



March 20, 2023

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

Certified Mail Tracking Number:
7020 3160 0002 0327 5736

Dear Ivan:

As a matter of general interest, the Postal Service plans to revise the authorized staffing criteria for the position titled, Secretary (P7-07), Occupation Code: 0318-0004.

Due to the administrative restructure that occurred in 2021, the managerial positions that were previously supported by secretarial positions no longer exist, specifically, the District Managers of Finance, Marketing, and Operations Program Support. The revised criteria maintains support for managers of post office and plant operations and adds an authorized position as a direct report to the Manager, Customer Relations (District) under the Vice President, Customer Experience.

Enclosed is a document with the current criteria and the revised criteria.

Please contact Dion Mealy at 202-507-0193 if you have any questions concerning this matter.

Sincerely,

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

Shannon Richardson
Director
Contract Administration (APWU)

Enclosure

RECEIVED

MAR 27 2023

SECRETARY (P7-07) OCCUPATION CODE: 0318-0004

CURRENT CRITERIA:

These jobs are covered under the American Postal Workers Union (APWU) collective bargaining agreement ([Handbook EL-912](#)). Bargaining unit jobs may only be filled, withheld, abolished or reverted in accordance with the national collective bargaining agreement and any relevant provisions of the local memorandum of understanding.

Position authorized in the Field as a direct report to District managers of Finance, Marketing, Operations Program Support, and Post Office Operations Managers (POOMs are expected to share resources where geographically possible). Position may be authorized as a direct report to Plant Managers, EAS-24 and Postmasters, EAS-24.

Additional information available on Organization Design webpage <http://blue.usps.gov/hr/jobs-workforce/organizational-design-restructure/jobs-and-organizational-structures.htm>. Questions may be directed to Organization Design via email (BGFHM0@usps.gov).

REVISED CRITERIA:

These jobs are covered under the American Postal Workers Union (APWU) collective bargaining agreement ([Handbook EL-912](#)). Bargaining unit jobs may only be filled, withheld, abolished or reverted in accordance with the national collective bargaining agreement and any relevant provisions of the local memorandum of understanding.

Position authorized in the Field as a direct report to Managers Post Office Operations (MPOOs) are expected to share resources when domiciled in the same physical location). Position authorized as a direct report to Plant Manager EAS-24 and Postmaster EAS-24. Position authorized as a direct report to the Manager Customer Relations (District) under the VP Customer Experience.

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