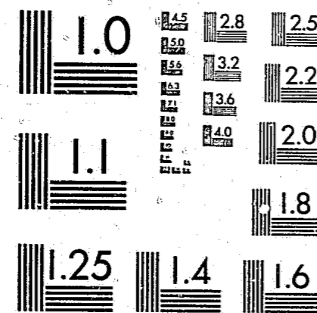


National Criminal Justice Reference Service



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Washington, D. C. 20531

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Maine Department of  
Corrections

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I. DEPARTMENT OF CORRECTIONS

The Department of Corrections was established to return individuals committed to the State's care to the status of full and productive citizens more able to cope with the normal expectations of the community in which they live.

The Department is responsible for the direction and general administrative supervision of the correctional programs within the Maine State Prison, the Maine Correctional Center, Charleston Correctional Facility, Maine Youth Center, the Division of Probation and Parole, and Juvenile Court Intake.

The Department is authorized:

- to adopt and implement rehabilitative programs;
- to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined;
- to establish halfway house programs which provide an environment of community living and control pursuant to rules and regulations adopted by the Department of Corrections;
- to expand correctional institutional appropriations on persons, correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed for the purpose of defraying the direct and related costs of such person's participation in such programs; and
- to provide or assist in the provision of correctional services throughout the State as authorized by Maine law.

\*\*\*\*\*

Department of Corrections  
Station #111,  
State Office Building  
Augusta, Maine 04333  
Tel: 289-2711

Maine State Prison  
P.O. Box A  
Thomaston, Maine 04861  
Tel: 354-2535

Maine Youth Center  
675 Westbrook Street  
South Portland, Maine 04106  
Tel: 772-7434/289-3298

Maine Correctional Center  
119 Mallison Street  
South Windham, Maine 04082  
Tel: 892-6716/289-2127

Charleston Correctional Facility  
Charleston, Maine 04422  
Tel: 289-2060

Division of Probation & Parole/Juvenile  
Court Intake  
Station #111, State Office Building  
Augusta, Maine 04333  
Tel: 289-2711

District I, Probation and Parole  
P.O. Box 3836  
175 Lancaster Street  
Portland, Maine 04104  
Tel: 775-6133

District II, Probation and Parole  
P.O. Box 274  
2 Turner Street  
Auburn, Maine 04210  
Tel: 782-5991

District III, Probation and Parole  
Station #31  
16 Winthrop Street  
Augusta, Maine 04330  
Tel: 289-2401

District IV, Probation and Parole  
26 Franklin Street  
Bangor, Maine 04401  
Tel: 942-6386

District V, Probation and Parole  
Box 219  
School Street  
Houlton, Maine 04730  
Tel: 532-7168



February 25, 1982

STATE OF MAINE  
DEPARTMENT OF CORRECTIONS  
STATE HOUSE — STATION #111  
AUGUSTA, MAINE 04333  
(207) 289-2711

AFFIRMATIVE ACTION POLICY STATEMENT

The Department of Corrections, affirming its commitment to equal employment opportunity, declares the following policy:

- 1) The Department shall recruit, hire, upgrade, train, and promote individuals without regard to race, color, religion, sex, national origin, ancestry, age, physical or mental handicap (except where such would interfere with job related situations), marital status, status as a disabled veteran, or veteran of the Vietnam Era, except where based on a bona fide occupational qualification, or under circumstances where inmates right to privacy or security needs are considered paramount.
- 2) All other personnel actions and conditions of employment, such as compensation, benefits, layoffs, job assignments, discipline, shall be administered without regard to race, color, religion, sex, national origin, age, marital status, physical or mental handicap (except where such would interfere with job related situations), status as a disabled veteran or veteran of the Vietnam Era, except where based on a bona fide occupational qualification or under any circumstances where inmates right to privacy or security needs are considered to be paramount.
- 3) Employment decisions to hire the person best qualified for the job will be based on the principle of equal employment opportunities.
- 4) Each institution and field service unit of the Department shall make reasonable attempts, as outlined in the Affirmative Action Plan, to employ and advance in employment qualified handicapped persons, disabled veterans and veterans of the Vietnam Era at all levels of employment, including the management level. Such action will apply to all employment practices, including but not limited to: hiring, upgrading, layoff or termination, rates of pay and selection of training. In addition, the Department will make reasonable accommodations, when Departmental staffing needs necessitate such accommodations, in order to provide increased employment opportunities for underutilized groups.
- 5) It is the responsibility of the management within the Department to assure compliance with this policy. Any violation of this policy, or the practice of discrimination by any unit/person in personnel administration, within the Department of Corrections shall be considered grounds for disciplinary action, up to and including dismissal.

I have assigned responsibility for the implementation, interpretation, and monitoring of the Affirmative Action Plan, as well as departmental EEO programs to Nancy Dikeman, Affirmative Action Officer. Mrs. Dikeman's responsibilities will include providing technical assistance to departmental staff in EEO/Affirmative Action matters, identifying actual or potential problems as early as possible and assisting management in appropriate resolution.

Nancy Dikeman can be reached at Department of Corrections Central Office in Augusta (Station #111), telephone 289-2711.

Donald L. Allen, Commissioner



February 25, 1982

STATE OF MAINE  
DEPARTMENT OF CORRECTIONS  
STATE HOUSE — STATION #111  
AUGUSTA, MAINE 04333  
(207) 289-2711

POLICY STATEMENT AGAINST SEXUAL HARASSMENT

Employees of the Department of Corrections are entitled to work in an environment free of discriminatory intimidation, based on any difference of sex, race, color, religion, national origin, age or handicap.

Sexual harassment, by definition, is deliberate or repeated unsolicited comments, gestures or physical contact of a sexual nature which are unwelcome and which adversely affect the work place environment. Such adverse effects may be measured by whether the alleged sexual harassment undermines the integrity of the employment relationship, lowers morale, interferes with constructive/creative job performances and/or is detrimental to ones career.

When sexual harassment can be shown to be affecting employment decisions or to be creating an offensive work place environment, it is a violation of the Maine Human Rights Act and Title VII of the Civil Rights Act of 1964.

Sexual harassment will neither be condoned nor tolerated by the administration of this Department; if any conduct is shown to be sexual harassment, it will be considered grounds for disciplinary action up to and including dismissal.

Each employee of the Department shall be cognizant of what actually constitutes sexual harassment and should learn to distinguish such discriminatory behavior from personal/social relationships.

Any employee, believing that sexual harassment is occurring, is urged to resolve the situation at the lowest possible level, working through the specific chain of command, within the respective institution or field service unit. An eventual option for any employee would be to contact the Affirmative Action Officer at Central Office.

Further, it is expected that the Affirmative Action Officer will be kept informed, by correctional management, of any sexual harassment problem/complaint and what steps of resolve were taken, for the purposes of identifying training needs and/or providing any necessary technical assistance.

Donald L. Allen, Commissioner

III. DISSEMINATION OF POLICY

A. Internal

The Department will thoroughly disseminate its AA/EEO Policy Statement to employees encouraging understanding, support and participation of staff. The policy statement, along with EEO notices, will be visibly posted on bulletin boards throughout the Department. Copies of the Departmental Affirmative Action Plan will be available in all facilities of the Department of Corrections, including all District Offices of the Division of Probation and Parole; employees are invited to review the Plan and discuss any questions or concerns with the Affirmative Action Officer.

The Affirmative Action Officer will conduct the necessary training of supervisory staff to assure their knowledge of AA/EEO and their understanding of individual responsibility for the implementation of policy and related issues. Additionally, orientation regarding AA/EEO principles will be provided to line staff, as well as new employees. (New employee orientation programs will include an explanation/discussion of AA/EEO principles and departmental policy.)

The Affirmative Action Officer will periodically review the progress of the Department's affirmative action efforts with correctional management, making recommendations for prevention and/or remedial measures.

A copy of the Affirmative Action Plan will be provided to the labor unions; the Affirmative Action Officer will meet with union officials to discuss AA/EEO issues whenever necessary.

B. External

The Department of Personnel will be provided a copy of this Department's Affirmative Action Plan (including policy statements) and will be requested to assist where possible in the attainment of affirmative action goals.

Recruiting sources (Appendix A) will be contacted and encouraged to refer minorities, females, handicapped individuals and covered veterans. Copies of the Departmental Affirmative Action Policy Statement will be provided to these agencies, as well as a list of the location of correctional facilities/programs throughout the state.

