

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

September 18, 1980

PERSONNEL MEMORANDUM 20-80

TO: All Department/Agency Heads/Personnel Officers  
SUBJECT: Alphabetical Listing of State Classifications with Salaries

Effective immediately, you may order copies of the alphabetical listing of State classifications with salaries. This edition has each classification in the classified and unclassified service listed separately with class code, full title, salary range, bargaining unit designation and code, EEO unit designation and code; examination status (competitive or non-competitive); and salary.

The Department of Personnel has arranged with the State Purchasing Agent and the Central Warehouse to produce and distribute copies of this alphabetical listing. To order your copy(s) at \$20.00 each, you need to use the BP 4 Form and order Document PR 175. The \$20.00 price will provide you one complete copy with cover, three hole punched for insertion in a three-ring binder. If you wish, you may order your copies GBC spiral bound for \$1.00 more per copy. These will not be three hole punched.

This report is computer produced by Central Computer Services who will also produce updates (additions, deletions, changes) as they occur. If you wish to receive these updates note this on the BP Form 4 and specify how you wish to have them mailed. There is a cost of 10¢ for each sheet of update and a cost of mailing. If regular #10 envelopes are required for delivery, an additional .05¢ per envelope will be charged. If manila envelopes are requested, the cost will be 15¢ each. Any costs for postage will also be extra. To make any special arrangements, please contact Halden Turner, the Superintendent at the Warehouse (Tel: 289-3641).

You may also purchase a listing of salaries by salary, range and bargaining unit for \$5.00 each. Most agencies already have copies of this listing which was provided for the last round of employee salary increases. This is normally used with the salary listing as a supplement.

The cost for mailing and processing is the same as above and should be ordered on the BP-4 as Document PR 139.

The two documents listed above will be used as the official salary documents of the State. The Department of Personnel will produce no others for payroll or compensation administration purposes.

JADINE R. O'BRIEN  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS