

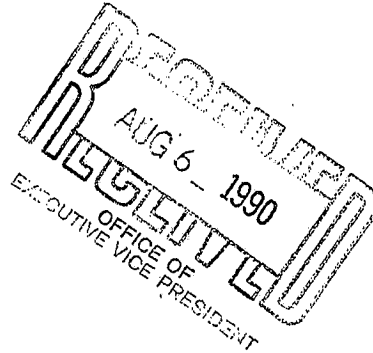


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JOSEPH J MAHON JR  
Assistant Postmaster General  
Labor Relations Department

27 July 1990



Mr. William Burrus  
Executive Vice President  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, NW  
Washington, DC 20005-4128

Dear Bill:

This letter is in response to your June 27 correspondence.

The purpose of the job analyses for International Accounts and Accounting Technician is to provide information about developing exams and cut off scores and for validating standards for qualification and selection of employees.

The information about work behaviors and the knowledge, skills, and abilities needed to perform on the job that various surveys are designed to collect will be used only to validate standards for qualification and selection of employees. The purpose of these surveys is not to form a basis to "re-rank" these positions. Job analysis surveys which collect this kind of information are standard operating procedures to ensure that our qualification and selection criteria are valid and meet the needs of the job as it really exists in the field.

If you have any further questions regarding this matter, please contact Patricia Connelly of my staff at 268-3842.

Sincerely,

Joseph J. Mahon, Jr.  
Assistant Postmaster General



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# American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

**William Burrus**  
Executive Vice President  
(202) 842-4246

June 27, 1990

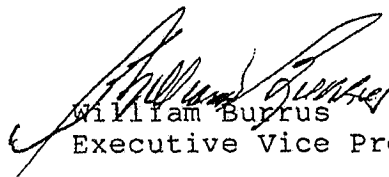
Dear Mr. Mahon:

The Postal Service has conducted a number of studies on bargaining unit positions, most recently one for the position of International Accounts and Accounting Technician. Each of the notices to the Union contains the following statements, "all data collected will be used solely for the purpose of this study and not to evaluate employee performance or individual measurement."

The purpose of the studies is "to collect job information on work behaviors and the knowledge, skills, and abilities needed to perform on the job."

This inquiry is to determine if an intended purpose of the study is to form a basis for the re-ranking of positions, and if data collected can be used for that purpose. Please respond as to the use of the studies for this purpose.

Sincerely,

  
William Burrus  
Executive Vice President

Joseph J. Mahon, Jr.  
Asst. Postmaster General  
U.S. Postal Service  
475 L'Enfant Plaza, SW  
Washington, DC 20260-4100

WB:rb

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