

**STATE OF MAINE  
DEPARTMENT OF PERSONNEL**

**May 5, 1972**

**PERSONNEL BULLETIN 6.3**

**TO:** Chief Executive, All Departments/Agencies/etc.

**SUBJECT:** Equal Employment Opportunity

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The Department of Personnel is committed to the principles upon which the Merit System was founded. Specifically, this means providing an equal opportunity to compete for positions in state service employment. Positions at the entry level, as well as promotional opportunities, are filled by those individuals who possess the highest available qualifications in terms of training, experience, skill and experience. Taxpayers deserve our best efforts in providing workers who can perform in ways that will provide excellence of service at all levels of state employment.

In concert with these goals, the Department of Personnel is guided by federal and state statute in its hiring practices which prohibit discrimination on the basis of race, creed, ethnic origin, age or sex. No classification is created that would exempt any person on these grounds unless, in the case of sex or age, the job requirements (based upon a thorough job analysis) dictate otherwise. This principle applies to all employment classifications - competitive as well as non-competitive classes.

In competitive classifications where formalized selection devices are used, objective reviews may be made to eliminate prejudicial and/or irrelevant measures. Does the selection device measure the knowledges and skills required of the job is the underlying thesis. This should be the guiding principle for all methods of evaluation/selection, whether it is for competitive or non-competitive employment.

The Department of Personnel has made, and likewise expects all state agencies to make, its resources available to the disadvantaged, the veteran, and members of particular groups who have unique problems in attaining economic sustenance at acceptable levels. We stand ready to assist you in achieving these goals.

NICHOLAS L. CARRAGANIS  
Director of Personnel

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