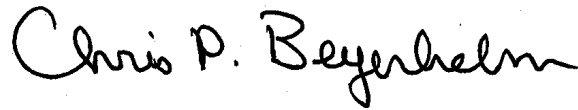


For: State and County Offices

Advertising County Office (CO) Temporary Vacancies for the Agricultural Act of 2014 (Farm Bill) Implementation

Approved by: Associate Administrator for Operations and Management



1 Vacancy Announcement Timespan Reduction

A Background

In order to effectively implement the Farm Bill, it has been determined that county offices may require the assistance of temporary employees to meet the demands of the additional workload. State offices may hire additional CO temporary employees, as authorized by DAFO. In accordance with the notice PM-2906, "Advertising CO Temporary Vacancies for the Agricultural Act of 2014 (Farm Bill)", a reduced minimum length of time to announce temporary job opportunities was authorized.

B Purpose

This notice informs state and county offices that due to the critical need to quickly hire temporary employees, the minimum length of the vacancy announcements has been reduced from two weeks to one week or five workdays. The reduction in the length of time to announce vacancies is authorized through December 30, 2015. This notice applies **only** to CO temporary positions **specifically** authorized by DAFO to implement any of the applicable Farm Bill programs.

C Publicizing Vacancies

State and county offices shall follow the guidelines regarding the publicizing for vacancies in paragraph 2 and 27-PM (County Office Classification, Employment, and Pay Administration), subparagraph 457 B.

D Contact

For questions regarding this notice, state offices must contact Yolanda Provost by either of the following:

- e-mail to yolanda.provost@wdc.usda.gov, or
- telephone at 202-205-9282.

Disposal Date	Distribution
August 1, 2015	State Offices; State Offices relay to County Offices

Notice PM-2937

2 Obtaining and Selecting Temporary CO Employees

A Filling Vacancies

County Executive Directors (CED's) must fill vacancies with the best qualified candidates.

B Obtaining Candidates

When filling vacancies the CED must hire all subordinate CO employees. The CED shall take the following actions for each individual vacancy in order to obtain candidates.

Step	Action
1	Advise state office of all vacancies to be filled.
2	Provide public notification through the use of vacancy announcements, radio, and/or newspapers to ensure an adequate number of qualified and suitable applicants is received.
3	Take action to notify minority and women organizations in their geographical area of all employment opportunities.
4	Advise state and local employment office of temporary office vacancies.
5	Receive a resume or written application for employment from each applicant for the position, which is to be filled by the temporary appointment.
6	Consider only candidates that are qualified and suitable for the position for which they applied.
7	Follow the requirements for re-employment rights in 27-PM, paragraph 328.