18 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

389 BUREAU OF HUMAN RESOURCES

Chapter 3 DIVISIONS OF THE CLASSIFIED SERVICE

SUMMARY: This chapter identifies the competitive, non-competitive, and labor divisions of Maine State Service.

1. COMPETITIVE DIVISION

The competitive division of the classified service shall include all positions in the classified service which are not placed in the non-competitive or labor divisions by this chapter.

2. NON-COMPETITIVE DIVISION

The non-competitive division of the classified service shall include those advanced professional and administrative classes which are designated by the Director of Human Resources, the positions of those persons engaged for highly specialized technical or professional services on a part-time or temporary basis, and the positions of certain students and/or interns as defined by Chapter 8, Section 1A(3).

3. LABOR DIVISION

The classes of positions involving unskilled and semi-skilled labor, attendant, domestic or custodial duties shall comprise the labor division.

The Director of Human Resources may, at any time, review the duties performed by any labor division employee. The appointing authority and the employee shall supply any information requested by the Director of Human Resources in connection with this review. If the Director of Human Resources thereafter determines that the duties performed are not properly those of a position in the labor division, the Director of Human Resources shall take such action as deemed necessary to comply with the Civil Service Law and these rules.

AUTHORITY: 5 MRSA Ch. 372 §7036 and §7062.

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