

December 31, 2013

Thomas Roma, Northeast Regional VP NAPS
Ryder Retail
2222 Flatbush Avenue
Brooklyn, NY 11234-9993

Dear Tom:

The purpose of this letter is to inform you that the USPS intends to evaluate the jobs and the staffing in the Districts. The review will include a review of all job descriptions, requirements and staffing criteria.

The first step in the evaluation process is to conduct a job analysis, which includes observations, interviews, focus groups and surveys with incumbents and their managers. The results of this study will be used to update the current job descriptions and requirements for the respective positions and to evaluate the staffing criteria for all District jobs.

The interviews/observations are expected to last 2-4 hours and will take place in the month of January (2014). Headquarters Operations and the Organizational Effectiveness team will identify a cross-section of geographic areas to observe.

Once a schedule has been determined for any offices in the Northeast Area, I will pass that information along to you.

I have been advised that Postal Headquarters has already given notification of this project to NAPS at the national level (see attached letter). However, if you have any questions, please do not hesitate to contact me.

Sincerely,



James M. Craven
Labor Relations Specialist, NEA

cc: Manager, Human Resources, Northeast Area
Managers, Human Resources Northeast Area Districts
Manager, Labor Relations, Northeast Area
Northeast Area Complement Coordinator
Human Resource Analysts, Northeast Area



November 26, 2013

Louis M. Atkins
President
National Association of Postal
Supervisors
1727 King Street Suite 400
Alexandria, VA 22314-2753

Dear Louis:

The Postal service intends to develop revised criteria concerning ranking of districts. This is to advise you that the Postal Service will notify you when a proposal is ready for discussion with you.

Additionally, Organizational Effectiveness will be working with Operations to evaluate district-level staffing. The first step will be job analyses. These analyses will include job observations, interviews, focus groups, and surveys involving incumbents and their supervisors. Job analyses are conducted to determine the critical tasks of positions as well as the knowledge, skills, and abilities (KSAs) applicants need in order to be considered. Results will be considered in updating current position descriptions and requirements, and will be used in evaluating district staffing criteria.

The Postal Service will notify you when more specific information regarding timing and locations for these evaluations is available.

Please contact me at extension 3804 if you have questions concerning this matter.

Sincerely,

A handwritten signature in cursive script that reads "John Cavallo".

John Cavallo
Manager
Labor Relations Policy Administration