

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

April 12, 1979

PERSONNEL MEMORANDUM 10-79

TO: All Agency/Department Heads, Departmental Personnel  
Officers

SUBJECT: FJA-3 - Approval of New Positions

Effective April 23, 1979, 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. After approved, the FJA-3 will be returned to the requesting agency. The approved FJA-3 should then be attached to the Form 5 and FJA-1, Rev. (9/78) 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. (This memorandum replaces Personnel Memoranda 16-77 and 23-78).

JADINE R. O'BRIEN  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS