



February 07, 2023

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

Certified Mail Tracking Number:
7020 3160 0001 7357 9940

Dear Ivan:

The Postal Service is proposing updates to the following jobs under Logistics:

- 0896-0005 Operations Industrial Engineer (Field) EAS-21
- 0896-0009 Operations Industrial Engineer (Field) EAS-23
- 2150-6024 MGR Transportation/Networks EAS-23
- 2150-6025 MGR Transportation/Networks EAS-21
- 2340-5044 Operations Support Specialist EAS-17
- 2340-5043 Operations Support Specialist EAS-20
- 2330-0041 MGR Transportation/Networks EAS-20
- 2330-0089 Network Specialist EAS-17

The Postal Service is also proposing the creation of the following jobs under Logistics:

- 2150-XXXX MGR Logistics (Level 1) EAS-25
- 2150-XXXX MGR Logistics (Level 2) EAS-24
- 2150-XXXX MGR Logistics Operations EAS-19
- 2150-XXXX MGR Logistics Operations EAS-20
- 2150-XXXX MGR Logistics Operations EAS-22
- 2150-XXXX Network Specialist/Supervisor EAS-17

The proposed changes were developed based on an evaluation of staffing criteria and manager levels for the Transportation (Logistics) function by HQ Organization Design and HQ Logistics department.

The proposed changes to the above job descriptions are proposed pursuant to Title 39 U.S. Code § 1004.

Implementation of these changes as proposed may result in employee impacts requiring a reduction in force to be administered.

Enclosed are the proposed job descriptions, one copy with changes identified and one with track changes accepted. Additionally, we are enclosing a presentation on the proposed staffing criteria.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lloyd".

James Lloyd
Director
Labor Relations Policies and Programs

for

Enclosures

OPERATIONS-INDUSTRIAL ENGINEER (~~FIELD~~LOGISTICS) (EAS-21)
OCCUPATION CODE: 0896-~~XXXX~~0005

FUNCTIONAL PURPOSE

~~Oversees and applies~~ Leads projects for a logistic division to improve service, network utilization, and performance for logistic operations by applying nationwide industrial engineering, standardization, and continuous improvement policies, standards, and processes. ~~to improve service and cost performance through direct involvement in mail processing operations.~~

DUTIES AND RESPONSIBILITIES

1. Performs analysis of ~~mail processing~~ dock and logistics operations using industrial engineering and continuous improvement principles to optimize network service, cost performance, and productivity for assigned division. ~~improve service, productivity and cost performance.~~ Implements standardization programs and processes for logistics operations.

2. Analyzes logistics data to identify trends, gaps, and opportunities in utilization and service performance; develops recommendations to improve utilization, service, and cost savings.

~~1-3.~~ Performs network modeling to identify optimal utilization of routes, systems, and equipment. ~~Implements national standardization programs and processes through direct involvement in mail processing operations~~ Provides guidance to key stakeholders on optimal methods for utilizing equipment to improve service, performance, and productivity. ~~productivity, and cost performance~~

~~Develops costing and staffing models to promote the effective use of employees and equipment; provides advice and guidance on how to best schedule employees to meet mail volumes and time constraints.~~

~~Develops alternatives to improve operating performance and reduce costs; monitors the implementation of new procedures and evaluates and reports on re~~

2-4. Provides input for the preparation and justification for of new and altered facilities and equipment; recommends trailer layouts and trucking routes to optimize logistical operations ~~changes to workroom floor layout of equipment and operations.~~

1. ~~Provides technical advice and guidance to managers throughout the facility on all aspects of engineering; may coordinate the work of operations support specialists and technicians.~~

3-5. Oversees and monitors operations and equipment ~~Monitors logistical operations and trip performance using national and local reporting metrics to improve service, productivity, and cost performance.~~

2. ~~Leads multi-functional teams working on service, cost and productivity improvement efforts.~~

4-6. Provides training ~~to mail processing managers and employees~~ on standardization and continuous improvement tools, and processes, and initiatives within logistical operations to align with operational excellence ~~using nationally developed training material.~~

5-7. Communicates orally and in writing to provide technical advice, program guidance, training and policy interpretation to relevant stakeholders (e.g., HQ, field offices). ~~both Headquarters and field offices.~~

~~3. Exercises a normal regard for the safety of self and others; uses normal protective care of materials and equipment used.~~

SUPERVISION

Manager of ~~organizational~~ unit to which assigned.

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of industrial engineering theory, principles, techniques and practices related to ~~layout planning~~network modeling, work simplification, process analysis, work measurement, and quality control, ergonomics and material handling.
2. Ability to ~~implement~~apply industrial engineering principles to ~~projects as~~ related to standardized work methods ~~improvement~~, network modeling, operational performance improvement, work measurement, and employee scheduling and staffing.
3. ~~Ability to lead multi-functional performance improvement teams.~~Ability to implement process improvement projects of varying complexity.
4. ~~Ability to develop layouts for operations, processes, systems and equipment.~~Ability to analyze data and information to develop and evaluate solutions to solve organizational problems
- ~~1. Ability to evaluate experimental, prototype, and retrofit equipment.~~
5. Ability to provide oral and written technical guidance, training, and policy interpretation related to industrial engineering, standardization, and continuous improvement processes, ~~including excellent presentation and facilitation skills.~~
6. MINIMUM EDUCATION, TRAINING & EXPERIENCE REQUIREMENT: Applicants must possess a Bachelor's or graduate degree ~~in~~from an industrial engineering or professional engineering program accredited by the Engineering Accreditation Commission (EAC) of ABET. Preference eligible veterans qualify with a valid license as a Professional Engineer and six (6) years of professional industrial engineering experience. This requirement does not apply if ~~you have ever~~a position was held as a USPS career Operations Industrial Engineer position prior to May 23, 2017.
- ~~6.7.~~ SPECIAL CONDITION: Willingness to travel and work outside regular schedule for special projects.

INDUSTRIAL ENGINEER (LOGISTICS) (EAS-21)
OCCUPATION CODE: 0896-XXXX

FUNCTIONAL PURPOSE

Leads projects for a logistic division to improve service, network utilization, and performance for logistic operations by applying industrial engineering, standardization, and continuous improvement policies, standards, and processes.

DUTIES AND RESPONSIBILITIES

1. Performs analysis of dock and logistics operations using industrial engineering and continuous improvement principles to optimize network service, cost performance, and productivity for assigned division. Implements standardization programs and processes for logistics operations.
2. Analyzes logistics data to identify trends, gaps, and opportunities in utilization and service performance; develops recommendations to improve utilization, service, and cost savings.
3. Performs network modeling to identify optimal utilization of routes, systems, and equipment. Provides guidance to key stakeholders on optimal methods for utilizing equipment to improve service, performance, and productivity.
4. Provides input for the preparation of new and altered facilities; recommends trailer layouts and trucking routes to optimize logistical operations.
5. Monitors logistical operations and trip performance using national and local reporting metrics to improve service, productivity, and cost performance.
6. Provides training on standardization and continuous improvement tools, processes, and initiatives within logistical operations to align with operational excellence.
7. Communicates orally and in writing to provide technical advice, program guidance, training and policy interpretation to relevant stakeholders (e.g., HQ, field offices).

SUPERVISION

Manager of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of industrial engineering theory, principles, techniques and practices related to network modeling, work simplification, process analysis, work measurement and quality control, ergonomics and material handling.

2. Ability to apply industrial engineering principles to projects related to standardized work methods, network modeling, operational performance improvement, work measurement, and employee scheduling and staffing.
3. Ability to implement process improvement projects of varying complexity.
4. Ability to analyze data and information to develop and evaluate solutions to solve organizational problems.
5. Ability to provide oral and written technical guidance, training, and policy interpretation related to industrial engineering, standardization, and continuous improvement processes.
6. EDUCATION, TRAINING & EXPERIENCE REQUIREMENT: Applicants must possess a Bachelor's or graduate degree from industrial engineering or professional engineering program accredited by the Engineering Accreditation Commission (EAC) of ABET. Preference eligible veterans qualify with a valid license as a Professional Engineer and six (6) years of professional industrial engineering experience. This requirement does not apply if a position was held as a USPS career Operations Industrial Engineer position prior to May 23, 2017.
7. SPECIAL CONDITION: Willingness to travel and work outside regular schedule for special projects.

MGR LOGISTICS OPERATIONS (EAS-20)
OCCUPATION CODE: 2150-XXXX

FUNCTIONAL PURPOSE

Manages logistics operations within a facility on a tour to maintain continuity of operations across logistics teams.

OPERATIONAL REQUIREMENT

This job is to be authorized at level 1, 2, or 3 logistics facilities.

DUTIES AND RESPONSIBILITIES

1. Provides direction and guidance for logistics operations in a facility to support and maintain continuity across tours. Coordinates logistics operations between tours, facilities and management to provide status updates and ensure the timely transit of mail. Meets with stakeholders in tour turnover huddles and walkthroughs between tours to share status information (e.g., overtime required, transportation route issues, mail volume) and ensure continuity of operations.
2. Manages workforce resources by communicating logistics requirements to supervisors. Determines and makes adjustments to the daily schedules using logistics reports to ensure the timely transit of mail. Utilizes data to forecast time and resources (e.g., personnel, vehicles, routes) needed to transport mail.
3. Expedites the transport of delayed mail due to route discrepancies (e.g., traffic delays, weather conditions) to resolve transportation issues. Collaborates with supervisors and managers to develop solutions to mitigate transit delays.
4. Analyzes performance data within logistical systems (e.g., scanning scores, late arrivals) from multiple postal platforms to identify root causes, pain points, discrepancies, and opportunities for improvement.
5. Manages the transportation of mail volume. Monitors and provides status updates regarding the transportation of mail volume (e.g., traffic delays). Reports mail transit delays (e.g., unexpected conditions, dispatch delays) cross-functionally and to leadership. Reports daily metrics (e.g., transportation delays, traffic incidents) and recommendations for improvement to leadership.
6. Manages a large number of craft employees indirectly through a small number of supervisors. Coaches and mentors employees to support continual growth and development. Performs Gemba walks (e.g., work floor, platform) daily to speak with employees, check logistics activities, performance, and resolve discrepancies. Verifies

employees receive safety-related training and communications to ensure compliance with safety requirements.

7. Manages the work hours, overtime, and financial reconciliation to include Highway Contract Route (HCR) services for assigned tour.

SUPERVISION

Manager Logistics

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of analytics sufficient to maximize the utilization and productivity of transportation assets (e.g., trailers, tractors).
2. Ability to troubleshoot and coordinate resolution for mail transportation issues, including diagnosing root causes to problems (e.g., late trips, scanning, transportation schedules).
3. Ability to use employee scheduling and attendance systems to create work schedules, monitor employee attendance, inform staffing decisions, and track labor costs.
4. Ability to review reports and dashboards (e.g., Surface Visibility, Employee Resource Management System (eRMs), Informed Visibility) to identify trends and insights.
5. Ability to supervise employees to prioritize work, provide guidance and engage employees to address issues and ensure continuity of logistics operations on assigned tour.
6. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
7. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations. (5)

~~OPERATIONS INDUSTRIAL ENGINEER (FIELD LOGISTICS) (EAS-23)~~
OCCUPATION CODE: 0896-0009XXXX

FUNCTIONAL PURPOSE

~~Oversees and leads projects for a logistic division applies nationwide industrial engineering, standardization, and continuous improvement policies, standards, and processes to improve service, network utilization, and performance of logistic operations by applying industrial engineering, standardization, and continuous improvement policies, standards, and processes and cost performance through direct involvement in the largest mail processing operations. Provides technical advice and guidance to lower-level industrial engineers and operations support specialists.~~

DUTIES AND RESPONSIBILITIES

- ~~1. Oversees and performs analysis of mail processing operations using industrial engineering and continuous improvement principles to improve service, productivity, and cost performance. Develops, implements, and monitors process improvement and standardization programs for dock and logistics operations.~~
- ~~2. Coordinates the implementation of national standardization programs and processes through direct involvement in mail processing operations. Leads the analysis of dock and logistics operations using industrial engineering and continuous improvement principles to improve optimize network service, productivity, and cost performance, and productivity for assigned division. Leads service and performance improvement projects; coordinates the implementation of national standardization programs and processes for dock and logistics operations.~~
- ~~3. Develops costing and staffing network models for optimizing routes, containers, systems, and equipment. models to promote the effective use of employees and equipment; pProvides advice and guidance to key stakeholders on methods and strategies to optimize network performance, productivity, and service in how to best schedule employees to meet mail volumes and time constraints.~~
- ~~4. Develops and reviews alternatives to improve operating performance and reduce costs; monitors the implementation of new procedures and evaluates and reports on results. Collaborates with Headquarters Logistics and Engineering for local implementation of national initiatives. Provides input for the preparation of new and altered facilities; recommends trailer layouts and trucking routes to optimize logistical operations.~~
- ~~1. Provides input for the preparation and justification for new and altered facilities and equipment; recommends changes to workroom floor layout of equipment and operations.~~
5. Provides technical advice and guidance to managers throughout the facility on all aspects of on engineering practices and principals, related to logistics; may coordinate the work of lower-level operations industrial engineers and operations support specialist.
6. Oversees and monitors review operations and equipment logistical operations and trip performance using national and local reporting metrics to improve service, productivity, and cost performance.

~~2. Oversees and leads multi-functional teams working on service, cost, and productivity improvement efforts.~~

7. ~~PLeads and~~ provides training ~~to mail processing managers and employees~~ on standardization and continuous improvement tools, ~~and processes, and initiatives within logistical operations to align with operational excellence~~ using nationally developed training material.

