

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources
October 1, 2007

HUMAN RESOURCES MEMORANDUM 5-07

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

SUBJECT: Posting Direct Hire Vacancies

Human Resources Memoranda 11-95 (issued September 25, 1995), 12-96 (issued October 11, 1996), 6-00 (issued September 19, 2000), and 13-02 (issued October 01, 2002) implemented requirements for posting direct hire vacancies on the Bureau of Human Resources website whenever an agency's recruitment effort extends outside of the agency. Agencies are reminded that the Bureau of Human Resources must be notified when direct hire vacancies occur or are anticipated.

In order to ensure that direct hire vacancies are publicized for state employees and the public, the Bureau of Human Resources maintains direct hire postings on our website (www.maine.gov/bhr/state_jobs/direct_jobs.shtml). All direct hire postings must be listed on BHR's website. Civil Service Rules require that all vacancies be announced at least two weeks (10 working days) in advance of the last date for accepting direct hire applications.

In order to ensure that the direct hire website is current, agencies should e-mail direct hire vacancies to direct.hire@maine.gov at the Bureau of Human Resources prior to the opening date (preferably two working days before the opening date). The following information is required:

JOB TITLE
CLASS CODE (4 digit)
APPLICATION PERIOD OPENING DATE
APPLICATION PERIOD CLOSING DATE (at least 10 working days after the opening date)
WHO MAY APPLY (everyone, only current state employees, or only current department employees)
WORK LOCATION OF VACANCY
AGENCY CONTACT INFORMATION (name, mailing address (*no e-mail addresses*), and phone number)

Because of a lack of staff resources, BHR will no longer be able to post the agency's actual job description or bulletin. If the hiring agency is posting a description or bulletin on its own website, please send the link and BHR will add that link to the listing.

The Bureau of Human Resources remains committed to maintaining a complete and accurate listing of direct hire vacancies. Your cooperation in providing direct hire vacancy information in a timely manner is appreciated.

S / Alicia Kellogg
Alicia Kellogg, Director
Bureau of Human Resources