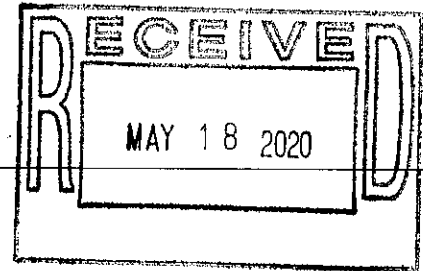


LABOR RELATIONS



May 14, 2020

Mr. 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 November 12, 2019 correspondence proposing a revision of the standard job qualifications for the following positions:

Manager Mail Processing Operations (EAS-23, Occ Code 2315-0025)  
Manager Mail Processing Operations (EAS-22, Occ Code 2315-0006)  
Manager Mail Processing Operations (EAS-21, Occ Code 2315-0002)  
Manager Mail Processing Operations (EAS-20, Occ Code 2315-0005)  
Manager Mail Processing Operations (EAS-19, Occ Code 2315-0004)  
Manager Mail Processing Operations (EAS-18, Occ Code 2315-0003)

Following consultation with your organization, pursuant to Title 39, U.S. Code, § 1004(d), the United States Postal Service has decided to implement the proposal outlined in our November 12 correspondence.

Thank you for your cooperation.

Sincerely,

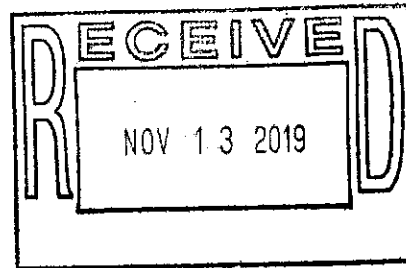
A handwritten signature in black ink, appearing to read "Bruce A. Nicholson".

Bruce A. Nicholson  
Manager  
Labor Relations Policy Administration



November 12, 2019

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



Dear Brian:

The Postal Service is proposing, in accordance with Title 39, U.S. Code, § 1004(d), a revision of the standard job description for the following positions:

- Manager Mail Processing Operations (EAS-23, Occ Code 2315-0025)
- Manager Mail Processing Operations (EAS-22, Occ Code 2315-0006)
- Manager Mail Processing Operations (EAS-21, Occ Code 2315-0002)
- Manager Mail Processing Operations (EAS-20, Occ Code 2315-0005)
- Manager Mail Processing Operations (EAS-19, Occ Code 2315-0004)
- Manager Mail Processing Operations (EAS-18, Occ Code 2315-0003)

Following a review of these positions, proposed revisions will reflect a change in Supervision.

Current Supervision:

- Postmaster

Supervisor Revision:

- Lead Plant Manager

We have enclosed two copies of each job description, one with track changes and a final version.

Please contact Henry Bear at extension 2324 if you wish to discuss or if you have questions concerning this matter.

Sincerely,

<sup>FOR</sup>  
Bruce A. Nicholson  
Manager  
Labor Relations Policy Administration

Enclosures

**MGR MAIL PROCESSING OPERATIONS (EAS-23)  
OCCUPATION CODE: 2315-0025**

**FUNCTIONAL PURPOSE:**

**Manages a large mail processing operation in a very large post office performing incoming and outgoing distribution for a geographic area through a large staff using automated, mechanized, and manual operations. May also manage the logistics, motor vehicle service, and in-plant support activities for the facility.**

**OPERATIONAL REQUIREMENTS:**

**This position is authorized in a post office with area mail processing responsibilities requiring at least one multi-line optical character reader (MLOCR) or, where there is multi-tour mail processing activity.**

**DUTIES AND RESPONSIBILITIES:**

- 1. Manages all mail processing and distribution activities at a post office; evaluates trends in the performance of systems and equipment; initiates action to resolve operational problems and ensure the most effective use of resources.**
- 2. Manages the implementation of distribution schemes and transportation schedules for routing incoming, outgoing and transit mail for the assigned area; coordinates dispatch schedules with managers of other postal facilities to meet service standards.**
- 3. Manages the implementation of programs to improve productivity and reduce costs including systems to collect, track, and measure operational equipment performance data.**
- 4. Manages the motor vehicle operations function to support mail transportation needs within the assigned area; ensures optimum vehicle utilization.**
- 5. Manages the activities of a large group of employees through multiple supervisors; evaluates subordinate managers' performance; takes personnel actions; ensures that appropriate training programs are provided for employees.**
- 6. Works with managers within post office and with other postmasters within the geographical area served to coordinate mail processing operations with maintenance and customer services.**
- 7. Meets with customers and major mailers to coordinate schedules of mail shipments and resolve problems.**
- 8. Ensures compliance with established safety policies and procedures.**
- 9. Implements all Postal Service policies and programs ensures compliance with policy and service objectives.**
- 10. Provides input for the facility's operating budget.**
- 11. Meets with union representatives to resolve disputes.**

12. Participates in negotiating agreements with local union representatives and may represent the postmaster in hearings and other labor management areas.

**SUPERVISION:**

Postmaster Lead Plant Manager

**SELECTION METHOD:**

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

**REQUIREMENTS:**

1. Knowledge of mail processing and distribution operations, policies, and procedures.
2. Knowledge of mail transportation and routing policies and procedures at a level sufficient to monitor, evaluate, and recommend changes to transportation schedules for routing incoming, outgoing, and transit mail.
3. Knowledge of motor vehicle operations, including policies, procedures, and standards, at a level sufficient to support mail transportation needs for a designated area.
4. Knowledge of provisions of the national agreement as they apply to mail processing and distribution operations.
5. Ability to manage the work of others in order to meet processing and distribution objectives, including planning and organizing the work, monitoring performance, facilitating the flow of work-related information, and providing technical guidance.
6. Ability to monitor mail processing operations for compliance with established safety policies and procedures.
7. Ability to identify training needs and implement appropriate training for employees.
8. Ability to establish and maintain effective working relationships with customers, other managers, postmasters, and labor union representatives.

**MGR MAIL PROCESSING OPERATIONS (EAS-23)  
OCCUPATION CODE: 2315-0025**

**FUNCTIONAL PURPOSE:**

**Manages a large mail processing operation in a very large post office performing incoming and outgoing distribution for a geographic area through a large staff using automated, mechanized, and manual operations. May also manage the logistics, motor vehicle service, and in-plant support activities for the facility.**

**OPERATIONAL REQUIREMENTS:**

**This position is authorized in a post office with area mail processing responsibilities requiring at least one multi-line optical character reader (MLOCR) or, where there is multi-tour mail processing activity.**

**DUTIES AND RESPONSIBILITIES:**

- 1. Manages all mail processing and distribution activities at a post office; evaluates trends in the performance of systems and equipment; initiates action to resolve operational problems and ensure the most effective use of resources.**
- 2. Manages the implementation of distribution schemes and transportation schedules for routing incoming, outgoing and transit mail for the assigned area; coordinates dispatch schedules with managers of other postal facilities to meet service standards.**
- 3. Manages the implementation of programs to improve productivity and reduce costs including systems to collect, track, and measure operational equipment performance data.**
- 4. Manages the motor vehicle operations function to support mail transportation needs within the assigned area; ensures optimum vehicle utilization.**
- 5. Manages the activities of a large group of employees through multiple supervisors; evaluates subordinate managers' performance; takes personnel actions; ensures that appropriate training programs are provided for employees.**
- 6. Works with managers within post office and with other postmasters within the geographical area served to coordinate mail processing operations with maintenance and customer services.**
- 7. Meets with customers and major mailers to coordinate schedules of mail shipments and resolve problems.**
- 8. Ensures compliance with established safety policies and procedures.**
- 9. Implements all Postal Service policies and programs ensures compliance with policy and service objectives.**
- 10. Provides input for the facility's operating budget.**
- 11. Meets with union representatives to resolve disputes.**

12. Participates in negotiating agreements with local union representatives and may represent the postmaster in hearings and other labor management areas.

**SUPERVISION:**

Lead Plant Manager

**SELECTION METHOD:**

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

**REQUIREMENTS:**

1. Knowledge of mail processing and distribution operations, policies, and procedures.
2. Knowledge of mail transportation and routing policies and procedures at a level sufficient to monitor, evaluate, and recommend changes to transportation schedules for routing incoming, outgoing, and transit mail.
3. Knowledge of motor vehicle operations, including policies, procedures, and standards, at a level sufficient to support mail transportation needs for a designated area.
4. Knowledge of provisions of the national agreement as they apply to mail processing and distribution operations.
5. Ability to manage the work of others in order to meet processing and distribution objectives, including planning and organizing the work, monitoring performance, facilitating the flow of work-related information, and providing technical guidance.
6. Ability to monitor mail processing operations for compliance with established safety policies and procedures.
7. Ability to identify training needs and implement appropriate training for employees.
8. Ability to establish and maintain effective working relationships with customers, other managers, postmasters, and labor union representatives.

**MGR MAIL PROCESSING OPERATIONS (EAS-22)**  
**OCCUPATION CODE: 2315-0006**

**FUNCTIONAL PURPOSE:**

Manages a large mail processing operation in a post office performing incoming and outgoing distribution for a geographic area through a large staff using automated, mechanized, and manual operations. Also manages the logistics, motor vehicle service, and in-plant support activities for the facility.

**OPERATIONAL REQUIREMENTS:**

This position is authorized in a post office with area mail processing responsibilities requiring at least one multi-line optical character reader (MLOC) or, where there is multi-tour mail processing activity.

**DUTIES AND RESPONSIBILITIES:**

1. Manages all mail processing and distribution activities at a post office; evaluates trends in the performance of systems and equipment; initiates action to resolve operational problems and ensure the most effective use of resources.
2. Manages the implementation of distribution schemes and transportation schedules for routing incoming, outgoing and transit mail for the assigned area; coordinates dispatch schedules with managers of other postal facilities to meet service standards.
3. Manages the implementation of programs to improve productivity and reduce costs including systems to collect, track, and measure operational equipment performance data.
4. Manages the motor vehicle operations function to support mail transportation needs within the assigned area; ensures optimum vehicle utilization.
5. Manages the activities of a large group of employees through multiple supervisors; evaluates subordinate managers' performance; takes personnel actions; ensures that appropriate training programs are provided for employees.
6. Works with managers within post office and with other postmasters within the geographical area served to coordinate mail processing operations with maintenance and customer services.
7. Meets with customers and major mailers to coordinate schedules of mail shipments and resolve problems.
8. Ensures compliance with established safety policies and procedures.
9. Implements all Postal Service policies and programs ensures compliance with policy and service objectives.
10. Provides input for the facility's operating budget.

11. Meets with union representatives to resolve disputes.
12. Participates in negotiating agreements with local union representatives and may represent the postmaster in hearings and other labor management areas.

**SUPERVISION:**

~~Postmaster~~ Lead Plant Manager

**SELECTION METHOD:**

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

**REQUIREMENTS:**

1. Knowledge of mail processing and distribution operations, policies, and procedures.
2. Knowledge of mail transportation and routing policies and procedures at a level sufficient to monitor, evaluate, and recommend changes to transportation schedules for routing incoming, outgoing, and transit mail.
3. Knowledge of motor vehicle operations, including policies, procedures, and standards, at a level sufficient to support mail transportation needs for a designated area.
4. Knowledge of provisions of the national agreement as they apply to mail processing and distribution operations.
5. Ability to manage the work of others in order to meet processing and distribution objectives, including planning and organizing the work, monitoring performance, facilitating the flow of work-related information, and providing technical guidance.
6. Ability to monitor mail processing operations for compliance with established safety policies and procedures.
7. Ability to identify training needs and implement appropriate training for employees.
8. Ability to establish and maintain effective working relationships with customers, other managers, postmasters, and labor union representatives.



**MGR MAIL PROCESSING OPERATIONS (EAS-22)**  
**OCCUPATION CODE: 2315-0006**

**FUNCTIONAL PURPOSE:**

Manages a large mail processing operation in a post office performing incoming and outgoing distribution for a geographic area through a large staff using automated, mechanized, and manual operations. Also manages the logistics, motor vehicle service, and in-plant support activities for the facility.

**OPERATIONAL REQUIREMENTS:**

This position is authorized in a post office with area mail processing responsibilities requiring at least one multi-line optical character reader (MLOCR) or, where there is multi-tour mail processing activity.

