

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

February 1, 1980

PERSONNEL MEMORANDUM 2-80

TO: All Agency/Department Heads, Departmental Personnel  
Officers

SUBJECT: FJA-3 - Approval of New Positions

Effective immediately, all requests for approval of new positions in the Classified or Unclassified Service will be processed in the following manner:

- (1) Submit your requests for new positions on Form FJA-3 to the Department of Personnel for initial review and recommendation.
- (2) The Department of Personnel will forward the request to the Bureau of the Budget for review and recommendation.
- (3) The Bureau of the Budget will forward the request to the Governor's Office for final approval.
- (4) After approval, the FJA-3 will be returned by the Governor's Office to the requesting agency.
- (5) After receipt of the approved FJA-3, the requesting agency should then attach the FJA-3 to the completed Form 5 and FJA-1 and forward them to the Department of Personnel.

Requests will continue to 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 Memorandum 23-79).

JADINE R. O'BRIEN  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS