

STATE OF MAINE
DEPARTMENT OF PERSONNEL

June 10, 1982

PERSONNEL MEMORANDUM 3-82

TO: All Agency/Department Heads/Personnel Officers

SUBJECT: Open Competitive, Non-Competitive and Unclassified
Advertisements and Career Opportunity Bulletins

The Personnel Department will advertise classes and publish Career Bulletins bi-weekly as nearly as practicable.

All requests to open classes to examination received after the date established in Column 1 of the attached schedule will be held for publication until the next request date. This allows ample time to draft, edit and finalize the announcement so as to send to printing on Wednesday and distribute on Friday of the same week. Alternatively, agencies may request that advertisements and announcements be made at their expense and this will be done the week following receipt on a consolidated basis, if agreeable.

Agency and statewide promotional announcements will continue to be published as received.

The attached schedule establishes the dates for accomplishment of bi-weekly advertisements and announcements through end 1982.



DAVID W. BUSTIN
COMMISSIONER

Attachment

BI-MONTHLY RECRUITMENT SCHEDULE

July 1982 to January 1983

Last Date of Agency Request	Ad to Papers and Announcement to Printing	Bulletin Distributed	Opening Date of Announcement	Closing Date of Announcement
1	2	3	4	5
06/28/82	06/30/82	07/02/82	07/06/82	07/20/82
07/12/82	07/14/82	07/16/82	07/19/82	07/31/82
07/26/82	07/28/82	07/30/82	08/02/82	08/14/82
08/09/82	08/11/82	08/13/82	08/16/82	08/28/82
08/23/82	08/25/82	08/27/82	08/30/82	09/11/82
09/06/82	09/08/82	09/10/82	09/13/82	09/25/82
09/20/82	09/22/82	09/24/82	09/27/82	10/09/82
10/04/82	10/06/82	10/08/82	10/11/82	10/23/82
10/18/82	10/20/82	10/22/82	10/25/82	11/06/82
11/01/82	11/03/82	11/05/82	11/08/82	11/20/82
11/15/82	11/17/82	11/19/82	11/22/82	12/04/82
11/29/82	12/01/82	12/03/82	12/06/82	12/18/82
12/13/82	12/15/82	12/17/82	12/20/82	01/03/83
12/27/82	12/29/82	12/31/82	01/03/83	01/15/83