**DUTIES AND RESPONSIBILITIES:**

1. Manages all mail processing and distribution activities at a post office; evaluates trends in the performance of systems and equipment; initiates action to resolve operational problems and ensure the most effective use of resources.
2. Manages the implementation of distribution schemes and transportation schedules for routing incoming, outgoing and transit mail for the assigned area; coordinates dispatch schedules with managers of other postal facilities to meet service standards.
3. Manages the implementation of programs to improve productivity and reduce costs including systems to collect, track, and measure operational equipment performance data.
4. Manages the motor vehicle operations function to support mail transportation needs within the assigned area; ensures optimum vehicle utilization.
5. Manages the activities of a large group of employees through multiple supervisors; evaluates subordinate managers' performance; takes personnel actions; ensures that appropriate training programs are provided for employees.
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7. Meets with customers and major mailers to coordinate schedules of mail shipments and resolve problems.
8. Ensures compliance with established safety policies and procedures.
9. Implements all Postal Service policies and programs ensures compliance with policy and service objectives.
10. Provides input for the facility's operating budget.

11. Meets with union representatives to resolve disputes.
12. Participates in negotiating agreements with local union representatives and may represent the postmaster in hearings and other labor management areas.

**SUPERVISION:**

Lead Plant Manager

**SELECTION METHOD:**

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

**REQUIREMENTS:**

1. Knowledge of mail processing and distribution operations, policies, and procedures.
2. Knowledge of mail transportation and routing policies and procedures at a level sufficient to monitor, evaluate, and recommend changes to transportation schedules for routing incoming, outgoing, and transit mail.
3. Knowledge of motor vehicle operations, including policies, procedures, and standards, at a level sufficient to support mail transportation needs for a designated area.
4. Knowledge of provisions of the national agreement as they apply to mail processing and distribution operations.
5. Ability to manage the work of others in order to meet processing and distribution objectives, including planning and organizing the work, monitoring performance, facilitating the flow of work-related information, and providing technical guidance.
6. Ability to monitor mail processing operations for compliance with established safety policies and procedures.
7. Ability to identify training needs and implement appropriate training for employees.
8. Ability to establish and maintain effective working relationships with customers, other managers, postmasters, and labor union representatives.

**MGR MAIL PROCESSING OPERATIONS (EAS-21)**  
**OCCUPATION CODE: 2315-0002**

**FUNCTIONAL PURPOSE:**

Manages a medium to large mail processing operation in a post office performing incoming and outgoing distribution for a geographic area through a large staff using automated, mechanized, and manual operations. Also manages the logistics, motor vehicle service, and in-plant support activities for the facility.

**OPERATIONAL REQUIREMENTS:**

This position is authorized in a post office with area mail processing responsibilities requiring at least one multi-line optical character reader (MLOCR) or, where there is multi-tour mail processing activity.

**DUTIES AND RESPONSIBILITIES:**

1. Manages all mail processing and distribution activities at a post office; evaluates trends in the performance of systems and equipment; initiates action to resolve operational problems and ensure the most effective use of resources.
2. Manages the implementation of distribution schemes and transportation schedules for routing incoming, outgoing and transit mail for the assigned area; coordinates dispatch schedules with managers of other postal facilities to meet service standards.
3. Manages the implementation of programs to improve productivity and reduce costs including systems to collect, track, and measure operational equipment performance data.
4. Manages the motor vehicle operations function to support mail transportation needs within the assigned area; ensures optimum vehicle utilization.
5. Manages the activities of a large group of employees through a few subordinate supervisors; evaluates subordinate managers' performance; takes personnel actions; ensures that appropriate training programs are provided for employees.
6. Works with managers within post office and with other postmasters within the geographical area served to coordinate mail processing operations with maintenance and customer services.
7. Meets with customers and major mailers to coordinate schedules of mail shipments and resolve problems.
8. Ensures compliance with established safety policies and procedures.
9. Implements all Postal Service policies and programs ensures compliance with policy and service objectives.
10. Provides input for the facility's operating budget.
11. Meets with union representatives to resolve disputes.

12. Participates in negotiating agreements with local union representatives and may represent the postmaster in hearings and other labor management areas.

**SUPERVISION:**

~~Postmaster~~ Lead Plant Manager

**SELECTION METHOD:**

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

**REQUIREMENTS:**

1. Knowledge of mail processing and distribution operations, policies, and procedures.
2. Knowledge of mail transportation and routing policies and procedures at a level sufficient to monitor, evaluate, and recommend changes to transportation schedules for routing incoming, outgoing, and transit mail.
3. Knowledge of motor vehicle operations, including policies, procedures, and standards, at a level sufficient to support mail transportation needs for a designated area.
4. Knowledge of provisions of the national agreement as they apply to mail processing and distribution operations.
5. Ability to manage the work of others in order to meet processing and distribution objectives, including planning and organizing the work, monitoring performance, facilitating the flow of work-related information, and providing technical guidance.
6. Ability to monitor mail processing operations for compliance with established safety policies and procedures.
7. Ability to identify training needs and implement appropriate training for employees.
8. Ability to establish and maintain effective working relationships with customers, other managers, postmasters, and labor union representatives.

