

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Oregon State FSA Office  
Tualatin, Oregon 97062

OR NOTICE PM – 420

**FOR: COUNTY OFFICES**

## Updating Position Descriptions

**APPROVED BY:** State Executive Director



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### 1 Overview

#### A Background

The EEO/CR Management Review Team found that some employees did not have updated position descriptions on file. FSA procedure requires supervisors to review job descriptions at least annually in order to ensure that all of them accurately reflect the duties of all the employees.

### 2 Action

**CED's** who haven't reviewed the job descriptions of employees they supervise within the last year shall review their job descriptions. CED's should follow instructions in Handbook 27-PM paragraph 103 throughout the year and ensure that job descriptions are updated within 30 calendar days of program reassignments.

**NOTE:** An FLM certification is required for PT job descriptions that include FLP responsibilities.

CED's will follow instructions in Handbook 27-PM paragraph 103 B and submit any updated PD's to the STO along with the required information listed in the paragraph.

**DISPOSAL** December 1, 2003

**DISTRIBUTION** County Offices, DD's STO