

May 24, 2010

Mr. James McCarthy
Director, Clerk Division
American Postal Workers
Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Re: IR09-87, Postmaster Position Descriptions

Dear Mr. McCarthy:

This letter is in final response to ongoing conversations regarding IR09-87, Postmaster Position Descriptions.

Enclosed are the requested Postmaster position descriptions which were also sent to you via e-mail.

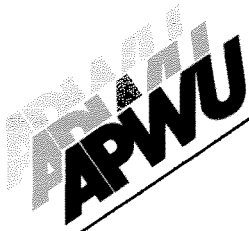
If there are any questions, please contact Angela (Angie) Ferguson of my staff at (202) 268-3663.

Sincerely,

A handwritten signature in cursive script that reads "John W. Dockins".

John W. Dockins
Manager
Contract Administration (APWU)

Enclosures



American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

James P. McCarthy
Director
Clerk Division
(202) 842-4220 (Office)
(202) 842-8517 (Fax)

September 14, 2009

Sent Certified Mail – Return Receipt 7005 0390 0001 3896 3066 and Faxed

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Coordinator, Northeast Region

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Coordinator, Southern Region

Omar M. Gonzalez
Coordinator, Western Region

Mr. John W. Dockins
Contract Administration, Labor Relations
United States Postal Service
475 L'Enfant Plaza, Room 9146, SW
Washington, DC 20260

Dear John,

Attached is a copy of a supervisor's job description for the Webb City, MO post office.

Please note number 12, under Duties and Responsibilities:

May personally perform non-supervisory tasks in order to meet established service standards and schedules, including mail processing and distribution as needed; up to 4 hours daily.

The APWU inquiry concerns:

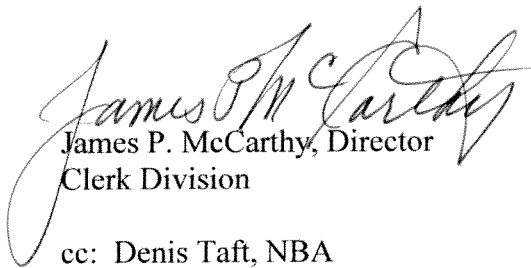
1. Has the USPS at the national level changed the position descriptions of non-bargaining employees? If so, and the above is one of these changes, the APWU is requesting copies of all those changed position descriptions since they appear to affect "wages, hours, and working conditions".

This would already be in violation of both Das and Ganetts 1.6.b, National Level Awards.

I would appreciate it if you or your designee could contact me so a meeting can be scheduled.

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Thank you for your prompt response.

A handwritten signature in black ink, appearing to read "James P. McCarthy". The signature is fluid and cursive, with a large initial "J" and "M".

James P. McCarthy, Director
Clerk Division

cc: Denis Taft, NBA
Encl.

JPM:yd/opeiu#2-afl-cio

POSTMASTER PTPM-51

FUNCTIONAL PURPOSE

Provides window, box, and general delivery service on a regular but very abbreviated schedule.

OPERATIONAL REQUIREMENTS

Workload service credits normally fall between 1 and 40. These numerical limits are subject to the rules of tolerance and credit for exceptions.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit postal facility providing limited window services and mail distribution.
2. Adheres to approved programs and operates within established postal rules, laws and regulations.
3. Submits and monitors a very small operating budget.
4. Selects and trains an alternate to provide continuous supervision and operation of the office.
5. Ensures that proper safeguards are instituted for the welfare of customers and the protection of the mails.
6. Maintains files and records and submits reports.
7. Has regular contact with postal customers.
8. Exercises normal protective care of accountable paper and office supplies.
9. Exercises a normal regard for the safety of self and others.

SUPERVISION

Director, Field Operations or MSC Director, Field Operations

SELECTION METHOD

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

(End of Document)

POSTMASTER PTPM-52

FUNCTIONAL PURPOSE

Provides window, box, and general delivery service on a regular but very abbreviated schedule.

OPERATIONAL REQUIREMENTS

This position is limited to use in three hour offices having 1 to 40 workload service credits at the time of WSC implementation.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit postal facility providing limited window services and mail distribution.
2. Adheres to approved programs and operates within established postal rules, laws and regulations.
3. Submits and monitors a very small operating budget.
4. Selects and trains an alternate to provide continuous supervision and operation of the office.
5. Ensures that proper safeguards are instituted for the welfare of customers and the protection of the mails.
6. Maintains files and records and submits reports.
7. Has regular contact with postal customers.
8. Exercises normal protective care of accountable paper and office supplies.
9. Exercises a normal regard for the safety of self and others.

SUPERVISION

Manager, Post Office Operations

SELECTION METHOD

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

(End of Document)

POSTMASTER PTPM-53

FUNCTIONAL PURPOSE

Provides window, box, and general delivery service on a regular but abbreviated schedule. May provide supervision for limited rural and/or highway contract route service.

