEMS
VACANCY NOTICE

REQUESTED: 05/22/2019 11:33:29
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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, NTFB assignments of less than 40 hours a week are considered part-time work

Posting No: 200235 Clerk Opening Date : 05/24/2019 Closing Date : 06/03/2019
JOB ID: ~~71165993~~ 2315-06XX PARCEL POST DIST-MACHINE KP0012 P7 06 TOUR III LDC:13 EG:1=Full Time
Bidding Vacant 20899646 TOUR III SPABS w NEW COST CENTER GRAND RAPIDS ANNEX P1 Clerks - NonHQ

JOB SLOT COMMENTS: Job is located at the MP Annex
Section: SPBS

QUALIFICATIONS :

SECTION: SPBS

WORK SCHEDULE: 1830-0300-30L-Su-MoS

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			
18:30	03:00	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030	18:30	03:00	030

POSTING COMMENTS :

VACATED BY : ALEJANDRA CALDERA EMP ID: 4658 ON DATE: 04/26/2019

JOB ID: ~~71284827~~ 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:12 EG:1=Full Time
Bidding Vacant 20899770 P-3 TOUR II w NEW COST CENTER GRAND RAPIDS ANNEX P1 Clerks - NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE MP ANNEX. ON THE JOB TRAINING REQUIRED. PAA: AFSM 100.

QUALIFICATIONS :

SECTION: T-2 AFSM 100

WORK SCHEDULE: 0730-1600-30L-We-ThS

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			
07:30	16:00	030	07:30	16:00	030	07:30	16:00	030	07:30	16:00	030	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	07:30	16:00	030

POSTING COMMENTS :

VACATED BY : CHRISTOPHER MOONEY EMP ID: 9922 ON DATE: 04/15/2019

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JOB ID: 95823232 2320-0003 SALES, SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:48 EG:1=Full Time
ASSOC

Bidding Vacant 01021371 MAIN OFFICE RETAIL SERVICES GRAND RAPIDS MAIN OFFICE WINDOWS Clerks - NonHQ

JOB SLOT COMMENTS: RETAIL OPER, SERVICE COUNTER, PO BOX ADMINISTRATOR, PASSPORTS, DUES.

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION:

WORK SCHEDULE: 0400-0500-30L-Sa-SuV

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
07:45 16:45 060	OFF OFF	07:45 16:45 060	07:45 16:45 060	07:45 16:45 060	07:45 16:45 060	OFF OFF OFF

POSTING COMMENTS :

VACATED BY : JODEEN BISSONETTE EMP ID: 2038 ON DATE: 04/30/2019

JOB ID: 71906790 2320-0001 SALES AND SERVICES KP0013 P7 06 LDC:45 EG:1=Full Time
ASSOCIATE

Bidding Vacant 01021371 MAIN OFFICE RETAIL SERVICES GRAND RAPIDS Clerks - NonHQ

JOB SLOT COMMENTS: Retail Services; Passports

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: MAIN OFFICE WINDOWS

WORK SCHEDULE: 0745-1645-60L-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	From To Brk
07:45 16:45 060	OFF OFF	07:45 16:45 060	07:45 16:45 060	07:45 16:45 060	07:45 16:45 060	OFF OFF OFF

POSTING COMMENTS :

VACATED BY : Thuy Vo EMP ID: 6492 ON DATE: 04/26/2019

JOB ID: 71284901 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR II LDC:11 EG:1=Full Time

Bidding Vacant 00043009 MAIN DISTRIBUTION TOUR-II GRAND RAPIDS OCR/BCS/D Clerks - BCS/LMLM NonHQ

JOB SLOT COMMENTS: JOB IS LOCATED AT THE GMF. ON THE JOB TRAINING REQUIRED. OTHER DUTIES AS ASSIGNED

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 0700-1530-30L-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	From To Brk
07:00 15:30 030	07:00 15:30 030	07:00 15:30 030	OFF OFF	OFF OFF	07:00 15:30 030	07:00 15:30 030

POSTING COMMENTS :

VACATED BY : JENETTA Epps EMP ID: 9337 ON DATE: 05/10/2019

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JOB ID: 95487966 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:17 EG:1=Full Time
Bidding Vacant 01015716 AUTOMATION TOUR-III GRAND 010 Clerks -
RAPIDS NonHQ

JOB SLOT COMMENTS: AFCS OPERATOR
ON THE JOB TRAINING
OTHER DUTIES AS ASSIGNED
CMS Job Slot ID: 8640226

QUALIFICATIONS :

