

United States Postal Service

Internal Publication of Job Posting 78560725

Branch

Employee Resource Management

Job Posting Period

07/15/2014 - 07/30/2014

Job Title

0201-0273 RIF ADMINISTRATOR EAS-23 WASHINGTON DC

Facility Location

ORGANIZATIONAL EFFECTIVENESS
475 LENFANT PLAZA SW ROOM 9802
WASHINGTON DC 20260

Position Information

TITLE: RIF ADMINISTRATOR
GRADE: EAS - 23
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 0201-0273
NON-SCHEDULED DAYS: Saturday/Sunday
HOURS: 08:00 A.M. to 05:00 P.M.
SALARY RANGE: 60,446.00 - 104,281.00 USD Annually
FINANCE NUMBER: 102029

Persons Eligible to Apply

This position is posted Service-Wide. All career nonbargaining Postal employees are eligible to apply for this position.

Noncompetitive requests from career nonbargaining employees at the same or higher grade level may be submitted directly to the selecting official for consideration outside this competitive process. Noncompetitive applicants are encouraged to include a copy of their eCareer profile along with their request.

Functional Purpose

Develops and implements policies and procedures governing the conduct of all reduction-in-force activities that take place within the Postal Service. Maintains and operates system to implement a RIF and identify employee placements.

DUTIES AND RESPONSIBILITIES

1. Administers all reduction-in-forces. Coordinates and tracks placement of RIF impacted employees in accordance with established guidelines and policies.
2. Develops and implements procedures to integrate federal government RIF policies and Postal policies to effectively administer a reduction-in-force.
3. Reviews personnel processing, selection, job classification and other related human resources functions and systems to ensure that their operations are consistent with RIF policies and procedures. Identifies and troubleshoots discrepancies

between RIF system and other source systems.

4. Develops requirements for automated systems that support RIF actions; ensures that existing automated systems operate consistently with RIF procedures.
5. Analyzes organizational changes to determine if they are RIF actions. Identifies impacted, closing competitive areas and competitive areas no longer in RIF for appropriate processing.
6. Imports and downloads critical data sets such as finance number, authorized staffing and employee data, in support of RIF administration.
7. Conducts quality checks to maintain data integrity. Identifies and troubleshoots data anomalies to ensure accurate, comprehensive data.
8. Generates lists of impacted and potentially impacted employees, and retention registers, by running RIF in TARIF system. Generates general and specific RIF notices to impacted and potentially impacted employees.
9. Provides technical guidance to key stakeholders regarding RIF policy, procedures, and guidelines.

SUPERVISION

Manager of unit to which assigned

Qualifications/Requirements

1. Knowledge of federal laws and regulations governing reductions in force.
2. Ability to operate and maintain Microsoft Access Databases.
3. Knowledge of Postal Service reduction in force policies and procedures.
4. Ability to develop functional requirements to integrate data from multiple systems.
5. Skill using Microsoft Access sufficient to manipulate large data sets, and create and run complex queries and reports.
6. Ability to manage projects and competing priorities.
7. Ability to integrate and analyze data and information from multiple sources sufficient to identify and summarize impacts of organizational change initiatives.

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.