

ATTACHMENT A

Levels of expertise required are rated on a scale of from 2 to 12 with weight given to Value of Contribution.

We considered the ZMT Operator With Secondary Scheme Knowledge to be the highest level of Craft expertise required by the Postal Service, therefore rating a 12.

Next we considered some highly specialized skills such as Mailing Requirements Clerks, Special Transfer Clerks, Illustrator, etc., to be the next highest level of Craft expertise required, therefore rating an 11.

Next we considered ZMT Operators With no Scheme Knowledge and certain specialized jobs such as D&D Expeditors, Special Distribution Clerks, Ramp Clerks, Window Service Technicians, etc., to be the next highest level of Craft expertise required, therefore rating a 10.

Next we considered SPLSM Operators With Scheme Knowledge, Distribution and Window Clerks, Parcel Post Distribution, Machine, With Scheme Knowledge, and some less highly specialized skills to be the next highest level of Craft expertise, therefore rating a 9.

Next we considered a Manual Distributor with Scheme Knowledge, a Parcel Post Distributor, Machine, Without Scheme Knowledge and certain special skills such as Stamp Supply Clerk, Supply Clerk, etc., to be the next highest level of Craft expertise, therefore rating an 8.

Next we considered several accounting type jobs requiring some specialized knowledge, such as Accountable Paper Supply Clerk, Accounting Clerk, Claims Clerk, Data Collection Technician, etc., as having the next highest level of Craft expertise, therefore rating a 7.

Next we considered employees with some knowledge of distribution but no scheme knowledge, (General Distribution), Mail Handler Group Leaders, Information Clerks, OCR Operators and certain specialized fields requiring a small degree of specialized knowledge, such as Automated Personnel Paperwork Technician, Bulk Mail Clerk, Claims and Inquiry Clerk, Drafting Clerk, etc., to be the next highest level of Craft expertise, therefore rating a 6.

Next we considered certain Technicians such as Mail Handler Technician, Label Printing Technician, etc., and Secretarial jobs such as Clerk (Steno), Secretary (Typist), Office Staff Assistant, etc., to be the next highest level of Craft expertise, therefore rating a 5.

Next we considered employees who are able to do manual separation of mail by type, kind or category with no scheme knowledge, some physical dexterity and sense of order such as mail prep, culling, canceling machine operation, Mark II and/or Flyer, Label Machine Operators, Card Punch Operators and some other general clerical positions such as Typist, Office Clerk, File Clerk, etc., as the next highest level of Craft expertise required, therefore rating a 4.

Next we considered general labor, such as loading and unloading trucks, mail transport, watchmen, etc., to be the next highest level of Craft expertise required, therefore rating a 3.

Last we considered miscellaneous labor such as cleaning to be the lowest level of Craft expertise required, therefore rating a 2.

<u>NO.</u>	<u>POSITION TITLE</u>	<u>LEVEL</u>	<u>POSITION NO.</u>	<u>OCC CODE</u>	<u>CRAFT</u>
12	Mailing Requirements Clerk	7	SP 2-466	2345-32xx	C
12	Distribution Clerk, Machines	6	SP 2-364	2315-05xx	C
11	Mailing Requirements Clerk	6	SP 2-467	2345-32xx	C
11	Mailing Requirements Clerk	6	SP 2-468	2345-32xx	C
10	Distribution Clerk, Machines	5	SP 2-363	2315-05xx	C
10	Distribution & Dispatch Expeditor	6	SP 2-382	2315-09xx	C
10	Rack Distr. & Dispatch Expeditor	6	SP 2-383	2315-68xx	C
10	Distribution Review Clerk	6	SP 2-384	2315-69xx	C
10	Ramp Clerk, AMF	6	SP 2-385	2330-42xx	C
10	Express Mail Service Clerk	6	SP 2-617	2330-77xx	C
10	Receiving Clerk, Foreign Air Mail	6	SP 2-218	2340-18xx	C
310	International Claims Clerk, Paying Office	7	SP 2-159	2345-16xx	C
10	Records Clerk, International Mail	6	SP 2-495	2340-10xx	C
10	Mailing Requirements Clerk	5	SP 2-469	2345-32xx	C
10	Schemes Examiner	6	SP 2-4	1712-04xx	C
10	Special Postal Clerk	6	SP 2-157	2320-31xx	C
10	Schedule Clerk, Foreign Mail	6	SP 2-158	2350-06xx	C
10	Special Transfer Clerk	7	SP 2-331	2330-02xx	C
10	Special Distribution Clerk	6	SP 2-41	2315-07xx	C
310	Special Transfer Clerk, Airmail	7	SP 2-386	2330-43xx	C
10	Special Postal Clerk	6	SP 2-157	2315-08xx	C
10	Transfer Clerk	6	KP-15	2330-01xx	C
10	Transfer Clerk, AMF	6	SP 2-217	2330-04xx	C
10	Transit Mail Expeditor	6	SP 2-370	2315-67xx	C
310	Translator-Correspondence	7	SP 2-620	1045-02xx	C
10	Vehicle Operations Maintenance Assistant	6	SP 2-195	0341-06xx	D,SD, CA
10	Window Services Technician	6	SP 2-388	2320-29xx	C
9	Distribution Clerk, SPLSM	5	SP 2-592	2315-82xx	C
9	Retail Sales Clerk, Postal Stores	5	SP 2-619	2320-30xx	C
9	Distribution and Window Clerk	5	SP-2	2340-02xx	C
9	Distribution Window & Markup Clerk	5	SP 2-629	2340-80xx	C
9	General Office Clerk, Foreign Mail	6	SP 2-181	2340-15xx	C
9	Self Service Postal Unit Technician	6	SP 2-433	2340-40xx	C

