

STATE OF MAINE

DEPARTMENT OF PERSONNEL

February 27, 1986

PERSONNEL MEMORANDUM 2-86

TO: All Department/Agency Heads, Administrative
Officers and Personnel Officers

SUBJECT: NEW POSITIONS

On several occasions, legislative committees have expressed concern that positions authorized and funded by law have not been established and filled in a timely manner.

L.D. 2006 and other legislation contain a number of new positions. Now is an opportune time to discuss classification and recruitment needs related to these new positions.

FJA-1 position descriptions should be written and submitted to us so that appropriate classifications can be assigned and recruitment plans developed where necessary. This is especially important for positions that may require the establishment of new classifications and examinations.

All forms submitted for proposed new positions should clearly state that authorization is pending legislative action.

We anticipate a heavy workload toward the end of the legislative session and it will be more difficult to respond quickly to your needs then.



DAVID W. BUSTIN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS