

LABOR RELATIONS



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September 25, 2024

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

Certified Mail Number
9589 0710 5270 0684 7743 62

Dear Ivan:

The Postal Service is proposing to revise the job description of:

Occ Code	Job Title	Grade
0201-0192	MGR EMPLOYEE DEVELOPMENT	EAS-21

An additional duty and responsibility will be added to the job. Specifically, maintaining certified examiner status and administering nonbargaining examinations as needed.

Enclosed are two copies of the job description, one with and without track changes identified. These changes are proposed pursuant to Title 39, U.S. Code §1004. Please contact Paulita Wimbush at extension 4042 if you have any questions concerning this matter.

Sincerely,

Bruce A. Nicholson
Director
Labor Relations Policies and Programs

Enclosures

MGR EMPLOYEE DEVELOPMENT (EAS-21)
OCCUPATION CODE: 0201-0192

FUNCTIONAL PURPOSE:

Manages the coordination and implementation of training and diversity programs, practices and procedures for assigned territory. Coordinates onboarding and retention, training compliance, career and leadership development, employee engagement and diversity and inclusivity activities with human resources and operational functions to ensure effectiveness of training and diversity activities and consistency with corporate policies, goals and systems.

DUTIES AND RESPONSIBILITIES:

1. Manages the onboarding (post-hire), training and retention programs for assigned territory, ensuring implementation in an efficient and effective manner; coordinates the scheduling of training and learning activities with other functional areas, postal training centers, and outside providers to ensure a workforce that meets operational requirements.
2. Plans, organizes, coordinates and conducts special events, conferences, workshops, and seminars to promote cultural awareness, career opportunities and ongoing growth and development within the Postal Service.
3. Serves as Randolph Sheppard Act coordinator to ensure compliance with Postal Policy (EL 602) and applicable federal guidelines for vendor services at Postal facilities.
4. Serves as the District Disability Coordinator and point of contact for deaf or hard of hearing employees requesting accommodations.
5. Provides oversight and technical guidance to management staff on the training budget and goals; coordinates and implements all activity related to HERO.
6. Ensures adherence to training requirements for all employees within assigned territory.
7. Manages the security, maintenance, and accountability of a large inventory of educational and training materials and tools.
8. Collaborates with stakeholders in developing employee engagement and diversity action plans and intervention programs to achieve engagement and diversity development goals and objectives to ensure uniform application of policies and procedures.
9. Participates in identifying barriers in recruitment, hiring, retention and advancement of minorities and women; recommends diversity action plans to management.
10. Manages and develops a diverse talent pool in collaboration with stakeholders to ensure that both current and future goals of employee development, engagement, diversity and inclusivity are met.

11. Partners with internal stakeholders to ensure alignment with national strategies related to employee engagement, employee development, employee retention and diversity and inclusivity.

12. Manages a small to medium size group of employee development employees. Coordinates cross-functionally with all Human Resources function to ensure effective and comprehensive support. Works proactively to foster a workplace of diversity, inclusion and engagement.

SUPERVISION:

Manager Field Human Resources

SELECTION METHOD:

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

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- ~~7.1. Manages the security, maintenance, and accountability of a large inventory of educational and training materials and tools.~~
- 8.6. Maintains certified examiner status and administers nonbargaining examinations as needed.
- 9.7. Collaborates with stakeholders in developing employee engagement and diversity action plans and intervention programs to achieve engagement and diversity development goals and objectives to ensure uniform application of policies and procedures.
- 10.8. Participates in identifying barriers in recruitment, hiring, retention and advancement of minorities and women; recommends diversity action plans to management.

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