

Questions and Answers
for
Lead Sales and Services Associate (LSSA)
Position Description
and
Qualification Standard

1) Are employees who are currently window services technicians (PS-6) required to take the LSSA training and qualifying examination in order to maintain their current bid or to be designated the successful bidder on an LSSA (PS-6) duty assignment?

Incumbents may be required to take the training but will not be required to take and pass the training qualifying examination in order to maintain their current bid or to be designated the successful bidder on an LSSA duty assignment.

However, if the incumbents are to be held accountable for duties listed in the new position description (LSSA), which they were not previously required to perform, then the employee will be required to take the training but will not be required to take and pass the training qualifying examination.

2) Are employees who are currently clerks, finance station (PS-6) required to take the LSSA training and qualifying examination in order to maintain their current bid or to be designated the successful bidder on an LSSA (PS-6) duty assignment?

Incumbents may be required to take the training but will not be required to take and pass the training qualifying examination in order to maintain their current bid or to be designated the successful bidder on an LSSA duty assignment.

However, if the incumbents are to be held accountable for duties listed in the new position description (LSSA), which they were not previously required to perform, then the employee will be required to take the training but will not be required to take and pass the training qualifying examination.

3) If an employee is currently in a duty assignment requiring relief window services technician, or relief clerk, finance station, duties; may he/she be required to take the LSSA training and qualifying examination in order to maintain this current relief duty assignment or to be designated the successful bidder on a full-time LSSA duty assignment?

If the relief duties are listed on the employee's bid, that employee may be required to take the training but will not be required to take and pass the training qualifying examination in order to maintain his/her current duty assignment with relief duties, or to be designated the successful bidder on a full-time LSSA duty assignment.

However, if the incumbent is to be held accountable for duties listed in the new position description, which they were not previously required to perform, then the employee will be required to take the training but will not be required to take and pass the training qualifying examination.

4) How should posted duty assignments with LSSA relief duties be filled?

Senior bidders for future duty assignments posted with LSSA relief duties, who are not currently a window services technician; clerk, finance station; or who do not have such relief duties in their current duty assignment, will be required to successfully complete LSSA training and pass the training qualifying examination in order to be designated the successful bidder.

5) The qualification standard for the LSSA position requires successful completion of Test 470, Configuration 1. Does the Interlevel Bidding MOU found in the National Agreement between the APWU and the USPS cover LSSA positions?

Yes.

6) Does prior successful qualification of O/N Test 440 (now obsolete) meet the requirement for successful completion of Test 470 found on the LSSA qualification standard?

Yes. Postal Bulletin #21874 dated August 18, 1994 states that all career employees who qualified on the obsolete O/N 440 and 400 permanently meet the written entrance exam test requirement for clerk positions covered by Test 470.

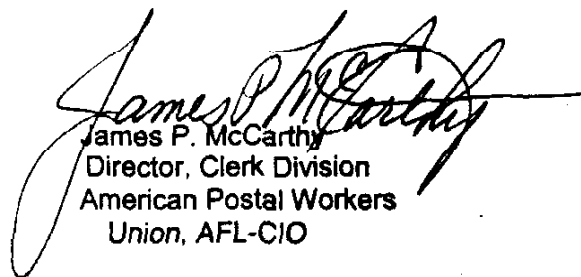
7) May an employee currently holding a duty assignment as a window services technician (PS-6) or clerk, finance station (PS-6) be assigned duties in the LSSA position description when those duties did not appear in their current position description?

Yes. However, to be held accountable for any new duties, the employee will be required to take the training but will not be required to take and pass the training qualifying examination.



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