A copy of the Affirmative Action Policy Statement will be given to each applicant for employment in non-competitive positions administered by the Department of Corrections. For competitive positions, said statement will be given to all applicants referred by the Department of Personnel who are actively seeking employment within the Department of Corrections.

All recruitment advertising will continue to include the clause: "Equal Opportunity Employer - Minority/Female/Handicapped". An EEO statement (see Appendix B) is included in all contracts issued by this Department.

IV. RESPONSIBILITY OF ASSIGNMENT

Commissioner Donald L. Allen has the overall responsibility for the Department of Corrections' compliance with State and Federal EEO laws, regulations and policies.

Nancy Dikeman, Affirmative Action Officer, will report directly to Commissioner Allen regarding AA/EEO progress, issues and problem areas. Ms. Dikeman's duties shall include, but not be limited to, the following:

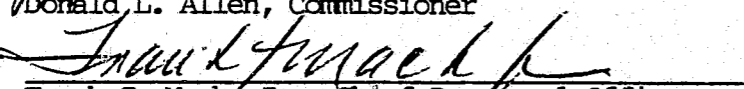
- A. Develop and monitor the Department's Affirmative Action Plan, measuring the effectiveness of the Department's AA/EEO efforts and assuring preventive and/or remedial action.
- B. Provide training for supervisory staff relative to their AA/EEO responsibilities.
- C. Inform Departmental employees as to their employment rights and responsibilities.
- D. Inform management of current AA/EEO issues; advise management of problem areas, suggesting remedial measures.
- E. Provide technical assistance to Departmental employees relative to AA/EEO matters, including discrimination and sexual harassment complaints.
- F. Serve as liaison between the Department of Corrections and State and Federal AA/EEO enforcement agencies; serve as liaison between this Department and local state and national organizations concerned with equal employment opportunities.
- G. Provide technical assistance in the review, revision and periodic monitoring of the hiring procedures within the institutions to assure AA/EEO compliance.
- H. Conduct on-going assessment of the AA/EEO efforts of the entire Department.

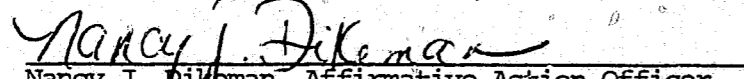
Frank Mack, Chief Personnel Officer, is responsible for ensuring that personnel actions are administered fairly, in accordance with State and Federal EEO laws and Departmental policy.

Correctional managers/supervisory staff are responsible for compliance with Departmental AA/EEO policy within the sphere of their respective administrative/supervisory responsibilities.

Signatures:

  
Donald L. Allen, Commissioner

  
Frank J. Mack, Jr., Chief Personnel Officer

  
Nancy J. Dikeman, Affirmative Action Officer

V. UTILIZATION ANALYSIS

The utilization analysis contained in the following pages is based on staffing statistics as of December 31, 1981. This utilization analysis has been broken down as follows:

- I. Central Office
  - A. Probation and Parole
- II. Maine State Prison
- III. Maine Correctional Center
- IV. Maine Youth Center

Goals - Timetables

In establishing goals for underutilized job groups, the appropriate personnel officer was requested to estimate anticipated vacancies and feeder groups.

In setting goals for minorities, if the number underutilized by was .8 or above, a goal was established to hire a member of a minority group; if .1 to .7, the group was considered underutilized, but to set a goal of one minority for each of these would be unreasonable considering the minority population of Maine.

The two year maximum timetable may be unreasonable in some under-utilized areas such as entry-level corrections positions, trades, and some service/maintenance positions. Although there are females who are qualified for these jobs, as reflected in the availability figures, women do not apply for these positions due to sex role stereotyping; these barriers will not be eliminated to the extent which will allow attainment of the ultimate goal in a two-year period. For the same reason, requisite skills factors were weighted more heavily than would normally be the case in entry-level positions.

