

MAINE STATE LEGISLATURE

The following document is provided by the
LAW AND LEGISLATIVE DIGITAL LIBRARY
at the Maine State Law and Legislative Reference Library
<http://legislature.maine.gov/lawlib>



Reproduced from scanned originals with text recognition applied
(searchable text may contain some errors and/or omissions)

LEGISLATIVE COUNCIL MEETING
Legislative Council Chamber

November 20, 1975

CALL TO ORDER

The meeting was called to order at 10:30 a.m. by the chairman, Sen. Jerrold Speers.

ROLL CALL

Senate

Present: Sen. Conley, Sen. Cummings, Sen. Danton, Sen. Sewall,
Sen. Speers

House

Rep. McKernan, Rep. Najarian, Rep. Palmer, Rep. Rolde

Staff: William H. Garside, Legislative Finance Officer
David S. Silsby, Director, Legislative Research Office
Edith L. Hary, Law Librarian

Guests: Joseph Brennan, Attorney General
Markham Gartley, Secretary of State
Rep. William Garsoe
Lanning Mosher, State Employees Labor Relations Office
Robert Fuller, Managing Consultant, Hay Associates
Timothy Wilson, Division of Community Services
Richard Bachelder, Bureau of Public Improvements

SECRETARY'S REPORT

MOTION

Sen. Sewall: That we accept the secretary's report as submitted.

Motion was duly seconded and unanimously carried.

STAFF REPORTS

The Legislative Finance Officer presented a report on General Fund Undedicated Revenue for the month ending October 31, 1975 and explained the figures to the Council. In addition, he presented a Comparison of Expenditures of legislative costs for the period 7/1/72 - 6/30/73 and 7/1/74 - 6/30/75, and reviewed this report with the Council.

STAFF REPORTS (Continued)

MOTION

Sen. Sewall: That the Legislative Finance Officer be directed to prepare a report on suggested cost savings in the Legislative Account.

Seconded: Rep. Najarian

Motion carried unanimously.

A motion was made and carried that item 2 under New Business be considered out of order.

Attorney General Joseph Brennan appeared before the Council concerning proposed plans for moving the Attorney General's office out of the Capitol Building. He explained reasons why he felt the office should remain in the building. His remarks were supported by Edith Hary, State Law Librarian.

Secretary of State Markham Gartley told the Council he would like to see the Corporation, Engrossing and Election Divisions of his office permanently housed in the State Office Building, leaving only his immediate office, with 4 or 5 staff people on the 2nd floor in the Capitol Building, along with the other Constitutional offices. This would give the Corporation Division more room and the Engrossing Division a permanent office. Richard Bachelder, Director of the Bureau of Public Improvements, agreed that the Constitutional offices should remain in the Capitol Building, however, he explained problems his department is encountering in providing space for all state departments and requested assistance in making some of the decisions.

MOTION

Rep. Rolde: That the Legislative Administrative Director be directed to compile suggestions as to space requirements of the Legislature, taking into consideration suggestions for space requirements of other departments within the Capitol Building.

The motion was duly seconded and carried unanimously.

The Legislative Staff Assistants' report was presented by the Legislative Finance Officer. The Legislative Finance Officer suggested that the position of Chief of Legislative Staff not be filled at the present time, but that perhaps there be one person in charge of the office but not as Chief.

The Law Librarian had no report at this time.

The Director of Legislative Research introduced two new Legislative Research Technicians, Miss Terry Lowden and Miss Jean Cote. He then reported that material for the State Government Annual Administrative Report had been compiled for each legislative agency. A copy of each report was presented to members and the final date of December 31 for printing, by law, was explained by the director. He requested that he be advised immediately of any desired changes and that the report will be submitted to the Bureau of the Budget as soon as possible.

STAFF REPORTS (Continued)

The Director then explained the reasons why it was necessary to have the Laws of Maine published in two volumes this year. He further explained that due to the increase in the number of pages contained in this year's pamphlet laws there was a printing cost overrun of \$3,700.

MOTION

Rep. Najarian: That the Legislative Finance Officer be authorized to transfer funds of \$3,700 to the Legislative Research Office to cover the overrun of cost of printing of the pamphlet laws.

The motion was duly seconded and carried unanimously.

The Director advised that he had met with the Bureau of Public Improvements concerning the location of legislative computer equipment in the State House.

The Director advised the Council of a proposed computer method of tracking possible conflicts in introduced and enacted legislation. At this point the Legislative Finance Officer requested that he be given an opportunity to verify the costs that would be involved in implementing this proposal.

In discussing the conflicts in the laws passed in the regular session, the Director requested direction on bringing these conflicts to the attention of the Joint Standing Committees.

MOTION

Rep. Najarian: That the Director of Legislative Research be given authority to notify the several committees involved with conflicts in legislation enacted in the past session, and that the committees involved be given the authority to undertake consideration of those conflicts for the purpose of recommending their resolution.

Motion duly seconded and carried unanimously.

At this time the Council voted to take up out of order Item 1 under New Business.

Timothy Wilson, Director of the Division of Community Services advised the Council concerning the functions of his office and requested that should the position of Legislative Constituent Officer be filled, he would like to work with that person. He further advised that legislators are invited to use the services of his office (Tel. 1 800 542-4617).

COMMUNICATIONS

Item 1 under communications concerning selection of delegates to the national political parties conventions will be sent to the chairman of each state political party for reply.

Items 4 and 5 were reviewed by the Council prior to its vote to place all these items, except item 1, on file.

COMMITTEE REPORTS

Reports were received from the Joint Standing Committees on Legal Affairs, Natural Resources, Public Utilities and State Government. It was moved and unanimously voted to accept the reports and place them on file. There was then considerable discussion concerning the Jobs Committee. No conclusions were made at this time. However, the matter was taken up again later in the day.

The Council moved to recess at 12:15 p.m. and reconvened at 2:00 p.m.

The Council began the afternoon session by voting to take up out of order item 5 under New Business.

Rep. William Garsoe advised the Council of the reasons Hay Associates were conducting a State Personnel Study, and then introduced Lanning Mosher of the State Employees Labor Relations Office and Robert Fuller, Managing Consultant for Hay Associates. Mr. Fuller gave a detailed report of the progress made thus far in the study and stated that more information would be available in December. Mr. Fuller requested information from the Council regarding the study and received responses to several specific questions.

After a 15-minute recess at 3:30, the Council resumed their discussion concerning the Jobs Committee, noting that no reports have been received from this committee.

MOTION

Rep. Palmer: That this Council write to the chairman of the Jobs Committee requesting him to appear at the next meeting of this Council to show what the committee has done.

(Motion was not seconded or voted on)

(Several suggestions were made and the Council held a 5-minute recess)

COMMITTEE REPORTS (Continued)

MOTION

Rep. Palmer: That the chairman of the Legislative Council request that a written report from the Jobs Committee be submitted to the Council at the next Council meeting.

The motion was duly seconded and carried unanimously.

MOTION

Sen. Cummings: That the Legislative Finance Officer provide an accounting of expenses of each committee to date and the number of times each committee has met.

The motion was duly seconded and carried unanimously.

OLD BUSINESS

1. TABLED AND SPECIALLY ASSIGNED ITEMS

- a. Publication of roll call votes

Discussion.

MOTION

Sen. Conley: That 600 copies of all of the roll call votes of the Senate and House be printed.

Motion duly seconded and carried unanimously.

- b. Report of subcommittee - University of Maine

The chairman of the subcommittee studying the direction of the study of the University of Maine budget reported that the subcommittee, composed of Representatives Palmer, Rolde, McKernan and Martin, had met and that another meeting is scheduled with the University officials on Monday, December 1, at 9:30 a.m. In the afternoon the subcommittee will meet at 2:00 p.m. that same day.

2. TABLED AND UNASSIGNED ITEMS

- a. S. P. 537 - Maintenance of legislative records

MOTION

Sen. Danton: That this item be left on the table unassigned.

