

STATE OF MAINE
DEPARTMENT OF PERSONNEL

February 15, 1978

PERSONNEL MEMORANDUM 6-78

TO: Agency Heads/CETA Representatives

SUBJECT: Position/Project Description & Authorization for Public Service Employment

The revised FJA 2, dated 2/78, is available from the central warehouse, Bureau of Purchases (289-3641).

Effective February 1, 1978 all FJA 2's are to be processed as follows:

1. a. FJA 2, Part I, Sections A through G to be completed by the requesting agency (see attached instructions for completing FJA 2, Part I).
- b. All CETA positions established on a PROJECT BASIS require description of PROJECT ACTIVITIES. This information to be furnished by completion of FJA 2, Part V.
2. FJA 2 then forwarded to agency representatives responsible for maintenance and control of personnel actions/records.
3. After internal review and approval by personnel representative (Step 2), FJA 2, Part I then signed and dated by department head.
4. FJA 2 (all copies) forwarded to Department of Personnel for completion of Part II.
5. FJA 2 submitted to Office of the Governor for completion of Part III (e.g., approval of manpower utilization and related costs).

NOTE: THE OFFICE OF THE GOVERNOR WILL NOT RULE ON MAINTENANCE OF EFFORT DECLARATIONS AS GUARANTEED BY APPOINTING AUTHORITIES. HOWEVER, IN CASES OF REPORTED VIOLATIONS, ANY APPROVAL MADE WILL BE WITHDRAWN UNTIL THE PROBLEM IS RECTIFIED.

1050

6. a. Approved requests stamped and dated by Office of the Governor will be forwarded to funding source (i.e., prime sponsors) for completion of Part IV.
- b. Requests not approved by Office of the Governor returned to Department of Personnel and requesting agency notified.
7. Funding source may approve, deny, or hold requests for future consideration. Denials or "holds" will be reported to the Department of Personnel and the requesting agency notified.
8. All copies of FJA 2 returned to Department of Personnel for final authorization/notification and distribution.
9. Any questions concerning this procedure are to be directed to the Senior Personnel Analyst, Department of Personnel, State Office Building (289-2821), Augusta, Maine 04333.

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

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 type="checkbox"/> PROJECT CETA	<input type="checkbox"/> LESS THAN 40 HRS
POSITION LOCATION City/Town County Telephone No.		<input type="checkbox"/> OTHER CETA (Specify) _____	
CLASS TITLE REQUESTED	NUMBER	CLASS CODE	<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		

SECTION G

What training will incumbent receive?

Source of funding for training?

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.

MINIMUM ENTRANCE REQUIREMENTS

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) _____

DATE FUNDING WILL BEGIN

DATE FUNDING WILL END

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

STAMP

APPROVAL AND DATE

HERE

MAINE
 DEPARTMENT OF PERSONNEL
PROJECT DESCRIPTION

PART V

(Complete only for CETA PROJECTS)

1. Project objectives and their relationship to specific program services:

2. Scope of project (include number and type of functions to be performed by incumbent(s)):

3. Future of project (will project turn into full time operation?):

4. Employability of incumbents (will incumbents be afforded the opportunity of employment should project become fulltime?):

5. List each classification title and number of positions required by this project (complete and submit a separate form for each different classification title listed)

CLASSIFICATION TITLE	NUMBER REQUESTED	CLASSIFICATION TITLE	NUMBER REQUESTED

6. PREPARED BY (Signature)

TITLE

7. SIGNATURE OF DEPARTMENT HEAD

TITLE

MAINE
 DEPARTMENT OF P
 PROJECT DESCRI
 Object objectives

PRIME SPONSORS

COUNTY(IES) SERVED

COUNTY CONTACT

Jack E. Lyons, Director
 Cumberland County CETA Office
 107 Elm St., Portland, Maine 04101
 Tel: 767-3381

Cumberland Same

James C. Schoenthaler, Director
 Kennebec County CETA Office
 132 State St., Augusta, Maine 04330
 Tel: 623-2961

Kennebec Same

Charles G. Tetro, Executive Director
 Penobscot Consortium Training and
 Employment Administration
 166 Union St., Bangor, Maine 04401
 Tel: 947-3373

Penobscot Same
 Hancock Same

BALANCE OF STATE PRIME SPONSOR

Director
 Office of CETA Planning & Coordination
 8 Crosby St., Augusta, Maine 04330
 Tel: 289-3511

Androscoggin, Aroostook,
 Franklin, Knox, Lincoln,
 Oxford, Piscataquis,
 Sagadahoc, Somerset,
 Waldo, Washington, York

See Below

Androscoggin County Courthouse
 2 Turner Street
 Auburn, Maine 04210
 Tel: 784-8816

Piscataquis County Courthouse
 Dover-Foxcroft, Maine 04426
 Tel: 564-2801

Aroostook CETA Office
 County Office Building
 Sweden Street
 Caribou, Maine 04736
 Tel: 498-8101

Sagadahoc County Courthouse
 Bath, Maine 04530
 Tel: 443-9023

Franklin County Courthouse
 Farmington, Maine 04937
 Tel: 778-6990

Somerset County Courthouse
 Skowhegan, Maine 04976
 Tel: 474-8626

Knox County Courthouse
 Rockland, Maine 04841
 Tel: 594-9379

Waldo County Committee for Social Action
 Box 177, Rte. 1, Freedom, Maine 04941
 Tel: 589-4206

Lincoln County Courthouse
 Wiscasset, Maine 04578
 Tel: 882-7116

Washington County Courthouse
 Machias, Maine 04654
 Tel: 255-8808

Oxford County Courthouse
 South Paris, Maine 04281
 Tel: 743-6359

York County Courthouse
 Alfred, Maine 04002
 Tel: 324-8287