WORK FORCE ANALYSIS

DEPARTMENT Corrections

ORGANIZATIONAL UNIT Central Office

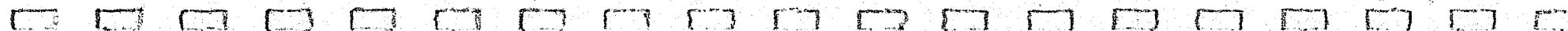
LINE OF PROGRESSION \_\_\_\_\_

JOB TITLE	EEO CATE- GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL	
			TOTAL	MALE	FEMALE	MALE				FEMALE					
						B	A/PI	NA	H	B	A/PI	NA	H		
Clerk Typist II	43	177.20-219.20	6		6										
Clerk Steno II	43	181.20-224.80	10		10										
Clerk Typist III	43	195.60-245.20	1		1										
Clerk Steno III	44	201.20-253.20	1		1										
Secretary	44	201.20-253.20	1	1											
Accountant I	12	207.20-262.00	1		1										
Admin. Secretary	44	220.80-282.20	1		1										
Accountant .II	12	228.80-292.00	1		1										
Jail Inspector	21	256.80-332.00	1	1											
Human Services Worker II	13	256.80-332.00	1		1										
Correctional Plans Coordinator	13	306.80-401.20	1	1											
Volunteer Services Coordinator	13	279.60-364.00	1		1										
Personnel Specialist Planning and Research Associate II	13	280.80-366.40	1		1										
Court Intake Worker	14	298.00-385.20	21	10	11								1		1
Probation Parole Officer I	14	298.00-385.20	28	24	4										
Chief Advocate	14	332.80-436.40	1	1											
Probation Parole Officer II	14	324.00-422.40	16	13	3										

WORK FORCE ANALYSIS

DEPARTMENT Corrections ORGANIZATIONAL UNIT Central Office - 2 LINE OF PROGRESSION \_\_\_\_\_

JOB TITLE	EEO CATE- GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL	
			TOTAL	MALE	FEMALE	MALE				FEMALE					
						B	A/PI	NA	H	B	A/PI	NA	H		
Business Services Manager	14	334.00-443.60	1	1											
Court Intake Manager	6	334.00-443.60	1	1											
Departmental Personnel Officer	7	363.60-482.40	1	1											
Psychologist II	15	368.40-483.60	1		1										
District Supervisor, Probation & Parole	7	387.60-514.40	5	5											
Director, Correctional Programs	7	405.20-538.80	1	1											
Director, Probation & Parole	7	418.00-556.40	1	1											
Psychologist IV	15	429.60-565.20	1	1											
Associate Commissioner	8	522.80-697.20	1	1											
Commissioner	8	662.40-883.60	1	1											





UNIT: Corrections - Central Office

GROUP: I. Officials/Administrators

- 1 Court Intake Manager
- 5 District Supervisor, P&P
- 1 Business Services Manager
- 1 Departmental Personnel Officer
- 1 Director, Correctional Programs
- 1 Director, Probation and Parole
- 1 Associate Commissioner \*
- 1 Commissioner \*

Range	Male	Female	Minority
26	1		
26	5		
26	1		
27	1		
30	1		
32	1		
36	1		
91	1		
	12		

\* Appointed Officials

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	<u>Female</u>	<u>Minority</u>
1.	52.4	0.5
2.	48.3	1.5
3.	45.3	0.4
4.	25.0	0.3
5.	25.0	0.3
6.	27.7	3.1
7.	25.0	0.3
8.	27.7	3.1
	33.5%	.84%

Comments:

Weighted requisite skills and promotables factors.

UNIT: Corrections - Central Office

GROUP: II. Professional

A. PPO/Court Intake

- 21 Court Intake Worker
- 28 Probation Parole Officer I
- 16 Probation Parole Officer II

Range	Male	Female	Minority
20	10	11	INA
20	24	4	
22	13	3	
	47	18	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	34.6	0.9
5. Requisite skills in recruitment area	34.6	0.9
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	34.6	0.9
8. Degree of training contractor may undertake Availability	N/A	N/A
	39.3%	.8%

Comments:

Weighted requisite skills factors.

UNIT: Corrections - Central Office

GROUP: II. Professional

B. Fiscal

- 1 Accountant I
- 1 Accountant II

Range	Male	Female	Minority
14		1	
17		1	
		2	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	47.0	0.9
5. Requisite skills in recruitment area	47.0	0.9
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	47.0	0.9
8. Degree of training contractor may undertake Availability	N/A	N/A
	99.7%	.8%

Comments:

Weighted requisite skills factors.

