

STATE OF MAINE
DEPARTMENT OF PERSONNEL

November 21, 1983

PERSONNEL MEMORANDUM 7-83

TO: Department/Agency Heads, Personnel Officers, Affirmative Action Officers

SUBJECT: ESTABLISHMENT OF APPRENTICESHIP OR TRAINEE POSITIONS

Chapter 260, Public Law 1983, requires "...the development and conduct of employee training and registered apprenticeship programs to recruit and develop well qualified employees, to aid in meeting affirmative action requirements and to otherwise carry out the State's role as a responsible and effective employer."

Some specific benefits of training and apprenticeship programs include:

1. Creating increased job opportunities for protected groups and those in particular need, including the handicapped, the older worker, women, minorities, Aid to Families with Dependent Children recipients, displaced homemakers and youth;
2. Improving upward mobility and opening new career fields for women as well as other employees within State Government;
3. Allowing transition of State employees who become disabled into new career fields;
4. Providing more flexible employment alternatives in layoff situations; and
5. Assuring that employees are properly trained for their positions through a recruitment and training process.

Trainee/apprentice classifications are at lower pay ranges than the corresponding full performance classification, with incumbents progressing within an authorized position to the budgeted full performance classification and pay range.

Training programs are developed by the Department of Personnel in conjunction with line agencies. Registered apprenticeships are developed in the same way but must meet the requirements of both the Department of Personnel and the Maine State Apprenticeship Council; a registered apprenticeship meets national standards. A very broad rule of thumb for distinguishing between training and apprenticeship is that training is generally accomplished in a year or less, where apprenticeship requires at least a year of training and course work.

November 21, 1983

Attached is a tentative list of classifications which may be appropriate for training/apprenticeship programs. Please review the listing and inform us which classifications are of particular interest to you for training or apprenticeship and which classifications may not be appropriate for such programs. Of particular importance, we would like you to identify any other classifications you feel should be added. A response sheet is included. Please return your response by December 12 to George Viles, Director of Planning and Operations, Department of Personnel, State House Station #4.

By December 31, 1983, the Department of Personnel will establish a list of classifications which lend themselves to training or apprenticeship programs. While programs may not be developed for each classification listed, the listing will indicate a reasonable likelihood of program development. The list will serve to suggest and encourage training and apprenticeship opportunities; other classifications may be suggested at any time.



DAVID W. BUSTIN
COMMISSIONER

Attachments

TENTATIVE LISTING OF CLASSIFICATIONS
FOR WHICH TRAINING OR
APPRENTICESHIP PROGRAMS MAY BE APPROPRIATE

Account Clerk I	Medical Claims Evaluator
Accountant I	Mental Health Worker I
Auto Mechanic I	Motor Vehicle Inspector
Boiler Engineer	Motor Vehicle Title Examiner
Boiler Operator	Multi Fuel Technician
Business Manager I	Multilith Operator
Carpenter	Museum Technician I
Cartographer	Occupational Therapy Aide
Chemist Assistant	Oil Burner Inspector
Clerk Steno I, II	Physical Therapy Aide
Conservation Aide	Planning and Research Assistant
Communications Technician	Plumber
Consumer Credit Examiner	Police Communications Operator
Cook I	Protective Intake Workers
Corrections Officer I	Provider Relations Specialist
Court Intake Worker	Public Utility Investigator I
Disability Claims Examiner	Rehabilitation Counselor I, II
Driver License Examiner I	Right-of-Way Agent I
Electrician	Right-of-Way Appraiser I
Environmental Services Specialist I	Safety Officer
Field Advisor Examiner	Seed Potato Inspector
Field Examiner I, II	Storekeeper I, II
Fish & Game Technician	Stores Clerk
Fish Hatchery Worker	Training School Counselor I
Forest Insect Ranger	Transportation Services Specialist
Forest Ranger I, II	WEET Specialist
Forest Technician	Weights and Measures Inspector
Geology Technician	Welder
Governmental Auditor I	
Guard	
Hearing Equipment Operator	
Hearings Officer	
Homemaker Aide I	
Human Services Aide II, III	
Human Services Enforcement Agent	
Income Maintenance Specialist	
Laboratory Assistant	
Laboratory Technician	
Library Assistant	
Light Equipment Operator	
Lottery Field Representative	
Marine Resources Specialist I	
Marine Resources Technician	
Mason	
Mechanical Stores Clerk I	

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