

STATE OF MAINE
DEPARTMENT OF PERSONNEL

July 1, 1977

PERSONNEL MEMORANDUM 16-77

TO: All Department Heads
SUBJECT: Approval of New Positions

Effective July 1, 1977, all requests for new positions in the Classified or Unclassified service will be approved by the Office of the Governor prior to any other personnel action.

Submit your request for a new position on Form FJA 3 to the Governor's Office for approval. The approved FJA 3 should be attached to Forms 5 and FJA 1 and sent to the Department of Personnel. Requests will still be subject to classification, job analysis, job evaluation and organizational review by the Department of Personnel and the Bureau of the Budget.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

STATE OF MAINE
DEPARTMENT OF PERSONNEL
POSITION REQUEST AND AUTHORIZATION
for
New Position in Classified or Unclassified Service

SERVICE

Check appropriate box

CLASSIFIED

UNCLASSIFIED

SECTION A

AGENCY

BUREAU/DIVISION/INSTITUTION

SECTION OR PROGRAM

PLACE OF WORK

CLASS REQUESTED

SECTION B

JUSTIFICATION (Reference Goals and Objectives, Legal requirements, New programs, etc.)

SECTION C

SOURCE OF FUNDS