

OCT 21 2022



October 14, 2022

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

Dear Ivan:

This letter is a follow up to a previous correspondence dated April 11, regarding the Postal Service conducting a job analysis for each of the following positions at the Human Resource Shared Service Center:

- Personnel Processing Associate (Temp) (E5-11)
- Personnel Processing Spec (HRSS) (H-01)
- Personnel Processing Spec Temp (HRSS) (E5-16)

As previously advised, each job analysis will consist of job observations, interviews, focus groups and surveys with job incumbents, training staff, supervisors, and managers. Participation will be voluntary. Responses will remain confidential and be reported in aggregate.

The Postal Service has completed the job observations and is going to conduct the focus groups in the coming weeks.

The results of the job analysis will be used to update job descriptions, selection processes, exams, and training for these positions.

If you have any questions on this matter, please contact Bruce Nicholson at extension 7773.

Sincerely,

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

James Lloyd
Director(A)
Labor Relations Policies and Programs