

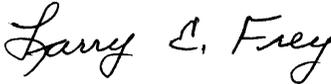
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE PM - 412

FOR: COUNTY OFFICES

CO Vacancy Announcements

APPROVED BY:	State Executive Director
	
LEF:jdt	

1 Overview

**A
Background**

As a result of the migration of the FSA Bulletin Board to a web-based operation, changes in the process of posting CO vacancy announcements is required.

**B
Purpose**

This notice notifies County Offices of the new procedure for posting, distribution, and accessing CO vacancy announcements.

**C
New Location of
Announcements**

All CO vacancy announcements for permanent positions and for **temporary positions exceeding 90 calendar days** shall be posted on the:

- OPM USAJOBS web site
- HRD Employment Opportunities web page.

**2 Posting
Announcements**

**A
County Office
Action**

County Offices, after receiving STO and DD concurrence to fill the position, shall follow 27 PM, subparagraphs 561 C and D to create their vacancy announcement using the correct format. See Exhibit 1 for a sample template, which can be requested from the STO if needed. This announcement should be sent to the STO attention Jill **via e-mail** no later than **5 working days** prior to the opening date of the announcement

DISPOSAL December 31, 2002	DISTRIBUTION County Offices, DD's, COR, STO
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2 Posting Announcements (Continued)

B State Office Action	The State Office Administrative staff will reformat announcement if necessary, assign an announcement number and forward for posting on the web, no later than 2 workdays before the opening date.
C Distribution and Location	<hr/> <p>State Offices are responsible for ensuring proper distribution of all FSA vacancy announcements within each State to both State Office employees and County Offices.</p> <p>CED's are responsible for ensuring that vacancy announcements are distributed to all employees by either posting them in a central location accessible by all employees or distributing copies to each employee</p> <p>All vacancy announcements can be viewed and printed from 2 different web locations:</p> <ul style="list-style-type: none">• Current employees can access the announcements on the Employment Opportunities page of the HRD site on the FFAS Intranet at http://dc.ffasintranet.usda.gov/hrd. This site can also be accessed via the Oregon State Farm Service Agency Website at http://www.fsa.usda.gov/or/or.htm under Employment Opportunities.• Employees and public job seekers can access the announcements at OPM's Government wide employment information system, USAJOBS. Access to USAJOBS can be accomplished in any of the following ways:<ul style="list-style-type: none">• On the web at http://www.usajobs.opm.gov• by electronic bulletin board at 912-757-3100• by telephone at 912-757-3000 or TDD at 912-744-2299• by using touch screen computer kiosks located throughout the nation at OPM offices, Federal buildings, and some colleges and universities.
D Contact	<hr/> <p>If you have questions regarding this notice, please contact Jill in the State Office at 503-692-3688, Extension 224.</p> <hr/>

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Exhibit 1

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
County Office Committee Service

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: (state abbreviation, last two digits of the calendar year and 4 digit sequential number, i.e. OR020023)

OPENING DATE: (month, day, year)

CLOSING DATE: (month, day, year, (state if applications must be received by or postmarked by)

POSITION: (title, pay plan and occ. series, i.e. Program Technician CO-1101)

SALARY: (lowest and highest salary possible - expressed as annual except for intermittent positions, then hourly)

GRADE: (lowest and highest grade levels of the position)

LOCATION: (city and county of the county office that will be the duty station)

AREA OF CONSIDERATION: (Area of Consideration should state specifically all sources that will be considered for this vacancy. i.e. Open to all qualified persons statewide;
All permanent FSA (both CO and GS) employees statewide; All FSA permanent CO employees nationwide; or
All FSA CO employees statewide)

DESCRIPTION OF DUTIES:

GENERAL QUALIFICATIONS:

All candidates must be U.S. Citizens, high school graduates or equivalent,
and be at least 18 years of age or 17 years of age for high school graduates.

(Must list at least the minimum requirement for the lowest grade level of this position.)

KNOWLEDGE, SKILLS AND ABILITIES:

Eligible candidates will be screened on the following knowledge, skills and abilities. **Indicate on a separate sheet of paper your experience, education and training which address the following KSA's. Also, specify where this experience or training was received in relation to the information on your application.**

- 1.
- 2.
- 3.
- 4.
- 5.

Your application (FSA-675) must address and show evidence of the above knowledge, skills and abilities. **Each item should be specifically addressed on a separate page not to exceed one page per item.**

BASIS OF RATING:

All applicants will be considered on the basis of their education, experience, supervisory appraisal, training and awards, Knowledge's, Skills, Abilities (KSAs) and other characteristics for this position.

PAY, BENEFITS AND WORK SCHEDULE:

(Examples: This is a permanent full-time non-federal appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered by a federal retirement system. – Or -- This a temporary part-time (32 hours per week) non-federal appointment, not to exceed 120 days. Selectee will be eligible for annual (vacation) and sick leave.)

RELOCATION EXPENSES:

(State whether or not relocation expenses will be paid.)

CONDITIONS OF EMPLOYMENT:

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination. (statement is for permanent positions only)

OTHER INFORMATION:

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher level duties.

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form.

This Agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.

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Exhibit 1

TO APPLY:

Interested applicants should submit an FSA-675 (Application for FSA County Employment) and, **on separate sheets of paper address the knowledge, Skills, and Abilities (KSA's)** to: (list address)

(if FAXED applications are going to be accepted, state that and list a FAX number)

If you have any question regarding this announcement or you need to request an application form (FSA-675), contact (contact name and phone number, if applicable also list e-mail address).

FSA-675 forms may be obtained from any FSA County Office. The use of U.S. Government envelopes is prohibited. Applications received in such envelopes will not be considered.

YOU MAY LOSE CONSIDERATION FOR A JOB IF YOUR RESUME OR APPLICATIONS DOES NOT PROVIDE ALL THE INFORMATION REQUESTED.

EQUAL EMPLOYMENT OPPORTUNITY:

The Federal Government is an Equal Opportunity Employer.

Candidates will be considered without discrimination for any nonmerit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status or membership or nonmembership in any employee organization.