8. Communicates orally and in writing to provide technical advice, program guidance, training and policy interpretation to ~~relevant stakeholders (e.g., HQ, field offices)~~ both Headquarters and field offices.

~~3. Exercises a normal regard for safety of self and others; uses normal protective care of materials and equipment used.~~

SUPERVISION

Manager of ~~organizational~~ unit to which assigned.

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies for Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of industrial engineering theory, principles, techniques and practices related to ~~layout network modeling~~ planning, work simplification, process analysis, work measurement, and quality control, ~~ergonomics and material handling~~.
2. Ability to lead and implement industrial engineering principles ~~as~~ related to the improvement of work methods ~~improvement, network modeling, operational performance improvement~~, work measurement, and employee scheduling and staffing.
3. Ability to lead process improvement projects of varying complexity ~~multi-functional performance improvement teams~~.
4. Ability to develop network models and conduct staffing analyses ~~layouts for operations, processes, systems and equipment~~.

~~Ability to evaluate experimental, prototype, and retrofit equipment.~~

5. Ability to provide oral and written technical guidance, training, and policy interpretation related to industrial engineering, standardization, and continuous improvement processes, including excellent presentation and facilitation skills.

6. MINIMUM EDUCATION, TRAINING & EXPERIENCE REQUIREMENT: Applicants must possess a Bachelor's or graduate degree in an industrial engineering or professional engineering program accredited by the Engineering Accreditation Commission (EAC) of ABET. Preference eligible veterans qualify with a valid license as a Professional Engineer and six (6) years of professional

industrial engineering experience. This requirement does not apply if ~~you have ever~~ a position was held as a USPS career Operations Industrial Engineer position prior to May 23, 2017.

7. Ability to analyze data and information to identify improvements, develop recommendations, and implement solutions to solve complex organizational problems.
8. SPECIAL CONDITION: Willingness to travel and work outside regular schedule for special projects.

INDUSTRIAL ENGINEER (LOGISTICS) (EAS-23)
OCCUPATION CODE: 0896-XXXX

FUNCTIONAL PURPOSE

Oversees and leads projects for a logistic division to improve service, network utilization, and performance of logistic operations by applying industrial engineering, standardization, and continuous improvement policies, standards, and processes. Provides technical advice and guidance to lower-level industrial engineers.

DUTIES AND RESPONSIBILITIES

1. Develops, implements, and monitors process improvement and standardization programs for dock and logistics operations.
2. Leads the analysis of dock and logistics operations using industrial engineering and continuous improvement principles to optimize network service, cost performance, and productivity for assigned division. Leads service and performance improvement projects; coordinates the implementation of national standardization programs and processes for dock and logistics operations.
3. Develops network models for optimizing routes, containers, systems, and equipment. Provides guidance to key stakeholders on methods and strategies to optimize network performance, productivity, and service.
4. Collaborates with Headquarters Logistics and Engineering for local implementation of national initiatives. Provides input for the preparation of new and altered facilities; recommends trailer layouts and trucking routes to optimize logistical operations
5. Provides technical advice and guidance to managers on engineering practices and principals, related to logistics; may coordinate the work of lower-level industrial engineers.
6. Oversees and reviews logistical operations and trip performance using national and local reporting metrics to improve service, productivity, and cost performance.
7. Leads and provides training on standardization and continuous improvement tools, processes, and initiatives within logistical operations to align with operational excellence.
8. Communicates orally and in writing to provide technical advice, program guidance, training and policy interpretation to relevant stakeholders (e.g., HQ, field offices).

SUPERVISION

Manager of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies for Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of industrial engineering theory, principles, techniques and practices related to network modeling, work simplification, process analysis, work measurement, and quality control.
2. Ability to lead and implement industrial engineering projects related to the improvement of work methods, network modeling, operational performance, work measurement, and employee scheduling and staffing.
3. Ability to lead process improvement projects of varying complexity.
4. Ability to develop network models and conduct staffing analyses.
5. Ability to provide oral and written technical guidance, training, and policy interpretation related to industrial engineering, standardization, and continuous improvement processes, including excellent presentation and facilitation skills.
6. EDUCATION, TRAINING & EXPERIENCE REQUIREMENT: Applicants must possess a Bachelor's or graduate degree in an industrial engineering or professional engineering program accredited by the Engineering Accreditation Commission (EAC) of ABET. Preference eligible veterans qualify with a valid license as a Professional Engineer and six (6) years of professional industrial engineering experience. This requirement does not apply if a position was held as a USPS career Operations Industrial Engineer position prior to May 23, 2017.
7. Ability to analyze data and information to identify improvements, develop recommendations, and implement solutions to solve complex organizational problems.
8. SPECIAL CONDITION: Willingness to travel and work outside regular schedule for special projects.

MGR TRANSPORTATION/NETWORKS MGR LOGISTICS (LEVEL 3) (EAS-23)

OCCUPATION CODE: 2150-6024

FUNCTIONAL PURPOSE

Manages logistics operations of a facility to improve service, network utilization, and performance by ensuring mail is dispatched effectively, efficiently, and timely. the transportation and network programs for a mail processing center/facility and its service area; ensures schedules are established to meet customer needs and ensures effective use of motor vehicles, commercial and contract carrier services.

OPERATIONAL REQUIREMENTS

This position is to be authorized in Level 1 International Service Centers, Level 1 and Level 2 Network Distribution Centers and Major and Level 1 Processing and Distribution Centers. This job to be authorized at Level 3 logistics facilities.

DUTIES AND RESPONSIBILITIES

1. Manages the transportation of mail for a mail processing center/facility and its service area; ensures schedules are established to meet customer needs and ensures effective use of motor vehicle commercial and contract carrier service. Manages the logistics operations (e.g., air, surface, rail, cargo) at a facility; provides direction and guidance regarding logistics activities to ensure products are transported appropriately and in an efficient manner. Observes real time conditions and makes adjustments to logistics operations to ensure the timely transportation of products. Travels to support logistical operations.
2. Works with the area Distribution Networks Office in the development of transportation requirements and procedures for plant load operations at major mailers. Makes assignments, monitors performance, and provides direction, guidance, and feedback to team members. Identifies and provides training opportunities to optimize employee performance and ensure organizational goals are met. Monitors and reviews time and attendance reports to inform staffing decisions and make corrections to resolve discrepancies.
2. _____
3. Coordinates the implementation of plans governing the use of containers within the processing plant and its service area; monitors movement and inventory of containers, mail bags and related equipment within the assigned area to ensure that supplies meet internal and external customer needs. Partners with subject matter experts to address staffing and hiring needs and ensure compliance with complement management policies and procedures.
3. _____

4. ~~Manages the development and implementation of procedures and guidelines governing transportation operations; develops contingency plans to provide transportation services in emergency situations; oversees studies to reduce transportation costs without impacting service standards.~~ Develops, implements, and adjusts logistics plans and standard operating procedures to maximize efficiency of transportation resources (e.g., drivers, trailers, routes) and network utilization. Coordinates with other logistics facilities to anticipate transportation variances. Monitors, modifies, and reviews transportation schedules to mitigate delays.

4. _____

5. ~~Manages and reviews transportation performance and utilization reports; directs changes needed to improve service and reduce costs.~~ Analyzes data from logistics systems and databases (e.g., Informed Visibility, Transportation Analytics Systems) to identify trends, inefficiencies, and root causes impacting performance. Investigates root causes of performance issues to identify impact on logistics operations; develops and implements mitigation tactics.

5. _____

6. ~~Manages the development of requirements for additional motor vehicle service trucks; initiates requirements for temporary leases when required.~~ Partners with logistics stakeholders to communicate daily performance metrics (e.g., transportation delays, traffic incidents), status updates, and troubleshoot issues affecting on-time performance.

6. _____

7. ~~Manages the development and evaluation of cost studies including comparisons of motor vehicle service versus contract service. Participates in the planning and start-up of new and leased facilities to be included in local transportation network. Makes recommendations to Distributions Networks Office on type of service that best meets customer requirements within cost guidelines.~~ Manages compliance of contracts for transportation suppliers including ensuring timely completion of services, verifying regulatory requirements, monitoring completion of work, and financial reconciliation.

7. _____

8. ~~Serves as a liaison with representatives of major mailers private contractors and government agencies to coordinate and meet their product and transportation needs.~~ Plans, enforces, and conducts preventative care, safety, and compliance programs; validates that safety regulations are in compliance to policy and procedures. Engages team members around proactive measures (e.g., safety GEMBA, driver observations, safety symposium). Investigates, documents, and resolves transportation accidents.

8. _____

9. ~~Provides input for the development of the plant transportation budget.~~

~~Manages a team of supervisors and support staff involved in transportation issues. Ensures that employees are properly trained in all activities related to transportation and vehicle operations.~~

SUPERVISION

~~Dir Division Logistics~~ Manager of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Non-bargaining Positions.

REQUIREMENTS

- ~~1. Knowledge of policies and procedures related to mail transportation.~~ Knowledge of Integrated Operating Plan (IOP) variables sufficient to provide recommendations and implementation of transportation plans, schedules, and effectiveness of product flows.
1. _____
- ~~2. Knowledge of mail transportation networks.~~ Knowledge of transportation policies, processes, and regulations (e.g., Department of Transportation, Highway Contract Routes, Federal Aviation Authority) sufficient to ensure safe and compliant transportation of products.
- ~~3. Ability to estimate transportation expenditures in order to provide budget input.~~ Ability to supervise the work performance of staff, which includes scheduling and time and attendance functions, evaluating performance against goals, providing technical guidance and feedback, building effective work relationships, and establishing individual development plans.
3. _____
- ~~4. Ability to manage the development and implementation of procedures and guidelines governing transportation operations, including the development of contingency plans to provide transportation services in emergency situations.~~ Ability to communicate verbally and in writing with internal and external stakeholders sufficient to build and maintain effective work relationships, provide guidance, and coordinate logistics operations.
4. _____
- ~~5. Ability to gather and analyze performance and cost data in order to identify problems and recommend changes for improvements.~~ Ability to use logistics systems (e.g., Informed Visibility [IV]), applications, and databases to access information related to product movement, transportation requirements, and transportation schedules.

~~6. Ability to develop transportation requirements, including requirements for plant load operations, vehicles, and space requirements. Ability to analyze data to identify trends, insights, discrepancies and implement mitigation tactics.~~

~~5. _____~~

~~7. Ability to coordinate the work of others to achieve organizational goals and objectives, including planning and organizing the work, facilitating the flow of work-related information, and providing technical guidance. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports, and presentations.~~

~~6. _____~~

~~8. Ability to monitor the movement of containers, mail bags, and related equipment to ensure that supplies meet customer needs. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.~~

~~9. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.~~

~~7. _____~~

~~8-10. Ability to communicate orally in order to maintain contact with major mailers, private contractors, and government agencies.~~

MGR LOGISTICS (LEVEL 3) (EAS-23)
OCCUPATION CODE 2150-6024

FUNCTIONAL PURPOSE

Manages logistics operations of a facility to improve service, network utilization, and performance by ensuring mail is dispatched effectively, efficiently, and timely.

OPERATIONAL REQUIREMENTS

This job to be authorized at Level 3 logistics facilities.

DUTIES AND RESPONSIBILITIES

1. Manages the logistics operations (e.g., air, surface, rail, cargo) at a facility; provides direction and guidance regarding logistics activities to ensure products are transported appropriately and in an efficient manner. Observes real time conditions and makes adjustments to logistics operations to ensure the timely transportation of products. Travels to support logistical operations.
2. Manages a team responsible for providing logistics supervision and support at a facility. Makes assignments, monitors performance, and provides direction, guidance, and feedback to team members. Identifies and provides training opportunities to optimize employee performance and ensure organizational goals are met. Monitors and reviews time and attendance reports to inform staffing decisions and make corrections to resolve discrepancies.
3. Partners with subject matter experts to address staffing and hiring needs and ensure compliance with complement management policies and procedures.
4. Develops, implements, and adjusts logistics plans and standard operating procedures to maximize efficiency of transportation resources (e.g., drivers, trailers, routes) and network utilization. Coordinates with other logistics facilities to anticipate transportation variances. Monitors, modifies, and reviews transportation schedules to mitigate delays.
5. Analyzes data from logistics systems and databases (e.g., Informed Visibility, Transportation Analytics Systems) to identify trends, inefficiencies, and root causes impacting performance. Investigates root causes of performance issues to identify impact on logistics operations; develops and implements mitigation tactics.
6. Partners with logistics stakeholders to communicate daily performance metrics (e.g., transportation delays, traffic incidents), status updates, and troubleshoot issues affecting on-time performance.

7. Manages compliance of contracts for transportation suppliers including ensuring timely completion of services, verifying regulatory requirements, monitoring completion of work, and financial reconciliation.
8. Plans, enforces, and conducts preventative care, safety, and compliance programs; validates that safety regulations are in compliance to policy and procedures. Engages team members around proactive measures (e.g., safety GEMBA's, driver observations, safety symposium). Investigates, documents, and resolves transportation accidents.

