



June 09, 2023

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

Dear Mr. Butts:

Please see the enclosed June 8 memorandum from Jennifer Utterback, Vice President Organization Design advising of the implementation of revised plant job descriptions, effective June 17.

The referenced job descriptions for positions within the Executive and Administrative Schedule (EAS) were revised with you in the consultation process and finalized by the April 10 decision letter (enclosed).

Please contact Paulita Wimbush if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson", written over the word "Sincerely,".

Bruce A. Nicholson
Director
Labor Relations Policies and Programs



June 8, 2023

CHIEF PROCESSING AND DISTRIBUTION OFFICER AND EXECUTIVE VICE PRESIDENT
VICE PRESIDENT, PROCESSING & MAINTENANCE OPERATIONS
VICE PRESIDENT(S), REGIONAL PROCESSING OPERATIONS

SUBJECT: Plant Job Description Updates

A key goal of the Delivering for America plan is to hire, develop and retain the most capable and diverse employees. In order to hire and develop capable employees, it is important that our job descriptions accurately describe the work to be performed and the job requirements align with the competencies needed for successful job performance.

Over the past year, we have partnered with your teams to conduct a comprehensive job analysis of all plant jobs, including mail processing, in-plant support and maintenance. As a result of the job analysis, the job descriptions are being updated (**Appendix A**).

For some jobs, the titles will also change. Executive-level Plant Manager job titles will change to portray the level. Operations support job titles will change to more clearly convey the work being performed. Some job title changes will result in incumbents being reclassified to a new occupation code.

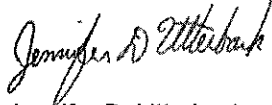
Former Job Titles	New Job Titles
Plant Manager (PCES-01)	Executive Plant Manager (PCES-01)
Manager In-Plant Support	Manager Processing Support
Operations Support Specialist	Processing Support Specialist
Manager Maintenance Operations Support	Manager Maintenance Support
Supervisor Maintenance Operations Support	Supervisor Maintenance Support
Maintenance Engineering Specialist	Maintenance Support Specialist

To align with recent organizational changes, "senior" and "lead" designations that were previously used only for lead plants are being removed. This resulted in some job title changes and some occupation codes being discontinued. The discontinuance of occupation codes will result in incumbents being reclassified to occupation codes without the "senior" or "lead" designation.

Former Job Titles	New Job Titles
Senior Plant Manager (PCES-01)	Executive Plant Manager (PCES-01)
Lead Senior Manager Distribution Operations	Senior Manager Distribution Operations
Manager Maintenance (Lead)	Manager Maintenance

Any time a job description is revised, it is important for selecting officials and review committee members to review the job description to ensure they are screening candidates using the updated job requirements. Job requirements are used to complete the Requirement-by-Applicant Matrix (PS Form 5957) and as a basis for developing interview questions. The use of job requirements in the hiring process is explained in the updated *Non-Bargaining Selection Methods Training*, which is required for all selecting officials and review committee members.

Job description changes are listed in **Appendix A**. Changes will be effective June 17, 2023, except where otherwise specified.



Jennifer D. Utterback

Attachment

cc: Mr. Storey
Mr. Blum
Ms. Reed
Ms. Hendrix
Mr. Nicholson
Ms. Danielsen

APPENDIX A

Job Descriptions to be Updated

Mail Processing

Occ Code	Job Title	Grade
2302-0023	EXEC PLANT MANAGER (MAJOR) (Former Job Title:) PLANT MANAGER (MAJOR)	PCES-01
2302-0028	EXEC PLANT MANAGER (1) (Former Job Title:) PLANT MANAGER (1)	PCES-01
2302-0029	EXEC PLANT MANAGER (2) (Former Job Title:) PLANT MANAGER (2)	PCES-01
2302-0030	EXEC PLANT MANAGER (3) (Former Job Title:) PLANT MANAGER (3)	PCES-01
2302-0031	EXEC PLANT MANAGER (4) (Former Job Title:) PLANT MANAGER (4)	PCES-01
2302-0039	PLANT MANAGER	EAS-25
2302-0038	PLANT MANAGER	EAS-24
2315-0078	SR MGR DISTRIBUTION OPERATIONS (Former Job Title:) LEAD SR MGR DISTRIBUTION OPERATIONS	EAS-26
2315-7138	SR MGR DISTRIBUTION OPERATIONS	EAS-25
2315-7139	MGR DISTRIBUTION OPERATIONS	EAS-24
2315-7140	MGR DISTRIBUTION OPERATIONS	EAS-22
2315-7141	MGR DISTRIBUTION OPERATIONS	EAS-20
2315-0067	MGR DISTRIBUTION OPERATIONS	EAS-19
2315-0087	MGR DISTRIBUTION OPERATIONS (SDA)	EAS-19
2315-0066	SUPV DISTRIBUTION OPERATIONS*	EAS-17

** Supervisor Distribution Operations updated 7/31/2022.*

In-Plant Support

Occ Code	Job Title	Grade
2315-0023	MGR PROCESSING SUPPORT (Former Job Title:) MGR IN-PLANT SUPPORT	EAS-25
2315-7145	MGR PROCESSING SUPPORT (Former Job Title:) MGR IN-PLANT SUPPORT	EAS-23
2315-7143	MGR PROCESSING SUPPORT (Former Job Title:) MGR IN-PLANT SUPPORT	EAS-21
0896-NEW	INDUSTRIAL ENGINEER (PROCESSING) (Former Job:) 0896-0009 OPERATIONS INDUSTRIAL ENGINEER (FIELD)	EAS-23
0896-NEW	INDUSTRIAL ENGINEER (PROCESSING) (Former Job:) 0896-0005 OPERATIONS INDUSTRIAL ENGINEER (FIELD)	EAS-21
2315-NEW	PROCESSING SUPPORT SPECIALIST (Former Job:) 2340-5043 OPERATIONS SUPPORT SPECIALIST	EAS-20
2315-NEW	PROCESSING SUPPORT SPECIALIST (Former Job:) 2315-0068 OPERATIONS SUPPORT SPECIALIST	EAS-17