UNIT: Corrections - Central Office

GROUP: II. Professional

C. Other Professionals

- 1 Human Services Worker II
- 1 Personnel Specialist
- 1 Volunteer Services Coordinator
- 1 Planning & Research Associate II
- 1 Correctional Plans Coordinator
- 1 Chief Advocate
- 1 Psychologist II
- 1 Psychologist IV

Range	Male	Female	Minority
20		1	
21		1	
22		1	
23	1		
24	1		
26	1		
29		1	
33	1		
	<u>4</u>	<u>4</u>	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	34.6	0.9
5. Requisite skills in recruitment area	34.6	0.9
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	34.6	0.9
8. Degree of training contractor may undertake Availability	N/A	N/A
	39.3%	.8%

Comments:

Weighted requisite skills factors.

UNIT: Corrections - Central Office

GROUP: III. Technicians

1 Jail Inspector

Range	Male	Female	Minority
20	1		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority

Comments:

Because this is a single incumbent EEO category, it does not constitute a statistically significant group. No availability analysis was conducted nor hiring goal established.

UNIT: Corrections - Central Office

GROUP: IV. Office Clerical

- 6 Clerk Typist II
- 10 Clerk Steno II
- 1 Clerk Typist III
- 1 Clerk Steno III
- 1 Secretary
- 1 Administrative Secretary

Range	Male	Female	Minority
8		6	
9		10	
12		1	
13		1	
13	1	1	
16		1	
		19	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1.	52.4	0.5
2.	48.3	1.5
3.	45.3	0.4
4.	97.1	0.3
5.	97.1	0.3
6.	N/A	N/A
7.	97.1	0.3
8.	N/A	N/A
	65.4%	.62%

Comments:

Suggested clerical weights used.

1. EEO-4 CATEGORY	3. Current All Employees			Period Data as of: Minority Employees										Determination of Underutilization				Future Period from: Job Openings to be filled Anticipated as a result of To be filled by											To		Goals Minority/Female		Back Up %		Target Year					
	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	
2. Job Group	Total	Male	Female	Black A/P I	Native Amer. Hispanic	Black	A/P I	Native Amer. Hispanic	Current %	Available %	Yes No	Source of Promotable	Current %	Available %	Yes No	Source of Promotable	Termination	Promotion	Promotions	Total	Reinstatement	Transfers	Promotions	New Hires	Total	Net Change	Prom/Trans.	New Hires	Total	Prom/Trans.	New Hires	Total	Minority Female	Minority Female	Minority Female	Minority Female				
I. Official/Admin	12	12							0.8	8	4	0	5	4					0																					
II. Professional																																								
A. PPO/Court Int	65	47	18					1	3	8	10	27	7	4			2	1	3																3	3		84		
B. Fiscal	2		2						0.8	8		100	2	0					0																					
C. Other Prof.	8	4	4						0.8	8		50	3	0			1		1																					
III. Technicians	1	1																																						
IV. Off. Clerical	20	1	19						0.6	6	4	95	4	0			1		1																					

WORK FORCE ANALYSIS

DEPARTMENT Corrections ORGANIZATIONAL UNIT Maine State Prison LINE OF PROGRESSION \_\_\_\_\_

JOB TITLE	EEO CATE- GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL	
			TOTAL	MALE	FEMALE	MALE				FEMALE					
						B	A/PI	NA	H	B	A/PI	NA	H		
Clerk Typist I	43	166.40-204.00	3		3										
Clerk II	43	173.20-213.20	1		1										
Clerk Typist II	43	177.20-219.20	4		4										
Storekeeper I	43	181.20-224.80	1	1											
Account Clerk I	43	181.20-224.80	2		2										
Clerk III	43	195.60-245.20	1		1										
Clerk Typist III	43	195.60-245.20	1		1										
Boiler Operator	51	195.60-245.20	4	4											
Account Clerk II	43	195.60-245.20	1		1										
Secretary	44	201.20-253.20	1		1										
Accountant I	12	207.20-262.00	2		2										
Master Carpenter	52	207.20-262.00	1	1											
Correctional Maintenance Mechanic	52	207.20-262.00	3	3											
X-Ray Technician	20	213.60-271.20	1	1											
Librarian I	36	213.60-271.20	1												
Electrician II	52	213.60-271.20	1	1											
Laundry Supervisor II	60	213.60-271.20	1	1											
Assistant Prison Steward	60	218.00-255.20	1	1											

WORK FORCE ANALYSIS

DEPARTMENT Corrections ORGANIZATIONAL UNIT Maine State Prison - 2 LINE OF PROGRESSION \_\_\_\_\_

JOB TITLE	EEO CATE-GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL	
			TOTAL	MALE	FEMALE	MALE				FEMALE					
						B	A/PI	NA	H	B	A/PI	NA	H		
Cook II	60	218.00-255.20	3	2	1										
Guard	28	218.00-255.20	136	125	8	1	2								3
Butcher	60	218.00-255.20	1	1											
Metal Shop Manager	52	220.80-281.20	1	1											
L.P.N.	20	220.80-281.20	6	2	4										
Assistant Class. Rehab. Officer	12	220.80-281.20	2	1	1										
Grounds and Equipment Foreman	60	220.80-281.20	1	1											
Wood Shop Manager	52	220.80-281.20	1	1											
Wood Shop Foreman	52	225.20-264.80	5	5											
Automotive Mechanic Foreman	52	228.80-292.00	1	1											
Accountant II	12	228.80-292.00	1	1											
Maintenance Mechanic Foreman	52	228.80-292.00	1	1											
Assistant Manager Metal Shop	52	232.80-274.00	1	1											
Assistant Woodshop Manager	52	232.80-274.00	2	2											
Assistant Manager Prison Store	44	232.80-274.00	1	1											
Guard Sergeant	28	240.80-284.00	12	12											
Human Services Worker I	13	246.80-317.60	2	1	1										
Personnel Tech. I	13	246.80-317.60	1	1											

WORK FORCE ANALYSIS

DEPARTMENT Corrections ORGANIZATIONAL UNIT Maine State Prison - 3 LINE OF PROGRESSION \_\_\_\_\_

JOB TITLE	EEO CATE- GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL	
			TOTAL	MALE	FEMALE	MALE				FEMALE					
						B	A/PI	NA	H	B	A/PI	NA	H		
Correctional Training Officer	13	246.80-317.60	1	1											
Print Shop Manager	52	249.60-294.80	1	1											
Furniture Shop Manager	52	249.60-294.80	1	1											
Prison Retail Store Manager	44	249.60-294.80	1	1											
Food Service Manager	13	256.80-332.80	1	1											
Guard Lieutenant	29	256.80-332.80	8	8											
Cook III	60	258.40-306.00	4	4											
Prison Industries Manager	13	267.60-348.80	1												
Vocational Trades Instructor, MH&C	13	267.60-347.20	1	1											
Human Services Worker III	13	267.60-347.20	1	1											
Guard Captain	29	267.60-347.20	6	6											
Classification Rehab. Officer	13	267.60-347.20	1	1											
Supervisor Recreation	13	278.00-331.60	1	1											
Advocate	13	279.60-364.00	1	1											
Plant Maintenance Engineer II	13	279.60-366.40	1	1											
Counselor, MH&C	13	279.60-364.00	1	1											
Prison Steward	61	280.40-333.20	1	1											
Guard Major	6	292.40-385.60	1	1											



WORK FORCE ANALYSIS

DEPARTMENT Corrections ORGANIZATIONAL UNIT Maine State Prison - 4 LINE OF PROGRESSION \_\_\_\_\_

JOB TITLE	EEO CATE-GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL	
			TOTAL	MALE	FEMALE	MALE				FEMALE					
						B	A/PI	NA	H	B	A/PI	NA	H		
Probation Parole Officer I	14	298.00-385.20	1	1											
Business Manager II	14	306.80-406.00	1		1										
Chaplain I	14	306.80-406.00	2	2											
Chief, Prison Security	6	306.80-406.00	1	1											
Physician Extender	14	322.00-421.20	1	1											
Teacher/Principal	14	322.00-426.80	1	1											
Deputy Warden	6	356.80-474.40	2	2											
Psychologist II	15	368.40-483.60	1	1											
Psychologist III	15	397.20-521.60	1		1										
Warden	7	418.00-556.40	1	1											
Psychologist IV	15	429.60-565.20	1	1											

