

STATE OF MAINE
DEPARTMENT OF PERSONNEL

May 1, 1978

PERSONNEL MEMORANDUM 15-78

TO: Agency Heads/Ceta Representatives

SUBJECT: FJA 2 Procedures for CETA Title III, Youth Employment and Training Program Positions

Effective immediately, all CETA Title III, Youth Employment and Training Program positions in Maine State Government will be processed on FJA 2 as follows: (Please see attached sample FJA 2. The asterisk (*) denotes sections to be completed by appropriate representative:).

1. FJA 2, Part I, Section A through E are to be completed by requesting agency. Section F is not applicable.
2. FJA 2 (all copies), then forwarded to agency representatives responsible for maintenance and control of personnel actions/records.
3. After internal review and approval by personnel representatives (2), FJA 2, Part I, Section G (all copies) signed and dated by Commissioner of that Department.
4. FJA 2 (all copies) then forwarded to the Funding Source. They may approve, deny or hold request for future consideration. Denials or "holds" will be reported directly to Department 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 20th of each month from the Funding Source having positions in Maine State Government as follows:

Identification of CETA Program: CETA Title III, Youth Employment and Training Program.

<u>Participants Name</u>	<u>Funding Will Begin</u>	<u>Funding Will End</u>	<u>Agency</u>
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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 15-78

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 *		<input type="checkbox"/> PROJECT CETA	<input checked="" type="checkbox"/> LESS THAN 40 HRS
TELEPHONE NO. *		Complete project description attached	
POSITION LOCATION *	County *	Telephone No. *	<input checked="" type="checkbox"/> OTHER CETA (Specify) <u>Youth Employment and Training</u>
City/Town			<input type="checkbox"/> PUBLIC WORKS _____
CLASS TITLE REQUESTED	NUMBER *	CLASS CODE	<input type="checkbox"/> OTHER (Specify) _____
Trainee Youth Employment & Training		0053	

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? *

Youth Employment and Training 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 COMMISSIONER *

TYPE NAME AND TITLE *

DATE *

PART II

DEPARTMENT OF PERSONNEL

CLASSIFICATION ASSIGNED	RANGE	STEP	WK. SALARY	HR. SALARY	CLASS CODE	DEPT. NO.	ALLOC. NO.
TRAINEE Youth Employment and Training	NA	NA	NA	\$2.65	0053		

MINIMUM ENTRANCE REQUIREMENTS

This program is designed to provide innovative work and training opportunities for unemployed 16 to 21 years olds. Participants can be in or out of school and having difficulty finding employment. Participants are paid the minimum wages for up to 32 hours per week.

RESTRICTIONS (If applicable) The State is subject to Child Labor Requirements under the Fair Labor Standards Act as enforced by the U.S. Department of Labor.

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) _____

DATE FUNDING WILL BEGIN

DATE FUNDING WILL END

STAMP

APPROVAL AND DATE

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