

STATE OF MAINE
DEPARTMENT OF PERSONNEL

March 24, 1980

PERSONNEL MEMORANDUM 7-80

TO: All Agency/Departments, Personnel Officers

SUBJECT: Procedures to Request 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 completed Forms FJA-1, FJA-3, (Rev. 3/80), and Form 5 to the Department of Personnel. Job audits will be performed and classifications/pay range assignments will be identified.
- (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, all paperwork will be returned by the Governor's Office to the Bureau of the Budget to set the effective date and establish the position.
- (5) The Bureau of the Budget will return the proper forms to the Department of Personnel for final processing.

Any requests reviewed by the Department of Personnel that do not include all information requested on Form FJA-1 and the revised FJA-3 (copy attached) will be identified as incomplete and returned to the requesting agency.

(THIS MEMORANDUM REPLACES PERSONNEL MEMORANDUM 2-80)

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

STATE OF MAINE
DEPARTMENT OF PERSONNEL
POSITION REQUEST AND AUTHORIZATION
for
New Position in Classified or Unclassified Service

SERVICE

Check appropriate box

Classified Unclassified

SECTION A

Agency		Bureau/Division/Institution	
Section or Program	Place of Work	Class Requested	

SECTION B

JUSTIFICATION (To Supplement Form FJA-1) Attach additional sheets if necessary. CURRENT AND PROPOSED ORGANIZATIONAL CHARTS MUST BE SUBMITTED WITH THIS REQUEST.

1. Describe the factors creating projected workload (new program, increased volume in existing program, seasonal demands, etc.).
2. Projected volume/caseload expected to be met by requested position(s).
3. Manner in which this workload is now being met.
4. Alternate means of meeting this need.

5. Expected impact if request is not approved.

6. Number of employees currently engaged in this type of work in the same location.

SECTION C

Source of Funds

SECTION D

Authorized Signature of Requesting Official

Date

SECTION E

DEPARTMENT OF PERSONNEL

Classification: _____ Pay Range: _____

Signature: _____ Date: _____

SECTION F

BUREAU OF THE BUDGET

Comments:

Signature: _____ Date: _____

SECTION G

G O V E R N O R ' S

S E A L

O F

A P P R O V A L



SECTION H

Position to Begin

Position to End

Position May be Refilled

Yes

No