

For: State Offices

New Procedure for the County Office Vacancy Announcement Process

Approved by: Deputy Administrator, Management



1 Overview

A Background

Currently, FSA State Office personnel enter their County Office vacancy announcements directly into USAJOBS using Employer Services. The USAJOBS Employer Services function is being discontinued as of July 1, 2011. This discontinuance mandates that a change be made in how vacancies for County Office positions are posted in USAJOBS.

B Purpose

This notice announces a new process to post County Office vacancy announcements in USAJOBS. The new process allows for applications to be taken online.

2 New Process Instructions

A County Office Vacancy Announcement Process

To accommodate the change in USAJOBS, a new process of posting County Office vacancy announcements has been determined. Three State Office employees, working as announcement processors, received the licensed software to develop vacancy announcements in USA Staffing. USA Staffing is a front-end software application that feeds into USAJOBS.

Note: Because of the cost of the licensed software, it was prohibitive to purchase a license for each State. Each of the 3 employees has been assigned a region of the country and will be responsible to enter County Office vacancy announcements for the States in their designated region. This job assignment is a collateral duty, added to the employees' current job duties.

Disposal Date	Distribution
December 1, 2011	State Offices

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2 New Process Instructions (Continued)

B Regional Assignments

The following table indicates regional assignments of the announcement processors for posting County Office vacancy announcements and referring online applications.

REGION 1	REGION 2	REGION 3
Kyle Mansfield, Georgia State Office Telephone: 703-546-2269	Kari Wheeler, Ohio State Office Telephone: 614-255-2525	Nicole Fox, Nebraska State Office Telephone: 605-352-1167
AL	CT	AK
AR	IA	AZ
DE	IL	CA
FL/VI	IN	CO
GA	KY	HI
LA	MA	ID
MD	ME	KS
MS	MI	MT
NC	MN	NE
OK	MO	ND
PR	NH	NM
SC	NJ	NV
TN	NY	OR
TX	OH	SD
VA	PA	UT
	RI	WA
	VT	WY
	WI	
	WV	

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2 New Process Instructions (Continued)

C Electronic Submissions

To assist in the process, and manage the workflow, an electronic means of submitting requests for posting vacancy announcements will be used. This automated vacancy announcement request tracker will allow States Offices to provide necessary information to the announcement processors for accurately posting vacancy announcements. The County Office Vacancy Request Tracker is found on the DAFO SharePoint web site at <https://fsa.sc.egov.usda.gov/mgr/DAFO/Lists/County%20Office%20Vacancy%20Request%20Tracker/AllItems.aspx>.

State Office personnel will access the County Office Vacancy Request Tracker to initiate the request. Specific information about the vacancy will be entered in the County Office Vacancy Request Tracker. The request **must** be initiated a minimum of 5 workdays before the vacancy opening date, to allow sufficient time for the announcement processor to complete the request.

After accessing the County Office Vacancy Request Tracker, CLICK “New”, and complete the information requested. After the information is complete, it will flow to the responsible announcement processor.



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FSA SharePoint Home > MGR > Deputy Administrator for Field Operations

County Office Vacancy Request Tracker

Tracking database for County Office Vacancy Requests to be posted on USAJOBS

New Actions Settings

State	Announcement Request Number	Date Request Initiated	Region	Op
TX	2011 0045	6/14/2011	1	6/14/2011
WY	2011 0012	6/14/2011	3	7/14/2011
TX	2011 0344	6/14/2011	1	7/14/2011
KS	2011 0067	6/14/2011	3	6/14/2011

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2 New Process Instructions (Continued)

D Granting Access to County Office Vacancy Request Tracker

Access to the County Office Vacancy Request Tracker will be limited to administrative officers and any other State Office personnel designated by the administrative officer. Each State shall have at least 2 employees designated to enter information in the County Office Vacancy Request Tracker. Administrative officers have been granted access to the County Office Vacancy Request Tracker. E-mail additional requested designee information to Lori Owen at **lori.owens@tx.usda.gov** for access to be granted. Include the following in the e-mail:

- employee’s name
- employee’s telephone number
- employee’s e-mail address.

E Referral of Applications

After the closing date of the vacancy announcement, all applications that were entered online into USAJOBS in response to the vacancy announcement will be referred to the designated management official through USA Staffing by the announcement processor. There will **not** be a review of qualifications or eligibility by the announcement processor before referral. Reviewing applications, and rating and ranking candidates will follow current policy outlined in 27-PM.

Example: Rating panel will be assembled according to 27-PM, paragraph 477.

F Contact Information

If assistance is needed in implementing the new County Office vacancy announcement process, State Office employees shall contact the appropriate individual according to this table.

IF assistance is needed with...	THEN contact...
County Office Vacancy Request Tracker	Lori.Owens, HRD, by either of the following: <ul style="list-style-type: none">• e-mail to lori.owens@tx.usda.gov• telephone at 979-680-5160.
vacancy announcement information	applicable regional announcement processor according to subparagraph B.