

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

March 9, 1977

PERSONNEL MEMORANDUM 11-77

TO: All Agency/Department Heads

SUBJECT: Procedure for Obtaining Functional Job Analysis Forms Replacing  
Personnel Form 15A

- (1) In conjunction with the directives of Personnel Memorandum 9-77, Personnel Form 15A is discontinued.
- (2) All actions requiring use of the outdated Personnel Form 15A are to be accomplished by the newly prepared ADMINISTRATOR'S REPORT ON WORK CONTENT, (FORM FJA-1). This new form has a five-page format, each page to be completed in triplicate (one copy to the Department of Personnel, one to Bureau of Budget and one to Commissioner of originating department).
- (3) Form FJA-1's are obtainable from central warehouse (Hospital Street) at individual user's expense - use BP 4 to place orders.  
Note: Due to initial limited supply, original orders should be kept minimal.
- (4) Orders for the new form will be honored on and after March 14, 1977.
- (5) Printing format and order information:
  - (a) Each page of the five-page format is available as a pad of 30 pages (minimum order);
  - (b) Pad pages are color coded (white to Department of Personnel, blue to Budget, yellow to Commissioner of originating department). Thus, each pad contains 10 white copies, 10 blue copies and 10 yellow copies.
  - (c) Five pads are needed for one complete set (enough to describe 10 different jobs). Pads are identifiable as:
    - FJA - Page 1
    - FJA - Page 2
    - FJA - Page 3
    - FJA - Page 4
    - FJA - Page 5
  - (d) Replacements may be purchased on an individual page basis (pad of 30) by referencing Form FJA-1 and page number(s) needed.

Thank you for your cooperation.

ROBERT J. STOLT  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS