

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

August 22, 1979

PERSONNEL MEMORANDUM 23-79

TO: All Agency/Department Heads, Departmental Personnel Officers

SUBJECT: FJA-3 - Approval of New Positions

Effective September 3, 1979, all requests for approval of new positions in the Classified or Unclassified Service will be processed in the following manner:

1. Submit your requests for new positions on Form FJA-3 to the Governor's Office for approval.
2. After approval, the FJA-3 will be forwarded by the Governor's Office to the Department of Personnel.
3. The Department of Personnel will enter into a log information pertinent to the newly approved position to include Date, Agency, Classification Requested, and Funding.
4. After this information has been entered into the log, the approved FJA-3 will be returned to the requesting agency.
5. After receipt of the approved FJA-3, the requesting agency should then attach the FJA-3 to the completed Form 5 and FJA-1 (Rev. 9/78) and send them to the Department of Personnel.

Requests will still be subject to classification, job analysis, job evaluation and organizational review by the Department of Personnel and the Bureau of the Budget. (This memorandum replaces Personnel Memorandum 10-79).

JADINE R. O'BRIEN  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS