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LABOR RELATIONS



January 21, 2022

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

Dear Mr. Butts:

As a matter of general interest, the Postal Service will be conducting a job analysis for each of the following Clerk craft positions:

Occ-Code	Title	Level
2320-0005	Bulk Mail Clerk	PS-07
2320-28XX	Bulk Mail Technician	PS-07
2345-32XX	Mailing Requirements Clerk	PS-07
2345-0032	Mail Classification Clerk	PS-07
2345-52XX	Mail Classification Clerk	PS-08

Each job analysis will consist of job observations, interviews, focus groups and surveys with job incumbents, training staff, supervisors, and managers. Participation will be voluntary. Responses will remain confidential and be reported in aggregate.

The results of the job analysis will be used to update job descriptions, selection processes, exams, and training for these positions.

The study will begin in February 2022 and will take approximately 6-8 months.

If you have any questions on this matter, please contact Bruce Nicholson at extension 7773.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills".

David E. Mills  
Director  
Labor Relations Policies and Programs