

STATE OF MAINE
DEPARTMENT OF PERSONNEL

July 3, 1979

PERSONNEL MEMORANDUM 17-79

TO: All Agency, Department Heads/Departmental Personnel Officers

SUBJECT: Filling of Non-Competitive Classifications Vacancies

In authorizing the filling of non-competitive vacancies the Department of Personnel must perform such activities as, verifying that the position is actually vacant, is properly identified, i.e., position number, Limited Period Full Time, etc., and that the individual nominated is qualified.

User Agencies can facilitate the rapid processing of their material by verifying the following information:

- (1) Does the position you wish to fill still exist? Joan Hallowell of the Bureau of the Budget can help you in this respect (tel. 2881).
- (2) Is the position for which you wish to make a direct hire assigned to the non-competitive division of classified service? Helen Shelton in this office can verify this for you (tel. 2821).
- (3) Has the Turnaround Form (Personnel Management Data Form Pers. 2) been correctly and accurately completed and signed?

Examples of common errors are incorrect position numbers and incorrect encoding of Kind of Position, i.e., "10" (Limited Period Full Time).

- (4) Has the original of the application (Application for Examination, Pers. 1) which must accompany the Turn-around form been correctly completed and signed, and does the application reflect all necessary qualifications to include special requirements, such as proof of registration for Nurses and license for Electricians?

Information of this nature is contained within the specifications for all classifications and should be available in all agencies. In the event that your agency may be lacking any specifications, arrangements can be made with this office for copies.

The Department of Personnel will return to the User Agency ALL materials relating to the filling of a vacancy if they have been prepared incompletely, incorrectly or inaccurately, including lack of signatures, or if not accompanied by a signed application indicating that the nominee meets minimum qualifications. Please help us in the expeditious processing of all requests to fill vacancies of this type by reviewing all material for the information described above.

JADINE R. O'BRIEN

COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS