



July 8, 2019



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

Dear Brian:

The Postal Service proposes, in accordance with Title 39, § 1004(d), the establishment of the following position at the district level and Customer Care Center:

Attendance Control Officer (EAS-19)
Occupation Code: 0201-0361

A recent analysis has been conducted on the effectiveness of the Attendance Control Officer NTE position. It has been determined that the financial savings as a result of a reduction in sick leave and leave without pay usage justify establishment of a permanent Attendance Control Officer position. Therefore, the Postal Service proposes to revise the Attendance Control Officer NTE position and establish it as permanent.

The enclosed position description and requirements is provided for your review. One position will be authorized in each District and in each Customer Care Center.

Please provide any recommendations or questions you may have on this matter as soon as possible.

Sincerely,

A handwritten signature in blue ink that reads "Bruce A. Nicholson".

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

Enclosure

ATTENDANCE CONTROL OFFICER (EAS-19)
OCCUPATION CODE: 0201-0361

FUNCTIONAL PURPOSE

Manages the employee availability and attendance control programs while ensuring compliance with national policies, guidelines, and procedures.

DUTIES AND RESPONSIBILITIES

1. Manages employee availability and attendance control programs; monitors employee availability and TACS dashboards and reports to identify discrepancies, staffing issues and trends. Communicates issues to local management for mitigating action.
2. Implements measures for local offices to effectively track and monitor attendance issues including Zero Work Hours employees. Consults with managers and supervisors; ensures unscheduled absences are being recorded appropriately, reviewed timely and action is being taken. Provides training on reporting systems and ensures those systems are effectively utilized.
3. Receives, interprets and implements directives or instructions issued by HQ and Area leadership. Writes local procedural instructions and guidelines in reference to new programs or modifications to existing attendance control procedures and policies.
4. Applies National and local agreements and employee relations policies regarding attendance control and employee availability; review proposed corrective action request packet initiated by supervisors/managers, ensures it is complete, supportable and in compliance with postal handbooks and manuals.
5. Evaluates performance cluster staffing issues and makes recommendations for improvements to maximize the effectiveness of workforce resource allocations; develops strategies for implementation; and conducts ERMS reviews and follow-up evaluations.
6. Provides program guidance, technical advice, policy interpretation and training on attendance control and employee availability programs and activities. Monitors return to work meetings.
7. Serves as a liaison between supervisors/managers, Labor Relations, Personnel, Finance and Operations on complement, staffing and attendance control matters within a performance cluster to ensure that attendance is being effectively managed.

SUPERVISION

Manager of unit to which assigned

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies for Non Bargaining Positions.

REQUIREMENTS

1. Ability to develop and maintain effective work relationships with employees at all levels of the field organization to achieve organizational goals and objectives.
2. Ability to communicate orally and in writing to give presentations, provide technical guidance, coordinate staffing activities, and prepare reports and correspondence.
3. Ability to collect, analyze and evaluate statistical data to identify trends, develop solutions and recommend necessary actions.
4. Knowledge of laws, labor agreement provisions, policies, and procedures related to staffing and attendance control.
5. Knowledge of policies and procedures related to staffing and complement management programs.
6. Ability to provide technical guidance related to attendance control and employee availability management programs and policies.
7. Ability to conduct reviews to ensure compliance with postal rules and regulations concerning attendance.
8. Skill using human resources and complement management tools, dashboards and applications (e.g., EDW, TACS, webCOINS).