

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

March 30, 1977

TO: See Distribution

PERSONNEL MEMORANDUM 13-77

SUBJECT: Hiring Procedures - Public Works Employment Act 1976

Reference is made to PL 1977, C 42, 22 MRSA c. 1051-A, March 28, 1977.

- (1) Public works employment authorized by the referenced statute will be in the unclassified service and will include entitlement to full vacation and sick leave, retirement and medical insurance benefits. (Being unclassified these will be non-status positions). The employment is for a period of one year from the date of hire, or to June 30, 1978, unless the specific program is subsequently extended. (Sources of candidates are as follows (not necessarily in priority order):
  - (a) The unemployed and other eligibles recruited from the Employment Security Commission Job Bank.
  - (b) The unemployed and other eligibles recruited by advertisement.
  - (c) Eligible classified and unclassified employees desiring to apply for public works positions.
  - (d) The private sector.
  - (e) The general public.
  - (f) Eligible registers for the appropriate class.
- (2) Positions will be established using class specifications and existing job descriptions as the basis for class title and salary determination. Class title will be determined by each agency subject to final approval by the Commissioner of Personnel. Salary will be in the designated pay range. If an existing class does not fit the job requirements, the class and salary will be determined by the Personnel Department using job analysis techniques currently in use.
- (3) Candidates should meet the minimum qualifications for the class for which they are applying.
- (4) Applications will be submitted directly to the hiring agency using the standard State application form (Personnel Form 1). Appointment will be accomplished by submission of a Form 31 to the Personnel Department.

- (5) Effort will be made to provide permanent positions to those selected for employment upon expiration of the Public Works Program provided:
  - (a) The public works employee successfully completes six months probation and one year of service; and,
  - (b) Is fully qualified, on the register for the class, and can be appointed by selective certification.
- (6) Agencies desiring to advertise for candidates may do so by submitting advertisements in duplicate to the Personnel Department for approval. The advertisement content should follow the model attached as enclosure 1. The application period will be for a minimum of seven (7) days and a maximum of fourteen (14) days following the last date the advertisement appears.
- (7) Classified employees who wish to apply for, and accept appointments in, the Public Works Program may do so under Personnel Rule 11.12; however, candidates must meet minimum requirements as specified in paragraph 3 above. This rule is quoted by enclosure 2.

ROBERT J. STOLT  
COMMISSIONER

Department of Conservation  
Public Utilities Commission  
Department of Human Services  
Department of Mental Health & Corrections  
Department of Finance & Administration  
Department of Environmental Protection  
Office of State Employee Relations

Enclosures (2)

S A M P L E

HUMAN SERVICES WORKER I

\$ \_\_\_\_\_ - \$ \_\_\_\_\_ /WEEK

THE DEPARTMENT OF HUMAN SERVICES IS RECRUITING FOR \_\_\_\_\_  
HUMAN SERVICES WORKERS PUBLIC WORK POSITIONS IN THE  
(LOCATIONS): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
AREAS. APPLICANTS MUST MEET MINIMUM QUALIFICATIONS FOR  
A SOCIAL WORKER IN THE CHILD CARE PROGRAM.

QUALIFICATIONS INCLUDE GRADUATION FROM A STANDARD  
UNIVERSITY OR COLLEGE WITH A DEGREE IN SOCIOLOGY OR  
PSYCHOLOGY OR AN EQUIVALENT AMOUNT OF EXPERIENCE AND  
TRAINING. VOLUNTEER SERVICE MAY ALSO BE CREDITED AS  
EXPERIENCE IF CERTIFIED BY THE AGENCY FOR WHICH THE  
SERVICE WAS PERFORMED.

APPLICATIONS MAY BE SUBMITTED TO THE PERSONNEL OFFICER,  
DEPARTMENT OF HUMAN SERVICES. APPLICATIONS MUST BE POST-  
MARKED NOT LATER THAN \_\_\_\_\_.

THESE POSITIONS INCLUDE VACATION AND SICK LEAVE, RETIRE-  
MENT AND HOSPITAL BENEFITS BUT ARE OTHERWISE NON-STATUS  
POSITIONS THAT MAY TERMINATE ONE YEAR FROM THE DATE OF  
HIRE, OR BY JUNE 30, 1978, UNLESS OTHERWISE EXTENDED.

AN EQUAL OPPORTUNITY EMPLOYER M/F

MAY BE SINGLE OR DOUBLE COLUMN