

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources

July 31, 2015

HUMAN RESOURCES MEMORANDUM 7-15

TO: All Agency Heads, Agency Human Resource/EEO Representatives

SUBJECT: Filling Vacancies - Update

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Reference: Human Resources Memorandum 5-15

On July 1, 2015, Governor Paul LePage issued a memo to the members of his Cabinet directing that all filling of vacant positions receive the approval of the Governor's Office prior to an offer of employment being made. On July 29, 2015, Governor LePage issued a modification to that memo limiting the review to positions which have been vacant for more than 90 days, and new positions.

In accordance with the July 29, 2015 modification and until further notice, all requests for new postings on the Bureau of Human Resources' website (Open Competitive Jobs or Direct Hire Jobs) must include one of the following:

1. A Hiring Justification Form bearing the approval from the Governor's Office (for new positions and for positions which have been vacant for more than 90 days),

-OR-

2. A statement asserting that the position is not a new position and that it has not been vacant for more than 90 days.

s/ Joyce A. Oreskovich

Joyce A. Oreskovich, Director
Bureau of Human Resources

Attachments:

- [Memo from Governor to Cabinet \(July 29, 2015\)](#)
- Hiring Justification Form ([pdf](#) and [docx](#))