SUPERVISION

Manager of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of Integrated Operating Plan (IOP) variables sufficient to provide recommendations and implementation of transportation plans, schedules, and effectiveness of product flows.
2. Knowledge of transportation policies, processes, and regulations (e.g., Department of Transportation, Highway Contract Routes, Federal Aviation Authority) sufficient to ensure safe and compliant transportation of products.
3. Ability to supervise the work performance of staff, which includes scheduling and time and attendance functions, evaluating performance against goals, providing technical guidance and feedback, building effective work relationships, and establishing individual development plans.
4. Ability to communicate verbally and in writing with internal and external stakeholders sufficient to build and maintain effective work relationships, provide guidance, and coordinate logistics operations.
5. Ability to use logistics systems (e.g., Informed Visibility [IV]), applications, and databases to access information related to product movement, transportation requirements, and transportation schedules.
6. Ability to analyze data to identify trends, insights, discrepancies and implement mitigation tactics.

7. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports, and presentations.
8. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
9. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.

MGR TRANSPORTATION/NETWORKS MGR LOGISTICS (LEVEL 4) (EAS-21)

OCCUPATION CODE: 2150-6025

FUNCTIONAL PURPOSE

Manages the transportation and networks programs at a mail processing center/facility with some detached units to provide efficient, economical, and timely transportation of mail by vehicles. Manages logistics operations of a facility to improve service, network utilization, and performance by ensuring mail is dispatched effectively, efficiently, and timely.

OPERATIONAL REQUIREMENTS

This position is to be authorized in Level 2 International Service Centers, Level 3 and Level 4 Network Distribution Centers and Level 2 and Level 3 Processing and Distribution Centers. This job to be authorized at Level 4 logistics facilities.

DUTIES AND RESPONSIBILITIES

1. Manages the transportation of mail for a mail processing center/facility with some detached units; ensures schedules are established to meet customer needs and ensures effective use of motor vehicle, commercial and contract carrier services. Manages the logistics operations (e.g., air, surface, rail, cargo) at a facility; provides direction and guidance regarding logistics activities to ensure products are transported appropriately and in an efficient manner. Observes real time conditions and makes adjustments to logistics operations to ensure the timely transportation of products. Travels to support logistical operations.
2. Works with the area Distribution Networks Office in the development of transportation requirements and procedures for plant load operations at major mailers. Manages a team responsible for providing logistics supervision and support at a facility. Makes assignments, monitors performance, and provides direction, guidance, and feedback to team members. Identifies and provides training opportunities to optimize employee performance and ensure organizational goals are met. Monitors and reviews time and attendance reports to inform staffing decisions and make corrections to resolve discrepancies.
3. Coordinates the implementation of plans governing the use of containers within the processing plant and its service area; monitors movement and inventory of containers, mail bags and related equipment within the assigned area to ensure that supplies meet internal and external customer needs. Partners with subject matter experts to address staffing and hiring needs and ensure compliance with complement management policies and procedures.
2. _____
4. Manages the development and implementation of procedures and guidelines governing transportation operations; develops contingency plans to provide transportation services in

~~emergency situations; oversees studies to reduce transportation costs without impacting service standards. Develops, implements, and adjusts logistics plans and standard operating procedures to maximize efficiency of transportation resources (e.g., drivers, trailers, routes) and network utilization. Coordinates with other logistics facilities to anticipate transportation variances. Monitors, modifies, and reviews transportation schedules to mitigate delays.~~

3. _____

5. ~~Manages and reviews transportation performance and utilization reports; directs changes needed to improve service and reduce costs. Analyzes data from logistics systems and databases (e.g., Informed Visibility, Transportation Analytics Systems) to identify trends, inefficiencies, and root causes impacting performance. Investigates root causes of performance issues to identify impact on logistics operations; develops and implements mitigation tactics.~~

4. _____

6. ~~Manages the development of requirements for additional motor vehicle service trucks; initiates requirements for temporary leases when required. Partners with logistics stakeholders to communicate daily performance metrics (e.g., transportation delays, traffic incidents), status updates, and troubleshoot issues affecting on-time performance.~~

5. _____

7. ~~Manages the development and evaluation of cost studies including comparisons of motor vehicle service versus contract service. Participates in the planning and start-up of new and leased facilities to be included in local transportation network. Makes recommendations to Distributions Networks Office on type of service that best meets customer requirements within cost guidelines. Manages compliance of contracts for transportation suppliers including ensuring timely completion of services, verifying regulatory requirements, monitoring completion of work, and financial reconciliation.~~

6. _____

7.8. ~~Serves as a liaison with representatives of major mailers, private contractors and government agencies to coordinate and meet their product and transportation needs. Plans, enforces, and conducts preventative care, safety, and compliance programs; validates that safety regulations are in compliance to policy and procedures. Engages team members around proactive measures (e.g., safety GEMBA's, driver observations, safety symposium). Investigates, documents, and resolves transportation accidents.~~

8. _____ Provides input for the development of the plant transportation budget.

9. _____ Manages a team of supervisors and support staff involved in transportation issues. Ensures that employees are properly trained in all activities related to transportation and vehicle operations.

SUPERVISION

~~Dir Division Logistics~~ Manager of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Non-bargaining Positions.

REQUIREMENTS

1. ~~Knowledge of policies and procedures related to mail transportation.~~ Knowledge of Integrated Operating Plan (IOP) variables sufficient to provide recommendations and implementation of transportation plans, schedules, and effectiveness of product flows.
1. _____
2. ~~Knowledge of mail transportation networks.~~ Knowledge of transportation policies, processes, and regulations (e.g., Department of Transportation, Highway Contract Routes, Federal Aviation Authority) sufficient to ensure safe and compliant transportation of products.
3. ~~Ability to estimate transportation expenditures in order to provide budget input.~~ Ability to supervise the work performance of staff, which includes scheduling and time and attendance functions, evaluating performance against goals, providing technical guidance and feedback, building effective work relationships, and establishing individual development plans.
4. ~~Ability to manage the development and implementation of procedures and guidelines governing transportation operations, including the development of contingency plans to provide transportation services in emergency situations.~~ Ability to communicate verbally and in writing with internal and external stakeholders sufficient to build and maintain effective work relationships, provide guidance, and coordinate logistics operations.
4. _____
5. ~~Ability to gather and analyze performance and cost data in order to identify problems and recommend changes for improvements.~~ Ability to use logistics systems (e.g., Informed Visibility [IV]), applications, and databases to access information related to product movement, transportation requirements, and transportation schedules.
5. _____
6. ~~Ability to develop transportation requirements, including requirements for plant load operations, vehicles, and space requirements.~~ Ability to analyze data to identify trends, insights, discrepancies and implement mitigation tactics.
6. _____

~~7. Ability to coordinate the work of others to achieve organizational goals and objectives, including planning and organizing the work, facilitating the flow of work-related information, and providing technical guidance. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports, and presentations.~~

~~7. —~~

~~8. Ability to monitor the movement of containers, mail bags, and related equipment to ensure that supplies meet customer needs. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.~~

~~9. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.~~

~~8. —~~

~~9. Ability to communicate orally in order to maintain contact with major mailers, private contractors, and government agencies.~~

MGR LOGISTICS (LEVEL 4) (EAS-21)
OCCUPATION CODE 2150-6025

FUNCTIONAL PURPOSE

Manages logistics operations of a facility to improve service, network utilization, and performance by ensuring mail is dispatched effectively, efficiently, and timely.

OPERATIONAL REQUIREMENTS

This job to be authorized at Level 4 logistics facilities.

DUTIES AND RESPONSIBILITIES

1. Manages the logistics operations (e.g., air, surface, rail, cargo) at a facility; provides direction and guidance regarding logistics activities to ensure products are transported appropriately and in an efficient manner. Observes real time conditions and makes adjustments to logistics operations to ensure the timely transportation of products. Travels to support logistical operations.
2. Manages a team responsible for providing logistics supervision and support at a facility. Makes assignments, monitors performance, and provides direction, guidance, and feedback to team members. Identifies and provides training opportunities to optimize employee performance and ensure organizational goals are met. Monitors and reviews time and attendance reports to inform staffing decisions and make corrections to resolve discrepancies.
3. Partners with subject matter experts to address staffing and hiring needs and ensure compliance with complement management policies and procedures.
4. Develops, implements, and adjusts logistics plans and standard operating procedures to maximize efficiency of transportation resources (e.g., drivers, trailers, routes) and network utilization. Coordinates with other logistics facilities to anticipate transportation variances. Monitors, modifies, and reviews transportation schedules to mitigate delays.
5. Analyzes data from logistics systems and databases (e.g., Informed Visibility, Transportation Analytics Systems) to identify trends, inefficiencies, and root causes impacting performance. Investigates root causes of performance issues to identify impact on logistics operations; develops and implements mitigation tactics.
6. Partners with logistics stakeholders to communicate daily performance metrics (e.g., transportation delays, traffic incidents), status updates, and troubleshoot issues affecting on-time performance.

7. Manages compliance of contracts for transportation suppliers including ensuring timely completion of services, verifying regulatory requirements, monitoring completion of work, and financial reconciliation.
8. Plans, enforces, and conducts preventative care, safety, and compliance programs; validates that safety regulations are in compliance to policy and procedures. Engages team members around proactive measures (e.g., safety GEMBA's, driver observations, safety symposium). Investigates, documents, and resolves transportation accidents.

SUPERVISION

Manager of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of Integrated Operating Plan (IOP) variables sufficient to provide recommendations and implementation of transportation plans, schedules, and effectiveness of product flows.
2. Knowledge of transportation policies, processes, and regulations (e.g., Department of Transportation, Highway Contract Routes, Federal Aviation Authority) sufficient to ensure safe and compliant transportation of products.
3. Ability to supervise the work performance of staff, which includes scheduling and time and attendance functions, evaluating performance against goals, providing technical guidance and feedback, building effective work relationships, and establishing individual development plans.
4. Ability to communicate verbally and in writing with internal and external stakeholders sufficient to build and maintain effective work relationships, provide guidance, and coordinate logistics operations.
5. Ability to use logistics systems (e.g., Informed Visibility [IV]), applications, and databases to access information related to product movement, transportation requirements, and transportation schedules.
6. Ability to analyze data to identify trends, insights, discrepancies and implement mitigation tactics.

7. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports, and presentations.
8. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
9. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.

OPERATIONS SUPPORT SPECIALIST (EAS-17)
OCCUPATION CODE: 2315-0068

FUNCTIONAL PURPOSE

Provides technical staff work related to the analysis and evaluation of operational procedures, service programs and systems; including sort program development and maintenance, and operational requirements and quality improvements in support of mail processing, customer services or delivery operations.

DUTIES AND RESPONSIBILITIES

1. Conducts and participates in operational and statistical studies and surveys; determines requirements for new or modified facilities, equipment, and operational staffing; analyzes quality improvement and reliability performance data; prepares quality improvement test sampling plans and evaluates results.
2. Monitors processes for compliance with quality and service standards; provides operations managers and staff with alternative process solutions in order to resolve quality and service problems; reviews and evaluates individual operations to ensure compliance with established processing regulations and policies; develops and communicates training programs to ensure quality standards are met.
3. Develops and updates computerized mail sort programs coordinating with distribution, delivery and address management personnel to determine sort program requirements; performs sort plan reviews with density studies and operational reviews; creates sort programs for new MPE and/or new processes on existing equipment and tests sort programs before releasing to Mail Processing.
4. Identifies equipment needed to sort and move the mail within operating plan guidelines; anticipates changes in operational flows and equipment requirements due to changes in mail flow and mail base; identifies potential methods changes to increase efficiency; identifies cost savings and/or work hour reductions in association with equipment; inputs and updates model data that describe the impacts of operational changes.
5. Identifies and defines staffing requirements as a result of operational changes; develops staffing schedules based on workload data; ensures staffing plans comply with national agreements related to job bidding, postings, withholding and excessing.
6. Determines or manages layout of workroom floor that maximizes safety and the efficiency of mail flow through the plant. Advises and consults with stakeholders to determine the best plan and methods, coordinates implementation and quantified benefits of layout changes. Meets with equipment manufacturers, suppliers, and contractors relative to systems installation and operation.

7.— Determines data collection needs and methods to efficiently run distribution operations; designs unique local data collection to supplement national data collection systems; analyzes and recommends changes to improve operations and/or service based on data collected.

8.— Coordinates the management, design and implementation of the Facility Operating Plan; develops facility operating plans that meet internal and external customer requirements and expectations; provides operational managers with contingencies for operational issues that affect operating plan compliance; coordinates the development of a communication plan to implement the FOP and related changes.

9.— Participates in the development and testing of software and applications to support the national database systems used for reporting on facility, operational and/or data collection programs and activities.

10.— Analyzes facility financial performance data and provides feedback to manager; provides analysis of cost factors that result in cost reductions; develops cost comparative analyses (DARS) for capital investments; develops methods in order to support operations in cost reductions or productivity improvements.

SUPERVISION

Manager of organizational unit to which assigned.

SELECTION METHOD

See Handbook EL 312, Section 740— Selection Policies for Non-bargaining Positions

REQUIREMENTS

- 1.— Knowledge of postal operations, including mail processing, delivery, facilities, equipment, and operational staffing functions.
- 2.— Ability to prepare and maintain an operating budget.
- 3.— Ability to analyze data to determine requirements for new or modified facilities, equipment, and operational staffing.
- 4.— Ability to analyze quality improvement and operational performance data and prepare test sampling plans.
- 5.— Ability to implement, monitor, and evaluate quality and operational improvement programs and procedures to ensure they meet established specifications.

6.1 Ability to communicate orally and in writing at a level sufficient to work with customers, contractors, and major mailers and to prepare information related to operational programs.

OPERATIONS LOGISTICS SUPPORT SPECIALIST (EAS-17)

OCCUPATION CODE: ~~2315-0068~~2150-XXXX

FUNCTIONAL PURPOSE

~~Provides technical staff work related to the analysis and evaluation of and inspects operational procedures, service, programs performance, and systems for a logistics network as part of a division, including sort program development and maintenance, and operational requirements and quality. Identifies performance trends and effectiveness to identify opportunities for improvements in support of mail processing, customer services or delivery logistics operations.~~

DUTIES AND RESPONSIBILITIES

- ~~1. Reviews staffing, logistics plans, and transportation routes in alignment with operational requirements (e.g., staffing, workload, transportation schedules) to increase efficiency, productivity, and on-time deliveries within a logistics network. Communicates with cross functional stakeholders and union representatives to provide updates and ensure compliance with Postal policy and contractual agreements.~~
- ~~2. Conducts and participates in operational and statistical studies and surveys data collection to evaluate logistics performance; determines requirements for new or modified facilities, equipment, and operational staffing; analyzes quality improvement and reliability performance operational data to identify trends, deficiencies, and areas for; prepares quality improvement, test sampling plans and evaluates results. Develops and presents status updates and recommendations to stakeholders.~~
- ~~3. Monitors processes the implementation of new or updated programs for compliance with quality and service to ensure that methods, standards and procedures are within established specifications; provides operations managers and staff with alternative process solutions in order to resolve quality and service problems; reviews and evaluates individual operations to ensure compliance with established processing regulations and policies; develops and communicates training programs to ensure quality standards are met (e.g., air to surface routings, surface visibility, Mail Transport Equipment Labeler [MTEL]).~~
- ~~3. Develops and updates computerized mail sort programs coordinating with distribution, delivery and address management personnel to determine sort program requirements; performs sort plan reviews with density studies and operational reviews; creates sort programs for new MPE and/or new processes on existing equipment and tests sort programs before releasing to Mail Processing.~~
- ~~4. Monitors employees transporting mail, general conditions in the facility, and on the dock to ensure safe and efficient work practices. Identifies Coordinates movement of mail transport equipment (MTE) needed to sort and move the mail within operating plan guidelines to ensure equipment is utilized effectively; anticipates changes in operational flows and equipment~~

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~~requirements due to changes in mail flow and mail base; Collaborates with stakeholders across the facility to resolve identified potential methods changes to increase safety and efficiency concerns in a timely manner.~~

~~4.5. Conducts service analytics to; identifies cost savings and/or work hour reductions in association with equipment; inputs and updates model data that describe the impacts of operational changes; provide recommendations to resolve variances.~~

~~5. Identifies and defines staffing requirements as a result of operational changes; develops staffing schedules based on workload data; ensures staffing plans comply with national agreements related to job bidding, postings, withholding and excessing.~~

~~6. Determines or manages layout of workroom floor that maximizes safety and the efficiency of mail flow through the plant. Advises and consults with stakeholders to determine the best plan and methods, coordinates implementation and quantified benefits of layout changes. Meets with equipment manufacturers, suppliers, and contractors relative to systems installation and operation.~~

~~7. Determines data collection needs and methods to efficiently run distribution operations; designs unique local data collection to supplement national data collection systems; analyzes and recommends changes to improve operations and/or service based on data collected.~~

~~8. Coordinates the management, design and implementation of the Facility Operating Plan; develops facility operating plans that meet internal and external customer requirements and expectations; provides operational managers with contingencies for operational issues that affect operating plan compliance; coordinates the development of a communication plan to implement the FOP and related changes.~~

~~9. Participates in the development and testing of software and applications to support the national database systems used for reporting on facility, operational and/or data collection programs and activities.~~

~~10. Analyzes facility financial performance data and provides feedback to manager; provides analysis of cost factors that result in cost reductions; develops cost comparative analyses (DARS) for capital investments; develops methods in order to support operations in cost reductions or productivity improvements.~~

~~6. May travel to support logistical operations.~~

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SUPERVISION

~~Manager of organizational unit to which assigned. Division Manager Operation Support (Logistics)~~

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies for Non-bargaining Positions

REQUIREMENTS

1. Knowledge of postal logistics operations, including mail processing, delivery, facilities, related to equipment, (e.g., mail transport equipment) and operational staffing functions.
- ~~2.~~ Ability to prepare and maintain an operating budget.
- ~~3.~~ 2. Ability to track, analyze and evaluate logistics performance data to determine requirements identify trends for new or modified facilities, equipment, and operational staffing develop status reports for leadership.
- ~~4.~~ Ability to analyze quality improvement and operational performance data and prepare test sampling plans.
- ~~5.~~ 3. Ability to implement, monitor, and evaluate quality and operational utilize continuous improvement programs methods (e.g., lean six sigma, operational excellence) and procedures to ensure they meet established specifications evaluate the effectiveness of processes and operations.
- ~~4.~~ Ability to communicate orally and in writing at a level sufficient to work with customers, contractors, and major mailers and to prepare information related to operational programs.
5. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports and presentations.
6. Ability to develop and maintain effective work relationships with internal customers.
7. Knowledge of mail transportation safety best practices and standards sufficient to identify and resolve safety hazards.
8. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
- ~~6.~~ 9. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.

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LOGISTICS SUPPORT SPECIALIST (EAS-17)
OCCUPATION CODE: 2150-XXXX

FUNCTIONAL PURPOSE

Evaluates and inspects operational service, performance, and systems for a logistics network as part of a division. Identifies performance trends and effectiveness to identify opportunities for improvement of logistics operations.

DUTIES AND RESPONSIBILITIES

1. Reviews staffing, logistics plans, and transportation routes in alignment with operational requirements (e.g., staffing, workload, transportation schedules) to increase efficiency, productivity, and on-time deliveries within a logistics network. Communicates with cross functional stakeholders and union representatives to provide updates and ensure compliance with Postal policy and contractual agreements.
2. Conducts operational studies and data collection to evaluate logistics performance. Analyzes operational data to identify trends, deficiencies, and areas for improvement. Develops and presents status updates and recommendations to stakeholders.
3. Monitors the implementation of new or updated programs to ensure that methods, standards and procedures are within established specifications (e.g., air to surface routings, surface visibility, Mail Transport Equipment Labeler [MTEL]).
4. Monitors employees transporting mail, general conditions in the facility, and on the dock to ensure safe and efficient work practices. Coordinates movement of mail transport equipment (MTE) to ensure equipment is utilized effectively. Collaborates with stakeholders across the facility to resolve identified safety and efficiency concerns in a timely manner.
5. Conducts service analytics to identify and/or provide recommendations to resolve variances.
6. May travel to support logistical operations.

SUPERVISION

Division Manager Operation Support (Logistics)

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies for Non-bargaining Positions.

REQUIREMENTS

1. Knowledge of logistics operations related to equipment (e.g., mail transport equipment) and operational staffing.

2. Ability to track, analyze, and evaluate logistics performance data to identify trends and develop status reports for leadership.
3. Ability to utilize continuous improvement methods (e.g., lean six sigma, operational excellence) to evaluate the effectiveness of processes and operations.
4. Ability to communicate orally and in writing at a level sufficient to prepare information related to programs.
5. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports and presentations.
6. Ability to develop and maintain effective work relationships with internal customers.
7. Knowledge of mail transportation safety best practices and standards sufficient to identify and resolve safety hazards.
8. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
9. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.

MGR TRANSPORTATION/NETWORKSMGR LOGISTICS (LEVEL 5) (EAS-20)
OCCUPATION CODE: 2330-0041

FUNCTIONAL PURPOSE

Manages logistics operations of a facility to improve service, network utilization, and performance by ensuring mail is dispatched effectively, efficiently, and timely. the transportation and networks programs in a mail processing facility with some detached units to provide efficient, economical, and timely transportation of mail by vehicles.

OPERATIONAL REQUIREMENTS

This job to be authorized at Level 5 logistics facilities.~~This position is to be authorized at Level 4 Processing and Distribution Centers.~~

DUTIES AND RESPONSIBILITIES

1. Manages the transportation of mail for a medium-size plant and its service area; ensures schedules are established to meet customer needs and ensures effective use of motor vehicle, commercial and contract carrier services.~~Manages the logistics operations (e.g., air, surface, rail, cargo) at a facility; provides direction and guidance regarding logistics activities to ensure products are transported appropriately and in an efficient manner. Observes real time conditions and makes adjustments to logistics operations to ensure the timely transportation of products. Travels to support logistical operations.~~
2. Works with the area Distribution Networks Office in the development of transportation requirements and procedures for plant load operations at major mailers. ~~Manages the transportation of mail for a medium-size plant and its service area; ensures schedules are established to meet customer needs and ensures effective use of motor vehicle, commercial and contract carrier services. Manages a team responsible for providing logistics supervision and support at a facility. Makes assignments, monitors performance, and provides direction, guidance, and feedback to team members. Identifies and provides training opportunities to optimize employee performance and ensure organizational goals are met. Monitors and reviews time and attendance reports to inform staffing decisions and make corrections to resolve discrepancies.~~
3. Coordinates the implementation of plans governing the use of containers within the processing plant and its service area; monitors movement and inventory of containers, mail bags and related equipment within the assigned area to ensure that supplies meet internal and external customer needs.~~Partners with subject matter experts to address staffing and hiring needs and ensure compliance with complement management policies and procedures.~~
4. Manages the development and implementation of procedures and guidelines governing transportation operations; oversees studies to reduce transportation costs without impacting service standards.~~Develops, implements, and adjusts logistics plans and standard~~

operating procedures to maximize efficiency of transportation resources (e.g., drivers, trailers, routes) and network utilization. Coordinates with other logistics facilities to anticipate transportation variances. Monitors, modifies, and reviews transportation schedules to mitigate delays.

5. Manages and reviews transportation performance and utilization reports; directs changes needed to improve service and reduce costs. Analyzes data from logistics systems and databases (e.g., Informed Visibility, Transportation Analytics Systems) to identify trends, inefficiencies, and root causes impacting performance. Investigates root causes of performance issues to identify impact on logistics operations; develops and implements mitigation tactics.

4. _____

6. Manages the development of requirements for additional motor vehicle service trucks; initiates requirements for temporary leases when required. Partners with logistics stakeholders to communicate daily performance metrics (e.g., transportation delays, traffic incidents), status updates, and troubleshoot issues affecting on-time performance.

7. Manages the development and evaluation of cost studies including comparisons of motor vehicle service versus contract service; makes recommendations to Distributions Networks Office on type of service that best meets customer requirements within cost guidelines. Manages compliance of contracts for transportation suppliers including ensuring timely completion of services, verifying regulatory requirements, monitoring completion of work, and financial reconciliation.

8. Participates in the planning and start-up of new and leased facilities, that will be included in local transportation network, to ensure space requirements are met for all types of vehicles used. Plans, enforces, and conducts preventative care, safety, and compliance programs; validates that safety regulations are in compliance to policy and procedures. Engages team members around proactive measures (e.g., safety GEMBA's, driver observations, safety symposium). Investigates, documents, and resolves transportation accidents.

5. _____

6. Ensures that employees are properly trained in all activities related to transportation and vehicle operations.

7. Develops contingency plans to provide transportation services in emergency situations.

8. Manages a team of supervisors and staff involved in transportation issues.

9. Has frequent contact with representatives of major mailers private contractors and government agencies.

10. Provides input for the development of the plant transportation budget.

SUPERVISION

~~Dir Division Logistics~~ Manager of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Non-bargaining Positions.

REQUIREMENTS

- ~~1.~~ Knowledge of policies and procedures related to mail transportation. Knowledge of Integrated Operating Plan (IOP) variables sufficient to provide recommendations and implementation of transportation plans, schedules, and effectiveness of product flows.
- ~~1.~~
2. Knowledge of mail transportation networks. Knowledge of transportation policies, processes, and regulations (e.g., Department of Transportation, Highway Contract Routes, Federal Aviation Authority) sufficient to ensure safe and compliant transportation of products.
3. Ability to estimate transportation expenditures in order to provide budget input. Ability to supervise the work performance of staff, which includes scheduling and time and attendance functions, evaluating performance against goals, providing technical guidance and feedback, building effective work relationships, and establishing individual development plans.
- ~~3.4.~~ Ability to manage the development and implementation of procedures and guidelines governing transportation operations, including the development of contingency plans to provide transportation services in emergency situations. Ability to communicate verbally and in writing with internal and external stakeholders sufficient to build and maintain effective work relationships, provide guidance, and coordinate logistics operations.
- ~~4.5.~~ Ability to gather and analyze performance and cost data in order to identify problems and recommend changes for improvements. Ability to use logistics systems (e.g., Informed Visibility [IV]), applications, and databases to access information related to product movement, transportation requirements, and transportation schedules.
- ~~5.6.~~ Ability to develop transportation requirements, including requirements for plant load operations, vehicles, and space requirements. Ability to analyze data to identify trends, insights, discrepancies and implement mitigation tactics.
- ~~6.7.~~ Ability to coordinate the work of others to achieve organizational goals and objectives, including planning and organizing the work, facilitating the flow of work-related information, and providing technical guidance. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports, and presentations.

8. ~~Ability to communicate orally in order to maintain contact with major mailers, private contractors, and government agencies.~~ SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
9. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.
7. ~~Ability to monitor the movement of containers, mail bags, and related equipment to ensure that supplies meet customer needs.~~

MGR LOGISTICS (LEVEL 5) (EAS-20)
OCCUPATION CODE 2330-0041

FUNCTIONAL PURPOSE

Manages logistics operations of a facility to improve service, network utilization, and performance by ensuring mail is dispatched effectively, efficiently, and timely.

