



July 25, 2018

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 June 5 correspondence (enclosed) regarding plans to update specific job criteria information to the Job Descriptions (JD Online) tool.

The third group of updates to the existing criteria has been completed and will be posted on the JD Online. The criteria for those jobs are enclosed.

Please contact Phong Quang at extension 2857 if you have questions concerning this matter.

Sincerely,

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

*FA2*  
Bruce A. Nicholson  
Manager  
Labor Relations Policy Administration

Enclosure

LABOR RELATIONS



June 5, 2018

Brian J. Wagner  
President  
National Association of Postal  
Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22305-2600

Dear Brian:

As a matter of information, the Postal Service plans to update specific job criteria information to the Job Descriptions Online (JD Online) tool.

The JD Online tool includes a "Criteria" tab for every job, however this feature remains underutilized on the site. The tool allows the Postal Service to update specific job criteria among the job description for non-bargaining jobs. While the established criteria of each job will not be changed, this additional description of the criteria will be more specific and accurate.

Criteria will be updated for jobs as they are reviewed and verified. The Postal Service anticipates to update the first group of jobs by June and completion of the project by the end of the fiscal year.

Enclosed, you will find a list of EAS jobs that will be included in the first update.

Please contact Phong Quang at extension 2857 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

Criteria Description Changes

Occ code	Title	RSC	Grade	Current Posted Criteria	Updated Criteria to be Posted
0233-4016	LABOR RELATIONS SPECIALIST	E	19	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval. This position is not to be authorized on a permanent basis as it is a career ladder position.	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm). Career ladder position, not authorized on a permanent basis. May be filled in lieu of a vacant Labor Relations Specialist EAS-19 position in a District Office.
0233-4017	LABOR RELATIONS SPECIALIST	E	17		
0341-6031	SUPV CUSTOMER SERVICE SUPPORT	E	17	Position authorization requires Headquarters approval. Position authorization limited to offices with complex operations and with over 300 employees on the rolls. Position authorization in lieu of a vacant Supv, Customer Service position.	Criteria effective 8/25/1989. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov). Position authorization limited to offices with complex operations and over 300 employees on rolls. Authorized in lieu of a vacant Supervisor Customer Service position; requires Headquarters approval. Criteria effective October 2004. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov).
2301-0002	MGR US HOUSE OF REPRESENTATIVE PO	E	16	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).	One (1) authorized in the U.S. House of Representatives Post Office in Washington DC. Criteria effective October 2004. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov).
2305-4029	TOUR SUPERINTENDENT POSTAL OPS A	E	20	May be authorized in large mail processing carrier stations. These stations were formerly known as classified stations.	This job was identified for discontinuance and is not authorized. Do not use. Effective 5/22/2018. For additional information contact Organization Design via email (BGFHM0@usps.gov).
2305-6033	MGR WHITE HOUSE MAIL SECTION	E	20	Found only in Chicago and NYC. No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).	One (1) authorized in the White House Station in Washington, DC. Criteria effective October 2004. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov).
2305-6039	ASST SUPV WHITE HOUSE MAIL SECTION	E	18	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).	One (1) authorized in the White House Station in Washington, DC. Criteria effective October 2004. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov).
2315-0035	MGR INTL/MILITARY ML OPS (NJBMC)	E	25	Position only authorized at New Jersey BMC.	One (1) authorized in the New Jersey Network Distribution Center (NDC). Criteria effective 1/31/2005. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov). This job was identified for discontinuance and is not authorized. Do not use. Effective 5/22/2018. For additional information contact Organization Design via email (BGFHM0@usps.gov).
2315-6022	TOUR SUPERINTENDENT MAILS (E)	E	20	Job delimited 6/8/2018	
2345-6030	RETAIL SPECIALIST	E	16	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).
2330-0044	NETWORK OPERATIONS SPECIALIST	E	19	Authorized at Area Office only.	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).
2330-0045	NETWORK OPERATIONS ANALYST	E	21	Authorized at Area Office only.	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).
2330-0046	SR NETWORK OPERATIONS ANALYST	E	23	Authorized at Area Office only.	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).
2340-0032	MGR GOVERNMENT MAILS	E	24	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm). Position authorization limited to BMCs.	One (1) authorized in the Washington DC Post Office. Criteria effective 11/15/2005. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov). Position authorization limited to BMCs. Criteria effective 5/18/2013. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov). Position authorization limited to BMCs.
0332-6017	PROCESS CONTROL ASSISTANT	E	16		