Motion duly seconded and carried unanimously.

NEW BUSINESS

Items 1, 2, and 5 had been taken up out of order.

3. Request from Transportation Committee to travel to Swans Island.

Motion made and carried that the October 29th trip be authorized.

MOTION

Rep. Palmer: That all of the expense accounts that are now being held in the Legislative Finance Office awaiting authorization of payment by this Council be paid.

Motion duly seconded and carried unanimously.

4. Correspondence concerning legislative representation on ad hoc committee, Criminal Justice Planning and Assistance Agency.

MOTION

Sen. Conley: That the chairman of the Judiciary Committee designate a member of that committee to serve on an ad hoc committee as requested by Richard Cohen in his memo of October 20, 1975.

The motion was duly seconded and carried unanimously.

6. Legislative Post Office

After a short discussion, it was voted to table this matter unassigned.

7. Discussion of use of space in Cultural Building (Archives)

This matter was indefinitely postponed.

8. Request of Subcommittee of Energy Committee on Oil Practices in Maine be authorized expenses to travel to Bangor.

MOTION

Sen. Cummings: That a subcommittee of no more than 4 members, composed of those members living closest to Bangor when possible, plus one staff person be authorized expenses for a meeting in Bangor.

Discussion.

Motion duly seconded and carried unanimously.

NEW BUSINESS (Continued)

9. Ford Foundation grants

The Council was advised of correspondence recieved from the Attorney General concerning acceptance of grants and voted to refer the matter to the Legislative Adminstrative Director to work out the financial details.

10. Legislative Administrative Director

MOTION

Sen. Sewall: That the Council appoint William H. Garside to the position of Legislative Administrative Director at a salary of \$25,000 per year, effective November 24, 1975, for a term of 7 years.

Motion was duly seconded and carried unanimously.

MOTION

Sen. Sewall: That the Council appoint Ronald H. Lord to the position of Legislative Finance Officer at a salary of \$22,000 per year, effective November 24, 1975, for a term of 7 years.

Motion was duly seconded and carried unanimously.

MOTION

Sen. Sewall: That the Council appoint Bent Schlosser to the position of Assistant Legislative Finance Officer at a salary of \$16,500 per year, effective November 24, 1975, for a term of 7 years.

Motion was duly seconded and carried unanimously.

ANNOUNCEMENTS AND REMARKS

The next meeting of the Legislative Council will be held December 18, 1975 at 10:00 a.m.

ADJOURNMENT

The meeting adjourned at 5:00 p.m.

LEGISLATIVE EXPENDITURES

July 1, 1975 - November 30, 1975

Personal Services

Regular salaries	\$ 98,865.54
Temporary salaries	63,564.90
Per diem salaries	29,425.00
Employer Retirement costs	13,763.86
Total Personal Services	\$ 205,619.30

All Other

4000 Legal Services	1,740.00
Misc. Prof. Fees	17,800.58
4200 Travel expenses - in state	70,754.75
4300 Travel expenses - out of state	9,326.73
4500 Telephone, telegraph	31,891.12
4600 Rents	8,068.50
4700 Repairs - buildings and equipment	1,083.66
4800 Insurance	4,268.60
4900 Postage	5,972.02
Printing - outside	48,949.60
Printing - state	32,350.26
Advertising notices	1,950.72
Other misc.	6,712.32
5300 Office Supplies	5,437.86
5400 Clothing	632.50
5600 Misc. minor supplies and equipment	1,234.91
Total All Other	\$ 248,174.13

Capital Expenditures

Equipment	\$ 2,061.45
-----------	-------------

<u>TOTAL EXPENDITURES</u>	\$ 455,854.88
---------------------------	---------------

Committee	* Number of Meetings	
AGRICULTURE	5	2397.82
APPROPRIATIONS	12	3719.51
BUSINESS LEGISLATION	11	4819.82
EDUCATION	9	3475.25
ELECTION LAWS	10	3608.45
ENERGY	12	4213.96
FISHERIES & WILDLIFE	0	---
HEALTH & INSTITUTIONAL SERVICES	14	4697.84
HUMAN RESOURCES	2	850.23
JOBS	10	4040.13
JUDICIARY	7	2064.61
LABOR	4	1615.81
LEGAL AFFAIRS	12	5574.29
LIQUOR CONTROL	4	720.51
LOCAL & COUNTY GOVERNMENT	21	7397.38
MARINE RESOURCES	4	1662.70
NATURAL RESOURCES	16	5901.51
PERFORMANCE AUDIT	9	3401.85
PUBLIC UTILITIES	9	4650.06
STATE GOVERNMENT	10	5991.03
TAXATION	7	2488.88
TRANSPORTATION	3	827.47
VETERANS & RETIREMENT	0	---
LEGISLATIVE COUNCIL	11	3564.52
MISCELLANEOUS COMMITTEE WORK **		1252.03

Meeting dates are taken from Expense Accounts, so may include only the Chairman or a sub-committee of two or more persons.

** Includes Senate Vote, Leadership, Collective Bargaining, Legislative Assistants, etc.

State Policy Area # 01 State Goal # 01

Function:

Program:

CODE NUMBER **Legislature**

EXPENDITURES DETAIL

Budget Form C
Summary

1054.1 - 1054.2 - 1054.6 - 3054.2

Prepared By:

CODE NUMBER	DESCRIPTION	DEPARTMENT REQUEST				BUDGET RECOMMENDATION		LEGISLATIVE ACTION	
		A 1973-74	B 1974-75	C 1975-76	D 1976-77	E	F	G	H
3100	Salaries & Wages, etc.	946,924.33	1,515,673	801,029	1,826,806				
3900	Employer Retirement Costs	63,627.79	116,109	63,091	146,252				
	TOTAL: PERSONAL SERVICES \$	1,010,552.12	1,631,782	864,120	1,973,058				
	ALL OTHER								
4000	Prof. Fees & Spec. Services - Not by State	47,100.22	100,520	40,520	100,520				
4100	Prof. Fees & Spec. Services - By State Depts.	41.00	900	1,000	1,000				
4200	Traveling Expenses - In State	274,180.07	670,805	302,050	701,850				
4300	Traveling Expenses - Out of State	25,156.82	(19,300)	26,925	26,950				
4400	Operation of State-owned Vehicles								
4500	Utility Services	72,756.58	80,200	81,000	88,900				
4600	Rents	12,913.80	15,900	16,000	16,000				
4700	Repairs	2,895.61	3,890	2,905	4,025				
4800	Insurance (Except autos, planes, etc.)	5,746.83	7,724	8,733	9,123				
4900	General Operating Expense	427,616.57	448,337	320,001	477,701				
	Sub-total: Contractual Services \$	868,407.50	1,347,576	799,134	1,426,069				
5100	Food								
5200	Fuel								
5300	Office Supplies	14,797.84	23,800	17,400	27,650				
5400	Clothing and Clothing Material	53.30	2,500		2,000				
5600	Other Dept. & Institutional Supplies	40,112.36	24,719	27,600	30,100				
5800	Highway Materials								
	Sub-total: Commodities \$	54,963.50	51,019	45,000	59,750				
6000	Grants to Federal Government								
6100	Grants to Counties								
6300	Grants to Cities and Towns								
6400	Grants to Pub. & Private Org. incl. S.A.D.'s								
6500	Unemployment Compensation Benefits								
6600	Grants to Individuals for Public Assistance								
6700	Grants to Individuals for Assistance & Relief								
6800	Miscellaneous Grants to Individuals								
6900	Pensions								
	Sub-total: Grants, Subsidies & Pensions \$								
8000	Interest								
8100	Debt Retirement								
	Sub-total: Debt Retirement and Interest \$								
9050	Transfer to General Fund								
9051	Transfer to Special Revenue Funds								
9052	Transfer to Highway Fund								
	Sub-total: Transfers, etc. \$								
	TOTAL: ALL OTHER \$	923,371.00	1,398,595	844,134	1,485,319				
7000	Land and Land Rights								
7100	Buildings and Building Improvements								
7200	Equipment	3,883.53	25,412	7,150	11,350				
7300	Structures & Improvements - other than building								
7400	Equipment Construction								
	TOTAL: CAPITAL EXPENDITURES \$	3,883.53	25,412	7,150	11,350				
	TOTAL: ALL EXPENDITURES \$	1,937,806.65	3,055,789	1,715,404	3,470,227				

