

QUALIFICATIONS

U.S.Postal Service

DATA COLL TECH (P7-07)
OCCUPATION CODE: 0301-69XX

BARGAINING UNIT QUALIFICATION STANDARD

Q0301t

(0301-69XX)

DATA COLLECTION TECHNICIAN

DOCUMENT DATE: September 8, 2009**FUNCTION:**

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities in an installation in order to serve management needs for these data.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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:

1. 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.

2. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted.

3. Applicants are required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment in operation or unusual sounds. Hearing aids are permitted.

ADDITIONAL PROVISIONS:

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 pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.

Doc Date: 09/08/2009

Occ Code: 0301-69XX

STD JOB DESCRIPTION

U.S.Postal Service

DATA COLL TECH (P7-07)
OCCUPATION CODE: 0301-69XX

FUNCTIONAL PURPOSE:

Collects, records, and analyzes a variety of statistical data on selected operating and financial activities.

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.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

CLERK

KEY POSITION REFERENCE:

KP-0015

Doc Date: 04/01/2005**Occ Code: 0301-69XX**

Application for Promotion or Assignment

This application provides the evaluator a summary of your education, work experience, and capabilities that pertain to the vacant position to which you are applying. List your education or training and work experience in the spaces provided. Number your entries consecutively in the Reference No. columns, e.g., education or training 1-6, postal positions 7-10.

The vacancy announcement to which you are responding lists the job requirements. In this application, you provide your qualifications as they apply to those requirements. Your statement of qualification should include a demonstration of the required knowledge, skill, or ability. All of the requirements in the vacancy announcement should be addressed. If you do not address each requirement, you will have an incomplete application. This may cause you to be found unqualified.

Read each of the requirements listed on the vacancy announcement. Consider carefully your achievements which demonstrate the specified requirement. An achievement may be either a specific instance or sustained high performance over a period of time. These achievements may have occurred in all kinds of settings, e.g., paid work in the Postal Service or any other organization, volunteer work, education, training activities. For each requirement, try to give several examples of achievements that demonstrate you have the knowledge, skill, or ability being addressed. We recommend describing achievements by (1) telling of a situation or task which needed to be done; (2) stating what action you took; and (3) describing the result of that action. Be sure it is clear to the evaluator that:

1. What you are describing demonstrates the requirement.
2. The situation, action, and result are fully described.
3. You were in some way responsible for the result.
4. If you displayed initiative or innovation, you have shown this.

If your achievement was the acquisition of education or training, then your achievement description should indicate the following:

1. What you learned and how that learning relates to the knowledge, skill, or ability specified in the requirement.
2. Details or nature of the course, e.g., topics covered, level of complexity.
3. Evidence of the quality of your performance in the course, if available. Simply mentioning that you took a course will not show you gained any knowledge from it.
4. Any application of what you learned.

The content of your description is more important than your writing style. You must communicate to the evaluator how you have demonstrated the requirement. Be specific about what you did. Saying that you possess a requirement is not an adequate description.

When you write your achievement descriptions, you should assume that the evaluator does not know anything about you. After each achievement description, indicate the reference person(s) who could verify your achievements. Your supervisor may also be contacted to verify any work-related statements you write. Indicate for each achievement the reference number of your education or training, or work experience connected to your achievements.

Notes to Applicant

1. This form is to be used when applying for duty assignments that require you to describe your knowledge, skills, and abilities as they apply to the vacancy.
2. Copy page 3, Statement of Qualifications, and use a separate page 3 for each requirement.
3. Do not attach transcripts or recommendations to this application.
4. After completing this form, fill in the "Requirements Page ___ of ___" item at the bottom right corner of each copy of page 3.

THE LAW (39 U.S. CODE 1002) PROHIBITS POLITICAL AND CERTAIN OTHER RECOMMENDATIONS FOR APPOINTMENTS, PROMOTIONS, ASSIGNMENTS, TRANSFERS, OR DESIGNATIONS OF PERSONS IN THE POSTAL SERVICE. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a Government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

PRIVACY ACT STATEMENT

Your information will be used for consideration of employment, promotion or reassignment. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206. Providing the information is voluntary, but if not provided, you may not receive full consideration. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding our privacy policies, visit www.usps.com/privacypolicy.

WARNING: ANY PERSON WHO KNOWINGLY SUBMITS A FALSE STATEMENT TO THE POSTAL SERVICE MAY BE SUBJECT TO CRIMINAL AND/OR CIVIL PENALTIES.

Applicant Information

Name (Last, First, MI)		Title of Present Position		
Mailing Address		Name and Location of Employing Office		
Home Phone Number (Area Code)	Work Phone Number (Area Code/PEN)	Employee ID Number	Grade	Years of Service

Information About Vacant Position

Vacancy Announcement Number	Closing Date	Position Applied For	Grade
Name of Vacancy Office		Location of Vacancy Office	

Education/Training

Ref. No.	Date (Mo./Yr.)		Name of Educational Institution (Address Not Required)	Major Fields of Study	No. of Credits (Hours)		Type of Degree	Date
	From	To			Semester	Quarter		
			High School					
Ref. No.	From	To	Name of Postal or Other Training Facility	Course Name				

Postal Positions

List permanent positions first, then temporary/detail assignments of 30 or more consecutive days.
List in reverse chronological order. Use additional space on page 2, if necessary.

Ref. No.	Date (Mo./Yr.)		Position Title	Name & Location of Organization	Grade
	From	To			
		Present			

Nonpostal Positions

List permanent positions first, then temporary/detail assignments of 30 or more consecutive days.
List in reverse chronological order. Use additional space below, if necessary.

Ret. No.	Date (Mo./Yr.)		Position Title	Grade or Salary	Name & Location of Organization
	From	To			

Use this additional space in completing Postal and Nonpostal Positions information. You may also use the space to list any special assignments, projects, civic and professional organizations, awards, honors, special skills, etc.

Application must be received at vacancy office by closing date.

I hereby certify that the foregoing information is true, complete, and accurate, to the best of my knowledge and belief.

Signature of Employee/Applicant

Date

Statement of Qualifications	Name
Announcement Number	Position Applied For

Applicant position requirements are listed on the vacancy announcement. Enter the requirement in the space provided and explain your qualifications in reference to the requirement. It is recommended that you use a situation/task-action-result format to describe your qualifications.

APPLICANT - COPY THIS PAGE. USE ONE PAGE PER REQUIREMENT.

Requirement

Reference Number	Reference Name & Phone Number <i>(For use of evaluator & selector)</i>
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Reference Number	Reference Name & Phone Number <i>(For use of evaluator & selector)</i>
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Post No Changes ___ Revert ___ Take no Action ___ Post with Changes ___

Changes:

JOB ID/Position: 95728922 Vacated on: 02/11/2023 Vacated By: VERONICA GALVAN
 Occupation Code: 0301-69XX DATA COLL TECH PS Type / PS Group: P7 / 07 Job: 00049395
 Posted Reason: Position Status: Posted Position Status: Craft: Clerk
 Cost Center: 487981 Employee Group/EG: Full Time Employee SubGroup: Clerks - NonHQ
 Installation: 00044267 SAN ANTONIO TX P&DC - INSHD
 Organization: 00044284 POSTAL OPERATIONS/ENGINEERING Tour: TOUR I Evening Shift
 ROUTE FACILITY DESC INSP DATE ADJ DT
 Route-1:
 Route-2:
 Route-3:
 Route-4:
 Route-5:

Section: Work Area-1:IN-PLANT SUPPORT Work Area-2:
 Work Schedule: 1200/1800-30L-Su-MoV ** All schedules display 'service days' according to USPS policy.

Saturday			Sunday			Monday			Tuesday			Wednesday			Thursday			Friday		
From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk	From	To	Brk
12:00	20:30	30	OFF	OFF		OFF	OFF		18:00	02:30	30	18:00	02:30	30	18:00	02:30	30	18:00	02:30	30

LDC: 02
 JOB SLOT COMMENTS/Position Comments: ADDITIONAL DUTIES;USE MICRO- SOFT/EXCEL TO PREPARE RPTS & SPREADSHEETS
 USING ST
 ATISTICAL DATA,KNOW MAIL FLOW. TUE, WED, THU, FRI Schedule: 1800-0230-
 30L; Sa
 turday Schedule: 1200-2030-30L;
 Qualifications:

US POSTAL SERVICE
SAN ANTONIO, TX 78284-9998

BEST QUALIFIED CLERK - DATA COLLECTON TECHNICIAN, PS 07, VACANCY (1 POSITION – JOB # 95728922)

The positon listed on the attached sheet is posted **TO ALL CAREER EMPLOYEES IN THE CLERK CRAFT.**

HOW TO APPLY: Employees must submit a completed PS Form 991 to Manager In-Plant Support, Attn: Mauro M. Tapia, 10410 Perrin Beitel Rd., San Antonio TX 78284-9998. **PS Form 991 must be received or postmarked no later than the closing date below. Round-dated stamps will not be accepted.** USE PS FORM 991 DATED JUNE 2014, or later. Previous forms are obsolete. Incomplete, unsigned or incorrectly filled out Form 991's will not be considered. Remember, it is the sole responsibility of the applicant to ensure that their PS Form 991 is received timely and in accordance with instructions.

SPECIAL NOTE: REQUIREMENTS (Knowledge, Skills & Abilities) MUST BE ADDRESSED INDIVIDUALLY ON PS FORM 991. Incomplete, unsigned or incorrectly filled out PS Forms 991 will not be considered. Applicants must have a safe driving record. The selected candidates will be asked to provide consent for a Motor Vehicle Record check. Physical and additional requirements must also be met by the applicants. These forms can be obtained from the Training Office or Local Services Office.

Employees applying for BEST QUALIFIED positions are notified of the intention to use information contained in official records available as of the closing date of this posting to determine qualifications. If available evidence of your qualifications is incomplete, you are responsible for providing us with the appropriate information to update your records prior to the closing date of this posting.

You must also meet the General and Physical requirements.

Work Schedule: Saturday: 1200-2030-30L; Tuesday – Friday: 1800-0230-30L SDO SunMonS

Any employee temporarily disabled must provide medical certification within 10 days from the date of the award posting indicating that the employee will be able fully perform the duties of the bid position within six months of the bid. If the employee fails to provide such certification, the bid shall be disallowed. And if the assignment was awarded, the employee shall become an unencumbered employee; and the bid will be reposted. Under such circumstances, the employee shall not be eligible to re-bid the next posting of that assignment.

Additional duties as assigned by Supervisor.

VACANCY/BULLETIN: #01-BQV-23

DATE POSTED: February 15, 2023

DATE WITHDRAWN: February 24, 2023

DISTRIBUTION: DISTRICT, CSO, SAPO, SA P&DC, ANNEX, SA VMF, UNIONS

The USPS provides reasonable accommodations to qualified individuals with disabilities. If you need accommodations for any part of the application, bidding, interview, and selection process, please contact Human Resources Office at 210-368-8396. Reasonable accommodations will be granted on a case-by-case basis.