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STATE OF MAINE
DEPARTMENT OF PERSONNEL

August 30, 1979

PERSONNEL MEMORANDUM 24-79

TO: All Agency/Department Heads

SUBJECT: Advertisements for Classified Competitive, Classified Non-Competitive,
and Unclassified Positions

Until further notice, the Department of Personnel will issue Career Announcement Bulletins for classified, competitive positions and place advertisements in the following newspapers - BANGOR DAILY NEWS, LEWISTON DAILY SUN, KENNEBEC JOURNAL, AND MAINE SUNDAY TELEGRAM on weekends twice monthly. We will assume the cost of one-line advertisements and the cost of the bulletin preparation, reproduction, and distribution. You may have a special block advertisement run under the State heading (see attachment). You will be billed for the cost of the advertisement.

Non-competitive and unclassified announcements must also be approved by this office prior to being placed in newspapers. These announcements will be placed in the above papers on the same dates (every other weekend), will be included in the State advertisement (see attachment), and the agency billed for the cost unless other arrangements are made in advance. We will make arrangements whenever possible to combine advertisements on off weekends and during the weeks in periodicals and local papers to reduce costs. Additionally, in those instances of agencies wishing to place advertisements in out-of state newspapers and trade journals, these must also be approved with adequate lead time to permit concurrent in-state advertising and Career Announcement Bulletin preparation, if applicable. If closing dates are involved as far as the recruiting period is concerned, these must also be indicated in out-of-state newspapers and trade journals in a manner that will coincide with in-state recruiting activities.

We will contact the Job Bank for you and provide a copy of the job specifications along with any specific recruiting information you wish. Please use the attached form to request announcements for non-competitive, unclassified or classified competitive positions which are continuously open and a register is not available. The information you provide on the form will help in combining advertisements, writing advertisements, placement with the Job Service, billing, and once approved, will be your authorization to have the advertisements published if we are unable to do so.

This memorandum supersedes Personnel Memorandums 1-79, January 2, 1979 and 6-79, January 17, 1979.

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

REQUEST FOR ADVERTISING

Requesting Agency		Title of Classification		Class Code
<input type="checkbox"/> Yes <input type="checkbox"/> No	Acc't. _____	Activity _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Place in Job Bank	Billing Numbers	Single Line Ad	Block Ad	

Location & Number of Positions	Special Conditions (Licensing, Travel, Shiftwork, etc.)
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Minimum Qualifications (Non-Comp. & Unclass. Only)

Typical Duties (Non-Comp. & Unclass. Only)

Date of Vacancy **Anticipated Vacancies in Same Class with Dates if Known**

Place Advertisements in:

Paper:

Dates:

Submitted by:	Title:	Tel. No.	Date
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Remarks:

FOR DEPARTMENT OF PERSONNEL USE ONLY

Approved by:	Date:
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CAREERS IN MAINE



MAINE STATE GOVERNMENT CURRENTLY HAS MANY CAREERS AVAILABLE. Jobs with competitive salary; promotional opportunities; retirement benefits; life insurance; liberal leave and vacation policies; urban rural settings; located in America's Vacationland make Maine Government a good place to work. If you have the skills needed below or any other skills you believe we can use please call, write or come to the Department of Personnel or any office of the Maine Job Service.

"Single Line Ad"

COMPETITIVE CLASSIFIED SERVICE

The Maine Department of Personnel is recruiting for immediate vacancies for:

Code	Title	Location	Starting	Final
0417	*Affirmative Action Officer	Statewide	\$250.00	\$324.40/wk.
0148	*Senior Computer Operator	Statewide	222.00	284.40
4120	**Recreation Therapist	Statewide	273.20	357.20
3042b	**Education Specialist II (Agriculture)	Augusta	286.80	374.80
0020	**Exec. Dir., Maine Commission for Women \$286.80-\$379.60/wk.			
0453	*Senior Personnel Analyst \$240.00-\$311.20/wk.			
6349a	*Assistant Engineer (Civil) \$261.20-\$340.00/wk.			
6349b	*Assistant Engineer (Sanitation) \$261.20-\$340.00/wk.			
0009	*Word Processing Operator \$167.20-\$210.00/wk.			

"Block Ad"

Administrative Management responsible for providing staff support to the Maine Commission for Women, Augusta

General Personnel work in classification, compensation, examination and recruiting, Augusta

Degree. Entry-level work in Transportation or Environmental Engineering, Statewide

Clerical work in the operation of a magnetic card/tape/disc word processor. Immediate vacancy at the Public Utilities Commission, Augusta

Responsible for work in the State Energy Audit program. Requires knowledge of heat loss and transfer measurement. 5 positions, Augusta

Degree. Entry-level work in Environmental Protection, Augusta

*Open to Recruitment until Cancelled
**Open to Recruitment until September 8, 1979

Before applying for any classification, applicants should either visit, or request information from a local office of the Employment Security Commission or the State Department of Personnel relative to application material, details on qualification, geographical locations of actual or anticipated vacancies, special requirements, and other pertinent data. Completed applications should be sent to the State Department of Personnel, State Office Building, Augusta, Maine 04333. Applications not accompanied with stamped strip cards WILL NOT be processed.

NON-COMPETITIVE CLASSIFIED SERVICE

Defense & Veterans Services
Contact Ray Dutil at Camp Keyes,
Augusta

8242 Plumber II
\$199.60-\$253.60/wk.
Requires license and travel, Augusta

8214 Electrician II
\$199.60-\$253.60/wk.
Requires license and travel, Augusta

8302 Automotive Mechanic
\$181.60-\$229.20/wk.
Must be a Veteran, Augusta

Bureau of Public Improvements
Contact Carl Cottrell, Room 116,
State Office Building, Augusta

8261 Boiler Operator
\$181.60-\$229.20/wk.

Shift work. Operating/Maintaining various heating plants in Capitol Complex. Possession of or ability to obtain a Boiler Operator's license within six months from date of hire, Augusta

"Block Ad"

UNCLASSIFIED SERVICE

The Department of Conservation, Bureau of Geology, has an immediate vacancy for:

U421 Hydrogeologist
\$331.60-\$435.20/wk.

Directing the performing of ground water investigations in glaciated and crystalline rock terrains. Possession of, or ability to obtain a license as a Geologist within one (1) year, Augusta

Send letter of application or resume to Walter A. Anderson, State Geologist, Maine Geological Survey, Department of Conservation, Augusta, Maine. 04333

EQUAL OPPORTUNITY EMPLOYER M/F/H

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REN'S ... is looking for caring committed individuals

OPERATING ROOM Staff Nurses

Offers a unique experience for the OR one of the nation's major centers for care, we strive to maintain the high-

OPERATING ROOM

Staff Nurses/RN's

New England Deaconess Hospital is a 500-bed referral hospital specializing in neuro, cardiovascular and open heart surgery, and affiliated with Harvard Medical School as well as Overholt, Lahey and Joslin Clinics We have immediate openings on our open heart team.