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9	Parcel Post Distribution (Machines)	5	SP 2-362	2315-06xx	(
9	Stamp Supply Clerk	6	SP 2-156	2320-03xx	(
8	Accounting Clerk	6	SP 2-365	0520-01xx	(
8	Accounting Technician (Cost Ascertainment)	6	SP 1-63	0525-32xx	(
8	Accounting Technician	6	SP 2-443	0525-31xx	(
8	Bulk Mail Technicain	6	SP 2-387	2320-28xx	(
8	Distribution Clerk (Scheme)	5	KP-12	2315-04xx	(
8	Parcel Post Distribution (Machines)	6	SP 2-439	2315-06xx	(
8	Sack Sorting Machine Operator	6	SP 2-502	2315-72xx	(
7	Accountable Paper Supply Clerk	5	SP 2-42	0530-05xx	(
7	Accounting Clerk	5	SP 2-23	0520-01xx	(
7	Claims Clerk, Paying Office	6	KP-17	2345-31xx	(
7	Postal Source Data Technician	6	SP 2-501	0301-15xx	(
7	Data Collection Technician	6	SP 2-506	0301-69xx	(
7	Examination Specialist	6	SP 2-188	0203-19xx	C, M&
7	Sack Sorting Machine Operator	5	SP 2-438	2315-72xx	
6	Automated Personnel Paperwork	6	SP 2-505	0203-32xx	
6	Bulk Mail Clerk	5	SP 2-44	2320-15xx	
6	Claims & Inquiry Clerk	5	SP 2-43	2345-15xx	
6	Distribution Clerk (Non-Scheme)	5	KP-12	2315-04xx	
6	Drafting Clerk	5	SP 1-17	0818-01xx	C
6	Employee Accounts Clerk	5	SP 2-6	0590-02xx	
6	Group Leader, Mail Handlers	5	SP 1-33	2315-02xx	M
6	Highway Transportation Clerk	6	SP 1-54	2330-13xx	
6	Illustrator	7	SP 2-252	1020-01xx	
6	Information Clerk	6	SP 2-3	2320-13xx	
6	Personnel Clerk	5	SP 2-2	0203-13xx	
6	OCR Operator	5	SP 2-522	2315-73xx	
6	Procurement Property and Supply Assistant	6	SP 2-346	2003-01xx	

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6	Personnel Clerk	5	SP 1-10	0203-14xx	(
6	Sack Sorting Machine Operator	4	SP 2-367	2315-72xx	(
6	WLRs Control Clerk	5	SP 2-565	0301-94xx	(
5	Bookkeeping Machine Operator	5	SP 1-16	0354-01xx	(
5	Clerk-Stenographer	5	SP 1-6	0312-01xx	(
5	Label Printing Center Assistant	6	SP 2-577	0301-88xx	(
5	Label Printing Technician	5	SP 2-578	4401-06xx	ME
5	Procurement Clerk	5	SP 1-8	2020-01xx	(
5	Mail Handler Technician	5	SP 2-498	2315-62xx	ME
5	Office Staff Assistant or Secretary	5	SP 2-534	0318-01xx	(
5	Office Staff Assistant or Secretary (Steno)	5	SP 2-540	0318-04xx	(
5	Office Staff Assistant or Secretary (Typist)	5	SP 2-546	0318-05xx	(
5	Schemes Clerk	5	SP 1-51	2350-01xx	(
5	Supply Clerk	4	SP 1-4	2040-07xx	C
5	Tabulating Machine Operator	4	SP 1-22	0359-01xx	(
5	Time & Attendance Clerk	5	SP 1-29	0590-01xx	C, M
4	Alphabetical Card Punch Operator	4	SP 1-21	0356-02xx	(
4	Card Punch Operator	3	SP 1-1	0356-03xx	(
4	Clerk-Typist	4	SP 1-2	0322-02xx	(
4	File Clerk	4	KP-6	0305-03xx	(
4	General Clerk	5	SP 2-45	2340-01xx	(
4	Label Machine Operator	4	SP 2-579	4401-05xx	M
4	Mail Processing Machine Operator	5	SP 2-354	2340-45xx	M
4	Mail Processing Machine Operator	5	SP 2-470	2340-45xx	M
4	Post Office Clerk	3	KP-4	2340-04xx	C
4	Office Clerk	4	SP 1-12	0301-01xx	C
4	Special Clerk	4	SP 3-3	2340-23xx	C
4	Tabulating Machine Operator	3	SP 1-30	0359-01xx	C
4	Typist	4	KP-7	0322-01xx	C

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4	Typist-Label Printing	4	SP 2-580	0322-04xx	MH
3	Watchman (Mail Handling Areas)	4	SP 2-216	0085-06xx	MH
2	Mail Equipment Handler	4	SP 2-247	3502-01xx	MH
3	Mail Handler	4	KP-8	2315-01xx	MH
2	Packer-Shipper	4	SP 2-581	7002-03xx	MH