**MGR MAIL PROCESSING OPERATIONS (EAS-21)**  
**OCCUPATION CODE: 2315-0002**

**FUNCTIONAL PURPOSE:**

**Manages a medium to large mail processing operation in a post office performing incoming and outgoing distribution for a geographic area through a large staff using automated, mechanized, and manual operations. Also manages the logistics, motor vehicle service, and in-plant support activities for the facility.**

**OPERATIONAL REQUIREMENTS:**

**This position is authorized in a post office with area mail processing responsibilities requiring at least one multi-line optical character reader (MLOCR) or, where there is multi-tour mail processing activity.**

**DUTIES AND RESPONSIBILITIES:**

- 1. Manages all mail processing and distribution activities at a post office; evaluates trends in the performance of systems and equipment; initiates action to resolve operational problems and ensure the most effective use of resources.**
- 2. Manages the implementation of distribution schemes and transportation schedules for routing incoming, outgoing and transit mail for the assigned area; coordinates dispatch schedules with managers of other postal facilities to meet service standards.**
- 3. Manages the implementation of programs to improve productivity and reduce costs including systems to collect, track, and measure operational equipment performance data.**
- 4. Manages the motor vehicle operations function to support mail transportation needs within the assigned area; ensures optimum vehicle utilization.**
- 5. Manages the activities of a large group of employees through a few subordinate supervisors; evaluates subordinate managers' performance; takes personnel actions; ensures that appropriate training programs are provided for employees.**
- 6. Works with managers within post office and with other postmasters within the geographical area served to coordinate mail processing operations with maintenance and customer services.**
- 7. Meets with customers and major mailers to coordinate schedules of mail shipments and resolve problems.**
- 8. Ensures compliance with established safety policies and procedures.**
- 9. Implements all Postal Service policies and programs ensures compliance with policy and service objectives.**
- 10. Provides input for the facility's operating budget.**
- 11. Meets with union representatives to resolve disputes.**

12. Participates in negotiating agreements with local union representatives and may represent the postmaster in hearings and other labor management areas.

**SUPERVISION:**

Lead Plant Manager

**SELECTION METHOD:**

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

**REQUIREMENTS:**

1. Knowledge of mail processing and distribution operations, policies, and procedures.
2. Knowledge of mail transportation and routing policies and procedures at a level sufficient to monitor, evaluate, and recommend changes to transportation schedules for routing incoming, outgoing, and transit mail.
3. Knowledge of motor vehicle operations, including policies, procedures, and standards, at a level sufficient to support mail transportation needs for a designated area.
4. Knowledge of provisions of the national agreement as they apply to mail processing and distribution operations.
5. Ability to manage the work of others in order to meet processing and distribution objectives, including planning and organizing the work, monitoring performance, facilitating the flow of work-related information, and providing technical guidance.
6. Ability to monitor mail processing operations for compliance with established safety policies and procedures.
7. Ability to identify training needs and implement appropriate training for employees.
8. Ability to establish and maintain effective working relationships with customers, other managers, postmasters, and labor union representatives.

**MGR MAIL PROCESSING OPERATIONS (EAS-20)**  
**OCCUPATION CODE: 2315-0005**

**FUNCTIONAL PURPOSE:**

Manages a medium mail processing operation in a post office performing incoming and outgoing distribution for a geographic area through a large staff using automated, mechanized, and manual operations. Also manages the logistics, motor vehicle service, and in-plant support activities for the facility.

**OPERATIONAL REQUIREMENTS:**

This position is authorized in a post office with area mail processing responsibilities requiring at least one multi-line optical character reader (MLOCR) or, where there is multi-tour mail processing activity.

**DUTIES AND RESPONSIBILITIES:**

1. Manages all mail processing and distribution activities at a post office; evaluates trends in the performance of systems and equipment; initiates action to resolve operational problems and ensure the most effective use of resources.
2. Manages the implementation of distribution schemes and transportation schedules for routing incoming, outgoing and transit mail for the assigned area; coordinates dispatch schedules with managers of other postal facilities to meet service standards.
3. Manages the implementation of programs to improve productivity and reduce costs including systems to collect, track, and measure operational equipment performance data.
4. Manages the motor vehicle operations function to support mail transportation needs within the assigned area; ensures optimum vehicle utilization.
5. Manages the activities of a large group of employees; evaluates their performance; takes personnel actions; ensures that appropriate training programs are provided for employees.
6. Works with managers within post office and with other postmasters within the geographical area served to coordinate mail processing operations with maintenance and customer services.
7. Meets with customers and major mailers to coordinate schedules of mail shipments and resolve problems.
8. Ensures compliance with established safety policies and procedures.
9. Implements all Postal Service policies and programs ensures compliance with policy and service objectives.
10. Provides input for the facility's operating budget.
11. Meets with union representatives to resolve disputes.

12. Participates in negotiating agreements with local union representatives and may represent the postmaster in hearings and other labor management areas.

## **SUPERVISION**

**Postmaster-Lead Plant Manager**

## **SELECTION METHOD**

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

## **REQUIREMENTS:**

1. Knowledge of mail processing and distribution operations, policies, and procedures.
2. Knowledge of mail transportation and routing policies and procedures at a level sufficient to monitor, evaluate, and recommend changes to transportation schedules for routing incoming, outgoing, and transit mail.
3. Knowledge of motor vehicle operations, including policies, procedures, and standards, at a level sufficient to support mail transportation needs for a designated area.
4. Knowledge of provisions of the national agreement as they apply to mail processing and distribution operations.
5. Ability to manage the work of others in order to meet processing and distribution objectives, including planning and organizing the work, monitoring performance, facilitating the flow of work-related information, and providing technical guidance.
6. Ability to monitor mail processing operations for compliance with established safety policies and procedures.
7. Ability to identify training needs and implement appropriate training for employees.
8. Ability to establish and maintain effective working relationships with customers, other managers, postmasters, and labor union representatives.



**MGR MAIL PROCESSING OPERATIONS (EAS-20)**  
**OCCUPATION CODE: 2315-0005**

**FUNCTIONAL PURPOSE:**

Manages a medium mail processing operation in a post office performing incoming and outgoing distribution for a geographic area through a large staff using automated, mechanized, and manual operations. Also manages the logistics, motor vehicle service, and in-plant support activities for the facility.

**OPERATIONAL REQUIREMENTS:**

This position is authorized in a post office with area mail processing responsibilities requiring at least one multi-line optical character reader (MLOCR) or, where there is multi-tour mail processing activity.

**DUTIES AND RESPONSIBILITIES:**

1. Manages all mail processing and distribution activities at a post office; evaluates trends in the performance of systems and equipment; initiates action to resolve operational problems and ensure the most effective use of resources.
2. Manages the implementation of distribution schemes and transportation schedules for routing incoming, outgoing and transit mail for the assigned area; coordinates dispatch schedules with managers of other postal facilities to meet service standards.
3. Manages the implementation of programs to improve productivity and reduce costs including systems to collect, track, and measure operational equipment performance data.
4. Manages the motor vehicle operations function to support mail transportation needs within the assigned area; ensures optimum vehicle utilization.
5. Manages the activities of a large group of employees; evaluates their performance; takes personnel actions; ensures that appropriate training programs are provided for employees.
6. Works with managers within post office and with other postmasters within the geographical area served to coordinate mail processing operations with maintenance and customer services.
7. Meets with customers and major mailers to coordinate schedules of mail shipments and resolve problems.
8. Ensures compliance with established safety policies and procedures.
9. Implements all Postal Service policies and programs ensures compliance with policy and service objectives.
10. Provides input for the facility's operating budget.
11. Meets with union representatives to resolve disputes.

12. Participates in negotiating agreements with local union representatives and may represent the postmaster in hearings and other labor management areas.

## **SUPERVISION**

Lead Plant Manager

## **SELECTION METHOD**

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

## **REQUIREMENTS:**

1. Knowledge of mail processing and distribution operations, policies, and procedures.
2. Knowledge of mail transportation and routing policies and procedures at a level sufficient to monitor, evaluate, and recommend changes to transportation schedules for routing incoming, outgoing, and transit mail.
3. Knowledge of motor vehicle operations, including policies, procedures, and standards, at a level sufficient to support mail transportation needs for a designated area.
4. Knowledge of provisions of the national agreement as they apply to mail processing and distribution operations.
5. Ability to manage the work of others in order to meet processing and distribution objectives, including planning and organizing the work, monitoring performance, facilitating the flow of work-related information, and providing technical guidance.
6. Ability to monitor mail processing operations for compliance with established safety policies and procedures.
7. Ability to identify training needs and implement appropriate training for employees.
8. Ability to establish and maintain effective working relationships with customers, other managers, postmasters, and labor union representatives.

