



October 19, 2022

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

Dear Ivan:

This is a follow-up to a previous notification dated June 8, regarding the Postal Service updating the reporting relationships of the district administrative support staff that were assigned to headquarters during the 2020-2021 Postal Service's organizational restructure.

While this new organizational structure allowed employees to maintain rights under their assigned bid cluster and original district finance number, it did not establish accurate reporting relationships to their functional manager in our human resources system of record, Human Capital Enterprise Systems (HCES).

Reporting relationships are being updated for the following occupational code (occ-code) in the function listed below:

FUNCTION	OCC CODE	JOB TITLE	JOB LEVEL
STATISTICAL PROGRAMS	0301-69XX	DATA COLLECTION TECHNICIANS	P-7
CUSTOMER RELATIONS	2345-23XX	COMPLAINTS & INQUIRY CLK	P-7
CUSTOMER RELATIONS	2345-15XX	CLAIMS & INQUIRY CLK	P-6
HUMAN RESOURCES	5703-0006	DRIVING SAFETY INSTRUCTOR	P-8
HUMAN RESOURCES	1712-34XX	TRAINING TECHNICIAN PEDC	P-7
HUMAN RESOURCES	0203-0015	HR CLERK - LOCAL SVC COMP MGMT	P-6
HUMAN RESOURCES	0203-0017	HR CLERK - LEARN DEV & DIVERSITY	P-6
HUMAN RESOURCES	0203-0016	HR CLERK - HEALTH & RESOURCE MGMT	P-6
HUMAN RESOURCES	0203-0013	HR CLERK - SAFETY	
HUMAN RESOURCES	0610-0002	OCCUPATIONAL HEALTH NURSE	G-1
LABOR RELATIONS	0203-0014	HR CLERK - LABOR RELATIONS	P-6
PRODUCT ACCEPTANCE	2320-28XX	BULK MAIL TECH	P-7
PRODUCT ACCEPTANCE	2320-0005	BULK MAIL CLERK	P-7
PRODUCT ACCEPTANCE	2320-15XX	BULK MAIL CLERK	P-7
ADDRESS TRANSFORMATION	2310-7142	ADDRESS MANAGEMENT SYS TECH	P-7

The reporting relationship updates are necessary so that they are more accurately aligned in our systems. This is an administrative change and will have no impact on the bargaining unit employees.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,



James Lloyd  
Director (A)  
Labor Relations Policies and Programs