

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

May 11, 1998

**HUMAN RESOURCES MEMORANDUM 4-98**

**TO:** Agency Heads, Directors of Administrative Services, Agency Personnel Officers & Managers

**SUBJECT:** Announcement of Recruitment & Retention Salary Adjustments for IT Classifications.

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The State of Maine is experiencing increasingly higher levels of turnover within our professional information technology job classifications, particularly in entry and mid-level programming and application development jobs. The primary reason is other job opportunities at higher pay.

In cooperation with the Maine State Employees Association, we are preparing to implement recruitment and retention salary adjustments to selected job classifications in programming, applications systems development, and networking/desktop support disciplines. We hope these adjustments will:

- Stem the loss of skilled information technology staff;
- Enhance our ability to recruit programmers and application development personnel;
- Retain our well qualified networking and desktop support work force.

**These adjustments are effective June 29, 1998.** The following information technology classifications will be included in the wage and salary adjustments:

Class Title	Class Code	Range/BU	adj. to base rate	lump sum for training	total
Info. Technology Consultant	0172	31/B	15 %	5%	20%
Senior Database Analyst	0883	29/B	15 %	5%	20%
Senior Tech. Support Specialist	0871	29/B	15 %	5%	20%
Database Analyst	0882	27/B	15 %	5%	20%
Departmental GIS Manager	9556	27/B	15 %	5%	20%
Senior Programmer Analyst	0866	27/B	15 %	5%	20%
Systems Analyst	0867	27/B	15 %	5%	20%
Technical Support Specialist	0870	27/B	15 %	5%	20%
Info. Systems Security Specialist	0889	26/B	15 %	5%	20%
Senior Info. Systems Support Specialist	0929	26/B	15 %	5%	20%
Info. Systems Support Specialist II	0931	23/B	15 %	5%	20%
Programmer Analyst	0865	23/B	15 %	5%	20%
Systems Programmer	0869	23/B	15 %	5%	20%
Computer Programmer	0864	21/B	15 %	5%	20%
Info. Systems Support Specialist I	0928	19/B	15 %	5%	20%

<u>Class Title</u>	<u>Class Code</u>	<u>Range/BU</u>	<u>adj. to base rate</u>
Director Data Processing (DHS)	0164	32/D	10%
Systems Section Manager	0385	31/D	10%
Systems Group Manager	0170	30/D	10%
Systems Software Section Supervisor	0161	30/D	10%
Database Administrator	0189	29/D	10%
Systems Team Leader	0868	29/D	10%
Dept. Information Systems Manager	0922	27/D	10%
Information Systems Support Manager	0930	28/D	10%
Director Office Information Processing	0874	34/X	*
Division Manager Information Services	0171	33/X	10%
Director Data Processing (DOT)	0164	32/X	10%
Agency Technology Officer	0470	30/X	10%
GIS Administrator	9555	30/X	10%
Assistant Director Data Processing, WCB	0851	30/X	10%

\* Salary will be made equal to Director Data Processing, R-32, with 10% adjustment.

**These adjustments will be made as follows:**

• Identified Professional & Technical (B) classifications.

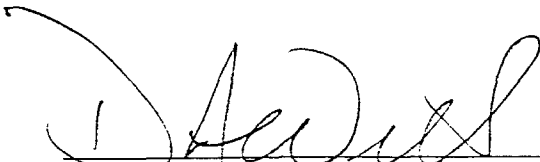
1. An additional fifteen percent (15%) of the base hourly wage to the base rates fixed in the compensation plan.

2. Payment of a lump sum amount equal to five percent (5%) of the pre-adjustment base annual pay upon completion of forty (40) hours of authorized training completed within the incumbent's prior performance evaluation year. This training must be made available to all incumbents such that completion is dependent only on the incumbent's willingness to undertake and complete the training. This payment is to be made within 30 days of each incumbent's performance evaluation date.

• Identified Supervisory (D) and Confidential (X) classifications.

1. An additional ten percent (10%) of the hourly wage to the base rates fixed in the compensation plan. These adjustments are required to maintain adequate salary differentials between worker and management classifications.

A follow-up memorandum containing implementation instructions will be issued in early June. Funding has been identified for positions in the Highway and General Funds. Agency Personnel Officers and Financial Managers must research and identify required funding for all other funding sources.



Donald A. Wills, Director  
BUREAU OF HUMAN RESOURCES