**MGR MAIL PROCESSING OPERATIONS (EAS-19)  
OCCUPATION CODE: 2315-0004**

**FUNCTIONAL PURPOSE:**

Manages a small to medium mail processing operation in a post office performing incoming and outgoing distribution for a geographic area through a medium to large staff using automated, mechanized, and manual operations. Also manages the logistics, motor vehicle service, and in-plant support activities for the facility.

**OPERATIONAL REQUIREMENTS:**

This position is authorized in a post office with area mail processing responsibilities requiring at least one multi-line optical character reader (MLOCR) or, where there is multi-tour mail processing activity.

**DUTIES AND RESPONSIBILITIES:**

1. Manages all mail processing and distribution activities at a post office; evaluates trends in the performance of systems and equipment; initiates action to resolve operational problems and ensure the most effective use of resources.
2. Manages the implementation of distribution schemes and transportation schedules for routing incoming, outgoing and transit mail for the assigned area; coordinates dispatch schedules with managers of other postal facilities to meet service standards.
3. Manages the implementation of programs to improve productivity and reduce costs including systems to collect, track, and measure operational equipment performance data.
4. Manages the motor vehicle operations function to support mail transportation needs within the assigned area; ensures optimum vehicle utilization.
5. Manages the activities of a medium to large group of employees; evaluates their performance; takes personnel actions; ensures that appropriate training programs are provided for employees.
6. Works with managers within post office and with other postmasters within the geographical area served to coordinate mail processing operations with maintenance and customer services.
7. Meets with customers and major mailers to coordinate schedules of mail shipments and resolve problems.
8. Ensures compliance with established safety policies and procedures.
9. Implements all Postal Service policies and programs ensures compliance with policy and service objectives.
10. Provides input for the facility's operating budget.
11. Meets with union representatives to resolve disputes.

12. Participates in negotiating agreements with local union representatives and may represent the postmaster in hearings and other labor management areas.

**SUPERVISION:**

**Postmaster Lead Plant Manager**

**SELECTION METHOD:**

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

1. Knowledge of mail processing and distribution operations, policies, and procedures.
2. Knowledge of mail transportation and routing policies and procedures at a level sufficient to monitor, evaluate, and recommend changes to transportation schedules for routing incoming, outgoing, and transit mail.
3. Knowledge of motor vehicle operations, including policies, procedures, and standards, at a level sufficient to support mail transportation needs for a designated area.
4. Knowledge of provisions of the national agreement as they apply to mail processing and distribution operations.
5. Ability to manage the work of others in order to meet processing and distribution objectives, including planning and organizing the work, monitoring performance, facilitating the flow of work-related information, and providing technical guidance.
6. Ability to monitor mail processing operations for compliance with established safety policies and procedures.
7. Ability to identify training needs and implement appropriate training for employees.
8. Ability to establish and maintain effective working relationships with customers, other managers, postmasters, and labor union representatives.

**MGR MAIL PROCESSING OPERATIONS (EAS-19)**  
**OCCUPATION CODE: 2315-0004**

**FUNCTIONAL PURPOSE:**

Manages a small to medium mail processing operation in a post office performing incoming and outgoing distribution for a geographic area through a medium to large staff using automated, mechanized, and manual operations. Also manages the logistics, motor vehicle service, and in-plant support activities for the facility.

**OPERATIONAL REQUIREMENTS:**

This position is authorized in a post office with area mail processing responsibilities requiring at least one multi-line optical character reader (MLOCR) or, where there is multi-tour mail processing activity.

**DUTIES AND RESPONSIBILITIES:**

1. Manages all mail processing and distribution activities at a post office; evaluates trends in the performance of systems and equipment; initiates action to resolve operational problems and ensure the most effective use of resources.
2. Manages the implementation of distribution schemes and transportation schedules for routing incoming, outgoing and transit mail for the assigned area; coordinates dispatch schedules with managers of other postal facilities to meet service standards.
3. Manages the implementation of programs to improve productivity and reduce costs including systems to collect, track, and measure operational equipment performance data.
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6. Works with managers within post office and with other postmasters within the geographical area served to coordinate mail processing operations with maintenance and customer services.
7. Meets with customers and major mailers to coordinate schedules of mail shipments and resolve problems.
8. Ensures compliance with established safety policies and procedures.
9. Implements all Postal Service policies and programs ensures compliance with policy and service objectives.
10. Provides input for the facility's operating budget.
11. Meets with union representatives to resolve disputes.

12. Participates in negotiating agreements with local union representatives and may represent the postmaster in hearings and other labor management areas.

**SUPERVISION:**

Lead Plant Manager

**SELECTION METHOD:**

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

1. Knowledge of mail processing and distribution operations, policies, and procedures.
2. Knowledge of mail transportation and routing policies and procedures at a level sufficient to monitor, evaluate, and recommend changes to transportation schedules for routing incoming, outgoing, and transit mail.
3. Knowledge of motor vehicle operations, including policies, procedures, and standards, at a level sufficient to support mail transportation needs for a designated area.
4. Knowledge of provisions of the national agreement as they apply to mail processing and distribution operations.
5. Ability to manage the work of others in order to meet processing and distribution objectives, including planning and organizing the work, monitoring performance, facilitating the flow of work-related information, and providing technical guidance.
6. Ability to monitor mail processing operations for compliance with established safety policies and procedures.
7. Ability to identify training needs and implement appropriate training for employees.
8. Ability to establish and maintain effective working relationships with customers, other managers, postmasters, and labor union representatives.

**MGR MAIL PROCESSING OPERATIONS (EAS-18)**  
**OCCUPATION CODE: 2315-0003**

**FUNCTIONAL PURPOSE:**

Manages a small mail processing operation in a post office performing incoming and outgoing distribution for a geographic area through a very small staff using automated, mechanized, and manual operations. Also manages the logistics, motor vehicle service, and in-plant support activities for the facility.

**OPERATIONAL REQUIREMENTS:**

This position is authorized in a post office with area mail processing responsibilities requiring at least one multi-line optical character reader (MLOCR) or, where there is multi-tour mail processing activity.

**DUTIES AND RESPONSIBILITIES:**

1. Manages all mail processing and distribution activities at a post office; evaluates trends in the performance of systems and equipment; initiates action to resolve operational problems and ensure the most effective use of resources.
2. Manages the implementation of distribution schemes and transportation schedules for routing incoming, outgoing and transit mail for the assigned area; coordinates dispatch schedules with managers of other postal facilities to meet service standards.
3. Manages the implementation of programs to improve productivity and reduce costs including systems to collect, track, and measure operational equipment performance data.
4. Manages the motor vehicle operations function to support mail transportation needs within the assigned area; ensures optimum vehicle utilization.
5. Manages the activities of a very small group of employees; evaluates their performance; takes personnel actions; ensures that appropriate training programs are provided for employees.
6. Works with managers within post office and with other postmasters within the geographical area served to coordinate mail processing operations with maintenance and customer services.
7. Meets with customers and major mailers to coordinate schedules of mail shipments and resolve problems.
8. Ensures compliance with established safety policies and procedures.
9. Implements all Postal Service policies and programs ensures compliance with policy and service objectives.
10. Provides input for the facility's operating budget.
11. Meets with union representatives to resolve disputes.

12. Participates in negotiating agreements with local union representatives and may represent the postmaster in hearings and other labor management areas.

**SUPERVISION:**

**Postmaster Lead Plant Manager**

**SELECTION METHOD:**

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

**REQUIREMENTS:**

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2. Knowledge of mail transportation and routing policies and procedures at a level sufficient to monitor, evaluate, and recommend changes to transportation schedules for routing incoming, outgoing, and transit mail.
3. Knowledge of motor vehicle operations, including policies, procedures, and standards, at a level sufficient to support mail transportation needs for a designated area.
4. Knowledge of provisions of the national agreement as they apply to mail processing and distribution operations.
5. Ability to manage the work of others in order to meet processing and distribution objectives, including planning and organizing the work, monitoring performance, facilitating the flow of work-related information, and providing technical guidance.
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**SUPERVISION:**

Lead Plant Manager

**SELECTION METHOD:**

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

**REQUIREMENTS:**

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