

MAINE STATE LEGISLATURE

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L.D. 1689

(Filing No. H-400)

STATE OF MAINE
HOUSE OF REPRESENTATIVES
113TH LEGISLATURE
FIRST REGULAR SESSION

HOUSE AMENDMENT "A" to H.P. 1237, L.D. 1689,
Bill, "AN ACT to Amend the Civil Service Law to Set
Standards for the Creation of Job Classification
Specifications."

Amend the Bill by striking out all of the title
and inserting in its place the following:

'AN ACT to Address Problems in Job Classifications of
State Employees.'

Further amend the Bill by striking out everything
after the enacting clause and before the statement of
fact and inserting in its place the following:

'5 MRSA §7042-A is enacted to read:

§7042-A. Review of problematical job classifications
and report to Legislature

1. Clerical job classifications. The Policy Re-
view Board shall review the various clerical job
classifications and the standards and specifications
for these job classifications for the purpose defined
in this section. The purpose of this review is to
establish job classifications with standards and
specifications that:

A. Accurately reflect the duties and responsi-
bilities of each clerical job classification;

B. Provide greater career opportunities in each
clerical job classification; and

C. Are not too broad and vague or too narrowly
defined.

HOUSE AMENDMENT "A" to H.P. 1237, L.D. 1689

1 The director of the bureau and the Policy Review
2 Board shall establish a labor-management committee to
3 study and analyze the clerical job classifications
4 with respect to the provisions in paragraphs A to C.
5 The labor management committee shall be composed of
6 at least 10 members, 5 of whom shall represent man-
7 agement and 5 of whom shall be members of the admin-
8 istrative services bargaining unit representing em-
9 ployees in different clerical job classifications.
10 The labor-management committee shall report its find-
11 ings and recommendations to the Policy Review Board
12 no later than December 15, 1987.

13 The Policy Review Board shall report to the joint
14 standing committee of the Legislature having juris-
15 isdiction over state and local government no later than
16 January 15, 1988, the findings and recommendations of
17 the labor-management committee, together with the
18 findings of the Policy Review Board and the board's
19 proposed plan of implementation of these revised job
20 specifications and standards.

21 The revised job specifications and standards shall be
22 implemented no later than July 1, 1988.

23 The labor management committee shall be staffed by
24 the Bureau of Human Resources.

25 2. Job classifications with recruitment, reten-
26 tion and other related problems. In order to identi-
27 fy the job classifications for which there are sig-
28 nificant recruitment, retention and other related
29 problems, the Director of the Bureau of Human Re-
30 sources and the Policy Review Board shall establish a
31 labor-management committee to study and analyze job
32 classifications, specifications and standards and re-
33 port their findings, together with any necessary im-
34 plementing legislation, no later than February 1,
35 1988, to the joint standing committee of the Legisla-
36 ture having jurisdiction over state and local govern-
37 ment.

HOUSE AMENDMENT "A" to H.P. 1237, L.D. 1689

1 A. Any labor-management committees established
2 pursuant to this subsection shall be composed of
3 an equal number or representatives of labor and
4 management.'

5 STATEMENT OF FACT

6 This amendment proposes to address job classifi-
7 cations with the most difficult problems as soon as
8 possible. The impetus for the original bill came
9 from the clerical employees in the administrative
10 services bargaining unit. The clerical job classifi-
11 cations have some very serious problems with respect
12 to standards and specifications which are too broad.
13 As a result, career ladder opportunities are very
14 limited or nonexistent.

15 This amendment also addresses job classifications
16 which have recruitment, retention and other related
17 problems. In some cases, the job specifications are
18 too broad or too narrow in these job classifications
19 which reduces career ladder opportunities.

20 This amendment requires the Director of the Bu-
21 reau of Human Resources and the civil service Policy
22 Review Board to establish labor-management committees
23 to analyze the various clerical job classifications
24 and job classifications with recruitment, retention
25 and other related problems and report their findings
26 along with any necessary implementing legislation to
27 the Legislature by February 1, 1988.

HOUSE AMENDMENT "A" to H.P. 1237, L.D. 1689

1 The implementation plan to address clerical job
2 classifications is required to be implemented no la-
3 ter than July 1, 1988.

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Filed by Rep. Carroll of Gray
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