STATE OF MAINE

Inter-Departmental Memorandum

Nov. 19, 1975

Date

To Bill Garside

Dept. _____

From Legislative Staff

Dept. _____

Subject Increased bill drafting by our office

The problem: Our office should be assisting Legislative Research by drafting many more bills than we did prior to the Regular Session. Each year, however, most bill drafting is done at the same time that we are also expected to be writing final reports for committee studies. The problem, then, is simply having 2 main jobs to do at exactly the same time.

suggested solution: This conflict between responsibilities can be resolved in the following way. The Council should designate bill drafting as our first responsibility for a period beginning not less than 30 days prior to the session and continuing through cloture. This temporary shift in our responsibilities could be accomplished through a letter sent to each legislator. The letter would announce 4 changes. First, the Council would either establish a moratorium on committee meetings relating to studies or inform the committees that we would not be staffing them as our first responsibility during this period. The moratorium would last roughly from 30 days prior to the session until the beginning of the session. Second, the Council would strongly suggest to all committees that every effort should be made to reach agreement prior to this period on the recommendations and content of any reports which are to be presented to the Special Session. Third, the Council would tell all legislators that, until cloture, our primary job would be bill drafting, not committee assignments. Finally, committees would be told that study reports would not have to be ready at the beginning of the session, but could be filed later during the session.

These steps by the Council would free us to concentrate on bill drafting. As time permitted, we would work on study reports and, after the beginning of the session, regular committee assignments. As cloture approached we would phase back to full committee assignments as our primary job.

The mechanics: Legislative Research should be designated in the letter to each legislator as the office which will receive bill drafting requests. In addition, Legislative Research would explain to us the system to be used in bill preparation. Although we would be working in our own office, we would rely heavily on the assistants in Legislative Research in order to avoid duplication of effort in the typing and other technical work required in the bill drafting process. In addition, we would be working in close cooperation and contact with Dave and Charlie on individual bills.

The Legislative Administrative Director would designate a member of our office as the bill coordinator. This person would meet regularly with Legislative Research to receive drafting requests. The bill coordinator would also be responsible for assigning bills to members of our office and for returning all bills to Legislative Research. Since we would be able to draft better bills in a shorter time by working on bills in areas coinciding with our committee or study assignments, the bill coordinator would distribute bills on this basis to the extent possible. This method will be more efficient and will, in addition, provide each staff person with an insight into subject areas that can be expected to be before Committees during the session.

If some legislators ignored the policy and brought drafting requests directly to us, we should be permitted, though not required, to accept them. The information relating to these bills would be brought immediately by the bill coordinator to Legislative Research where they would be treated like any other bill. This flexibility in the policy would enable us to avoid giving any legislator what might appear to be the bureaucratic run-around.

As cloture approached or as our drafting load decreased, we would once again assume regular committee assignments as our first responsibility.

The staff believes that this plan will provide Legislative Research with the assistance it needs. At the same time it will result in the least possible disruption of both offices and their traditional duties. Staff can continue with their regular work assignments during periods of low drafting demand and no committees will be completely without staff assistance as the session gets underway.

