



NOTICE OF VACANT POSITION

Salt Lake City BID CLUSTER

All Current Career Bargaining Employees

Announcement Number: 24 - 02

OPENING DATE: April 15, 2024

CLOSING DATE: April 29, 2024 4:30 PM

POSITION: **Position ID 72299250**

OCC-CODE: 0610-0002

BEST QUALIFIED

Vacated by: Susan Leatham

Vacated on: 03/02/2024

Occupational Health Nurse, Pay Level-01

HOURS OF DUTY: 0800-1700-60L

NON-SCHED DAYS: Sat/Sun

LOCATION: Salt Lake City District Office

DUTIES: Assists in the coordination and implementation of Occupational Medical and Health Services programs within an assigned District. Please see attached STD Job Description for Duties and Responsibilities.

QUALIFICATIONS: This section is composed of the 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 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 principles and processes related to medical and health care, as would be acquired through a Registered Nurse license.
2. Ability to prepare, maintain, and update confidential employee medical folders.
3. Ability to give understandable information in oral and written form.

ADDITIONAL PROVISIONS:

Applicants must possess and maintain a current Registered Nurse license from a U.S. state, territory, or the District of Columbia. Possess and maintain a current Cardiopulmonary resuscitation (CPR) certification.

PHYSICAL REQUIREMENTS: Applicants must be physically able to perform the duties of the position with or without accommodation.

HOW TO APPLY: It is the responsibility of the Applicant to submit a completed PS 991 (**include a personal email address on your PS 991**) to Melissa Stark by 16:30 on April 9, 2024. You may submit it one of three ways: via mail to 1760 West 2100 South, Salt Lake City, UT 84199-9420, via email to melissa.stark@usps.gov or fax to the ATTN: Melissa Stark 801-974-2929. Supervisor evaluations are not needed.

ALL APPLICANTS WILL BE CONSIDERED ON THE BASIS OF QUALIFICATIONS REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR PHYSICAL HANDICAP.