

STATE OF MAINE
DEPARTMENT OF PERSONNEL

July 8, 1985

PERSONNEL MEMORANDUM 4-85

TO: Department Heads, Agency Directors, Personnel Officers
SUBJECT: NEW POSITIONS

The 112th Legislature has authorized a number of new positions. If you have any new positions, please review the process needed to fill them and provide us with the appropriate requests and information as soon as possible so that we can meet your personnel needs on a timely basis.

FJA-1 position descriptions should be written and submitted to us so that appropriate classifications can be assigned and examination and recruitment plans developed where necessary.

Now is an opportune time to discuss classification and recruitment needs related to new positions. We anticipate a heavy workload in September and it will be more difficult to respond quickly then.

Thank you for your assistance.



DAVID W. BUSTIN
COMMISSIONER