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LABOR RELATIONS



October 19, 2021

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

Dear Ivan:

As a matter of information, the Postal Service is reassessing the competencies within the Postal Service Leadership Competency Models for the Managerial, Executive, and Officer levels.

Human Resources will conduct a job analysis to understand the work and identify the knowledge, skills, and abilities currently needed for successful performance at each leadership level. This will involve conducting focus groups, interviews, and surveys of incumbents including employees in the managerial population. The results of this study will be used to refresh our competency models.

This study will start in October. Participation is voluntary and will remain strictly confidential. All information gathered will be summarized and only described at the group level.

Human Resources is offering to provide an overview of the job analysis and invites you to provide 5-7 individuals that you determine can contribute to this job analysis on behalf of your organization.

Please contact James Timmons at extension 2324 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson", written over a horizontal line.

Bruce A. Nicholson
Manager
Labor Relations Policy Administration