

STATE OF MAINE
DEPARTMENT OF PERSONNEL

December 17, 1976

PERSONNEL MEMORANDUM 23-76

TO: ALL AGENCY HEADS
FROM: Robert J. Stolt, Commissioner
SUBJECT: UPDATED POSITION DESCRIPTIONS

When announcements are issued from this agency opening classes to application and examination, the position descriptions used are based upon the most current information on file in this office.

Occasionally, it is brought to our attention, after an announcement has been released, that the description of work performed does not reflect the current duties and responsibilities inherent in the position.

In order to alleviate this problem, please furnish this department, prior to announcement, with an up-dated position description if changes in duties and responsibilities have occurred since the position was last announced. These descriptions should also include up-dated minimum qualifications if changes are justifiable based on the new description. Please submit this information to the attention of B. Jean Bowman, Career Management Division.

This will enable us to properly describe the position for which you are recruiting and provide you with the most qualified applicants to fill your vacancy.

The position up-dates and any questions you may have regarding the progress of an announcement or list of eligibles should be directed through your agency Personnel Officer or Business Manager who serves as this agency's contact and should be able to provide you with information regarding the status of these or other personnel actions.

Your complete cooperation is appreciated.

RJS

MAY BE REPRODUCED TO MEET DISTRIBUTION NEEDS