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0343-0227	PRODUCT INFORMATION QUALITY ANALYST	E	17	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).	The following criteria apply to these jobs: 0343-0219 PRODUCT INFORMATION QUALITY ANALYST EAS-17 (Exempt) 0343-0227 PRODUCT INFORMATION QUALITY ANALYST EAS-17 (Non-Exempt)  Nationally, fifty-eight (58) authorized at District Offices, with maximum two (2) per district. Use non-exempt occupation code when supervisory responsibilities do not meet FLSA exemption requirements.  Criteria effective 6/25/2012. For additional information or to submit a staffing change request, follow instructions on webpage: <a href="http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm">http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm</a> . Questions may be directed to Organization Design via email (BGFHM0@usps.gov).  No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).  For additional information contact Organization Design via email (BGFHM0@usps.gov).
2370-0199	BUSINESS DEVELOPMENT SPECIALIST	E	17	1 authorized per District.	
2330-0072	SUPV SURFACE TRANSFER CENTER	E	17	Position authorized only in a Postal operated Surface Transfer Center. Referenced position staffing criteria is 22:1 with discretion on the part of the local Office. Reference Documents that states there should be a 20:1 ratio is incorrect.	
2330-0069	MGR SURFACE TRANSFER CENTER OPNRS	E	19	Position authorized only in a small-size Postal operated Surface Transfer Center.	This job was identified for discontinuance and is not authorized. Do not use. Effective 5/2/2018. For additional information contact Organization Design via email (BGFHM0@usps.gov).
2330-0070	MGR SURFACE TRANSFER CENTER OPNRS	E	20	Average Number of In/Out Trips 1-150 Position authorized only in a medium-size Postal operated Surface Transfer Center.	This job was identified for discontinuance and is not authorized. Do not use. Effective 5/2/2018. For additional information contact Organization Design via email (BGFHM0@usps.gov).
2330-0068	COORDINATOR SURFACE TRANSFER CENTER	E	17	Average Number of In/Out Trips 151-299 Authorized only in a Contract Surface Transfer Center. This is a non-supervisory position. Criteria are under review. 10/30/2008	Authorized only in Contract Surface Transfer Centers. Criteria effective 1/20/2007. For additional information or to submit a staffing change request, follow instructions on webpage: <a href="http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm">http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm</a> . Questions may be directed to Organization Design via email (BGFHM0@usps.gov).
2330-0066	MGR SURFACE TRANSFER CENTER	E	19	Reference Documents that indicate a 20:1 ratio are not current. Position authorized only in a small-size Contract Surface Transfer Center. Average No of In/Out Trips 1-150	The following criteria apply to these jobs at Surface Transfer Centers: 2330-0066 MGR SURFACE TRANSFER CENTER EAS-19 2330-0067 MGR SURFACE TRANSFER CENTER EAS-20 2330-0073 MGR SURFACE TRANSFER CENTER EAS-21  Average In/Out Trips   Level     1 - 150   EAS-19     151 - 299   EAS-20     300 +   EAS-21    Criteria effective 1/20/2007. For additional information or to submit a staffing change request, follow instructions on webpage: <a href="http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm">http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm</a> . Questions may be directed to Organization Design via email (BGFHM0@usps.gov).
2330-0067	MGR SURFACE TRANSFER CENTER	E	20	Position authorized only in a medium-size Contract Surface Transfer Center. Average number of In/Out Trips 151-299	The following criteria apply to these jobs at Surface Transfer Centers: 2330-0067 MGR SURFACE TRANSFER CENTER EAS-19 2330-0067 MGR SURFACE TRANSFER CENTER EAS-20 2330-0073 MGR SURFACE TRANSFER CENTER EAS-21  Average In/Out Trips   Level     1 - 150   EAS-19     151 - 299   EAS-20     300 +   EAS-21    Criteria effective 1/20/2007. For additional information or to submit a staffing change request, follow instructions on webpage: <a href="http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm">http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm</a> . Questions may be directed to Organization Design via email (BGFHM0@usps.gov).

