



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
1727 KING STREET, SUITE 400
ALEXANDRIA, VA 22314-2753
(703) 836-9660

September 1, 2020

Board Memo 057-2020: USPS EAS Supervisor (SCS & SDO) Job Analysis Survey

Executive Board,

Attached, please find USPS correspondence dated August 28, 2020 related to the Postal Service's plan to conduct a voluntary job analysis survey of EAS supervisor positions (SCS & SDO). Approximately 8,800 supervisors will receive a survey by email. The attached also contains a USPS memo dated September 1, 2020 to USPS Regional and Area Vice Presidents and the referenced October 9, 2019 notification letter to NAPS. This memo and attachments will be posted on the Bulletin Board of the NAPS website, naps.org. Please share with your membership.

Thank you and stay safe.

NAPS Headquarters

LABOR RELATIONS



August 28, 2020

Mr. Brian J. Wagner
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

This is in reference to our October 9, 2019 notification (attached) concerning the Postal Service's plan to conduct a job analysis of the Supervisor Customer Services (occupation code 2310-0022) and Supervisor Distribution Operations (occupation code 2315-0066) positions. This initiative will resume in the coming weeks and has been expanded to include Supervisor Maintenance Operations (occupation code 2355-0010) positions. The intent of this analysis is to collect job information to support HR-related initiatives, such as updates to job descriptions, training content, and assessments.

The Postal Service plans to conduct a survey of approximately 8,800 supervisors and will distribute those surveys by email. The survey will take approximately 30 – 40 minutes and should be conducted on the clock. Participation in this analysis is voluntary and survey responses will be anonymous.

Please contact James Timmons at extension 2324 if you have questions concerning this matter.

Sincerely,

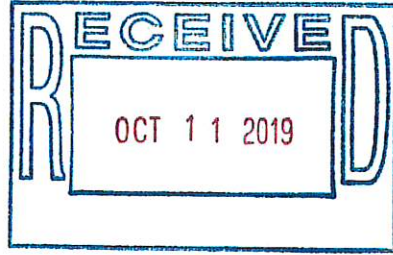
A handwritten signature in black ink, appearing to read "Bruce A. Nicholson".

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

Enclosure



October 9, 2019



Mr. Brian J. Wagner
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian,

As a matter of information, the Postal Service plans to conduct a job analysis of the Supervisor Customer Services (OCC: 2310-0022) and Supervisor Distribution Operations (OCC: 2315-0066) positions. The intent of this analysis is to collect job information to support HR-related initiatives, such as updates to job descriptions, training content, and assessments.

The Postal Service plans to conduct numerous site visits and may interview various supervisors and managers. In addition, the Service plans to conduct a survey of approximately two thousand supervisors. Participation in this analysis is voluntary and survey responses are anonymous.

Please contact Henry Bear at extension 2324 if you have questions concerning this matter.

Sincerely,

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

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

SIMON M. STOREY
VICE PRESIDENT
EMPLOYEE RESOURCE MANAGEMENT



September 1, 2020

REGIONAL VICE PRESIDENTS
AREA VICE PRESIDENTS

SUBJECT: Supervisor Operational Initiative

As part of a comprehensive initiative to review the role of our front-line supervisors, we will be continuing our supervisor job analysis. Results of the effort will inform the process and tools for hiring, onboarding, and training supervisors. This work will have a significant impact on the future of the Postal Service in that the supervisor role is a critical position in our daily operations and the engagement of our employees.

In the coming weeks, a sample of supervisors (Customer Service, Distribution, and Maintenance) will be emailed a survey asking about work activities and the competencies needed to perform their jobs. It's necessary that we have support from all levels of field leadership to encourage supervisors to complete the survey. The survey will take approximately 30-40 minutes. As always, participation in this review will in no way affect the employment status or opportunities of the current job incumbents. The data collected will remain strictly confidential and will be used for research purposes only.

With the continued impact of COVID-19 and the approach of peak hiring, we recognize that you have a lot on your plates. However, your communication and reinforcement of the supervisor initiative within your areas and districts are fundamental to its success and the future of the Postal Service.

If you have any questions, please contact Rebecca Toney, A/Manager, Selection Programs, at 202-420-1531 or rebecca.j.toney@usps.gov.

A handwritten signature in black ink that reads "Simon M. Storey".

Simon M. Storey