



September 27, 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)*, revision of the job description for:

- Mailing Standards Specialist (EAS-16)  
(Occupation Code: 2345-0022)

The purpose of the revision is to reclassify the job as FLSA Non-Exempt due to the removal of supervisory duties from this position. The Postal Service's establishment of the Mail and Shipping Solution Center (MSSC) will change the reporting structure of the Mailing Requirement Clerks (MRCs) which will no longer report to the Mailing Standards Specialists. The proposed revision will more accurately reflect the work actually performed by these District employees as the restructuring is implemented.

There will be no change to grade, salary, tenure, or work location. This proposal does not intend to reduce the complement of Mailing Standards Specialists.

Enclosed is the current job description and proposed job description for your review and recommendations.

Please contact Phong Quang at extension 2857 if you wish to discuss or if you have questions concerning this matter.

Sincerely,

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

*for*  
Bruce A. Nicholson  
Manager  
Labor Relations Policy Administration

Enclosures

MAILING STANDARDS SPECIALIST (EAS-16)  
OCCUPATION CODE: 2345-0022

FUNCTIONAL PURPOSE

Oversees programs related to mailing standards and associated procedures in support of business mail acceptance, providing technical assistance to customers and postal employees within a designated area.

OPERATIONAL REQUIREMENTS

This position is for use at ~~large post~~ district offices with a high volume of business mail acceptance and mailing standards activity within the office and at post offices in contiguous areas.

DUTIES AND RESPONSIBILITIES

1. Oversees and participates in the mailing standards and revenue protection activities for post offices within a designated area.
- ~~2. Supervises a group of clerks engaged in mailing standards activities for a post office.~~
- ~~3.2.~~ Provides technical guidance on mailing standards, and acceptance and processing of applications.
- ~~4.3.~~ Assists in providing training on mail classification, revenue protection, mail preparation, fees, and related mailing standards programs to ensure adherence to postal procedures and policies; participates in employee revenue protection awareness programs to communicate postage payment and mail preparation standards.
- ~~5.4.~~ Reviews and makes recommendations on customer appeals received from post offices within a designated area related to business mail entry and mailing standards.
- ~~6.5.~~ Processes, reviews, and makes recommendations on customer applications for mailing standards programs, including mailing systems and original entry periodicals authorizations.
- ~~7.6.~~ Oversees postage payment reviews of periodical publications authorized within designated area.
- ~~8.7.~~ Consolidates and submits reports for post offices within designated area to the appropriate Rates and Classification Service Center as requested.
- ~~9.8.~~ Responds to customer inquiries regarding postal rates and fees.
- ~~10.9.~~ Provides technical support to sales; participates in postal customer council meetings, workshops, and public meetings.

~~11.10.~~ Has frequent contact with representatives of business mailers regarding mailing standards and mailing systems; provides technical assistance to large volume plant load customers and plant verified drop shipment customers concerning mailing procedures, systems, and requirements.

~~12.11.~~ Exercises a normal regard for the safety of self and others, with particular emphasis on employee compliance with established safety policies and procedures.

~~13. — Exercise supervisory responsibility for the normal protective care of materials and equipment used.~~

## SUPERVISION

Manager, Business Mail Entry

## SELECTION METHOD

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

## REQUIREMENTS

1. Knowledge of mailing standards, policies, and procedures related to business mail acceptance.
2. Knowledge of revenue protection programs and procedures.
- ~~3. — Ability to supervise mailpiece design analysis and clerks engaged in mailing standards activities for a post office.~~
- ~~4.3.~~ Ability to review customer applications for special programs.
- ~~5.4.~~ Ability to monitor customer compliance with mailing regulations.
- ~~6.5.~~ Ability to communicate orally and in writing at a level sufficient to respond to inquiries from and resolve problems with business mailers, and to participate in customer council meetings, workshops, and public meetings.

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6. Oversees postage payment reviews of periodical publications authorized within designated area.
7. Consolidates and submits reports for post offices within designated area to the appropriate Rates and Classification Service Center as requested.
8. Responds to customer inquiries regarding postal rates and fees.
9. Provides technical support to sales; participates in postal customer council meetings, workshops, and public meetings.

10. Has frequent contact with representatives of business mailers regarding mailing standards and mailing systems; provides technical assistance to large volume plant load customers and plant verified drop shipment customers concerning mailing procedures, systems, and requirements.
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