OPERATIONAL REQUIREMENTS

This job to be authorized at Level 5 logistics facilities.

DUTIES AND RESPONSIBILITIES

1. Manages the logistics operations (e.g., air, surface, rail, cargo) at a facility; provides direction and guidance regarding logistics activities to ensure products are transported appropriately and in an efficient manner. Observes real time conditions and makes adjustments to logistics operations to ensure the timely transportation of products. Travels to support logistical operations.
2. Manages a team responsible for providing logistics supervision and support at a facility. Makes assignments, monitors performance, and provides direction, guidance, and feedback to team members. Identifies and provides training opportunities to optimize employee performance and ensure organizational goals are met. Monitors and reviews time and attendance reports to inform staffing decisions and make corrections to resolve discrepancies.
3. Partners with subject matter experts to address staffing and hiring needs and ensure compliance with complement management policies and procedures.
4. Develops, implements, and adjusts logistics plans and standard operating procedures to maximize efficiency of transportation resources (e.g., drivers, trailers, routes) and network utilization. Coordinates with other logistics facilities to anticipate transportation variances. Monitors, modifies, and reviews transportation schedules to mitigate delays.
5. Analyzes data from logistics systems and databases (e.g., Informed Visibility, Transportation Analytics Systems) to identify trends, inefficiencies, and root causes impacting performance. Investigates root causes of performance issues to identify impact on logistics operations; develops and implements mitigation tactics.
6. Partners with logistics stakeholders to communicate daily performance metrics (e.g., transportation delays, traffic incidents), status updates, and troubleshoot issues affecting on-time performance.
7. Manages compliance of contracts for transportation suppliers including ensuring timely completion of services, verifying regulatory requirements, monitoring completion of work, and financial reconciliation.

8. Plans, enforces, and conducts preventative care, safety, and compliance programs; validates that safety regulations are in compliance to policy and procedures. Engages team members around proactive measures (e.g., safety GEMBA's, driver observations, safety symposium). Investigates, documents, and resolves on-site transportation accidents.

SUPERVISION

Manager of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of Integrated Operating Plan (IOP) variables sufficient to provide recommendations and implementation of transportation plans, schedules, and effectiveness of product flows.
2. Knowledge of transportation policies, processes, and regulations (e.g., Department of Transportation, Highway Contract Routes, Federal Aviation Authority) sufficient to ensure safe and compliant transportation of products.
3. Ability to supervise the work performance of staff, which includes scheduling and time and attendance functions, evaluating performance against goals, providing technical guidance and feedback, building effective work relationships, and establishing individual development plans.
4. Ability to communicate verbally and in writing with internal and external stakeholders sufficient to build and maintain effective work relationships, provide guidance, and coordinate logistics operations.
5. Ability to use logistics systems (e.g., Informed Visibility [IV]), applications, and databases to access information related to product movement, transportation requirements, and transportation schedules.
6. Ability to analyze data to identify trends, insights, discrepancies and implement mitigation tactics.
7. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports, and presentations.
8. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
9. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.

NETWORK SPECIALIST (EAS-17)
OCCUPATION CODE: 2330-0089

FUNCTIONAL PURPOSE

Coordinates activities between and monitors the work of transportation suppliers and postal supervisors to ensure timely and the efficient logistics operations of a facility. movement of mail and mail equipment; provides guidance in administering network changes regarding dispatch and routing activities within the postal installation and its area served. Monitors logistics operations through observation and analysis; makes recommendations and adjustments to ensure compliance with performance standards, contract obligations, and standard operating procedures.

OPERATIONAL REQUIREMENTS

This job is to be authorized when the Network Specialist EAS-17 is not directly supervising bargaining employees.

DUTIES AND RESPONSIBILITIES

1. Evaluates supplier performance; recommends and implements changes to improve effectiveness of suppliers. Coordinates the dispatching of Postal and contractor drivers to ensure timely transport of the mail. Communicates service disruptions or delays to facility managers to provide notification of unexpected changes; coordinates with drivers and suppliers to help resolve delays.
2. Maintains and circulates schemes and schedules; provides feedback to Distribution Networks Office on routing and labeling errors. Reviews and evaluates performance data to identify route inefficiencies and service gaps and recommends changes for improvement. Investigates service gaps or inefficiencies by analyzing data to find root causes and resolve outstanding issues.
3. Receives and processes requests for postal equipment from postal installations and private mailers; ensures adequate inventory of equipment is on hand at facility and prepares documents for the shipping and receiving of trailers. Identifies and addresses issues that prevent the smooth operational performance of logistics operations by observing workroom floor, dock, and yard activity to verify proper loading of all mail onto trucks and timely dispatch of mail.
4. Reviews irregularity, delinquencies, and other deficiencies by suppliers and follows with appropriate action; verifies the validity of reported infractions. Evaluates the condition of facility equipment and vehicles. Notifies maintenance of needed repairs to ensure facility operations are not interrupted due to equipment failures.

5. Provides technical advice and makes recommendations regarding dispatching problems and rerouting instructions to offices routing mail to provide timely movement of mail. Maintains contacts with other offices to ensure the level of transportation service provided is effective and economical. Tracks contract supplier performance to determine if contract performance standards are being met. Addresses performance issues with contractors by investigating root causes, providing guidance such as conducting trainings, and conducting contractor meetings to identify other potential resolutions. Conducts visits at CAIR freight houses, Terminal Handling Supplier (THS) and other suppliers to ensure mail has been moved and processed in accordance with requirements.

6. Coordinates plant load operations with the Distribution Networks Office and assists in reviewing supplier schedules and operations; recommends schedule changes, adjustments, and establishment or discontinuance of vehicle service between facilities to improve service and reduce fuel consumption. Promotes a safe work environment by observing work activities, conducting yard checks, conducting regular safety talks, providing training, and communicating policies and standard operation procedures to postal employees and contractors.

- 6.7. Reviews and monitors supplier performance, compliance with contract, operational activities, and safety requirements ensuring proper procedures are being followed. Responds to inquiries and complaints, maintains files and certifies payment for services. Documents and maintains contractor paperwork to ensure timely and accurate payment for services rendered, investigate discrepancies in work performed, and comply with recordkeeping requirements.

7. Coordinates the dissemination of information and guidance for all dispatching and ramp employees engaged in activities relating to the receipt, transfer, and dispatch of all classes of mail. May Supervise transportation related employees in absence of supervisor or manager.

8. Administers national and regional rules, regulations, and special instructions governing the distribution and routing of mail.

SUPERVISION

Manager, Transportation/Networks, Logistics

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Ability to analyze information regarding mail dispatch, distribution, routing, and vehicle service in order to recommend or make corrective changes and adjustments. Knowledge of logistics operations, policies and procedures, including dispatch operations, transportation routes, trip schedules, and Department of Transportation (DOT) regulations for drivers, sufficient to explain to others and answer questions about the operation.
2. Ability to coordinate schedules for the receipt, transfer, and dispatch of mail. Skill using computers sufficient to access data and generate reports.
3. Ability to maintain an equipment inventory to meet postal and customer needs. Ability to investigate, troubleshoot and address logistical issues, such as adjusting transportation routes and schedules, to ensure timely and efficient mail transportation and adhere to integrated operating plans and service standards.
4. Knowledge of mail distribution and routing operations including policies, procedures and regulations. Ability to read and interpret data reports and perform basic math computations sufficient to understand and explain how the reports relate to day-to-day operations.
5. Ability to monitor supplier compliance with contract terms and prescribed safety standards. Ability to communicate orally and in writing to facilitate individual and group discussions, set work expectations, coordinate work, and document events
6. Ability to communicate orally in order to consult with customers and suppliers concerning operational activities and to coordinate work activities with the Distribution Networks Office. Ability to maintain composure, de-escalate potentially contentious situations and foster positive work relationships in the midst of stressful conditions, disagreements and interpersonal conflicts.
7. Ability to monitor mail records and payment forms and make recommendations to reconcile inconsistencies with current regulations. Ability to adhere to applicable safety and health policies and practices and recognize potential safety issues sufficient to identify and reinforce actions to mitigate risks.
- 7.—
8. Ability to gather and analyze performance data in order to identify problems and recommend changes for improvement.

NETWORK SPECIALIST (EAS-17)
OCCUPATION CODE: 2330-0089

FUNCTIONAL PURPOSE

Coordinates and monitors the work of transportation suppliers to ensure the timely and efficient logistics operations of a facility. Monitors logistics operations through observation and analysis; makes recommendations and adjustments to ensure compliance with performance standards, contract obligations, and standard operating procedures.

OPERATIONAL REQUIREMENTS

This job is to be authorized when the Network Specialist EAS-17 is not directly supervising bargaining employees.

DUTIES AND RESPONSIBILITIES

1. Coordinates the dispatching of Postal and contractor drivers to ensure timely transport of the mail. Communicates service disruptions or delays to facility managers to provide notification of unexpected changes; coordinates with drivers and suppliers to help resolve delays.
2. Reviews and evaluates performance data to identify route inefficiencies and service gaps and recommends changes for improvement. Investigates service gaps or inefficiencies by analyzing data to find root causes and resolve outstanding issues.
3. Identifies and addresses issues that prevent the smooth operational performance of logistics operations by observing workroom floor, dock, and yard activity to verify proper loading of all mail onto trucks and timely dispatch of mail.
4. Evaluates the condition of facility equipment and vehicles. Notifies maintenance of needed repairs to ensure facility operations are not interrupted due to equipment failures.
5. Tracks contract supplier performance to determine if contract performance standards are being met. Addresses performance issues with contractors by investigating root causes, providing guidance such as conducting trainings, and conducting contractor meetings to identify other potential resolutions. Conducts visits at CAIR freight houses, Terminal Handling Supplier (THS) and other suppliers to ensure mail has been moved and processed in accordance with requirements.
6. Promotes a safe work environment by observing work activities, conducting yard checks, conducting regular safety talks, providing training, and communicating policies and standard operation procedures to postal employees and contractors.

7. Documents and maintains contractor paperwork to ensure timely and accurate payment for services rendered, investigate discrepancies in work performed, and comply with recordkeeping requirements.

SUPERVISION

Manager Logistics

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of logistics operations, policies and procedures, including dispatch operations, transportation routes, trip schedules, and Department of Transportation (DOT) regulations for drivers, sufficient to explain to others and answer questions about the operation.
2. Skill using computers sufficient to access data and generate reports.
3. Ability to investigate, troubleshoot and address logistical issues, such as adjusting transportation routes and schedules, to ensure timely and efficient mail transportation and adhere to integrated operating plans and service standards.
4. Ability to read and interpret data reports and perform basic math computations sufficient to understand and explain how the reports relate to day-to-day operations.
5. Ability to communicate orally and in writing to facilitate individual and group discussions, set work expectations, coordinate work, and document events
6. Ability to maintain composure, de-escalate potentially contentious situations and foster positive work relationships in the midst of stressful conditions, disagreements and interpersonal conflicts.
7. Ability to adhere to applicable safety and health policies and practices and recognize potential safety issues sufficient to identify and reinforce actions to mitigate risks.

MGR LOGISTICS (LEVEL 1) (EAS-25)
OCCUPATION CODE 2150-XXXX

FUNCTIONAL PURPOSE

Manages logistics operations of a facility to improve service, network utilization, and performance by ensuring mail is dispatched effectively, efficiently, and timely.

OPERATIONAL REQUIREMENTS

This job to be authorized at Level 1 logistics facilities.

DUTIES AND RESPONSIBILITIES

1. Manages the logistics operations (e.g., air, surface, rail, cargo) at a facility; provides direction and guidance regarding logistics activities to ensure products are transported appropriately and in an efficient manner. Observes real time conditions and makes adjustments to logistics operations to ensure the timely transportation of products. Travels to support logistical operations.
2. Manages a team responsible for providing logistics supervision and support at a facility. Makes assignments, monitors performance, and provides direction, guidance, and feedback to team members. Identifies and provides training opportunities to optimize employee performance and ensure organizational goals are met. Monitors and reviews time and attendance reports to inform staffing decisions and make corrections to resolve discrepancies.
3. Partners with subject matter experts to address staffing and hiring needs and ensure compliance with complement management policies and procedures.
4. Develops, implements, and adjusts logistics plans and standard operating procedures to maximize efficiency of transportation resources (e.g., drivers, trailers, routes) and network utilization. Coordinates with other logistics facilities to anticipate transportation variances. Monitors, modifies, and reviews transportation schedules to mitigate delays.
5. Analyzes data from logistics systems and databases (e.g., Informed Visibility, Transportation Analytics Systems) to identify trends, inefficiencies, and root causes impacting performance. Investigates root causes of performance issues to identify impact on logistics operations; develops and implements mitigation tactics.
6. Partners with logistics stakeholders to communicate daily performance metrics (e.g., transportation delays, traffic incidents), status updates, and troubleshoot issues affecting on-time performance.

7. Manages compliance of contracts for transportation suppliers including ensuring timely completion of services, verifying regulatory requirements, monitoring completion of work, and financial reconciliation.
8. Plans, enforces, and conducts preventative care, safety, and compliance programs; validates that safety regulations are in compliance to policy and procedures. Engages team members around proactive measures (e.g., safety GEMBA's, driver observations, safety symposium). Investigates, documents, and resolves transportation accidents.

