



POST ON ALL BULLETIN BOARDS

DATE: November 4, 2016

MEMORANDUM TO: ALL EMPLOYEES IN THE MID-CAROLINAS DISTRICT

SUBJECT: DETAIL OPPORTUNITY ANNOUNCEMENT
NETWORK SPECIALIST, EAS-17

This announcement is posted to afford interested employees the opportunity to be considered for a detail to the position of Network Specialist, EAS-17, at Mid Carolinas P&DC Charlotte, North Carolina.

WHO MAY APPLY

All employees within the Mid-Carolinas District.

METHOD OF APPLICATION:

Submit a written application utilizing your profile in ecareer and a written statement of your qualifications with regard to your knowledge of the requirements listed on the attached. You must have a willingness to learn, possess good oral communication skills and be able to work independently.

METHOD OF SELECTION:

The best qualified applicant will be selected for the detail based on his/her application, work record, personal interview, and any other pertinent information available.

NOTE:

Selection of the applicant is contingent upon their Manager's approval and their Manager's ability to release the applicant to fulfill the training detail. This position will be domiciled at Mid Carolinas P&DC, 1820 West Pointe Drive, Charlotte, NC 28214-9106. **Hours:** 17:00 pm to 01:30 am. **SDO:** Fri/Sat. No relocation expenses. This Detail will be for one year.

CLOSING DATE:

Applications will be accepted by Chris Brooks, Transportation Manager, 2901 Scott Futrell Drive, Charlotte NC 28228-9904, **Until the close of business on Friday, November 18th, 2016.**

A handwritten signature in black ink, appearing to read "Barbara J. Brown".

Barbara J. Brown
HR Generalist (Principal)

STD JOB DESCRIPTION

U.S.Postal Service

**NETWORK SPECIALIST (EAS-17)
OCCUPATION CODE: 2330-0089****FUNCTIONAL PURPOSE:**

Coordinates activities between suppliers and postal supervisors to ensure the efficient movement of mail and mail equipment; provides guidance in administering network changes regarding dispatch and routing activities within the postal installation and its area served.

DUTIES AND RESPONSIBILITIES:

1. Evaluates supplier performance; recommends and implements changes to improve effectiveness of suppliers.
2. Maintains and circulates schemes and schedules; provides feedback to Distribution Networks Office on routing and labeling errors.
3. Receives and processes requests for postal equipment from postal installations and private mailers; ensures adequate inventory of equipment is on hand at facility and prepares documents for the shipping and receiving of trailers.
4. Reviews irregularity, delinquencies, and other deficiencies by suppliers and follows with appropriate action; verifies the validity of reported infractions.
5. Provides technical advice and makes recommendations regarding dispatching problems and rerouting instructions to offices routing mail to provide timely movement of mail. Maintains contacts with other offices to ensure the level of transportation service provided is effective and economical.
6. Coordinates plant load operations with the Distribution Networks Office and assists in reviewing supplier schedules and operations; recommends schedule changes, adjustments, and establishment or discontinuance of vehicle service between facilities to improve service and reduce fuel consumption.
7. Reviews and monitors supplier performance, compliance with contract, operational activities, and safety requirements ensuring proper procedures are being followed. Responds to inquiries and complaints, maintains files and certifies payment for services.
8. Coordinates the dissemination of information and guidance for all dispatching and ramp employees engaged in activities relating to the receipt, transfer, and dispatch of all classes of mail. May Supervise transportation related employees in absence of supervisor or manager.
9. Administers national and regional rules, regulations, and special instructions governing the distribution and routing of mail.

SUPERVISION:

Manager, Transportation/Networks.

SELECTION METHOD:

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

Doc Date: 08/25/2012

Occ Code: 2330-0089

QUALIFICATIONS

U.S.Postal Service

NETWORK SPECIALIST (EAS-17)
OCCUPATION CODE: 2330-0089

DOCUMENT DATE: August 25, 2012

REQUIREMENTS:

1. Ability to analyze information regarding mail dispatch, distribution, routing, and vehicle service in order to recommend or make corrective changes and adjustments.
2. Ability to coordinate schedules for the receipt, transfer, and dispatch of mail.
3. Ability to maintain an equipment inventory to meet postal and customer needs.
4. Knowledge of mail distribution and routing operations including policies, procedures and regulations.
5. Ability to monitor supplier compliance with contract terms and prescribed safety standards.
6. Ability to communicate orally in order to consult with customers and suppliers concerning operational activities and to coordinate work activities with the Distribution Networks Office.
7. Ability to monitor mail records and payment forms and make recommendations to reconcile inconsistencies with current regulations.
8. Ability to gather and analyze performance data in order to identify problems and recommend changes for improvement.

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CRITERIA

U.S.Postal Service

NETWORK SPECIALIST (EAS-17)
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Unassigned job (function not set) - Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.

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