

STATE OF MAINE
DEPARTMENT OF PERSONNEL

December 3, 1980

PERSONNEL MEMORANDUM 26-80

TO: All Department/Agency Heads/Personnel Officers

SUBJECT: Decentralization of Examination Administration Function

We are now ready to accept proposals from agencies interested in taking over examination administration in classes unique to their agency. Examinations are defined as the review of applications for qualifying education or experience; ratings of training and experience; written tests; oral tests; performance tests; service ratings; background investigations; medical examinations; vision checks; verification of employment history; verification of educational attainment; verification of volunteer work experience and any other act made by the employer in arriving at a decision to hire or not hire a person.

Your proposal should contain the following information:

- (1) The titles of the proposed classifications.
- (2) Name and qualifications of staff member to be responsible.
- (3) Timetable for transfer of responsibility.
- (4) Controls placed on adherence to Department of Personnel procedures.
- (5) Specific methodology to examine for each classification (adherence to Examination Plan, etc.).
- (6) Additional costs anticipated.
- (7) Additional staff anticipated.
- (8) Advantages to decentralization of the classification for examination administration.

Please submit your proposals to me for review. If necessary, we will then schedule a meeting to discuss your proposal.

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS