



June 12, 2023

Mr. Ivan D. Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

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Dear Ivan:

This is in reference to our April 10 correspondence proposing to establish a new job description to support positions that are assigned to the Level 1 Post Offices specifically the Post Office Support Specialist and the Retail Support Specialist.

The new job description is being established to more accurately reflect the work that is performed by employees in these positions under Level 1 Post Office Support.

Below are the current and new job description of the proposed changes that was sent in our April 10 correspondence.

Current Title, Level	Occ Code	Employee Count	New Title, Level	Occ Code
POST OFFICE SUPPORT SPECIALIST EAS-19	2305-0235	20	RETAIL & PO SUPPORT SPECIALIST EAS-19	2305-XXXX
RETAIL SUPPORT SPECIALIST EAS-19	2305-0187	24		

The Postal Service has decided to proceed with implementation of the proposed job descriptions as outlined in our April 10 correspondence and will be effective June 17.

Please contact me if you wish to discuss or if you have any questions.

Sincerely,

Bruce A. Nicholson
Director
Labor Relations Policies and Programs