SECTION: AUTOMATION

WORK SCHEDULE: 1700-0130-30L-Su-MoS

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
17:00	01:30	030	OFF	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

POSTING COMMENTS :

VACATED BY : MARY RYNBERG EMP ID: 5284 ON DATE: 05/10/2019

JOB ID: 71819565 0203-0015 HR CLERK - LOCAL SVC COMP P7 06 TOUR II LDC:62 EG:1=Full Time
Bidding Vacant 00045751 HUMAN RESOURCES (DOCS) GREATER MICHIGAN DISTRICT Clerks -
NonHQ

JOB SLOT COMMENTS: If requested, must demonstrate a sufficient level of each KSA to include
at least minimum competency for senior qualified position. Applicant
demonstrates these levels by describing examples of experience,
education, or training. Failure to demonstrate any KSA is
disqualifying. Per EL-312 Sec. 728.2 May be assigned work from other
departments within Human Resources

QUALIFICATIONS :

SECTION:

WORK SCHEDULE: 0800-1630-30L-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	From	To	Brk
OFF	OFF	OFF	OFF	OFF	OFF	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030	08:00	16:30	030

POSTING COMMENTS :

VACATED BY : Kelly Vanvalkenburg EMP ID: 3516 ON DATE: 04/26/2019

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JOB ID: 71906788 2320-0003 SALES,SVCS/DISTRIBUTION KP0013 P7 06 TOUR II LDC:45 EG:1=Full Time
ASSOC

Bidding Vacant 00017372 KENTWOOD BRANCH KENTWOOD KENTWOOD Clerks -
D BRANCH NonHQ

JOB SLOT COMMENTS: BRM; Accountables; PO Box; Retail; Distribution;. Work schedule: Mon 0500-1400
; Wed 0400-1300; Thur 0815-1715; Fri 0800-1700; Sat 0400-1300

QUALIFICATIONS : 421 SALES AND SERVICES (V3.9)

SECTION: KENTWOOD

WORK SCHEDULE: 0400-1230-30L-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	From	To	Brk
04:00	12:30	030	OFF	OFF	OFF	04:00	12:30	030	OFF	OFF	OFF	04:00	12:30	030	04:00	12:30	030	04:00	12:30	030

POSTING COMMENTS :

VACATED BY : COURTNEY CROFOOT EMP ID: 159 ON DATE: 05/10/2019

Vacancy Announcement **Address Management System Technician**

Opening Date: 5/24/2019
Closing Date: 06/03/2019

LOCATION: District Address Management Department

TITLE: ADDRESS MANAGEMENT SYSTEM TECHNICIAN

GRADE: PS-07

OCCUPATION CODE: 2310-7142

HOURS: Monday – Friday 7:30am to 4:00pm - N/S Saturday and Sunday

PERSONS ELIGIBLE TO APPLY: All **qualified** clerk craft employees are eligible to apply for this position.

Note: **This is a Best Qualified position and open to Clerk Craft only.**

FUNCTIONAL PURPOSE:

Performs various non-supervisory activities in support and maintenance of the Address Management System (AMS). Performs a variety of duties involved in the preparation, maintenance and distribution of addressing information; uses USPS computer systems to maintain addressing information.

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 best qualified positions to enable them to perform these 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.

1. Ability to comprehend materials, such as handbooks, manuals, newsletters, directives, SOPs and Webcasts at a level sufficient to process Address Management and ZIP Code systems transactions.
2. Ability to use a computer to enter and analyze data.
3. Ability to collect, maintain and report address management and route delivery line information.
4. Ability to communicate orally and in writing to express ideas or facts clearly and logically when answering questions, giving directions and providing information.
5. Ability to work with limited supervision to independently plan and execute work activities, check work for completeness and accuracy, and meet established time commitments.
6. Ability to use Microsoft Word, PowerPoint and Excel and Postal Service applications.

MAIL TO:

ATTN: Teresa M Miller
Manager
G.M.D. AMS
PO Box 999331
Grand Rapids, MI, 49599-9331

HOW TO APPLY: Employees must complete and submit Form 991, Application for Promotion (Pages 1 and 2), plus a statement of qualifications for each requirement (can be brief and does not require a separate page for each requirement) to the application address for receipt on or before the closing date. Employees are encouraged to include the ZIP + 4 in their mailing list. THE UNITED STATES POSTAL SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE UNITED STATES POSTAL SERVICE PROVIDES

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