Criteria Description Changes

Occ code	Title	RSC	Grade	Current Posted Criteria	Updated Criteria to be Posted
2330-0073	MGR SURFACE TRANSFER CENTER	E	21		<p>The following criteria apply to these jobs at Surface Transfer Centers:</p> <p>2330-0068 MGR SURFACE TRANSFER CENTER EAS-19                  2330-0067 MGR SURFACE TRANSFER CENTER EAS-20                  2330-0073 MGR SURFACE TRANSFER CENTER EAS-21</p> <p>[ Average In/Out Trips   Level                    [ 1 - 150   EAS-19                    [ 151 - 299   EAS-20                    [ 300 +   EAS-21  </p> <p>Criteria effective 1/20/2007. For additional information or to submit a staffing change request, follow instructions on webpage: <a href="http://blue.usps.gov/hr/jobs-workforce/organizational-design-restructure/jobs-and-organizational-structures.htm">http://blue.usps.gov/hr/jobs-workforce/organizational-design-restructure/jobs-and-organizational-structures.htm</a>. Questions may be directed to <a href="mailto:IBGFHM@usps.gov">IBGFHM@usps.gov</a>.</p> <p>The following criteria apply to these jobs at District Offices:</p> <p>2310-7036 MGR ADDRESS MANAGEMENT SYSTEMS EAS-19 - One (1) authorized at Level 2, District and District District.                  2310-7035 MGR ADDRESS MANAGEMENT SYSTEMS EAS-20 - One (1) authorized at District Major, Metro, Level 1, and Gulf Atlantic District.</p> <p>Criteria effective September 2007. For additional information or to submit a staffing change request, follow instructions on webpage: <a href="http://blue.usps.gov/hr/jobs-workforce/organizational-design-restructure/jobs-and-organizational-structures.htm">http://blue.usps.gov/hr/jobs-workforce/organizational-design-restructure/jobs-and-organizational-structures.htm</a>. Questions may be directed to <a href="mailto:IBGFHM@usps.gov">IBGFHM@usps.gov</a>.</p> <p>The following criteria apply to these jobs at District Offices:</p> <p>2310-7036 MGR ADDRESS MANAGEMENT SYSTEMS EAS-19 - One (1) authorized at Level 2, District and District District.                  2310-7035 MGR ADDRESS MANAGEMENT SYSTEMS EAS-20 - One (1) authorized at District Major, Metro, Level 1, and Gulf Atlantic District.</p> <p>Criteria effective September 2007. For additional information or to submit a staffing change request, follow instructions on webpage: <a href="http://blue.usps.gov/hr/jobs-workforce/organizational-design-restructure/jobs-and-organizational-structures.htm">http://blue.usps.gov/hr/jobs-workforce/organizational-design-restructure/jobs-and-organizational-structures.htm</a>. Questions may be directed to <a href="mailto:IBGFHM@usps.gov">IBGFHM@usps.gov</a>.</p>
2310-7035	MGR ADDRESS MANAGEMENT SYSTEMS	E	19	Position authorized at Level 2 and Level 3 Districts.	
2310-7035	MGR ADDRESS MANAGEMENT SYSTEMS	E	20	Position authorized only at Level 1, Major, and Metro Districts.	