OPERATIONAL REQUIREMENTS

Workload service credits normally fall between 41 and 82. These numerical limits are subject to the rules of tolerance and credit for exceptions.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit, postal facility, providing limited window services and mail distribution.
2. Provides for limited rural and/or highway contract route delivery service to local customers.
3. Adheres to approved programs and operates within established rules, laws, and procedures.
4. Submits and monitors a very small operating budget.
5. Selects and trains an alternate to provide continuous supervision and operation of the office.
6. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
7. Maintains files and records and submits reports.
8. Has regular contact with postal customers.
9. Exercises normal protective care of accountable paper and office supplies.
10. Exercises a normal regard for the safety of self and others.

SUPERVISION

Manager, Post Office Operations.

SELECTION METHOD

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

(End of Document)

POSTMASTER PTPM-54

FUNCTIONAL PURPOSE

Provides window, box, and general delivery service on a regular but abbreviated schedule. May provide supervision for limited rural and/or highway contract route service.

OPERATIONAL REQUIREMENTS

This position is limited to use in five hour offices having 41 to 82 workload service credits at the time of WSC implementation.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit, postal facility, providing limited window services and mail distribution.
2. Provides for limited rural and/or highway contract route deilvery service to local customers.
3. Adheres to approved programs and operates with established rules, laws and procedures.
4. Submits and monitors a very small operating budget.
5. Selects and trains an alternate to provide continuous supervision and operation of the office.
6. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
7. Maintains files and records and submits reports.
8. Has regular contact with postal customers.
9. Exercises normal protective care of accountable paper and office supplies.
10. Exercises a normal regard for the safety of self and others.

SUPERVISION

Manager, Post Office Operations.

SELECTION METHOD

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

(End of Document)

POSTMASTER PTPM-55

FUNCTIONAL PURPOSE

Provides window, box, and general delivery service on a regular but abbreviated schedule. May provide supervision for limited rural and/or highway contract route service.

OPERATIONAL REQUIREMENTS

Workload service credits normally fall between 83 and 125. These numerical limits are subject to the rules of tolerance and credit for exceptions.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit, postal facility, providing limited window services and mail distribution.
2. Provides for limited rural and/or highway contract route delivery service to local customers.
3. Adheres to approved programs and operates within established rules, laws, and procedures.
4. Submits and monitors a very small operating budget.
5. Selects and trains an alternate to provide continuous supervision and operation of the office.
6. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
7. Maintains files and records and submits reports.
8. Has regular contact with postal customers.
9. Exercises normal protective care of accountable paper and office supplies.
10. Exercises a normal regard for the safety of self and others.

SUPERVISION

Manager, Post Office Operations.

SELECTION METHOD

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

(End of Document)

POSTMASTER EAS-11

FUNCTIONAL PURPOSE

Supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery service for a small community.

OPERATIONAL REQUIREMENTS

Workload service credits normally fall between 126 and 335. These numerical limits are subject to the rules of tolerance and credit for exceptions.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit postal facility, supervising a small-size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. May personally handle window transactions and perform distribution tasks as the workload requires.
8. Has regular contact with postal customers.
9. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
10. Supervises a very small group of carriers and/or clerks.
11. Exercises a normal regard for the safety of self and others.

SUPERVISION

Manager, Post Office Operations.

SELECTION METHOD

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

(End of Document)

POSTMASTER EAS-13

FUNCTIONAL PURPOSE

Supervises and provides any combination of window, box, general delivery, rural route, star route, or city delivery service for a small community.

OPERATIONAL REQUIREMENTS

1. Workload service credits normally fall between 336 and 820. These numerical limits are subject to the rules of tolerance and credit for exceptions.
2. This position will be used for EAS-13 Postmasters in an exempt status only.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit postal facility, supervising carriers and/or clerks in the performance of distribution, delivery, and window service.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. Audits and reviews the operation of a contract station or branch where applicable.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
11. Supervises a very small to small group of carriers and/or clerks.
12. Exercises a normal regard for the safety of self and others.

SUPERVISION

Manager, Post Office Operations.

SELECTION METHOD

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

(End of Document)

POSTMASTER EAS-13

FUNCTIONAL PURPOSE

Supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery service for a small community.

OPERATIONAL REQUIREMENTS

1. Workload service credits normally fall between 336 and 820. These numerical limits are subject to the rules of tolerance and credit for exceptions.
2. This position will be used for nonexempt EAS-13 Postmasters only.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit postal facility, supervising a small-size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. Audits and reviews the operation of a contract station or branch where applicable.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
11. Supervises a very small to small group of carriers and/or clerks.
12. Exercises a normal regard for the safety of self and others.

SUPERVISION

Manager, Post Office Operations.

SELECTION METHOD

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

(End of Document)

POSTMASTER EAS-15

FUNCTIONAL PURPOSE

Supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery service for a small community.

OPERATIONAL REQUIREMENTS

1. Workload service credits normally fall between 821 and 2,075. These numerical limits are subject to the rules of tolerance and credit for exceptions.
2. This position will be used for EAS-15 Postmasters in a nonexempt status only.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit postal facility, supervising a small-size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. Audits and reviews the operation of a contract station or branch where applicable.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
11. Exercises a normal regard for the safety of self and others, with particular emphasis on ensuring employee compliance with established safety policies and procedures.

SUPERVISION

Manager, Post Office Operations.

SELECTION METHOD

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

(End of Document)

POSTMASTER EAS-18

FUNCTIONAL PURPOSE

Manages the operation of a small- to medium-size city post office having a limited distribution activity and providing any combination of city, rural, and highway contract route mail delivery and collection, and sales of Postal Service retail products and services.

OPERATIONAL REQUIREMENTS

Workload service credits normally fall between 2076 and 5500. These numerical limits are subject to the rules of tolerance and credit for exceptions. This is to be used for FLSA non-Exempt status EAS-18 Postmasters.

DUTIES AND RESPONSIBILITIES

1. Manages directly or through subordinate supervisors, a small- to medium-size group of carriers and clerks engaged in mail separation, delivery and collection, and window service activities.
2. Manages the implementation and administration of approved programs as they apply to the local office; operates within established rules, laws, and procedures.
3. Prepares, submits, and administers a moderate-size operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Supervises office clerical operations to provide records, files, and reports.
7. Selects locations for contract stations and administers the contracts.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of a moderate-size stock of accountable paper, a small building, building and office equipment, supplies, and vehicles.
11. Exercises a normal regard for the safety of self and others with particular emphasis on ensuring employee compliance with established safety policy and procedures; administers the safety program for the office.

SUPERVISION

Manager, Post Office Operations.

(Continued on next page)

POSTMASTER EAS-18

SELECTION METHOD

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

(End of Document)

POSTMASTER EAS-18

FUNCTIONAL PURPOSE

Manages the operation of a small- to medium-size city post office, having a limited distribution activity and providing any combination of city, rural, and highway contract route mail delivery and collection, and sales of Postal Service retail products and services.

OPERATIONAL REQUIREMENTS

Workload service credits normally fall between 2076 and 5500. These numerical limits are subject to the rules of tolerance and credit for exceptions.

DUTIES AND RESPONSIBILITIES

1. Manages directly or through subordinate supervisors, a small- to medium-size group of carriers and clerks engaged in mail separation, delivery and collection, and window service activities.
2. Manages the implementation and administration of approved programs as they apply to the local office; operates within established rules, laws, and procedures.
3. Prepares, submits, and administers a moderate-size operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Supervises office clerical operations to provide records, files, and reports.
7. Selects locations for contract stations and administers the contracts.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of a moderate-size stock of accountable paper, a small building, building and office equipment, supplies, and vehicles.
11. Exercises a normal regard for the safety of self and others, with particular emphasis on ensuring employee compliance with established safety policy and procedures; administers the safety program for the office.

SUPERVISION

Manager, Post Office Operations.

SELECTION METHOD

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

(End of Document)

POSTMASTER EAS-20

FUNCTIONAL PURPOSE

Manages the operation of a small- to medium-size city post office, having a limited distribution activity and providing any combination of city, rural, and highway contract route mail delivery and collection, and sales of Postal Service retail products and services.

OPERATIONAL REQUIREMENTS

Workload service credits normally fall between 5501 and 13,000. These numerical limits are subject to the rules of tolerance and credit for exceptions.

DUTIES AND RESPONSIBILITIES

1. Manages directly or through subordinate supervisors, a small- to medium-size group of carriers and clerks engaged in mail separation, delivery and collection, and window service activities.
2. Manages the implementation and administration of approved programs as they apply to the local office; operates within established rules, laws, and procedures.
3. Prepares, submits, and administers a moderate-size operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Supervises office clerical operations to provide records, files, and reports.
7. Selects locations for contract stations and administers the contracts.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of a moderate-size stock of accountable paper, a small building, building and office equipment, supplies, and vehicles.
11. Supervises directly or through a subordinate supervisor, a medium-size group of carriers and clerks.
12. Exercises a normal regard for the safety of self and others, with particular emphasis on ensuring employee compliance with established safety policy and procedures; administers the safety program for the office.

SUPERVISION

Manager, Post Office Operations

(Continued on next page)

POSTMASTER EAS-16

FUNCTIONAL PURPOSE

Supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery service for a small community.

OPERATIONAL REQUIREMENTS

1. Workload service credits normally fall between 821 and 2,075. These numerical limits are subject to the rules of tolerance and credit for exceptions.
2. This position will be used for EAS-15 Postmasters in an exempt status only.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit postal facility, supervising a small-size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. Audits and reviews the operation of a contract station or branch where applicable.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
11. Supervises a small group of carriers and/or clerks.
12. Exercises a normal regard for the safety of self and others, with particular emphasis for ensuring employee compliance with established safety policies and procedures.

SUPERVISION

Manager, Post Office Operations.

SELECTION METHOD

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

(End of Document)

POSTMASTER EAS-20

SELECTION METHOD

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

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