

May 10, 2018

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

Dear Brian:

The Postal Service has completed review of the following District Human Resources Specialist positions.

Human Resources Specialist (EAS-16, Exempt) (Occ Code 0201-0053)
Human Resources Specialist (EAS-16, Non Exempt) (Occ Code 0201-0078)

The review identified that the current job descriptions do not accurately reflect the work performed by some employees in the two current positions. Therefore, the Postal Service proposes the following position which better represents the primary functions and duties performed by those employees:

Learning Development & Diversity Specialist (EAS-16, Exempt)

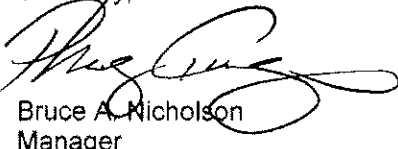
This proposal is provided for your review and recommendations you may have pursuant to Title 39, U.S. Code, § 1004(d).

Enclosed is a draft copy of the proposed job description and qualification standards.

The Postal Service intends to notify employees performing duties and responsibilities reflective of the proposed Learning Development & Diversity Specialist job of the reclassification to the new position with no change to grade, salary, tenure, or work location after successful conclusion of the consultation process.

Please contact Phong Quang at extension 2857 if you wish to discuss or if you have questions concerning this matter.

Sincerely,

for 

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

Enclosure

LEARNING DEVELOPMENT & DIVERSITY SPEC (EAS-16)
OCCUPATION CODE: 0201-XXXX

FUNCTIONAL PURPOSE

Plans, schedules, implements, administers, coordinates, and performs employee testing, training and developmental programs and activities throughout the District; conducts workshops, orientations, and specialized training; and provides guidance to employees, job trainers, and management regarding training and instructional processes.

DUTIES AND RESPONSIBILITIES

1. Identifies, schedules, monitors, records, and reports on required training and examinations for all employees to ensure policy and regulatory compliance. Ensures employees receive the appropriate training based on their job requirements. Sends notifications regarding required training, and tracks efforts to ensure compliance; escalates training compliance issues as necessary.
2. Coordinates district training programs, (e.g., W2USPS, NSP, MEFL, PME, LSSA, Sales and Service Associate, Window Clerk, City and Rural Carrier Academies). Recruits and schedules instructors and facilitators to lead courses. Maintains detailed records of all training; creates course events and documents after the fact training (ATF) in the learning management system (LMS).
3. Coordinates entrance and in-service examination programs; oversees all procedures and processes related to examination scheduling, conducting, processing, grading, notification, and forwarding of test data. Coordinates structured interviews for the Maintenance Selection System (MSS). Certifies Examiners for EPAS testing.
4. Oversees training and schedules on the job instruction (OJI) for new employees including recruitment and scheduling of new hire orientation (Welcome to USPS) course facilitators. Documents training hours for new hires; monitors quarterly onboarding evaluations.
5. Coordinates and facilitates on-site, virtual learning room (VLR), Web-based, and off-site training for bargaining employees (e.g., Hazwoper, On the Job Instructor training (OJI), schemes training, OSHA, rural carrier, city carrier and sales/service academies, tractor trailer operator, automotive, and and maintenance training.
6. Coordinates developmental training of non-bargaining employees (e.g., New Supervisor Program (NSP) Management Essentials for Field Leadership (MEFL), Postmaster Essentials (PME), strategic training initiatives (STIs), and conversions to career orientation.
7. Leads and conducts training for classes as assigned (e.g., Facilitative Skills, New Supervisor Program (NSP), Bulk Mail VLR, and IES VLR and remote National Center for Employee Development (NCED) prerequisite courses).
8. Forecasts fiscal year seat requests of NCED courses for the District and enters in the system. Oversees the District training calendar. Orders and maintains stocks of training supplies, books guides and exams.

9. Serves as main contact for training inquiries from managers and employees in the District. Responds to inquiries via email, phone and in-person. Provides training records reports upon request.
10. Collaborates with stakeholders in developing and executing action plans, programs, and reports e.g., Management Directive-715, to achieve diversity development goals and objectives to ensure uniform application of policies and procedures.
11. Plans, organizes, and coordinates events, conferences, workshops and seminars to support of corporate diversity goals and initiatives that promote multicultural awareness and engagement within the Postal Service.
12. May supervise Training Technicians; oversees and coordinates activities, including scheduling, reviewing work, and providing guidance.

SUPERVISION

Mgr Learning Development & Diversity

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

REQUIREMENTS

1. Knowledge of policies, procedures, and regulations related to postal training administration for bargaining and non-bargaining postal employees.
2. Ability to coordinate and oversee the scheduling, conducting, and processing of entrance and in-service examinations.
3. Ability to communicate in writing to prepare reports, correspondence, and training materials.
4. Ability to communicate orally at a level sufficient to conduct training, provide technical guidance on training issues, and coordinate activities with district, area, and Headquarters employees.
5. Ability to implement, coordinate, and administer established postal training programs and policies and provide guidance on training and instructional processes.
6. Ability to use various computer and web-based programs for data entry, preparation of presentations and training modules, and generation of reports.
7. Ability to plan, organize, coordinate, and conduct training for a varied audience.

8. Ability to identify training needs and coordinate the implementation of training programs which includes planning, organizing, directing, and monitoring programs or projects to meet organizational goals.
9. Ability to supervise the work of others to meet organizational goals, including planning, scheduling, organizing the work, and monitoring progress.
10. Knowledge of the goals, purpose, and activities of diversity development programs.

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