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LABOR RELATIONS



April 26, 2023

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

Dear Mr. Butts:

The Postal Service proposes revision of job descriptions for the following jobs:

- Manager, Employee Development (EAS-21)
- Employee Development Specialist SR (EAS-19).

The purpose of these revisions is to incorporate responsibilities currently performed by incumbents and not included in the job description.

These revisions are provided for your review and any recommendations you may have pursuant to Title 39, U.S. Code §1004(d).

Please contact Paulita Wimbush at extension 4042 if you have questions concerning this matter.

Sincerely,

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

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.
- 2-4. Serves as the District Disability Coordinator and point of contact for deaf or hard of hearing employees requesting accommodations.
- 3-5. Provides oversight and technical guidance to management staff on the training budget and goals; coordinates and implements all activity related to HERO.
- 4-6. Ensures adherence to training requirements for all employees within assigned territory.
- 5-7. Manages the security, maintenance, and accountability of a large inventory of educational and training materials and tools.
- 6-8. 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.
- 7-9. Participates in identifying barriers in recruitment, hiring, retention and advancement of minorities and women; recommends diversity action plans to management.
- 8-10. 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.

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

10.12. 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.

#### REQUIREMENTS

1. Knowledge of training principles, methods, and technology.
2. Ability to coordinate, implement, and facilitate the delivery of training programs and activities, including instructor certification.
3. Knowledge of diversity, equity and inclusion techniques and best practices.
4. Ability to identify and analyze barriers in the recruitment, hiring, and advancement of women and minority group members.
5. Ability to foster and encourage a workplace of diversity, inclusion and engagement.
6. Ability to establish and maintain effective working relationships with postal employees, operational leaders, unions and training professionals at all levels of our organization.
7. Ability to facilitate the coordination and implementation of employee events, such as career fairs, diversity events.

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EMPLOYEE DEVELOPMENT SPECIALIST SR (EAS-19)  
OCCUPATION CODE: 0201-0390

FUNCTIONAL PURPOSE

Coordinates the scheduling and administration of employee testing, onboarding (post-hire), retention, training and developmental programs and activities throughout the assigned territory. Provides guidance to employees, job trainers, management and lower-level Employee Development Specialists regarding training and instructional processes at a level to support an engaging experience for employees.

DUTIES AND RESPONSIBILITIES

1. Provides guidance and training to lower-level Employee Development Specialists on processes for planning, scheduling and administering onboarding (post-hire), retention, training and examinations.
2. Coordinates scheduling, administration and reporting of required onboarding (post-hire), retention, training and examinations for all employees to ensure policy and regulatory compliance. Ensures employees receive the appropriate training based on their job requirements as designed and outlined in accordance with national policies and procedures. Tracks efforts to ensure compliance; escalates training compliance issues as necessary.
- 2-3. Serves as Randolph Sheppard Act coordinator to ensure compliance with Postal Policy (EL 602) and applicable federal guidelines for vendor services at Postal facilities.
- 3-4. Develops and maintains processes to coordinate national training programs and maintain detailed records of all training.
- 4-5. Coordinates entrance and in-service examination programs; oversees all procedures and processes related to examination scheduling, conducting, processing, grading, notification, and forwarding of test data.
- 5-6. Oversees onboarding (post-hire), retention and training, and schedules on the job instruction (OJI) for new employees including recruitment and scheduling of new hire orientation (Welcome to USPS) course facilitators. Accurately and timely documents training hours for new hires to ensure proper payment of workhours; and any employee engaged in a training program and monitors onboarding evaluations and trends.
- 6-7. Coordinates and facilitates on-site, virtual learning room (VLR), virtual instructor-lead training (VLIT), web-based, and off-site training for bargaining and non-bargaining employees.
- 7-8. Coordinates development training of non-bargaining employees as well as bargaining opportunities to support skilling, upskilling and engaged work environments.
- 8-9. Leads and conducts training for classes as assigned.

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9.10. Forecasts fiscal year seat requests of National Center for Employee Development (NCED) courses and enters in the system. Oversees the training calendar. Orders and maintains stocks of training supplies, books, guides and exams.

10.11. Serves as main contact for training inquiries from managers and employees in the assigned territory. Responds to inquiries via email, phone and in-person. Provides training records reports upon request.

11.12. Collaborates with stakeholders in developing and executing action plans, programs, and reports, to achieve retention, employee engagement and diversity development goals and objectives to ensure uniform application of policies and procedures.

12.13. Supports and assists with facilitation of special events, conferences, workshops, and seminars to promote multicultural awareness, career opportunities and ongoing growth and development within the Postal Service.

13.14. 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 Employee Development

#### SELECTION METHOD

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

#### REQUIREMENTS

1. Ability to communicate in writing to prepare reports, correspondence, and training materials.
2. Ability to coordinate and oversee the scheduling, conducting, and processing of entrance and in-service examinations.
3. Ability to use various computer and web-based programs for data entry, preparation of presentations and training modules, and generation of reports.
4. Ability to plan, organize, coordinate, and conduct training for a varied audience.
5. Ability to identify training needs and coordinate the implementation of training programs which includes planning, organizing, directing, and monitoring programs or projects to meet organizational goals.
6. Knowledge of the goals, purpose, and activities of diversity development programs, engagement initiatives and retention initiatives sufficient to advise management and provide guidance and training to lower-level employees.

7. Knowledge of policies, procedures, and regulations related to postal training administration for bargaining and non-bargaining postal employees sufficient to provide guidance and training to lower-level employees.
8. Ability to communicate orally at a level sufficient to conduct training, provide technical guidance on training issues, and coordinate activities.