



April 11, 2022

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

Dear Mr. Butts:

As a matter of general interest, the Postal Service will be 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)

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

The study will begin in April 2022 and will take approximately 6-8 months.

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 "David E. Mills".

David E. Mills
Director
Labor Relations Policies and Programs