DEPARTMENT OF FINANCE & ADMINISTRATION

BUREAU OF PUBLIC IMPROVEMENTS

December 17, 1975

ANALYSIS OF PROPOSED SPACE REASSIGNMENT IN CAPITOL BUILDING
AUGUSTA, MAINE

Representatives of the Bureau have held several meetings with William Garside, Legislative Administrative Director, Chuck Rhynard of the Executive Office, Joseph Brennan, Attorney General and his representatives, Mark Gartley, Secretary of State and his representatives. As a result of the combined efforts of these individuals it appears that a reassignment program can be accomplished which will meet with the approval of the various agencies involved. The reassignment of space is basically described as follows:

First Floor - Room 134 currently assigned to the Executive Office will be reassigned as a Hearing Room for Legislative purposes.

Secretary of State's Office currently located on the First Floor, North Wing will be relocated in the State Office Building with the exception that the Secretary of State, himself, along with two or three key personnel will remain in the Capitol Building. The area vacated by the Secretary of State will be reassigned to the Attorney General.

Second Floor - Space currently occupied by the Attorney General's Office on the west side of the South Wing will be vacated by the Attorney General's Office and this space reassigned for use by the Executive Department.

A portion of the space currently occupied by the Attorney General's Office on the east side of the South Wing will be vacated by the Attorney General's Office and reassigned for use as a Secretary of State's Office.

Third Floor - Executive Council Chamber will be turned over for Legislative use in January 1977. This space presumably will be used as a Legislative Council Chamber. An internal reassignment of Legislative space will move the Legislative Retiring Locker Room to the Fourth Floor and the space vacated reassigned for use by the Legislative Research Office.

Fourth Floor - Legislative Locker Room tentatively to be located in room currently assigned to the State Government Committee. State Government Committee Room to be temporarily assigned other space during the Special Session. It should be noted, however, that prior to the convening of the 108th Session of the Legislature there are several proposed space reassignments within current Legislative space.

Fifth Floor - No changes proposed.

Attached is a summary of the actual space reassignments noted above along with a floor plan with appropriate color layouts graphically indicating the moves proposed.

DEPARTMENT OF FINANCE & ADMINISTRATION
 BUREAU OF PUBLIC IMPROVEMENTS

December 17, 1975

SUMMARY OF PROPOSED SPACE REASSIGNMENTS IN CAPITOL BUILDING

EXECUTIVE (exclusive of Exec. Council Chamber)

	<u>CURRENT</u>	<u>GAIN</u> <u>or</u> <u>LOSS</u>	<u>PROPOSED</u>
1st	890 s.f.	- 890 s.f.	-
2nd	4,090 s.f.	+ 2,170 s.f.	6,260 s.f.
3rd	-		-
4th	-		-
5th	-		-
	<hr/> 4,980 s.f.	<hr/> <u>NET GAIN OF 1,280 s.f.</u>	<hr/> 6,260 s.f.

ATTORNEY GENERAL'S OFFICE

	<u>CURRENT</u>	<u>GAIN</u> <u>or</u> <u>LOSS</u>	<u>PROPOSED</u>
1st	-	+ 4,290 s.f.	4,290 s.f.
2nd	6,250 s.f.	- 3,220 s.f.	3,030 s.f.
3rd	-		-
4th	-		-
5th	<u>1,000 s.f.</u>		<u>1,000 s.f.</u>
	7,250 s.f.	<u>NET GAIN OF 1,070 s.f.</u>	8,320 s.f.

Summary of Proposed Space Reassignments In Capitol Building (Cont'd...)

SECRETARY OF STATE

	<u>CURRENT</u>	<u>GAIN</u> or <u>LOSS</u>	<u>PROPOSED</u>
1st	4,550 s.f.	- 4,550 s.f.	-
2nd	-	+ 750 s.f.	750 s.f.
3rd	-		-
4th	-		-
5th	-		-
	<hr/> 4,550 s.f.	<hr/> NET LOSS = 3,800 s.f.	<hr/> 750 s.f.

LEGISLATURE

	<u>CURRENT</u>	<u>GAIN</u> or <u>LOSS</u>	<u>PROPOSED</u>
1st	3,270 s.f.	+ 890 s.f.	4,160 s.f.
2nd	1,360		1,360 s.f.
3rd	16,410	+ 850 s.f.	17,260 s.f.
4th	6,430		6,430 s.f.
5th	-		-
	<hr/> 27,470 s.f.	<hr/> NET INCREASE = 1,740 s.f.	<hr/> 29,210 s.f.

NEWS RELEASE - September 24, 1975

FROM: Office of State Employee Relations

STUDY OF STATE CLASSIFICATION AND COMPENSATION PLAN GETS UNDER WAY

Representatives of Hay Associates, an internationally-known management consulting firm, have conducted an orientation session for members of State management and representatives of employee organizations concerning the study they will be conducting of the State's classification and compensation systems. Hay Associates was retained by the Department of Finance and Administration to conduct a study authorized by Chapter 100 of the Private and Special Laws passed by the 107th Legislature. The objectives of the study are to prepare job specifications which reflect duties actually performed by State employees, and make recommendations concerning any changes necessary to produce a compensation plan which provides for internal equity and is also competitive in the markets for which the State competes for employees.

The first step of the study is to describe current job duties and responsibilities. During the week of September 15-19, Hay Associates trained a group of State employees to be job analysts. The job analysts will take the current job specification for a particular classification and interview a representative sampling of incumbents in that classification. Every employee who is the only incumbent in his or her classification will be interviewed and the new specification prepared during the interview and reviewed with supervisors. These interviews are designed to determine if the existing job specifications truly reflect the current duties and responsibilities of each classification.

After the multi-incumbent class interviews, the job analyst will prepare a new specification for that classification, relying on the information received from the employees at the interviews. The new specification will then be mailed to all incumbents in a multi-incumbent class for their approval. At this time all such State employees will have the opportunity to describe the particular

Classification and Compensation Study----2

duties and responsibilities of their job. If their job is accurately described in the specification, they simply check a box approving the specification. If they have extra or other duties and responsibilities not listed in the specification, then the employee may add them to the specification and return it to the study headquarters in Augusta. If a significant number of employees add identical job duties to the revised specification, these duties will be included in the final job specification, or further interviews scheduled.

The next step is to evaluate the job content of each classification. Hay Associates uses three criteria to evaluate jobs: (1) Know-how; (2) Problem-solving; and (3) Degree of Accountability or Responsibility. As a result of the evaluation of the current job descriptions and the criticality and frequency of the various tasks, each classification will be assigned a point score. These point scores can then be compared with the current pay range assignments and any inequities in the assignment of jobs to pay ranges in the present classification system will be readily apparent. Appropriate recommendations for correcting any existing inequities can then be submitted.

While the job analysts and Hay consultants are evaluating the current classification system, Hay Associates will be conducting a compensation survey of appropriate labor markets. This will be done using benchmark positions which have comparable content and degree of responsibility within State Government, and among other employers in the labor market. This will enable the consultants to evaluate the external competitiveness of the State's pay plan. When the internal classification study is done and the external compensation surveys are completed, Hay will then be in a position to analyze the internal equity and the market comparability of our classification and pay systems. Hay will make recommendations to the State which will enable us to consider the action necessary to produce a classification and compensation plan that is both internally just and externally

Classification and Compensation Study----3

comparable with competing labor markets.

All of the above must be completed for classified State employees by December 15. Unclassified positions below the department head level will also be reviewed after December 15.

A third part of the work to be completed by Hay is to make recommendations concerning the proper minimum requirements for all classifications to insure compliance with EEOC's affirmative action standards. This can then be used as a starting point in the State's efforts to insure that examinations for competitive positions are based on job-related, minimum qualifications.

Hay's representatives pointed out that even though all State employees will not be interviewed individually regarding the content of their jobs, all State employees will have the opportunity to approve, disapprove or add to revised job specifications for their classifications.

Comments and suggestions from employee organization representatives were solicited at a briefing last Friday and these are to be directed to the Office of State Employee Relations. Hay's representatives also indicated that they would be conducting a series of interviews with key management and employee organization officials in October.

Any questions concerning this news release may be directed to
Lanning S. Mosher, Director, Office of State Employee Relations.