

United States Postal Service

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Branch

Ohio Valley District

Job Posting Period

07/19/2016 - 08/03/2016

Job Title

2315-0066 SUPV DISTRIBUTION OPERATIONS EAS-17 CINCINNATI OH

Facility Location

CINCINNATI
1591 DALTON AVE
CINCINNATI, OH 45234-9997

Position Information

TITLE: SUPV DISTRIBUTION OPERATIONS
GRADE: EAS - 17
FLSA DESIGNATION: Special Exempt
OCCUPATION CODE: 2315-0066
NON-SCHEDULED DAYS: Friday/Saturday
HOURS: 1630 to 0100
SALARY RANGE: 47,814.00 - 78,541.00 USD Annually
FINANCE NUMBER: 381605

Persons Eligible to Apply

This position is posted Service-Wide. All career Postal employees are eligible to apply for this position. NOTE: Applicants will be assessed in a multi-hurdle Supervisor Selection assessment process. Your passing score on Supervisor Test 642 is required. If you have qualified on Test 642 in the past, your eligible result is good indefinitely and you will not be invited to retake the test. If your permanent grade level is EAS-17 or above, you are not required to take Test 642. If you have not qualified on Test 642 but you are a former Supervisor Customer Service (SCS) or Supervisor Distribution Operations (SDO), you will not be required to take Test 642, but it is your responsibility to notify the District HR Generalist Principal that you are exempt from the testing requirement based on your former position of SCS or SDO. This notification should occur by email to the following address by the closing date of this announcement: LCL_SVCS_EMAIL@USPS.GOV . Please indicate Test 642 Waiver Request in the subject line of your message.

EAS-17 or ABOVE: Employees at the same or higher grade level interested in placement into this position may make a written request directly to the Selecting Official for consideration noncompetitively outside eCareer, and are encouraged to include a copy of their eCareer profile along with the request. If the position is not filled through noncompetitive procedures, the noncompetitive candidates who submitted an application in eCareer for this position will be considered competitors if eligible.

Functional Purpose

Supervises an assigned group of automated, mechanized, and/or manual processing and distribution operations at a mail processing center/facility.

DUTIES AND RESPONSIBILITIES

1. Supervises a medium sized group of employees engaged in mail processing and distribution activities.
2. Schedules and assigns work; determines priorities; shifts employees during the course of the tour as the workload fluctuates.
3. Monitors operational performance data throughout the tour; resolves routine problems; reports unusual operational problems and recommends solutions.
4. Ensures that operational information reported is complete and accurate; participates in mail surveys/tests related to quality, service performance, etc.
5. Coordinates mail flow activities with other supervisors on the tour.
6. Supervises the on-the-job training program for processing and distribution employees on the assigned tour.
7. Provides input for the facility's operating budget; controls costs within budget allocations.
8. Investigates accidents; prepares necessary reports; ensures compliance with safety regulations and energy conservation practices.
9. Meets with customers and major mailers on a regular basis to resolve problems and/or improve service.
10. Meets with union representatives to resolve disagreements.

SUPERVISION

Manager, designated unit.

Qualifications/Requirements

1. **CHANGE MANAGEMENT:** Prepares employees for change by establishing and maintaining continuous dialogue with employees; communicates change to employees and reassures them during the transition from present to future state.
2. **COMMUNICATION SKILLS:** Organizes and expresses thoughts and information in a clear and concise manner while tailoring the message to the audience; engages in active listening; is aware of the impact of nonverbal cues on the message being delivered; takes into account the feelings and motivation of others when delivering a message.
3. **EMPLOYEE FOCUS:** Establishes a positive and safe work environment conducive to increasing productivity through treating employees with dignity and respect; defines the roles of employees and clarifies their responsibilities for the success of the organization; provides employees with the tools and support they need to accomplish their goals.
4. **FUNCTIONAL ADMINISTRATION:** Completes administrative tasks; generates and analyzes daily reports to ensure appropriate documentation of operations.
5. **OPERATIONS MANAGEMENT:** Manages the operation through the use of operational plans developed to drive work unit and organizational performance; addresses labor relations issues and applies knowledge of local and national agreements to solve workplace conflicts; analyzes data on a regular basis to determine if adjustments to current operations are necessary to achieve goals.
6. **PERSONAL ACUMEN:** Adapts to changes in the business environment; demonstrates trustworthiness and initiative to accomplish work unit and organizational goals and objectives.
7. **KNOWLEDGE OF PERFORMANCE MEASUREMENT** systems and standards, and customer satisfaction indicators, as they relate to mail processing operations.
8. **WORK UNIT PLANNING:** Determines priorities of the work unit on a daily and weekly basis; identifies resources (employees and capital) needed to accomplish goals and allocates resources as allowed to support the priorities and goals established for the work unit and organization as a whole.
9. **EXAMINATION REQUIREMENT:** Individuals must successfully complete Postal Service Test 642, which measures job-related knowledge, skills, and abilities related to personal characteristics linked to performing effectively as an employee in this organization.

How to Apply

Eligible employees apply on-line via the Internet at www.liteblue.usps.gov from any computer with internet access. You will need your Employee Identification Number (EIN) and Personal Identification Number (PIN). Click on the **'Go To eCareer'**. Click on **'Search and/or Apply for EAS Jobs'**. Complete the candidate profile, questionnaires, and summary of accomplishments addressing the requirements stated on the job posting. Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. If you need assistance you may call 1-877-477-3273, choose Option 5. The US Postal Service is an equal employment opportunity employer and provides reasonable accommodation to qualified individuals with disabilities. If you need a reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.