Maintenance

Occ Code	Job Title	Grade
1640-7037	MGR MAINTENANCE	EAS-25
2355-0019	MGR MAINTENANCE	EAS-24
2355-0054	MGR MAINTENANCE	EAS-23
2355-0020	MGR MAINTENANCE	EAS-22
2355-0023	MGR MAINTENANCE	EAS-21
1640-7040	MGR MAINTENANCE	EAS-19
2355-0027	MGR MAINTENANCE OPERATIONS	EAS-23
2355-0051	MGR MAINTENANCE OPERATIONS	EAS-22
2355-0028	MGR MAINTENANCE OPERATIONS	EAS-21
2355-0055	MGR MAINTENANCE OPERATIONS	EAS-20
2355-0010	SUPV MAINTENANCE OPERATIONS*	EAS-17
2355-0024	MGR MAINTENANCE SUPPORT (Former Job Title:) MGR MAINTENANCE OPERATIONS SUPPT	EAS-20
2355-0021	MGR MAINTENANCE SUPPORT (Former Job Title:) MGR MAINTENANCE OPERATIONS SUPPT	EAS-19
2355-0022	SUPV MAINTENANCE SUPPORT (Former Job Title:) SUPV MAINTENANCE OPERATIONS SUPPORT	EAS-17
2355-0030	MAINTENANCE SUPPORT SPECIALIST (Former Job Title:) MAINTENANCE ENGINEERING SPECIALIST	EAS-19

* Supervisor Maintenance Operations updated 4/29/2023.

Jobs to be Discontinued

Occ Code	Job Title	Grade
2302-0025	SR PLANT MANAGER (1)	PCES-01
2302-0026	SR PLANT MANAGER (2)	PCES-01
2302-0027	SR PLANT MANAGER (3)	PCES-01
2302-0040	SR PLANT MANAGER (4)	PCES-01
1640-0004	MGR MAINTENANCE (LEAD)	EAS-25
2355-0043	MGR MAINTENANCE (LEAD)	EAS-24
2355-0053	MGR MAINTENANCE (LEAD)	EAS-23
2355-0047	MGR MAINTENANCE (LEAD)	EAS-22
2355-0057	MGR MAINTENANCE (LEAD)	EAS-21



April 10, 2023

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

Dear Ivan:

This is in reference to our December correspondences proposing to revise the job descriptions to Mail Processing, In-Plant Support, and Maintenance job descriptions. This proposal was provided for your review and recommendations pursuant to Title 39, U.S. Code §1004.

Below are the job descriptions that were proposed for revision:

Mail Processing Jobs

Occupation Code	Job Title	Grade Level
2302-0039	Plant Manager	EAS-25
2302-0038	Plant Manager	EAS-24
2315-0078	Lead Sr Mgr. Distribution Operations	EAS-26
2315-7138	Sr Mgr. Distribution Operations	EAS-25
2315-7139	Mgr. Distribution Operations	EAS-24
2315-7140	Mgr. Distribution Operations	EAS-22
2315-7141	Mgr. Distribution Operations	EAS-20
2315-0067	Mgr. Distribution Operations	EAS-19
2315-0087	Mgr. Distribution Operations	EAS-19

In-Plant Support Jobs

Occupation Code	Job Title	Grade Level
2315-0023	Mgr. In-Plant Support	EAS-25
2315-7145	Mgr. In-Plant Support	EAS-23
2315-7143	Mgr. In-Plant Support	EAS-21
0896-0009	Operations Industrial Engineer	EAS-23
0896-0005	Operations Industrial Engineer	EAS-21
2340-5043	Operations Support Specialist	EAS-20
2315-0068	Operations Support Specialist	EAS-17

Maintenance

Occupation Code	Job Title	Grade Level
1640-7037	Manager Maintenance	EAS-25
2355-0019	Manager Maintenance	EAS-24
2355-0054	Manager Maintenance	EAS-23
2355-0020	Manager Maintenance	EAS-22
2355-0023	Manager Maintenance	EAS-21
1640-7040	Manager Maintenance	EAS-19
2355-0027	Manager Maintenance Operations	EAS-23
2355-0051	Manager Maintenance Operations	EAS-22
2355-0028	Manager Maintenance Operations	EAS-21
2355-0055	Manager Maintenance Operations	EAS-20
2355-0010	Supervisor Maintenance Operations	EAS-17
2355-0021	Manager Maintenance Operation	EAS-19
2355-0022	Supervisor Maintenance Operations	EAS-17
2355-0024	Manager Maintenance Operations	EAS-20
2355-0030	Maintenance Engineering Specialist	EAS-19

Logistics

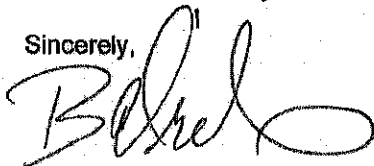
Occupation Code	Job Title	Grade Level
2330-0040	Supervisor Transportation Operations	EAS-17

We received feedback and recommendations from you concerning the proposals. We met with you on February 28 to discuss those recommendations. We provided additional revisions to you on March 10 after consideration of your recommendations.

Following consultation with you, the Postal Service has decided to implement the revised job descriptions as outlined in our correspondences.

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

Sincerely,



Bruce A. Nicholson
Director
Labor Relations Policy and Programs