

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

April 12, 1978

PERSONNEL MEMORANDUM 12 - 78

TO: Agency Heads/CETA Representatives

SUBJECT: FJA 2 Procedures for CETA Title I, Work Experience Program Positions

Effective immediately, all CETA Title I, Work Experience Program positions will be processed on FJA 2 as follows. (Please see attached sample FJA 2. The asterisk (\*) denotes sections to be completed by appropriate representatives).

1. FJA 2, Part I, Sections A through E and G: - Section F is not applicable. To be completed by requesting agency.
2. FJA 2, then forwarded to agency representative responsible for maintenance and control of personnel actions/records.
3. After internal review and approval by personnel representative (2), FJA 2, Part I, then signed and dated by Department Head.
4. FJA 2 (all copies) forwarded to the Funding Source. They may approve, deny or hold request for future consideration. Denials or "holds" will be reported directly to Agency concerned.
5. A. Approved FJA 2 (all copies) will be forwarded to the Department of Personnel for completion of Part II and for final authorization/ notification and distribution within minimal turn around time of 24 to 48 working hours.  
B. The Department of Personnel will require a report NOT LATER THAN the 15th of each month from the Funding Source having position(s) in State Government as follows:

Participants Name	Funding Will Begin	Funding Will End	Agency

ROBERT J. STOLT  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

STATE OF MAINE  
DEPARTMENT OF PERSONNEL  
**POSITION DESCRIPTION AND AUTHORIZATION**  
for  
Public Service Employment

FOR INSTRUCTIONS IN COMPLETING AND  
AND ROUTING SEE PERSONNEL MEMORANDUM  
6-78 and 12-78

PART I - SECTION A

THE FOLLOWING SECTIONS TO BE COMPLETED BY REQUESTING AGENCY

Total number Public Service employees in department. \*

\_\_\_ CETA      \_\_\_ PUBLIC WORKS      \_\_\_ OTHER (Specify) \_\_\_\_\_

SECTION B

AGENCY *		TYPE OF POSITION	WORK CONDITIONS
BUREAU/DIVISION/INSTITUTION *		<input type="checkbox"/> REGULAR CETA	<input type="checkbox"/> 40 HRS WEEKLY
SUPERVISOR *		TELEPHONE NO. *	<input checked="" type="checkbox"/> PROJECT CETA
POSITION LOCATION * City/Town      County *      Telephone No. *		Complete project description attached	
CLASS TITLE REQUESTED * Work Experience Trainee		NUMBER * 	CLASS CODE * C052
		<input checked="" type="checkbox"/> OTHER CETA (Specify) <u>Work Experience</u> *	
		<input type="checkbox"/> PUBLIC WORKS _____	
		<input type="checkbox"/> OTHER (Specify) _____	

SECTION C

JUSTIFICATION FOR POSITION ( Explain what goals and objectives will be accomplished with this position, if CETA PROJECT leave blank and complete attached Project Description PART V ) \*

SECTION D

LIST ADDITIONAL EQUIPMENT REQUIRED FOR THIS POSITION ( Such as desk, chair, telephone, etc.) \*

SECTION E

LIST EQUIPMENT WHICH WILL BE USED BY THIS POSITION AND PERCENT OF TIME \*

SECTION F

TIME		WORK PERFORMED	LEAVE BLANK
% WEEK	% MONTH		
		NOT APPLICABLE	

## SECTION G

What training will incumbent receive? \*

Source of funding for training? \*

Work Experience Program

What specific job skills will incumbent gain to increase chances of future employability? \*

## MAINTENANCE OF EFFORT DECLARATION

In accordance with the regulations of the Comprehensive Employment and Training Act we do hereby certify: This position is not budgeted in the regular budget of this department; no currently employed person, including part-time personnel, substitute personnel, seasonal personnel, or temporary personnel will be displaced by this hiring, nor will they face a reduction in non-overtime hours, wages, or benefits; this hiring will in no way impair any existing contract; no funds from any non-federal source are available for the purposes of this hiring, or for the provision of services which will be accomplished by this hiring; no person is on lay-off in this department from a same or similar position, nor will that person hired as the result of this request perform the same or similar duties or any portion thereof of any terminated employee; no person has been laid off or had his/her normal working hours reduced in anticipation of the funding of this position, nor will they in the event of such funding; this hiring will not displace anyone hired under any other federal grant or with other federal funds.

SIGNATURE OF DEPARTMENT HEAD \*

TYPE NAME AND TITLE \*

DATE \*

## PART II

## DEPARTMENT OF PERSONNEL

CLASSIFICATION ASSIGNED	RANGE	STEP	WK. SALARY	HR. SALARY	CLASS CODE	DEPT. NO.	ALLOC. NO.
WORK EXPERIENCE TRAINEE	NA	NA	NA	\$2.65	C052		

## MINIMUM ENTRANCE REQUIREMENTS

This program is designed to give a CETA participant with no specific training or with limited work experience a chance to sample various jobs to determine what occupations might best be suited to his/her needs. The program's aim is to help participants learn basic work habits and attitudes which will help in finding future full-time employment. Participants are paid the minimum wages for up to 32 hours per week.

RESTRICTIONS (if applicable)

## PART III

OFFICE OF THE GOVERNOR

## PART IV

FUNDING SOURCE \*

 FUNDS ARE ALLOWED       FUNDS ARE DISALLOWED

 FUNDS SUBJECT TO FUTURE ACTION/CONSIDERATION

Indicate Funding source of position(s)

 TITLE I, CETA       SPECIAL GRANT, CETA

 TITLE II, CETA       OTHER (Specify) \_\_\_\_\_

 TITLE III, CETA       PUBLIC WORKS

 TITLE VI, CETA       OTHER Non CETA (Specify) \_\_\_\_\_

STAMP

APPROVAL AND DATE

DATE FUNDING WILL BEGIN

DATE FUNDING WILL END

HERE

The Department of Personnel will abolish the position(s) on the above information, unless written notification is received of any approved extension or earlier termination by funding source.

TYPE NAME OF INDIVIDUAL APPROVING FUNDS

TITLE

SIGNATURE OF ABOVE INDIVIDUAL

DATE