

STATE OF MAINE
DEPARTMENT OF PERSONNEL

March 10, 1980

PERSONNEL MEMORANDUM 5-80

TO: All Agencies/Departments, Personnel Officers

SUBJECT: Personnel

Effective March 6, 1980, all requests (Form #15) to fill new or vacant positions within State Government (including intermittent, seasonal, project, substitutes, etc.), regardless of the source of funds, must be accompanied by a justification statement signed by the Commissioner of the requesting department. The statement must clearly address the criteria outlined in Governor Brennan's memo of 3/6/80 on the same subject. (See attached).

Similar justification is required for the filling of unclassified and non-competitive positions.

All existing certifications which have been issued by the Department of Personnel are cancelled as of this date.

All pending Form 15's in the Department of Personnel will be returned to the agency for re-submission according to the above requirements.

All Form 3's now pending in the Governor's Office will be returned.

Acting Capacity requests must also meet the criteria outlined in the Governor's memo.

If interviews have been completed and a written notification of acceptance into State service was made to an applicant prior to March 6th, that commitment will be honored. The written notification must accompany the Form 2.

JADINE R. O'BRIEN
COMMISSIONER

Attachment

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

STATE OF MAINE

Inter-Departmental Memorandum Date March 6, 1980

To All Commissioners and Directors

Dept. _____

From Joseph E. Brennan, Governor

Dept. Executive

Subject Personnel

WITH INCREASED DEMANDS ON AVAILABLE REVENUES, TOGETHER WITH THE VERY REAL THREAT OF REDUCTIONS IN SOME FEDERAL FUNDING WHICH MAKE A SIGNIFICANT CONTRIBUTION TO STATE PROGRAMS, THE ADMINISTRATION HAS A RESPONSIBILITY TO UNDERTAKE COST REDUCTIONS IN AN EQUITABLE AND ORDERLY MANNER TO ADJUST TO THESE CIRCUMSTANCES.

THE NECESSITY FOR SUCH STEPS IS FURTHER REQUIRED BY THE NEED TO ASSURE THE AVAILABILITY OF FUNDS TO PROVIDE FOR THE CURRENT PRIORITIES OF THE STATE, INCLUDING SUCH MEASURES AS MODEST ASSISTANCE FOR AGRICULTURE, ENVIRONMENTAL HEALTH, PRISON REFORM, ECONOMIC DEVELOPMENT, AND ENERGY.

LATE LAST MONTH, WE ENTERED INTO A PROCESS OF DEVELOPING A PROGRAM TO EFFECT SIGNIFICANT COST SAVINGS IN ALL SECTORS OF STATE GOVERNMENT.

THIS PROGRAM WILL BE CONDUCTED IN A LONG-RANGE, DELIBERATE MANNER. IT IS IMPREATIVE THAT EACH DEPARTMENT AND AGENCY TAKE STEPS TO ASSIST IN ITS DEVELOPMENT.

AS A FIRST STEP IN THIS PROGRAM, I HAVE DIRECTED THE COMMISSIONER OF PERSONNEL TO BEGIN A STRICT REVIEW OF ALL VACANCIES AND HIRINGS WITHIN STATE GOVERNMENT.

PURSUANT TO THIS POLICY, NEW POSITIONS AND CURRENT VACANCIES WILL NOT BE FILLED EXCEPT IN ACCORDANCE WITH THE FOLLOWING GUIDELINES.

ANY VACANCIES TO BE FILLED MUST SATISFY THE FOLLOWING CRITERIA:

1. THE COMMISSIONER HAS PERSONALLY REVIEWED AND APPROVED THE SUBMISSION OF THE REQUEST AND THE ACCOMPANYING JUSTIFICATION IN ACCORDANCE WITH THE FOLLOWING CRITERIA:
2. THE POSITION DIRECTLY AFFECTS PUBLIC SAFETY OPERATIONS.

(EXAMPLE PRISON GUARDS)

2. THE POSITION DIRECTLY AFFECTS PUBLIC HEALTH OPERATIONS.
(EXAMPLE: DHS HEALTH ENGINEERING PERSONNEL)
3. THE POSITION IS REQUIRED BY COURT ORDER.
(EXAMPLE: CERTAIN PINELAND PERSONNEL)
4. THE POSITION IS NECESSARY FOR THE DIRECT CARE OR SUPERVISION OF PERSONS IN STATE CARE OR CUSTODY.
(EXAMPLE: MENTAL HEALTH WORKERS)
5. THE POSITION IS OTHERWISE ESSENTIAL AS DETERMINED BY THE COMMISSIONER IN CONSULTATION WITH THE GOVERNOR.

THE GENERAL POLICY WILL ALSO APPLY TO SEASONAL POSITIONS. AS A TRANSITIONAL MEASURE, IT WILL NOT APPLY TO PERSONS WHO HAVE ALREADY BEEN SENT WRITTEN NOTIFICATION OF THEIR ACCEPTANCE INTO STATE SERVICE.

THIS SPECIFIC POLICY IS INTENDED TO FURTHER THE FOLLOWING OBJECTIVES:

1. TO REALIZE COST SAVINGS.
2. TO ELIMINATE POSITIONS WHICH EXPERIENCE HAS DEMONSTRATED ARE NOT ESSENTIAL.
3. TO ASSURE THAT REDUCTIONS IN STAFF ARE RATIONAL AND SELECTIVE AND DO NOT JEOPARDIZE ON-GOING PROGRAMS TO THE EXTENT POSSIBLE.
4. TO ACHIEVE SALARY SAVINGS THROUGH ATTRITION IN PREFERENCE TO LAY-OFF TO THE EXTENT POSSIBLE.
5. TO ASSURE THAT LEGISLATIVELY MANDATED PROGRAMS ARE CARRIED OUT AS EFFICIENTLY AS POSSIBLE.