

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES**  
**Bureau of Human Resources**

March 28, 2024

**TO:** Lisa McGrotty, Director of Field Services, BHR, DAFS

**CC:** Supervisors (Listed Below)  
Incumbents (Listed Below)  
Brian P. Scott, Deputy Chief Maine State Police, DPS  
Scott A. Gosselin, State Police Major, DPS  
Darryl Stewart, Acting State Budget Officer; DAFS  
Class File – State Police Lieutenant (7003)

**FROM:** J. Thaddeus Cotnoir, Public Service Coordinator *J. Thaddeus Cotnoir*

**SUBJECT:** **Management Initiated - Prospective:** Audit Result – Reallocate State Police Lieutenant (Class Code 7003) from range 27 to range 29. Department of Public Safety

We have approved management's request as indicated above. This action is contingent on Bureau of the Budget review and approval of the proposed request, to include solving any funding problems associated with this action, establishment of an appropriate effective date, and formal assignment of the proposed new duties.

Should the affected employees choose to appeal this decision, it is our position that the employees' appeal rights derive from the administrative unit occupied on the date of this determination. Therefore, the employees may appeal in accordance with the terms and applicable time frames outlined within the applicable collective bargaining agreement (Maine State Law Enforcement Supervisors/FOP). The employees' Union Representative can answer any questions the employees may have regarding the appeal process.

**AUDIT INFORMATION:**

Conducted by: Sophia E. Spiller

With: Desk, J. Thaddeus Cotnoir, Scott Gosselin, Brian Scott

Date(s): March 13 – March 28, 2024

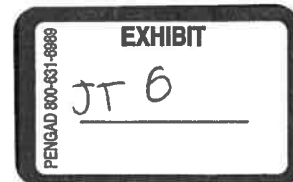
Summary: The nature and scope of the duties and responsibilities of this classification have changed significantly. This classification is supervisory. Positions in this classification are responsible for enforcing Maine State laws and the maintenance of the public's safety and security as a member of the Maine State Police. This classification is responsible for planning, directing, overseeing, and evaluating activities of an assigned troop or specialized unit; quality control; grant management; and promoting Department goals. This classification was last reviewed in 2001. Since then, this job has expanded due to many factors, including the recent and ongoing climate of political and social unrest, increased acts of violence, increase in mental health and substance abuse issues dealt with on an ongoing basis, and increased advances in technology.

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OFFICE LOCATED AT: BURTON M. CROSS STATE OFFICE BUILDING, 4<sup>TH</sup> FLOOR  
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The breadth and scope of policies and training that Lieutenants must develop, participate in, have proficient knowledge of, adhere to, exercise, and delegate on a daily basis have increased significantly since this classification was last reviewed in 2001. Lieutenants must possess sufficient knowledge in substance abuse disorders, including addiction recognition and the impact on law enforcement, NARCAN and when to use it, mental health issues and disorders including the wellness of officers, de-escalation techniques such as crisis intervention and response, and anti-bias and cultural diversity.

Lieutenants are also responsible for grant management, formulating proposed agency position on legislative bills; reviewing audits and presenting findings to the Maine Information Analysis Center Advisory board; and representing the Maine State Police in various forums, committees, and roles on various topics including policy, technology, and project matters. Reallocation of this classification is recommended as outlined in the attached Job Evaluation Report.

Sophia E. Spiller  
Analyst's Signature

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**JOB EVALUATION REPORT**

CLASS CODE	CLASS TITLE	DATE
7003	State Police Lieutenant	3/28/2024

**EVALUATIONS**

	KNOW HOW	PROBLEM SOLVING	ACCOUNTABILITY	WORKING CONDITIONS	TOTAL	PROFILE	RANGE
OLD	E13 264	E4(43) 115	D2P 152	A2B 6	537	49-22-29	27
NEW	E23 304	E4(43) 132	E1P 175	A2B 7	618	49-22-29	29

**RATIONALE**

**Know-How:**

**Technical know-how is rated E – Basic Specialized:** This classification requires sufficiency in the laws, rules, and regulations applicable to and enforced by the Maine State Police; State Police policies and standard operating procedures; general police methods; investigative techniques; enforcement practices and procedures; computer related crimes; budget and grant management; procurement policies and procedures; federal law as it relates to sharing and disseminating terrorism related information; and supervisory methods and techniques. This classification requires a sufficient grasp of current drug trafficking methods; crisis intervention techniques; social injustice issues, child abuse and domestic violence mandates, and civil rights issues; law enforcement methods and techniques in resolving complex disputes; computer technology; training requirements; policy development; and advanced weapons systems.

**Managerial know-how is rated 2 – Intermediate:** This classification supervises department personnel primarily within a single field or towards a single objective with some integration of, or external integration with, other fields.

**Human Relations Skills know-how is rated 3 – Critical:** Incumbents in this classification must have strong human relations skills to supervise department personnel; interact with the public; coordinate and provide training; represent Maine State Police in forums and committees; provide court testimony; negotiate with vendors; and manage large, statewide projects.

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**Problem Solving:**

**Thinking Environment is rated E – Clearly Defined:** Thinking in this classification is guided by the clearly defined policies and principles of the Department.

**Thinking Challenge is rated 4– Adaptive:** Positions in this classification interpret and explain complex material; analyze situations and facts; and analyze an array of statistical data, trends, and projections. Positions in this classification encounter variable situations requiring interpretive, analytical, evaluative, and/or constructive thinking.

**Accountability:**

**Freedom to Act is rated E - Directed:** Positions in this classification, by their nature or size, are subject to broad practices and procedures covered by functional precedents and policies.

**Magnitude is rated 1 – Very Small of Indeterminate:** The magnitude affected by this job classification's effect in relation to the mission of the total organization is indeterminate.

**Impact is rated P – Primary:** Positions in this classification have a controlling impact on end results, where shared accountability with others is secondary. High-in-the-box rating due to exceeding the threshold on accountability components.

**Working Conditions:**

**Physical Effort is rated A – Normal:** Positions in this classification typically work in an office environment.

**Physical Environment is rated 2 – Unpleasant:** Positions in this classification have an intermittent requirement of unavoidable exposure to unfavorable atmospheric conditions; extreme temperatures; noisy, dusty, wet, oily environment; or abnormal human behavior.

**Hazard is rated B – Somewhat Predictable and Controllable:** Incumbents' exposure to risk of accident, illness, or injury in this classification is moderate, somewhat predictable, and controllable.

**Job Profile:**

**This classification is an Up-Job:** This classification is more action-oriented with an emphasis on accountability than driven by problem-solving and research.

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**Related Classifications:**

Code	Title	KH	PS	AC	WC	Total	Profile	Spec	Range
7009	Capitol Police Sergeant	D13 200	D3(33) 66	D1P 100	B2C 14	380	62-18-20	83	22
9517	Game Warden Sergeant	D13 230	D3(33) 76	D1P 115	B2C 16	437	55-18-27	92	24
7001	State Police Trooper	EN3 230	D3(33) 76	D1P 87	B3C 19	412	59-19-22	96	23
7007	State Police Corporal	E13 264	D3(33) 87	D1P 100	B3C 19	470	59-19-22	97	25
7002	State Police Sergeant	E13 304	E3(33) 100	D1P 115	B2C 14	533	59-19-22	30	27
7023	State Police Detective	EN3 230	D4(38) 87	D1P 87	B3C 16	420	56-22-22	97	24
7060	State Police Detective Corporal	E13 264	D4(43) 115	D1P 115	B3C 16	510	54-23-23	97	26
7061	State Police Specialist Corporal	E13 264	D4(43) 115	D1P 115	B3C 16	510	54-23-23	97	26
7000	State Police Investigator	EN3 230	D4(38) 87	D1P 87	B3C 16	420	56-22-22	97	24
7014	State Police Polygraph Examiner Supervisor	E13 264	E4(43) 115	E1P 132	B2C 14	525	52-22-26	30	27
7038	State Police Polygraph Examiner	EN3 264	D4(38) 100	D1P 100	B2C 14	478	56-22-22	97	25
0224	State Police Pilot	EN3 264	D4(38) 100	D1P 115	B3C 16	495	55-21-24	30	26
0223	State Police Pilot Supervisor	E13 304	E4(43) 132	E1P 152	B2C 14	602	52-22-26	30	28

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<b>Position Number</b>	<b>Incumbent First Name</b>	<b>Incumbent Last Name</b>	<b>Incumbent Middle Initial</b>	<b>Incumbent's Supervisor</b>
065003771	JASON	RICHARDS	D	GOSSELIN, SCOTT
065003931	AARON	TURCOTTE	M	HASHEY, SEAN R
065003941	JODELL	WILKINSON	L	HARE, LUCAS
065003961	BRUCE	SCOTT	G	GROTTON, CHRISTOP
065003971	BRIAN	HARRIS	L	SCOTT, BRIAN P
065003991	DARRIN	CRANE	P	GARDNER, TROY A
065004011	JASON	MADORE	R	SCOTT, BRIAN P
065004021	RODERICK	CHARETTE	P	SCOTT, BRIAN P
065004031	MATHEW	CASAVANT	R	STEVENSON, TYLER
065004041	KEVIN	BURTON	M	BAKER, MICHAEL E
065004201	MICHAEL	ZABARSKY	H	GOSSELIN, SCOTT
065004901	TYLER	STEVENSON	Y	SCOTT, BRIAN
065006111	MICHAEL	JOHNSTON	P	GROTTON, CHRISTOP
065006921	RANDALL	KEATEN	M	ROSS, WILLIAM
065006947	THOMAS	PICKERING	D	GOSSELIN, SCOTT
065007112	CHRISTOPHER	TREMBLAY	A	ROSS, WILLIAM
065007258	VACANT			

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