

SPRING 2020 | VOL. 3

YOUR HR CONNECTION

State Of Maine Bureau Of Human Resources



HR RADAR

Director's Desk

Welcome Team

WELLNESS

COVID-19

Health Credit

ENGAGE

Remote Work

Connection

NEWS

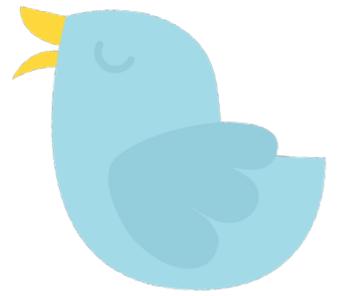
Pre-qualified Vendors

Classification & Compensation Study

2020 Census

DIRECTOR'S DESK

One thing we can count on in a pandemic: change. Who would have guessed so many state employees could switch over to remote work so quickly?! And now, with some of us returning to the workplace, we will experience even more change: face coverings; signage; limits on the number of people in elevators and restrooms; and more. While you may not agree with all of the rules, please know they are in place with the very best of intentions: the safety and well-being of all of us and those we serve. As we navigate these unprecedented times, lean into the caring core that brought us to public service; be respectful; be patient; and most of all, **be kind**.



Be well and be kind ,
~Breena

WORKFORCE TRANSITION SURVEY

THANK YOU to all **7,000+** employees who took the time to provide feedback by completing the recent survey. Your responses are being used to guide a gradual transition, safely allowing employees into the workplace and open buildings to the public. The Bureau of Human Resources would like to also thank Jeff Jordan and his team at OIT for their hard work and support organizing the survey results.



MULTI-MEDIA SERVICES

If your agency is in need of...

- marketing
- photography
- voice over production
- copy or technical writing
- graphic design
- video production

The Bureau of Human Resources (BHR) has created a Multimedia and Creative Services Pre-Qualified Vendor List for all agencies in Maine State Government to utilize. The vendors on this list can save you the time and effort of creating a Request For Proposals (RFP). More information can be found on the DAFS [website](#).

COVID-19 UPDATES

RESOURCES

Maine Centers for Disease Control
latest information

Live Health Online
virtual, 24/7 healthcare

Grand Rounds
personal healthcare assistant

Department of Administrative & Financial Services
information for state employees

Employee Health & Benefits
updates on benefits programs

Living Resources
Navigate challenging work and life situations

HelpGuide
mental health & wellness support

REMOTE WORK

Setting Yourself and Your Teams Up for Success
LinkedIn Learning courses

Ergonomics At Home
Jason Wade, Occupational Therapist

Professional Development
Interested in remote opportunities for yourself and/or your team? Contact Jess Crosby, Director of the Talent Management Division of the Bureau of Human Resources for more information.

STAY CONNECTED,

STAY HEALTHY

"maintain distance; stay in touch"

-Breena Bissell

Utilize video calls with others to:

- Have dinner with friends. Cook the same meal and compare!
- Participate in a virtual fitness class
- Host an online game night or dance party
- Watch a movie or tv show
- Join a book club
- Answer these [36 questions](#) with your loved ones, to foster deeper relationships

Strengthen your community:

- Check in with your neighbors. Leave a note and offer to help if they need something
- Make face masks for friends and family members
- Organize a [teddy bear hunt](#) for kids in your neighborhood
- Support local businesses. Order takeout and buy gift cards
- Donate to a local food bank. Time and resources are appreciated!
- Give blood

Practice self-care:

- Keep a regular schedule
- Stay connected with loved ones
- Exercise, stay active, and get fresh air
- Set boundaries when working from home



DEADLINE EXTENDED

The Office of Employee Health & Benefits are modifying the **Health Premium Credit Program**. It will be extended through September 30, 2020. Updated information is located on their [website](#).

CLASSIFICATION & COMPENSATION STUDY

Maine State Government, in conjunction with the Maine Service Employees Association (MSEA), is conducting a comprehensive classification and compensation study for all Executive Branch positions.

The State has contracted with an experienced public sector advisory company—The Segal Group—to conduct this study, which will take place over the next several months.



This is exciting news, because the present State classification and compensation system was instituted in the mid-1970s and has had very little updating since then.

The purpose of this study is to ensure that your job titles, descriptions and classifications accurately reflect work performed; that compensation is market competitive in order to attract and retain a diverse, highly-qualified workforce; and classifications with similar levels of responsibility are paid equitably across State government.

DAFS, the Governor's Office, and MSEA Representatives are involved in leading this project. Our other union partners—AFSCME, MSLEA, and MSTA—are supportive, as well.

At the end of the review, Segal will provide the State with recommendations related to job classifications, descriptions, updates, compensation, and telework. This study will cover all positions, and employees will be contacted for information.

In the near future, expect to see an employee presentation that explains the process, what employees should expect from the study, and a job description questionnaire (JDQ).

Please ensure you participate when requested in order for your job to be accurately assessed. Stay tuned for further information!

WELCOME TO BHR!



Paige Lamarre recently joined the **Office of Employee Health and Benefits** as the **Communications Coordinator**. She graduated from the University of Maine in May 2019, with bachelor's degrees in Marketing and Management. Paige is a lifelong Mainer and enjoys spending most of her days outdoors hiking, fishing, swimming or grilling. Her biggest passion in life is photography and she has been operating her own photography business for 5 years. Paige looks forward to this new journey and starting her career at the State of Maine!

Deirdre Salsich, Esq. is the newest member of BHR's **Classification and Compensation** team as **Senior HR Compliance Analyst!** A New England native, Deirdre has experience as an attorney in both the public and private sector, having previously advised the New York State legislature on an array of law and policy matters, two public sector unions, and businesses as a Labor and Employment lawyer before coming home to Maine. She is delighted to serve the State of Maine, and looks forward to collaborating with her BHR colleagues throughout the organization.



shape your **FUTURE** WHY IS THE CENSUS *SO* IMPORTANT?

THE DATA *IMPACTS...*

how **billions** of dollars in federal funds are allocated annually for:

- hospitals & emergency services (*Medicaid, Medicare, CHIP*)
- schools & educational services (*school lunches, Head Start, adult & special education*)
- roads & highways (*planning, construction, public transit*)
- community development (*Americorps, libraries, rural water & waste disposal systems*)
- support programs (*SNAP, TANF, housing, unemployment*)

PARTICIPATING IS...

EASY

CONFIDENTIAL

IMPORTANT

respond 4 ways:

phone | mail | online | in person

United States
Census
2020