

STATE OF MAINE

DEPARTMENT OF PERSONNEL

May 11, 1987

PERSONNEL MEMORANDUM 6-87

**TO:** Department and Agency Heads, Administrative  
Directors, Personnel Officers

**SUBJECT:** NEW POSITIONS AUTHORIZED BY THE LEGISLATURE

The Legislature will soon be authorizing a number of new positions.

The majority of positions authorized by the Legislature will not be officially established in law for several months, but the time to discuss classification and recruitment needs is now. Early planning is required to insure your ability to fill new positions immediately after their legal effective date.

Each agency should submit the necessary requests to establish and to recruit for new positions as soon as it is known that the positions will be authorized. Our staff will begin all required activities, including recruitment and testing, as soon as these requests are received. This will insure that qualified candidates will be available to you for selection immediately after the effective dates of your new positions.

We anticipate a heavy workload as September approaches and service priority must be given to those requests submitted earliest.

Thank you for your assistance.



DONALD A. WILLIS  
ACTING COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS