

MAINE STATE LEGISLATURE

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126th MAINE LEGISLATURE

FIRST REGULAR SESSION-2013

Legislative Document

No. 1312

S.P. 455

In Senate, April 2, 2013

An Act To Create a Succession and Knowledge Transfer Plan for State Government

Reference to the Committee on State and Local Government suggested and ordered printed.

A handwritten signature in black ink, appearing to read 'D M Grant'.

DAREK M. GRANT
Secretary of the Senate

Presented by Senator LANGLEY of Hancock.
Cosponsored by Representative KRUGER of Thomaston and
Senators: FLOOD of Kennebec, GRATWICK of Penobscot, MILLETT of Cumberland,
THOMAS of Somerset, WHITTEMORE of Somerset, Representative: WINSOR of Norway.

1 **Be it enacted by the People of the State of Maine as follows:**

2 **Sec. 1. 5 MRSA §7040** is enacted to read:

3 **§7040. Succession and knowledge transfer plan**

4 The director shall establish a succession and knowledge transfer plan to develop a
5 pool of internal candidates for future vacancies in state agencies in positions at the
6 management and senior staff level. The succession and knowledge transfer plan must
7 include:

8 **1. Needs analysis.** A needs analysis, which includes identification of the essential
9 job functions of the positions targeted, the competencies required to successfully
10 complete those functions, the projected number of positions that will need to be filled and
11 the potential pool of qualified internal candidates for those positions;

12 **2. Program development.** Program development, which requires a process for
13 determining and selecting potential internal candidates to fill future vacancies, a method
14 of communicating with a potential candidate's supervisor, provision of professional
15 development and training opportunities and the use of an assessment to measure the
16 development and professional growth of a potential candidate; and

17 **3. Selection method.** A selection method, which includes a process for nominating
18 internal candidates for positions or accepting applications, a clearly defined screening
19 plan with specific selection criteria and a method to assess behavioral competencies of a
20 nominee or applicant.

21 **SUMMARY**

22 This bill directs the Director of the Bureau of Human Resources within the
23 Department of Administrative and Financial Services to establish a plan to develop a pool
24 of qualified internal candidates to fill vacancies at the managerial and senior staff levels
25 within state agencies.