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

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Dear Ivan:

The Postal Service is proposing an organizational change to consolidate the district Human Resources safety and occupational health teams under one manager to promote alignment and focus on occupational safety and health activities.

The *Manager, Occupational Health Claims EAS-21* and *Manager, Safety EAS-21* are proposed to be eliminated and a new job, *Manager, Field Safety & Health EAS-23* will be established. The *Mgr, Field Safety & Health* will report to the *Mgr, Field Human Resources* at the district level.

The *Mgr, Field Safety & Health* will be responsible for managing the occupational safety and health programs for an assigned district in support of national safety and health programs, policies, and initiatives. We have enclosed a copy of the proposed job description.

Changes to the authorized staffing will result in employee impacts requiring a reduction in force (RIF) to be administered in the affected competitive areas.

This change is proposed pursuant to Title 39, U.S. Code, § 1004 (d).

Concurrent with these changes, a *Safety Specialist SR (PROC & LOG), EAS-19*, (occ code: TBD) job is being established to support occupational safety and health activities at processing and logistics facilities. This job will report to the new *Mgr, Field Safety & Health*. We have enclosed a copy of this job description.

Please contact James Timmons at extension 2324 if you have any questions or concerns.

Sincerely

A handwritten signature in blue ink, appearing to read "BEN", written over the word "Sincerely".

Bruce A. Nicholson
Director
Labor Relations Policies and Programs

Enclosures

MGR FIELD SAFETY AND HEALTH (EAS-23)
OCCUPATION CODE: 0018-XXXX

FUNCTIONAL PURPOSE:

Manages occupational safety and health programs for an assigned territory in support of national safety and health programs, policies, initiatives. Oversees the implementation and administration of safety programs and health claims such as injury compensation, Family and Medical Leave Act (FMLA), light duty assignment, reasonable accommodation, and medical management programs. Provides guidance to field management on occupational safety and health programs and advises on strategies to improve local safety and health outcomes.

DUTIES AND RESPONSIBILITIES:

1. Plans, develops, prioritizes, and coordinates territory-wide occupational health and safety initiatives including the local implementation of national policies and procedures. Promotes and supports national initiatives to increase employee awareness and compliance by developing and implementing strategies to engage employees on health and safety issues.
2. Provides guidance to field managers on interpreting and applying laws, regulations, policies, and standard procedures such as Occupational Safety and Health Administration (OSHA) and Office of Workers' Compensation Programs (OWCP) standards and requirements. Advises and consults on matters related to health and safety programs and initiatives (e.g., accident prevention, injury compensation, FMLA, reasonable accommodation, occupational health services, and light duty) including addressing compliance issues and non-adherence with policies, laws, and regulations.
3. Manages the inspection and evaluation of hazardous conditions and unsafe work practices at local work, storage, and service areas. Coordinates corrective actions, remediation strategies, and compliance enforcement with field management. Evaluates effectiveness of safety and health programs and accident prevention initiatives and develops recommendations to address areas for improvement.
4. Manages investigations of serious workplace accidents including fatalities. Reviews accident information and data to determine potential causes, identify trends, and develop action plans. Oversees the preparation of documentation, reports, logs, correspondence, and other related materials related to accident investigations. Coordinates with the Office of the Inspector General (OIG) to assist with the investigation of potential claimant or medical fraud and abuse claims.
5. Provides support to the Emergency Management Team (EMT) regarding safety and health issues related to emergency management. Participates in the Incident Command structure during all phases of emergencies. Assists with safety and health related

components aspects of the Integrated Emergency Management Plan including preparing emergency action plans, coordinating with local emergency officials, and conducting training exercises.

6. Coordinates program related training efforts for field management and supervisors on relevant topics and initiatives. Attends safety and health committee meetings to provide advice, guidance, and direction on safety and health related issues.
7. Oversees the preparation of documentation required by health and safety programs (e.g., accident reports, injury compensation, FMLA, reasonable accommodation, light duty) to ensure propriety, completeness, and accuracy of claims filed, leave administration, requests for accommodation, and medical documentation appropriateness. Submit disputes, challenges claims, or requests clarifications necessary to assist in the documentation of position papers that describe the facts of the claim and requests for leave or accommodation. Prepares reports, replies to requests for information, and compiles information summaries related to health and safety programs.
8. Oversees the administration of the return-to-work program for employees injured on-duty including identifying eligible individuals. Coordinates efforts to return eligible employees to work assignments including ensuring medical documentation has been received and approved, arranging the creation of work modification plans, arranging interactive process interviews, and verifying that personnel actions are appropriately processed.
9. Manages a team of occupational health and safety professionals. Provides timely guidance, feedback, and mentoring to employees. Identifies, develops, and retains a diverse, high performing talent pool. Facilitates employee engagement and development, ensuring that necessary skills are developed to fulfill current or future responsibilities.

SUPERVISION:

Manger, Field Human Resources

SELECTION METHOD:

See Handbook EL-312, Section 740 - Selection Policies for Nonbargaining positions.

REQUIREMENTS:

1. Knowledge of federal laws and postal regulations, policies, and procedures sufficient to oversee the implementation and administration of national occupational health and safety programs and initiatives at a local level.

2. Knowledge of federal laws and postal regulations, policies, and procedures sufficient to oversee the administration of workplace injury compensation programs (e.g., compensation claims, unemployment claims, return-to-work, third party recovery).
3. Ability to monitor and evaluate compliance of local work facilities, locations, and service areas with occupational safety and health programs, policies, and procedures and provide actionable remediation strategies to improve compliance.
4. Ability to develop, modify, and evaluate accident prevention plans and recommend changes to safety and health programs and practices based on local accident data and information to improve program outcomes and regulatory compliance.
5. Ability to prepare and review required documentation related to safety and health program cases and claims (e.g., injury compensation, FMLA, reasonably accommodation, light duty) for accuracy, completeness, and appropriateness.
6. Ability to maintain accurate recordkeeping, reporting, and tracking procedures and requirements (e.g., OSHA reporting, workplace injury logs, information registers).
7. Ability to communicate in writing sufficient to draft detailed documentation, prepare reports, reply to requests for information, provide clarity and interpretation, and accurately explain positions and decisions.
8. Ability to communicate verbally to provide guidance and advice on safety and health issues, establish partnerships, explain policies and regulations, and coordinate with others across different locations and functions.
9. Ability to manage a team of safety and health professional staff which includes making assignments, monitoring progress, evaluating performance against goals, providing technical guidance and feedback, building effective work relationships, establishing individual professional development plans, and fostering workplace diversity, engagement, and inclusion.

SAFETY SPECIALIST SR (PROC & LOG) (EAS-19)
OCCUPATION CODE: 0018-XXXX

FUNCTIONAL PURPOSE:

Serves as the occupational safety and health technical advisor for assigned processing and logistics facilities. Develops, coordinates, and monitors activities related to comprehensive safety and health programs. Provides coaching and training to lower-level safety employees.

OPERATIONAL REQUIREMENTS:

Authorized as a direct report to the Mgr Field Safety & Health for use in processing and logistics facilities, such as Local Processing Centers (LPC) or Regional Processing Distribution Centers (RPDC).

DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates, and evaluates safety and health activities to meet safety and health goals and objectives; develops safety and health programs for management implementation.
2. Evaluates safety and health training needs of managers and craft employees, including the orientation of new employees; develops, presents, and evaluates training; trains line supervisors and managers to conduct job safety analysis to establish and maintain employee work safety standards; and reviews analyses to ensure inclusion of safety engineering and ergonomic factors.
3. Conducts facility inspections and safety program evaluations of work, storage and service areas for hazardous conditions and unsafe work practices utilizing organizational safety materials and standard work instructions; conducts basic industrial hygiene evaluations; ranks noted deficiencies in terms of severity and accident probability; assists line supervisors, managers, and safety committees to review abatement activities to ensure corrective action and standards compliance.
4. Participates in investigations of serious accidents including fatalities; analyzes accident data to determine causes, detect trends, and develop action plans.
5. Ensures management enforcement of compliance with established safety and health policies, procedures, regulations, and standards.
6. Develops safety and health promotional activities including talks, newsletter articles, posters, and pamphlets; develops and conducts campaigns and contests to increase employee safety and health awareness.

7. Participates in labor/management safety and health committee meetings; provides technical guidance and direction.
8. Provides program oversight and technical guidance to line and center management including the interpretation of laws, regulations, and procedures relating to safety and health, accident prevention, and standards applicable to postal operations.
9. Provides support to the Emergency Management Team (EMT) regarding safety and health issues related to emergency management. Participates in the Incident Command structure during all phases of emergencies.
10. Assists with safety and health aspects of the Integrated Emergency Management Plan to include preparation of emergency action plans; coordination with local emergency officials; and conduct training exercises.
11. Coordinates safety and health activities with functional counterparts. Coordinates cross-functionally with all Human Resources functions to ensure effective and comprehensive support. Works proactively to foster a workplace of diversity, inclusion, and engagement. Provides coaching and training to lower-level safety employees.

SUPERVISION:

Manager, Field Safety and Health

SELECTION METHOD:

See Handbook EL-312, Section 740 - Selection Policies for Nonbargaining positions.

REQUIREMENTS:

1. Knowledge of federal laws and postal regulations and procedures related to occupational safety and health.
2. Ability to oversee the implementation of safety and health programs, policies, and procedures, including monitoring compliance and implementing activities to improve safety and health awareness.
3. Ability to conduct facility safety inspections and safety program evaluations.
4. Ability to analyze job safety and accident data to develop, evaluate, and modify accident prevention plans.
5. Ability to monitor, evaluate, and recommend changes to safety and health programs and practices to ensure compliance with national policies, rules, regulations, and laws.

6. Ability to communicate in writing to prepare reports, articles, pamphlets, and training materials.
7. Ability to communicate orally at a level sufficient to conduct training, provide technical guidance on safety and health issues, and to coordinate safety and health related activities.
8. Ability to provide training and coaching to others.