

# MAINE STATE LEGISLATURE

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L.D. 1689

(Filing No. H-401 )

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

HOUSE AMENDMENT "B" 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 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 longevity incentives for each cleri-  
cal job classification;

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

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1 D. Are not too broad and vague or too narrowly  
2 defined.

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

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

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

25 The committee shall be staffed by the Bureau of Human  
26 Resources.

27 2. Job classifications with recruitment, reten-  
28 tion and other related problems. The Policy Review  
29 Board shall determine and review the various job  
30 classifications for which there are recruitment, re-  
31 tion or other related problems, including job  
32 specifications that are too broad or too limited  
33 which prevent or significantly reduce career ladder  
34 opportunities. The purpose of this review is to de-  
35 termine the job classifications with recruitment, re-  
36 tion and other related problems, the causes of  
37 these problems and the means by which these problems

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1 can be substantially reduced or eliminated.

2 A. In order to determine the job classifications  
3 for which there are significant recruitment, re-  
4 tion and other related problems, the director  
5 of the bureau and the Policy Review Board shall  
6 establish the Labor Management Committee to study  
7 and analyze job classifications, specifications  
8 and standards.

9 (1) The Policy Review Board and the commit-  
10 tee shall be assisted in its work by the Bu-  
11 reau of Human Resources, the personnel offi-  
12 cers in each state agency, as well as per-  
13 sons in major policy-influencing positions  
14 as defined in chapter 71. All state agen-  
15 cies shall expeditiously cooperate with the  
16 Policy Review Board and the committee.

17 (2) The committee established pursuant to  
18 this subsection shall be composed of an  
19 equal number of representatives of labor and  
20 management. Members of the committee repre-  
21 senting labor shall represent job classifi-  
22 cations with recruitment, retention and oth-  
23 er related problems as described in this  
24 subsection. This committee shall be staffed  
25 by the Bureau of Human Resources.

26 B. The committee shall identify the job classi-  
27 fications with recruitment, retention and other  
28 related problems by December 1, 1987, and report  
29 its findings to the Policy Review Board.

30 C. The Policy Review Board shall report to the  
31 joint standing committee of the Legislature hav-  
32 ing jurisdiction over state and local government  
33 no later than December 15, 1987, the findings of  
34 the committee and list of job classifications  
35 determined by the committee to have recruitment,  
36 retention and other related problems. This re-  
37 port shall also describe the process by which the

1 job classifications, job specifications and stan-  
2 dards shall be developed or revised to resolve  
3 the problems of job classifications for which  
4 there are retention, recruitment and other relat-  
5 ed problems.

6 (1) The process developed pursuant to para-  
7 graph C shall include the creation of  
8 labor-management teams to address the job  
9 classifications with recruitment, retention  
10 and other related problems.

11 D. The director and the Policy Review Board  
12 shall develop new job specification standards and  
13 classifications, as required, to resolve these  
14 problems no later than December 15, 1988. The  
15 board shall report its plan for the implementa-  
16 tion of these specifications, standards and clas-  
17 sifications to the joint standing committee of  
18 the Legislature having jurisdiction over state  
19 and local government no later than January 15,  
20 1989.

21 E. The plan of implementation, as described in  
22 paragraph D, shall be implemented no later than  
23 July 1, 1989.

24 3. Periodic updating of job classifications.  
25 The Director of the Bureau of Human Resources shall  
26 develop a plan and a procedure by which job classifi-  
27 cations shall be updated at least every 5 years to  
28 accurately reflect current duties and responsibili-  
29 ties of each job classification. The director shall  
30 report his findings and plan of implementation to the  
31 Policy Review Board for the board's review and evalu-  
32 ation no later than July 1, 1988.

33 A. At a minimum, this plan shall include the in-  
34 volvement of state agencies and state employees  
35 affected by the job classifications in the updat-  
36 ing process.

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1             B. The Policy Review Board shall report its  
2             findings and plan for updating job classifica-  
3             tions every 5 years to the joint standing commit-  
4             tee of the Legislature having jurisdiction over  
5             state and local government no later than December  
6             15, 1988.

7             C. Implementation of the updating procedure  
8             shall begin no later than July 1, 1989.'

9                             STATEMENT OF FACT

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

19             This amendment also addresses job classifications  
20             which have recruitment, retention and other related  
21             problems. In some cases, the job specifications are  
22             too broad or too narrow in these job classifications  
23             which reduce career ladder opportunities.

24             In order to address the problems and the causes  
25             of the problems in the clerical job classifications  
26             and those job classifications with recruitment, re-  
27             tention and related problems, this amendment requires  
28             the Director of the Bureau of Human Resources and the  
29             Policy Review Board to establish the Labor Management  
30             Committee to analyze the various job classifications  
31             and develop plans to correct the problems.

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

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1           The implementation plan to address job classifi-  
2       cations with recruitment, retention and other related  
3       problems is required to be implemented no later than  
4       July 1, 1989.

5           This amendment also requires the Director of the  
6       Bureau of Human Resources and the Policy Review Board  
7       to develop a plan for the periodic updating of job  
8       classifications at least every 5 years. The updating  
9       of job classifications is required to start by July  
10       1, 1989.

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