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OCT 28 2020

October 26, 2020

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

Dear Brian:

As a matter of information, the Postal Service plans to conduct a job analysis of the following District Finance jobs:

- Mgr. Finance (District) EAS-25 (Occupation Code: 0505-7065)
- Mgr. Finance (District) EAS-24 (Occupation Code: 0505-7063)
- Mgr. Finance (District) EAS-23 (Occupation Code: 0505-7064)
- Mgr. Financial Programs Compliance EAS-21 (Occupation Code: 0505-0149)
- Budget/Financial Analyst (District) EAS-19 (Occupation Code: 0504-5022)

The job analysis will be conducted October – December and it will include focus groups, interviews and surveys of incumbents.

The purpose of this analysis is to better understand the work that is performed by these positions, to make informed decisions about future structure and staffing for this function and to update job descriptions.

Participation is voluntary and will remain strictly confidential.

Please contact James Timmons at extension 2324 if you have questions concerning this matter.

Sincerely,

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

Bruce A. Nicholson
Manager
Labor Relations Policy Administration