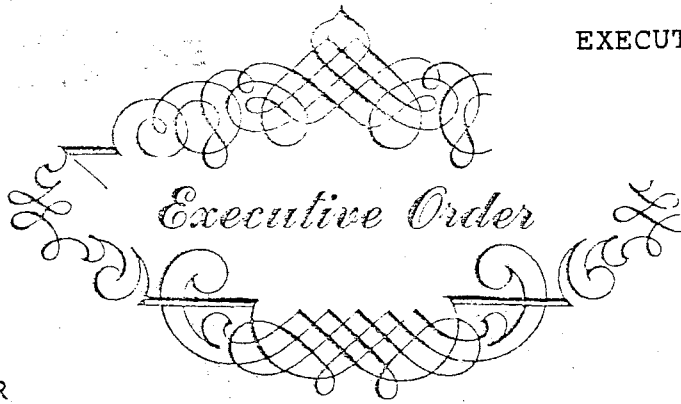


MAINE STATE LEGISLATURE

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NO. 3 18FY 83/84
DATE July 22, 1983

IMPROVING THE STATE JOB CLASSIFICATION SYSTEM

WHEREAS, the State of Maine is the State's largest employer, with a wide variety of jobs scattered across the State; and

WHEREAS, it is essential to effectively employ and fairly compensate the State's employees in the interest of providing quality service to the State's citizens and equity for its employees; and

WHEREAS, the Governor's Management Task Force has identified certain weaknesses in the State's personnel system; and

WHEREAS, a recent program audit of the State's job classification and compensation system confirmed that some employees are not working within their job assignments, that the job evaluation process needs refinement and that the pay grade structure needs to more accurately reflect job levels; and

WHEREAS, the problems of the system are long-standing and cause increasing difficulties for the administration of the State; and

WHEREAS, the problems can be corrected by a concerted and cooperative effort over the next two years;

NOW, THEREFORE, I, JOSEPH E. BRENNAN, Governor of the State of Maine, do hereby order and direct the following:

- A. State agencies and departments will assist the Department of Personnel to ensure that job classifications match the work required and that employees are properly assigned to those jobs; and
- B. State agency and department heads will immediately direct supervisors and managers that no job changes shall be assigned to any employee which are not consistent with the employee's classification, unless there is prior review and approval by the agency head, the Department of Personnel and the Bureau of the Budget; and
- C. State agency and department heads will direct their personnel staffs, and other staff as needed, to assist the Department of Personnel as it carries out a program to provide accurate job specifications and classifications; and

- D. State agencies and departments will assist the Department of Personnel in refining job evaluation criteria for positions unique to their agency.



JOSEPH E. BRENNAN
Governor