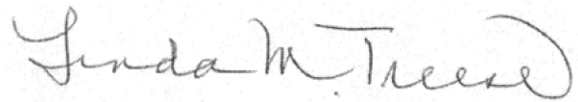


For: State and County Offices

Vacancy Recruitment Efforts for County Office Temporary Employees

Approved by: Acting Deputy Administrator for Field Operations



1 Vacancy Recruitment Timespan Reduction

A Background

To implement the programs authorized under the Agriculture Improvement Act of 2018 and to meet the demands of additional workload, it has been determined that County Offices may require the assistance of temporary employees. State Offices may hire additional County Office temporary employees, as authorized by DAFO.

B Purpose

This notice informs State and County Offices that because of the critical need to quickly hire temporary employees, the minimum length of the vacancy announcements has been reduced from 2 weeks to 1 week or 5 workdays. The reduction in the length of time to announce vacancies is authorized through March 31, 2020.

C Publicizing Vacancies

State and County Offices shall follow the guidelines about publicizing vacancies in paragraph 2.

D Contact

For questions about this notice, State Offices shall contact Patti Murray by either of the following:

- e-mail to **patricia.murray@usda.gov**
- telephone at 515-331-8449.

Disposal Date	Distribution
April 1, 2020	State Offices; State Offices relay to County Offices

Notice PM-3024

2 Obtaining and Selecting Temporary County Office Employees

A Filling Vacancies

CED's must fill vacancies with the best qualified candidates.

B Obtaining Candidates

When filling vacancies, CED's must hire all subordinate County Office employees. CED's shall take the following actions for each individual temporary vacancy to obtain candidates.

Step	Action
1	Advise the State Office of all vacancies to be filled.
2	Provide public notification through using vacancy announcements, radio, and/or newspapers to ensure that an adequate number of qualified and suitable applicants are 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 who are qualified and suitable for the position for which they applied.