

MAINE STATE LEGISLATURE

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STATE OF MAINE

Inter-Departmental Memorandum Date July 30, 1974

To ALL PERSONNEL

Dept. Finance and Administration

From Maurice F. Williams, Commissioner

Dept. Finance and Administration

Subject Equal Opportunity Employment and Affirmative Action Planning

In response to Executive Order #23 issued on March 20, 1974, by Governor Kenneth M. Curtis and in the interest of better government through the application of sound management practices, the Department of Finance and Administration is currently in the process of developing an Affirmative Action Plan.

The purpose of the plan is to take positive action towards the objective of assuming that equal opportunity in employment is provided to all qualified and eligible people. It is our intent to identify and eliminate any discriminatory practices in the interviewing, selection and promotion of employees and to develop methods that will provide employees the opportunity to advance based on their relative ability.

To coordinate the development of the plan I have appointed David E. Smith, Director, Central Computer Services, the Equal Opportunity Officer for the Department of Finance and Administration. Each Bureau has also designated an Equal Opportunity Officer and they are as follows:

- Bureau of Accounts and Control - Toby Stiles
- Bureau of Alcoholic Beverages - Christine Sands
- Bureau of the Budget - William Buker
- Central Computer Services - William Meehan
- Bureau of Property Taxation - Janet Harvey
- Bureau of Public Improvements - Linwood Butterfield
- Bureau of Purchases - Stuart Sabean
- Bureau of Taxation - Eleanor Bruce

In the coming weeks a considerable amount of effort will be necessary in the area of data gathering and fact finding for the purpose of defining plan objectives. I am requesting that all employees in the Department cooperate with the Equal Opportunity Officers and lend assistance where it is required.

DES/iw