SUPERVISION

Manager of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of Integrated Operating Plan (IOP) variables sufficient to provide recommendations and implementation of transportation plans, schedules, and effectiveness of product flows.
2. Knowledge of transportation policies, processes, and regulations (e.g., Department of Transportation, Highway Contract Routes, Federal Aviation Authority) sufficient to ensure safe and compliant transportation of products.
3. Ability to supervise the work performance of staff, which includes scheduling and time and attendance functions, evaluating performance against goals, providing technical guidance and feedback, building effective work relationships, and establishing individual development plans.
4. Ability to communicate verbally and in writing with internal and external stakeholders sufficient to build and maintain effective work relationships, provide guidance, and coordinate logistics operations.
5. Ability to use logistics systems (e.g., Informed Visibility [IV]), applications, and databases to access information related to product movement, transportation requirements, and transportation schedules.
6. Ability to analyze data to identify trends, insights, discrepancies and implement mitigation tactics.

7. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports, and presentations.
8. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
9. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.

MGR LOGISTICS (LEVEL 2) (EAS-24)
OCCUPATION CODE 2150-XXXX

FUNCTIONAL PURPOSE

Manages logistics operations of a facility to improve service, network utilization, and performance by ensuring mail is dispatched effectively, efficiently, and timely.

OPERATIONAL REQUIREMENTS

This job to be authorized at Level 2 logistics facilities.

DUTIES AND RESPONSIBILITIES

1. Manages the logistics operations (e.g., air, surface, rail, cargo) at a facility; provides direction and guidance regarding logistics activities to ensure products are transported appropriately and in an efficient manner. Observes real time conditions and makes adjustments to logistics operations to ensure the timely transportation of products. Travels to support logistical operations.
2. Manages a team responsible for providing logistics supervision and support at a facility. Makes assignments, monitors performance, and provides direction, guidance, and feedback to team members. Identifies and provides training opportunities to optimize employee performance and ensure organizational goals are met. Monitors and reviews time and attendance reports to inform staffing decisions and make corrections to resolve discrepancies.
3. Partners with subject matter experts to address staffing and hiring needs and ensure compliance with complement management policies and procedures.
4. Develops, implements, and adjusts logistics plans and standard operating procedures to maximize efficiency of transportation resources (e.g., drivers, trailers, routes) and network utilization. Coordinates with other logistics facilities to anticipate transportation variances. Monitors, modifies, and reviews transportation schedules to mitigate delays.
5. Analyzes data from logistics systems and databases (e.g., Informed Visibility, Transportation Analytics Systems) to identify trends, inefficiencies, and root causes impacting performance. Investigates root causes of performance issues to identify impact on logistics operations; develops and implements mitigation tactics.
6. Partners with logistics stakeholders to communicate daily performance metrics (e.g., transportation delays, traffic incidents), status updates, and troubleshoot issues affecting on-time performance.

7. Manages compliance of contracts for transportation suppliers including ensuring timely completion of services, verifying regulatory requirements, monitoring completion of work, and financial reconciliation.
8. Plans, enforces, and conducts preventative care, safety, and compliance programs; validates that safety regulations are in compliance to policy and procedures. Engages team members around proactive measures (e.g., safety GEMBA's, driver observations, safety symposium). Investigates, documents, and resolves transportation accidents.

SUPERVISION

Manager of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of Integrated Operating Plan (IOP) variables sufficient to provide recommendations and implementation of transportation plans, schedules, and effectiveness of product flows.
2. Knowledge of transportation policies, processes, and regulations (e.g., Department of Transportation, Highway Contract Routes, Federal Aviation Authority) sufficient to ensure safe and compliant transportation of products.
3. Ability to supervise the work performance of staff, which includes scheduling and time and attendance functions, evaluating performance against goals, providing technical guidance and feedback, building effective work relationships, and establishing individual development plans.
4. Ability to communicate verbally and in writing with internal and external stakeholders sufficient to build and maintain effective work relationships, provide guidance, and coordinate logistics operations.
5. Ability to use logistics systems (e.g., Informed Visibility [IV]), applications, and databases to access information related to product movement, transportation requirements, and transportation schedules.
6. Ability to analyze data to identify trends, insights, discrepancies and implement mitigation tactics.

7. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports, and presentations.
8. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
9. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.

MGR LOGISTICS OPERATIONS (EAS-19)
OCCUPATION CODE: 2150-XXXX

FUNCTIONAL PURPOSE

Manages logistics operations within a facility on a tour to maintain continuity of operations across logistics teams.

OPERATIONAL REQUIREMENT

This job is to be authorized at level 2 or 3 logistics facilities.

DUTIES AND RESPONSIBILITIES

1. Provides direction and guidance for logistics operations in a facility to support and maintain continuity across tours. Coordinates logistics operations between tours, facilities and management to provide status updates and ensure the timely transit of mail. Meets with stakeholders in tour turnover huddles and walkthroughs between tours to share status information (e.g., overtime required, transportation route issues, mail volume) and ensure continuity of operations.
2. Manages workforce resources by communicating logistics requirements to supervisors. Determines and makes adjustments to the daily schedules using logistics reports to ensure the timely transit of mail. Utilizes data to forecast time and resources (e.g., personnel, vehicles, routes) needed to transport mail.
3. Expedites the transport of delayed mail due to route discrepancies (e.g., traffic delays, weather conditions) to resolve transportation issues. Collaborates with supervisors and managers to develop solutions to mitigate transit delays.
4. Analyzes performance data within logistical systems (e.g., scanning scores, late arrivals) from multiple postal platforms to identify root causes, pain points, discrepancies, and opportunities for improvement.
5. Manages the transportation of mail volume. Monitors and provides status updates regarding the transportation of mail volume (e.g., traffic delays). Reports mail transit delays (e.g., unexpected conditions, dispatch delays) cross-functionally and to leadership. Reports daily metrics (e.g., transportation delays, traffic incidents) and recommendations for improvement to leadership.
6. Manages a large number of craft employees indirectly through a small number of supervisors. Coaches and mentors employees to support continual growth and development. Performs Gemba walks (e.g., work floor, platform) daily to speak with employees, check logistics activities, performance, and resolve discrepancies. Verifies

employees receive safety-related training and communications to ensure compliance with safety requirements.

7. Manages the work hours, overtime, and financial reconciliation to include Highway Contract Route (HCR) services for assigned tour.

SUPERVISION

Manager Logistics

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of analytics sufficient to maximize the utilization and productivity of transportation assets (e.g., trailers, tractors).
2. Ability to troubleshoot and coordinate resolution for mail transportation issues, including diagnosing root causes to problems (e.g., late trips, scanning, transportation schedules).
3. Ability to use employee scheduling and attendance systems to create work schedules, monitor employee attendance, inform staffing decisions, and track labor costs.
4. Ability to review reports and dashboards (e.g., Surface Visibility, Employee Resource Management System (eRMs), Informed Visibility) to identify trends and insights.
5. Ability to supervise employees to prioritize work, provide guidance and engage employees to address issues and ensure continuity of logistics operations on assigned tour.
6. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
7. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.

OPERATIONS LOGISTICS SUPPORT SPECIALIST (EAS-20)

OCCUPATION CODE: 2340-50432150-XXXX

FUNCTIONAL PURPOSE

Serves as a group leader coordinating the activities of lower level employees in complex projects related to the evaluation of operational procedures, sort program development and update operational requirements and quality improvements at a mail processing center/facility. Leads the evaluation of operational service, performance, and systems for a logistics network at the division level. Identifies performance trends and effectiveness to identify opportunities for improvement of logistics operations.

DUTIES AND RESPONSIBILITIES

1. Monitors and schedules sort program development and updates coordinating with distribution, delivery and address management systems managers to determine sort program requirements. Develops logistics plans in alignment with operational requirements (e.g., staffing, workload) to increase efficiency, productivity, and on-time deliveries within a logistics network. Communicates plans and programs with leadership and logistics employees to maintain continuity of operations.
2. Conducts and participates in operational studies and surveys; determines requirements for new or modified facilities equipment and operational staffing. Leads operational studies to evaluate logistics performance. Analyzes operational data to identify trends, deficiencies, and areas for improvement. Develops and presents status updates and recommendations to management. Provides direction and guidance to other support specialists within assigned division.
3. Initiates and coordinates improvements in staffing and equipment utilization, production control, and operational procedures. Coordinates the implementation of new programs to ensure that methods, standards and procedures are within established specifications.
4. Conducts statistical studies and analyzes quality improvement and reliability performance data; prepares quality improvement test sampling plans; evaluates results. Oversees the mail transport equipment (MTE) process to ensure equipment is utilized and inventories are properly maintained. Facilitates the movement of excess MTE back into the MTE network.
5. Monitors service performance, the implementation of quality improvement measures, and corrective action plans while ensuring employees are informed of the facility's performance measures. Collaborates with stakeholders across the division to resolve identified safety and efficiency concerns in a timely manner. Measures compliance to ensure that USPS safety policies and procedures are in place.
6. Establishes and monitors the flow of operational information to management through periodic operating systems reports. Determines logistics requirements for new or modified

facilities; recommends changes to dock and yard layout to increase efficiency and meet division goals. Travels to support logistical operations.

7. Monitors drop shipment performance and the quality of mail makeup from customers and major mailers. Serves as a point of contact for resolution of service issues and service change requests. Reviews service performance reports to identify areas for improvement.
1. ~~Monitors the implementation of new programs and ensures that methods, standards and procedures are within established specifications.~~
2. ~~Operate as a point of contact for equipment deployments or issues within the plant. Coordinating plan with other functional groups, monitor project timelines, or designate specific actions to each related functional group to resolve mail processing issues or ensure a smooth project implementation.~~

SUPERVISION

Manager, In-Plant Support Division Manager Operation Support (Logistics)

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of postal logistics operations, including mail processing, facilities, related to (e.g., mail transport equipment) and operational staffing. equipment, and operational staffing functions.
2. Ability to track, analyze, and evaluate logistics performance data to identify trends, develop and present results and recommendations to leadership or cross functional stakeholders. determine requirements for new or modified facilities, equipment, and operational staffing.
3. Ability to analyze quality utilize continuous improvement methods (e.g., lean six sigma, operational excellence) to evaluate the effectiveness of processes and operations. and operational performance data and prepare test sampling plans.
4. Ability to implement, monitor, and evaluate quality and operational improvement programs and procedures to ensure they meet established specifications. Ability to communicate orally and in writing at a level sufficient to prepare and present information related to operational programs to internal and external stakeholders.

- 4.5. Ability to monitor the work of employees in order to achieve project objectives. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports, and presentations.
- 5.6. Ability to coordinate the work of others to achieve organizational goals and objectives, including planning and organizing the work, facilitating the flow of work-related information, and providing technical guidance. Ability to develop and maintain effective work relationships with leadership and cross functional stakeholders.
7. Ability to communicate orally and in writing at a level sufficient to prepare information related to operational programs for employees, customers, contractors, and major mailers. Ability to provide direction and guidance to others regarding safe and efficient work practices for transporting mail.
8. Ability to lead projects, including providing direction and guidance to others, coordinating activities, and monitoring performance of work.
9. Knowledge of mail transportation safety best practices and standards sufficient to identify and resolve safety hazards.
10. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
11. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.

LOGISTICS SUPPORT SPECIALIST (EAS-20)
OCCUPATION CODE: 2150-XXXX

FUNCTIONAL PURPOSE

Leads the evaluation of operational service, performance, and systems for a logistics network at the division level. Identifies performance trends and effectiveness to identify opportunities for improvement of logistics operations.

DUTIES AND RESPONSIBILITIES

1. Develops logistics plans in alignment with operational requirements (e.g., staffing, workload) to increase efficiency, productivity, and on-time deliveries within a logistics network. Communicates plans and programs with leadership and logistics employees to maintain continuity of operations.
2. Leads operational studies to evaluate logistics performance. Analyzes operational data to identify trends, deficiencies, and areas for improvement. Develops and presents status updates and recommendations to management. Provides direction and guidance to other support specialists within assigned division.
3. Coordinates the implementation of new programs to ensure that methods, standards and procedures are within established specifications.
4. Oversees the mail transport equipment (MTE) process to ensure equipment is utilized and inventories are properly maintained. Facilitates the movement of excess MTE back into the MTE network.
5. Collaborates with stakeholders across the division to resolve identified safety and efficiency concerns in a timely manner. Measures compliance to ensure that USPS safety policies and procedures are in place.
6. Determines logistics requirements for new or modified facilities; recommends changes to dock and yard layout to increase efficiency and meet division goals. Travels to support logistical operations.
7. Serves as a point of contact for resolution of service issues and service change requests. Reviews service performance reports to identify areas for improvement.

SUPERVISION

Division Manager Operation Support (Logistics)

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of logistics operations related to equipment (e.g., mail transport equipment) and operational staffing.
2. Ability to track, analyze, and evaluate logistics performance data to identify trends, develop and present results and recommendations to leadership or cross functional stakeholders.
3. Ability to utilize continuous improvement methods (e.g., lean six sigma, operational excellence) to evaluate the effectiveness of processes and operations.
4. Ability to communicate orally and in writing at a level sufficient to prepare and present information related to operational programs to internal and external stakeholders.
5. Ability to use Microsoft Office Suite (e.g., Excel, Word, PowerPoint) to create documents, charts, reports, and presentations.
6. Ability to develop and maintain effective work relationships with leadership and cross functional stakeholders.
7. Ability to provide direction and guidance to others regarding safe and efficient work practices for transporting mail.
8. Ability to lead projects, including providing direction and guidance to others, coordinating activities, and monitoring performance of work.
9. Knowledge of mail transportation safety best practices and standards sufficient to identify and resolve safety hazards.
10. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
11. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.

MGR LOGISTICS OPERATIONS (EAS-22)
OCCUPATION CODE: 2150-XXXX

FUNCTIONAL PURPOSE

Manages logistics operations within a facility on a tour to maintain continuity of operations across logistics teams.

OPERATIONAL REQUIREMENT

This job is to be authorized at level 1 or 2 logistics facilities.

DUTIES AND RESPONSIBILITIES

1. Provides direction and guidance for logistics operations in a facility to support and maintain continuity across tours. Coordinates logistics operations between tours, facilities and management to provide status updates and ensure the timely transit of mail. Meets with stakeholders in tour turnover huddles and walkthroughs between tours to share status information (e.g., overtime required, transportation route issues, mail volume) and ensure continuity of operations.
2. Manages workforce resources by communicating logistics requirements to supervisors. Determines and makes adjustments to the daily schedules using logistics reports to ensure the timely transit of mail. Utilizes data to forecast time and resources (e.g., personnel, vehicles, routes) needed to transport mail.
3. Expedites the transport of delayed mail due to route discrepancies (e.g., traffic delays, weather conditions) to resolve transportation issues. Collaborates with supervisors and managers to develop solutions to mitigate transit delays.
4. Analyzes performance data within logistical systems (e.g., scanning scores, late arrivals) from multiple postal platforms to identify root causes, pain points, discrepancies, and opportunities for improvement.
5. Manages the transportation of mail volume. Monitors and provides status updates regarding the transportation of mail volume (e.g., traffic delays). Reports mail transit delays (e.g., unexpected conditions, dispatch delays) cross-functionally and to leadership. Reports daily metrics (e.g., transportation delays, traffic incidents) and recommendations for improvement to leadership.
6. Manages a large number of craft employees indirectly through a small number of supervisors. Coaches and mentors employees to support continual growth and development. Performs Gemba walks (e.g., work floor, platform) daily to speak with employees, check logistics activities, performance, and resolve discrepancies. Verifies

employees receive safety-related training and communications to ensure compliance with safety requirements.

7. Manages the work hours, overtime, and financial reconciliation to include Highway Contract Route (HCR) services for assigned tour.

SUPERVISION

MGR LOGISTICS

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of analytics sufficient to maximize the utilization and productivity of transportation assets (e.g., trailers, tractors).
2. Ability to troubleshoot and coordinate resolution for mail transportation issues, including diagnosing root causes to problems (e.g., late trips, scanning, transportation schedules).
3. Ability to use employee scheduling and attendance systems to create work schedules, monitor employee attendance, inform staffing decisions, and track labor costs.
4. Ability to review reports and dashboards (e.g., Surface Visibility, Employee Resource Management System (eRMs), Informed Visibility) to identify trends and insights.
5. Ability to supervise employees to prioritize work, provide guidance and engage employees to address issues and ensure continuity of logistics operations on assigned tour.
6. SPECIAL CONDITION: Willingness to travel to multiple facilities within a logistics division to support logistics operations.
7. SPECIAL CONDITION: Willingness to work off-tour and weekends as necessary to support logistics operations.

NETWORK SPECIALIST/SUPERVISOR (EAS-17)
OCCUPATION CODE: 2150-XXXX

FUNCTIONAL PURPOSE

Coordinates and monitors the work of transportation suppliers to ensure the timely and efficient logistics operations of a facility. Monitors logistics operations through observation and analysis; makes recommendations and adjustments to ensure compliance of performance standards, contract obligations, and standard operating procedures by observing work activities and analyzing data. Supervises bargaining unit employees performing logistics operations.

OPERATIONAL REQUIREMENTS

This job is only to be authorized in 24/7 facilities that do not have tour coverage with earned managers and supervisors. This job is only to be authorized in those facilities where the Network Specialist will be directly supervising bargaining unit employees.

DUTIES AND RESPONSIBILITIES

1. Coordinates the dispatching of Postal and contractor drivers to ensure timely transport of the mail. Communicates service disruptions or delays to plant facility managers to provide notification of unexpected changes; coordinates with drivers and suppliers to help resolve delays.
2. Reviews and evaluates performance data to identify route inefficiencies and service gaps and recommend changes for improvement. Investigates service gaps or inefficiencies by analyzing data to find root causes and resolve outstanding issues.
3. Identifies and addresses issues that prevent the smooth operational performance of logistics operations by observing workroom floor, dock, and yard activity to verify proper loading of all mail onto trucks and timely dispatch of mail.
4. Evaluates the condition of facility equipment and vehicles. Notifies maintenance of needed repairs to ensure facility operations are not interrupted due to equipment failures.
5. Tracks contract supplier performance to determine if contract performance standards are being met. Addresses performance issues with contractors by investigating root causes, providing guidance such as conducting trainings, and conducting contractor meetings to identify other potential resolutions. Conducts visits at CAIR freight houses, Terminal Handling Supplier (THS) and other suppliers to ensure mail has been moved and processed in accordance with requirements.
6. Promotes a safe work environment by observing work activities, conducting yard checks, conducting regular safety talks, providing training, and communicating policies and standard operation procedures to postal employees and contractors.

7. Documents and maintains contractor paperwork to ensure timely and accurate payment for services rendered, investigate discrepancies in work performed, and comply with recordkeeping requirements.
8. Supervises bargaining unit employees. Manages employee attendance and reinforces attendance control policies to ensure accurate timekeeping and adherence to Postal policies and procedures. Monitors employees and the workplace to ensure safe and efficient practices.

SUPERVISION

Manager Logistics

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of logistics operations, policies and procedures, including dispatch operations, transportation routes, trip schedules, and Department of Transportation (DOT) regulations for drivers, sufficient to explain to others and answer questions about the operation.
2. Knowledge of the provisions of local and national bargaining unit agreements related to processing operations, including job bidding, overtime, and grievance arbitration, sufficient to recognize and reinforce actions that facilitate compliance.
3. Knowledge of Postal policies and procedures related to scheduling, leave usage and time and attendance sufficient to recognize and reinforce actions that facilitate compliance.
4. Skill using computers sufficient to access data and generate reports.
5. Ability to investigate, troubleshoot and address logistical issues, such as adjusting transportation routes and schedules, to ensure timely and efficient mail transportation and adhere to integrated operating plans and service standards.
6. Ability to read and interpret data reports and perform basic math computations sufficient to understand and explain how the reports relate to day-to-day operations.
7. Ability to communicate orally and in writing to facilitate individual and group discussions, set work expectations, coordinate work, and document events.

8. Ability to maintain composure, de-escalate potentially contentious situations and foster positive work relationships in the midst of stressful conditions, disagreements and interpersonal conflicts.
9. Ability to adhere to applicable safety and health policies and practices and recognize potential safety issues sufficient to identify and reinforce actions to mitigate risks.

FY23 Logistics Staffing Proposal - NAPS

January 3, 2023

Draft Materials – Not for Distribution



Project Background

An initiative to evaluate staffing criteria and manager levels for the Transportation (Logistics) function within mail processing, network distribution and international service centers was considered for the following reasons:

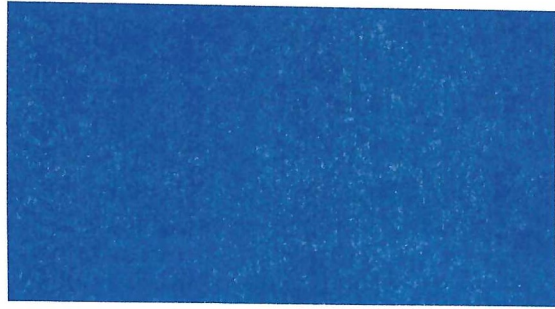
- In 2021 the Transportation function was separated from Mail Processing, Maintenance and In-Plant Support and redesigned as Logistics installation facilities under VP Logistics.
- The current staffing criteria was last implemented in 2013 and is tied to mail processing workload; not Logistics workload.

As a result of this initiative, a job analysis was conducted to understand work performed by Logistics staff. Multiple focus groups were conducted across the Mail Processing and Logistic functions, in person and virtually, with SMEs to gather feedback, draw conclusions and provide suggestions.

The results of these studies were used to make the following recommendations for jobs, job levels, staffing criteria and structure.

Logistics

Proposed Workload Model Criteria



Current Workload Model Criteria

Currently, there is no workload model to determine the level or rank of Logistics installation facilities. Today, the Mgr Transportation/Networks level is based on the facility type and level of our mail processing facilities.

Facility Type	Facility Level	TANS MGR 18	TANS MGR 20	TANS MGR 21	TANS MGR 23
PDC	EAS-24	*1			
PDC	EAS-25	1			
PDC	LEVEL 4		1		
PDC	LEVEL 3			1	
PDC	LEVEL 2			1	
PDC	LEVEL 1				1
PDC	MAJOR				1
NDC	LEVEL 3			1	
NDC	LEVEL 2			1	
NDC	LEVEL 1				1
ISC	EAS-25		1		
ISC	LEVEL 2			1	
ISC	LEVEL 1				1

*Only EAS-24 PDC that earn at least one Network Specialist and one Supervisor Transportation Operations will be allocated a TANS Manager EAS-18.

Proposed Workload Model Criteria

A proposed workload model was created for all logistics facility installation rankings. This model is comprised of three sections (Surface, Air and Complement). Each section was based on weighted calculations of workload factors.

Model	Model Weight	Workload Factors	Weight
Surface Model	20%	# of DRO/HCR Trips	20%
		# of NASS Codes Served	20%
		# of total Miles Driven within Service Area (DRO/HCR)	15%
		# of DRO Contracts	5%
		# of HCR Contracts	10%
		# of PVS Miles	15%
		# of Mailers	10%
		Hubs Served	5%
		FedEX NT	10%
		FedEX DT	25%
Air Model	20%	UPS Host Plant	20%
		Air Suppliers	20%
		CAIR Suppliers	25%
Complement Model	60%	# of Authorized EAS	20%
		# of On-rolls	80%
	100%		

Proposed Ranking / Mgr. Logistics Criteria

The standard work score in the workload model will determine the appropriate level of Logistics facility installations.

Thresholds were set using cluster analysis. This considers grouping like size facilities together and looks for breaks with clear delineation between levels.

Five levels are proposed based on the complexity of Logistics facility installations. The job title will also be revised from Mgr Transportation/Networks to Mgr Logistics.

Earned Level	Grade Level
Level 1	EAS-25
Level 2	EAS-24
Level 3	EAS-23
Level 4	EAS-21
Level 5	EAS-20
No Manager	N/A

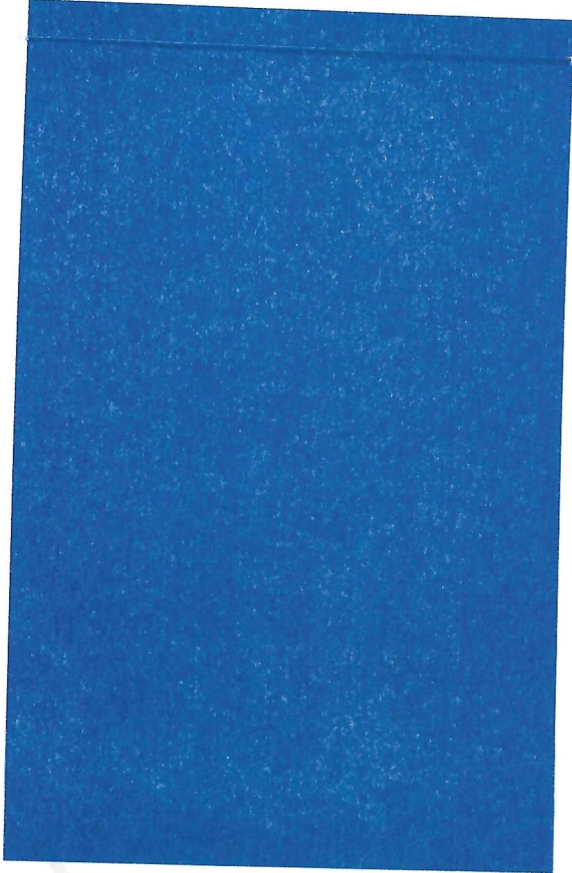
Facilities with PVS operations that do not earn a Mgr Logistics will be authorized a Level 5 Mgr Staffing in facilities that do not earn a Mgr Logistics will report to a Logistics facility installation that earns a Mgr Logistics





Logistics

Proposed Staffing Criteria



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Proposed Mgr Logistics Operations Staffing Criteria

Mgr. Logistics Operations (MLO)

This is a newly proposed job and may be authorized for use within Tour 1 and/or 3 to enhance the management and oversight when the Mgr Logistics is not on duty.

Level 1 – 3 Logistics facility installations with craft employees may request to exchange an earned supervisors for a Mgr. Logistics Operations (MLO) with approval from their Director Division Logistics.

For every 3 supervisors (SLOs), one MLO may be earned based on the criteria below. No more than 2 MLOs will be authorized within any (1) Logistics facility installation. If only one position is requested, then the higher-level MLO will be authorized.

MLO – Job Pay Grade			
Facility Level	MLO EAS-19	MLO EAS-20	MLO EAS-22
LEVEL 3	1	1	
LEVEL 2	1	1	
LEVEL 1		1	1

MLOs will report to the Manager Logistics and manage supervisors (SLOs), Network Specialists and craft employees within the Logistics operation for a specific tour.

Current Network Specialist Staffing Criteria

Network Specialist EAS-17

Up to three (3) are currently authorized at PDC and NDCs based on the following factors. Up to two (2) authorized at ISCs based on the following factors.

Facility Type	Workload Factors	Weight
PDC and NDC	Number of Highway Contract Routes	50%
	Mail Transport Equipment (MTE) Standing Orders/Mailers	25%
	Number of HCR Trips	15%
	\$ Value of HCE Contracts	5%
	Air Networks	5%
ISC	Total Mail Volume & Total Number of Lanes	30%
	Number of Routes & Volume Per Trip	20%
	Number of Civil Lanes vs Military Lanes	15%
	Number of Closed Transit Lines	15%
	Number of Carriers Operating From Origin ICS Airstop	10%
	Number of Domestic Offload Lanes	10%

Proposed Network Specialist Staffing Criteria

Network Specialist EAS-17

The workload factors and weights were revised to reflect the current work within Logistics facility installations.

All facilities earn 1 Network Specialist at a minimum. The standard work score in the workload model will determine the number of Network Specialist earned per facility. No more than three (3) will be authorized within any given facility.

- At least two (2) authorized in off-shore installations and in sites that have ocean container dispatching operations, regardless of standard work score.

Two job descriptions will be created for the Network Specialist; 1 with supervisory duties and 1 without.

- The job description with supervisory duties will only be authorized in smaller 24/7 facilities that do not have tour coverage with earned managers or supervisors (SLO) to provide greater flexibility in operations.
- This position will include supervisor differential pay.

Workload Factors	Weight
# of DRO/HCR Contracts	40%
# of DRO/HCR Trips	25%
# of NASS Codes Served	10%
Total # of Air Networks	10%
# of Mailers	10%
Hubs Served	5%
Total	100%



Current STO Staffing Criteria

Supv. Transportation Operations EAS-17 (STO)

Authorized based on on-rolls craft count by facility.

- P&DC and ISCs use a 1:25 ratio.
- NDCs use a 1:19 ratio.
- Facilities with at least 10 Postal Vehicle Services (PVS) drivers will receive at least one (1) STO.

On-rolls craft counts include the following jobs.

- Tractor Trailer Operations (TTO), Motor Vehicle Operators (MVO), PSE TTOs and MVOS, and Ramp Clerk AMF
- For NDCs only, Vehicle Operations Assistant (VOA) and Bulk Mail Clerks are included in counts.

Proposed Supv Logistics Operations Staffing Criteria

Supv. Logistics Operations EAS-17 (SLO)

Authorized based on a 1:23 ratio of on-rolls craft count within Logistics facility installations to ensure consistency of earned supervisors.

- The job title will also be revised from Supervisor Transportation Operations (STO) to Supervisor Logistics Operations (SLO).
- Facilities with at least 10 Postal Vehicle Services (PVS) drivers will receive at least one (1) SLO.

On-rolls craft counts will include the following jobs:

CRAFT JOB TITLES, GRADE LEVEL	
TRACTOR TRAILER OPERATIONS (TTO) P8	OFFICE CLERK VEHICLE OPERATIONS P6*
PSE TRACTOR TRAILER OPERATIONS (TTO)	SCHEDULE EXAMINER VEHICLE RUNS P8*
MOTOR VEHICLE OPERATORS (MVO) P7	SCHEMES & SCHEDULE CLERK P7*
PSE MOTOR VEHICLE OPERATORS (MVO)	VEHICLE DISPATCHER P8*
RAMP CLERKS AMF P8	VEHICLE OPERATIONS ASST BULK MAIL P8
DISPATCH COORDINATOR P8 **	TRANSFER CLERK AMF P7 *
BULK MAIL DOCK CLERK P7	AIR RECORDS PROCESSOR P7 *
CLERK VEHICLE DISPATCHING P6 *	VEHICLE OPERATIONS ASSISTANT P8
HIGHWAY TRANSPORTATION CLERK P7 *	

* Positions not included in the current criteria

** New job, Dispatch Coordinator, currently in Article 19 process

Proposed LSS/IEL Staffing Criteria

New unique occ-codes for Logistics Support Specialists and Operational Industrial Engineers will be created.

Logistics Support Specialist (LSS)

Logistics Support Specialist (LSS) are authorized at the Logistic Division level based on the number of Logistics facility installations within the division as displayed in the table below.

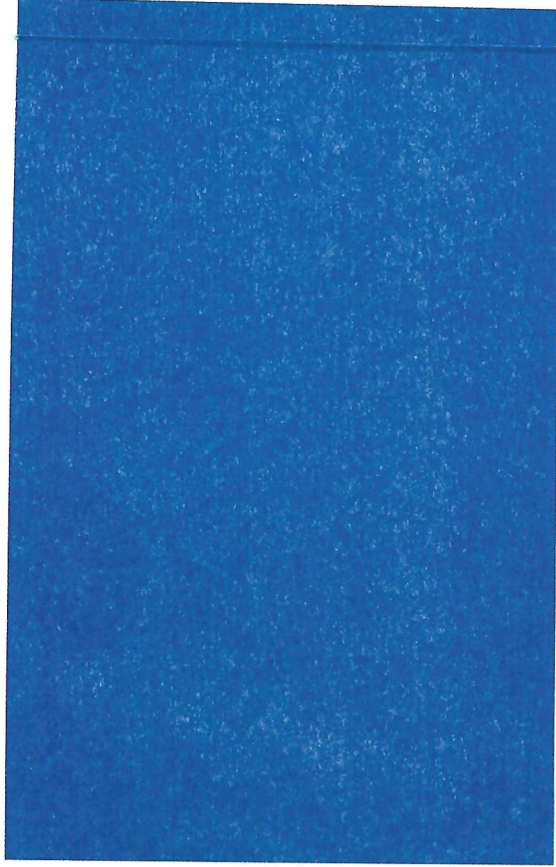
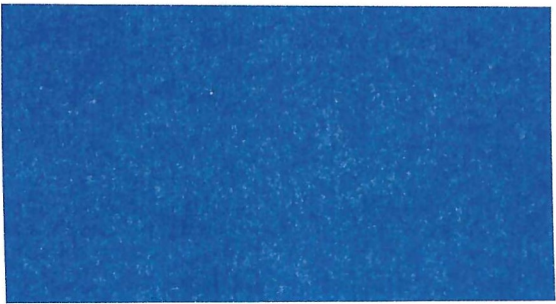
Industrial Engineer (Logistics)

Industrial Engineer (Logistics) are authorized at the Logistic Division level based on the number of Logistics facility installations within the division as displayed in the table below.

# of Logistics Installations within Division	LSS-17	LSS-20	LSS Totals	IEL-21	IEL-23	IEL Total
0-12	3	2	5	2	2	4
13-16	4	2	6	3	3	6
17-20	6	3	9	4	4	8

Logistics Job Changes/Mapping

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Logistics Job Changes/Mapping

Job Action	Current			New		
	Occ Code	Job Title	Level	Occ Code	Job Title	Level
Create				2150-XXXX	MGR LOGISTICS (LEVEL 1)	EAS-25
Create				2150-XXXX	MGR LOGISTICS (LEVEL 2)	EAS-24
Create				2150-XXXX	MGR LOGISTICS OPERATIONS	EAS-22
Create				2150-XXXX	MGR LOGISTICS OPERATIONS	EAS-20
Create				2150-XXXX	MGR LOGISTICS OPERATIONS	EAS-19
Create				2150-XXXX	NETWORK SPECIALIST/ SUPERVISOR	EAS-17
Create	0896-0009	OPERATIONS INDUSTRIAL ENGINEER (FIELD)*	EAS-23	0896-XXXX	INDUSTRIAL ENGINEER (LOGISTICS)	EAS-23
Create	0896-0005	OPERATIONS INDUSTRIAL ENGINEER (FIELD)*	EAS-21	0896-XXXX	INDUSTRIAL ENGINEER (LOGISTICS)	EAS-21
Create	2340-5043	OPERATIONS SUPPORT SPECIALIST*	EAS-20	2150-XXXX	LOGISTICS SUPPORT SPECIALIST	EAS-20
Create	2315-0068	OPERATIONS SUPPORT SPECIALIST*	EAS-17	2150-XXXX	LOGISTICS SUPPORT SPECIALIST	EAS-17
Eliminate	2330-0039	MGR TRANSPORTATION/NETWORKS	EAS-18			
Modify	2150-6024	MGR TRANSPORTATION/NETWORKS	EAS-23	2150-6024	MGR LOGISTICS (LEVEL 3)	EAS-23
Modify	2150-6025	MGR TRANSPORTATION/NETWORKS	EAS-21	2150-6025	MGR LOGISTICS (LEVEL 4)	EAS-21
Modify	2330-0041	MGR TRANSPORTATION/NETWORKS	EAS-20	2330-0041	MGR LOGISTICS (LEVEL 5)	EAS-20
Modify	2330-0040	SUPV TRANSPORTATION OPERATIONS	EAS-17	2330-0040	SUPV LOGISTICS OPERATIONS	EAS-17
Modify	2330-0089	NETWORK SPECIALIST	EAS-17	2330-0089	NETWORK SPECIALIST	EAS-17

*Occ-codes may still be used in Mail Processing.





Appendix



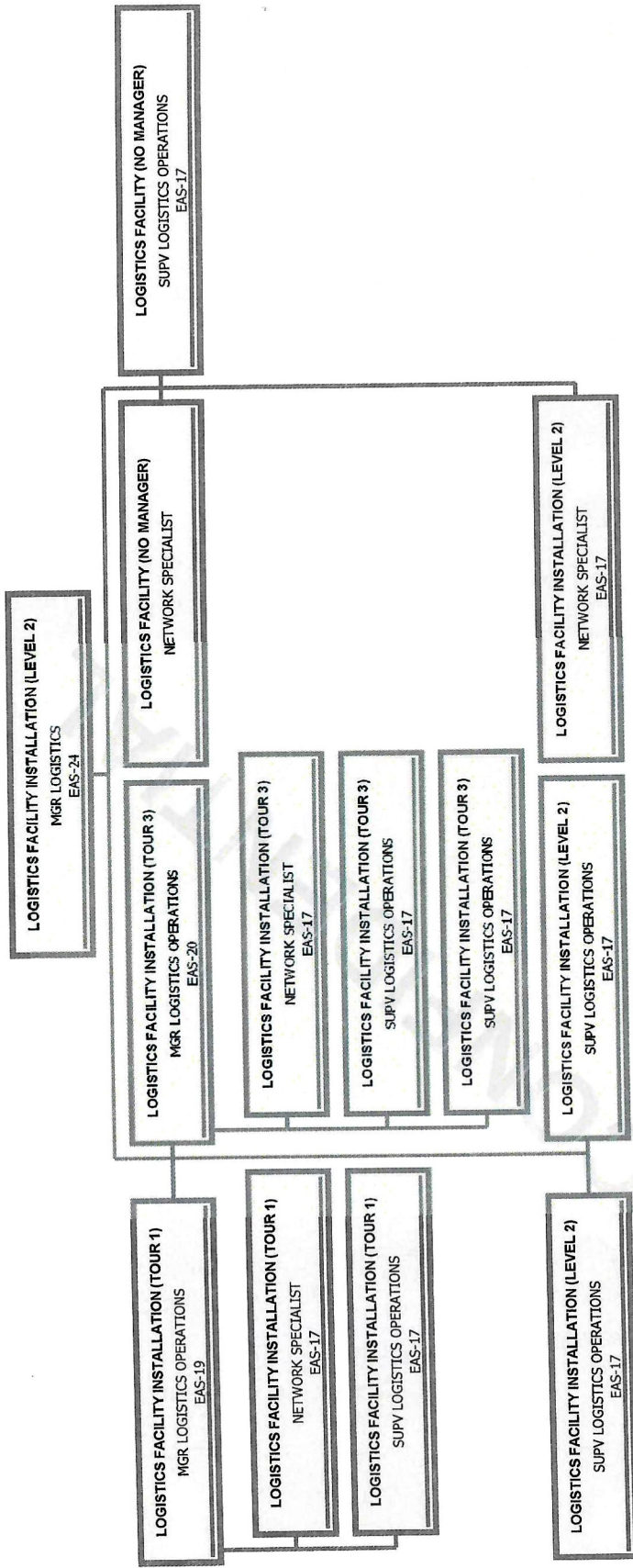
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Logistics Facility Installation – Example Org Chart



*Example org chart shows a level 2 Logistics Facility Installation overseeing a facility not earning a manager. This Logistics Facility Installation is utilizing an MLO-19 on tour 1 and an MLO-20 on tour 3. Each have Network Specialist EAS-17 and Supv Logistics Operations EAS-17 positions reporting to them.



Logistics Facility Installation – Example Org Chart

Logistics Installations are any facilities that earn a Manager, Logistics. Facilities that do not earn a Manager, Logistics are not included in the installation count. The table below lists the number of installations within each division.

Area	Division	# of New Installations (New)
ATLANTIC	CHESAPEAKE LOGISTICS	15
ATLANTIC	NEW ENGLAND LOGISTICS	18
ATLANTIC	NEW YORK METRO LOGISTICS	13
ATLANTIC	SOUTH ATLANTIC LOGISTICS	9
CENTRAL	LAKESHORES LOGISTICS	15
CENTRAL	MIDWEST LOGISTICS	15
CENTRAL	WESTSHORE LOGISTICS	18
SOUTHERN	GULF ATLANTIC LOGISTICS	16
SOUTHERN	SOUTHEAST LOGISTICS	13
SOUTHERN	SOUTHWEST LOGISTICS	15
WESTPAC	PACIFIC NW LOGISTICS	13
WESTPAC	SOUTHERN CAL LOGISTICS	11
WESTPAC	WESTERN LOGISTICS	8
Grand Totals		179

