*** VACANCY ANNOUNCEMENT: BQ 25-2017 ***
Vacancy Announcement Opens: August 30, 2018
Vacancy Announcement Closes: September 9, 2018

TO:
ALL FULL-TIME REGULAR EMPLOYEES
ALL PART-TIME FLEXIBLE EMPLOYEES

IN ACCORDANCE WITH THE EL-312 HANDBOOK – PS FORM 991 MUST BE SUBMITTED FOR CONSIDERATION FOR ALL BEST QUALIFIED POSTINGS.

1. PRIOR PS 991 APPLICATIONS NEED NOT REAPPLY.
2. PS FORM 991 ATTACHED TO EMAIL & CAN BE FOUND ON THE BLUE PAGE UNDER FORMS.
3. ECAREER PROFILE APPLICATIONS WILL BE DISQUALIFIED.

SUBJECT: Best Qualified Position Open for Application
DATA COLLECTION TECHNICIAN, PS-07
LOCATION: Margaret L Sellers P&DC (MLS)

A SHARED BID – (Works in the MLS Plant when not in Statistical Programs)

Statistical Programs, Data Collection Technician, PS-07, (0301-69XX)

Position # 95543209
PL: 574
Hours: 0100 - 0950-- 30 minute lunch (Varied Work Schedule)
Non-Scheduled Days: SUNDAY & WEDNESDAY

PLEASE NOTE: In accordance with ELM 32, Section 434.622 (h), eligible employees are not entitled to out of schedule premium under the following conditions: When in accord with and permitted by the terms of a bid.

Job Comments:
This is a Data Collection Technician position. Works in Mail Processing when not assigned to Statistical Programs.

AREA OF CONSIDERATION:
This position will be filled in accordance with the APWU Bargaining Contract for filling Best Qualified Positions. Selection will be made among the Best Qualified applicants who are eligible and available.

This is a vacant position and applications are open to the Clerk Craft within the San Diego Bid Cluster in accordance with Article 37.3.A.7.b. All clerks within the San Diego Bid Cluster interested in being considered for this position must submit a PS-991 Form by the closing date listed above, addressing each of the position Knowledge, Skills, and Abilities (KSAs). See section on this Posting titled “Duties and Responsibilities" for specific information on position requirements.
If this position (residual) is not filled from within the San Diego Bid Cluster, then the pecking order for filling vacant Best Qualified Clerk positions outside the Bid Cluster per the 2015 MOU APWU Bargaining Contract (page 370) will be applied.

*Please note:* Interested employees outside the posted Bid Cluster, may utilize the eReassignment Program to apply for a clerk position including this Data Technician position in the San Diego Bid Cluster.

**REQUIREMENTS:**

**KNOWLEDGE, SKILLS, & ABILITIES REQUIREMENTS:**

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. *Failure to demonstrate any KSA is disqualifying.*

1. Knowledge of postal administrative procedures and mail classification.
2. Knowledge of computer systems at a level sufficient to operate keyboard devices, input data, and obtain reports and information.
3. Ability to use written reference materials including handbooks, manuals, charts, bulletins, directives, and checklists.
4. Ability to communicate both orally and in writing at a level sufficient to interpret and exchange information, answer questions, and give directions.
5. Ability to perform basic mathematical computations.
6. Ability to compare names, letters, or numbers for accuracy and completeness.
7. Ability to detect patterns to determine how a set of numbers of data are related to each other.
8. Ability to prepare forms, records, tables, and reports.
9. Ability to positively and effectively work and deal with others.
10. Ability to plan and execute work activities without direct supervision, accomplishing tasks to meet deadlines.
PHYSICAL REQUIREMENTS:
Applicants must be physically able to perform efficiently the duties of the position. Duties may require arduous exertion involving the following: bending or lifting for prolonged periods of time; and intermittent lifting and carrying of computer equipment and materials on level surfaces and up stairways.

ADDITIONAL PROVISIONS: DRIVING IS REQUIRED
Before being appointed and permitted to drive a government-owned vehicle as an employee, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must complete the 8 hour Driver Training Orientation Course 43513-00.

Applications can be mailed or submitted to the Human Resources/Local Services Attn: Carrie Montserrat, Staffing Specialist, 11251 Rancho Carmel Dr RM 1204, San Diego CA 92199-9994, They must be received by SUNDAY SEPTEMBER 9, 2018. PS Form 991 must be accompanied by your immediate supervisor’s evaluation and received in Human Resources by the closing date.

INCLUDE YOUR EIN NUMBER, EMAIL ADDRESS AND PHONE NUMBER
For further information regarding the Data Collection Technician, PS-07, Contact the Statistical Programs Manager for further information if needed prior to placing your application for this position.

THIS VACANCY NOTICE CLOSES SUNDAY SEPTEMBER 9, 2018 APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THIS DATE.

DUTIES AND RESPONSIBILITIES:
1. Collects, records, and analyzes statistical data under any number of national data collection systems.

2. Operates computer equipment to enter data; recognizes diagnostic messages and takes appropriate actions; and performs data transfer functions through telecommunications systems.

3. Reviews input and output data to determine accuracy and compliance with national programs. Analyzes and edits data to detect and correct errors.

4. Updates national data bases; maintains and updates records and files.

5. Participates in data collection activities in support of special studies or national programs.

6. Reads and interprets reference manuals and other written materials.

7. May drive a vehicle to other facilities when work assignments require.

8. Performs other job related tasks in support of primary duties.
EMPLOYMENT EVALUATION

<table>
<thead>
<tr>
<th>NAME: _______</th>
<th>EIN: _______________</th>
<th>OFFICE: ____________</th>
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<tbody>
<tr>
<td>POSITION: __</td>
<td>P/L: _______________</td>
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The individual named above is employed in your pay location. Please complete evaluation, mail original to San Diego District Local Services, 11251 Rancho Carmel Drive RM 1204, San Diego, CA 92199-9461.

Note: Evaluation Codes are O = Outstanding; VG = Very Good; S = Satisfactory; M = Marginal; U = Unacceptable

**EVALUATION FACTORS:**

<table>
<thead>
<tr>
<th>Attendance/Punctuality</th>
<th>O</th>
<th>VG</th>
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<th>M*</th>
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<td>Work Performance/Quantity</td>
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<td>Work Performance/Quality</td>
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<td>Availability/Flexibility/Dependability</td>
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<td>Work relations with co-workers &amp; supv</td>
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<td>Ability to understand/follow instructions</td>
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<td>Observes proper safety rules and practices</td>
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<td>Willingness to handle all assignments</td>
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<td>Appearance/Conduct/Habits</td>
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<td>Acceptance of Criticism</td>
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Active Discipline: ☐ Yes ☐ No (attach copies)

Is the employee performing the full duties of the position? ☐ Yes ☐ No

Have expectations and performance been jointly discussed with employee? ☐ Yes ☐ No

Willingness to handle all assignments

Willingness to handle all assignments

Willingness to handle all assignments

If No, please explain in remarks.

**Would you recommend this person for retention or rehire?** ☐ Yes ☐ No

If No, please explain in remarks.

* Must explain in Remarks section.

Remarks:

________________________________________________________________________________________________.

Signature & Title of Supervisor ___________________________ Date ____________

Signature & Title of Higher Level Supervisor ___________________________ Date ____________