UNIT: Maine State Prison

GROUP: I. Officials/Administrators

- 1 Guard Major
- 1 Chief, Prison Security
- 2 Deputy Warden
- 1 Warden

Range	Male	Female	Minority
25	1		
27	1		
29	2		
32	1		
	5		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	25.0	0.3
5. Requisite skills in recruitment area	25.0	0.3
6. Promotable & transferable with organization	5.9	1.9
7. Training institutions capable of training persons	25.0	0.3
8. Degree of training contractor may undertake Availability	5.9	1.9
	27.0%	.74%

Comments:

Weighted requisite skills and promotables factors. With exception of Warden, entry into group would be from II.A or IV.

UNIT: Maine State Prison

GROUP: II. Professional

A. Care/Treatment

- 2 Human Services Worker I
- 1 Human Services Worker III
- 1 Counselor
- 1 Chaplain I
- 1 Physician Extender
- 1 Psychologist II
- 1 Psychologist III
- 1 Psychologist IV

Range	Male	Female	Minority
19	1	1	
21	1		
22	1		
24	1		
25	1		
29	1		
31		1	
33	1		
	7	2	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	34.6	0.9
5. Requisite skills in recruitment area	34.6	0.9
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	34.6	0.9
8. Degree of training contractor may undertake Availability	N/A	N/A
	39.3%	.81%

Comments:

Weighted requisite skills factors.

UNIT: Maine State Prison

GROUP: II. Professional

B. Administration

- 2 Accountant I
- 1 Accountant II
- 1 Personnel Specialist
- 1 Advocate
- 1 Business Manager II

Range	Male	Female	Minority
14		2	
17	1		
21	1		
22	1		
24	<u>3</u>	<u>1</u>	
		3	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	29.4	0.9
5. Requisite skills in recruitment area	29.4	0.9
6. Promotable & transferable with organization	91.6	N/A
7. Training institutions capable of training persons	29.4	0.9
8. Degree of training contractor may undertake Availability	91.6	N/A
	45.4%	.81%

Comments:

Weighted requisite skills factors. Accountant I may be filled from Group V.B which accounts for consideration of promotables.

UNIT: Maine State Prison

GROUP: II. Professional

C. Programs

- 2 Asst. Class. Rehab. Officer
- 1 Supervisor, Recreation
- 1 Class. Rehab. Officer
- 1 Vocational Trades Instructor
- 1 Teacher/Principal

Range	Male	Female	Minority
16	1	1	
20	1		
21	1		
21	1		
25	<u>1</u>		
	5		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	34.6	0.9
5. Requisite skills in recruitment area	34.6	0.9
6. Promotable & transferable with organization	12.7	1.7
7. Training institutions capable of training persons	34.6	0.9
8. Degree of training contractor may undertake Availability	12.7	1.7
	36.2%	.93%

Comments:

Weighted requisite skills factors. Consideration given promotables factors since some classifications could come from Groups IV and V.B.

UNIT: Maine State Prison

GROUP: II. Professional

D. Other Professionals

- 1 Correctional Training Officer
- 1 Food Service Manager
- 1 Probation Parole Officer I
- 1 Plant Maintenance Engineer II

Range	Male	Female	Minority
19	1		
20	1		
20	1		
22	1		
	4		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	34.6	0.9
5. Requisite skills in recruitment area	34.6	0.9
6. Promotable & transferable with organization	5.0	1.9
7. Training institutions capable of training persons	34.6	0.9
8. Degree of training contractor may undertake Availability	5.0	1.9
	34.9%	1.0%

Comments:

Weighted requisite skills factors. Consideration given promotables since some classifications could be filled from Group IV.

UNIT: Maine State Prison

GROUP: III. Technicians

- 1 X-Ray Technician
- 6 LPN

Range	Male	Female	Minority
15	1		
16	2	4	
	3		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	10.1	0.2
5. Requisite skills in recruitment area	10.1	0.2
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	10.1	0.2
8. Degree of training contractor may undertake Availability	N/A	N/A
	23.2%	.34%

Comments:

Weighted requisite skills factors.

UNIT: Maine State Prison

GROUP: IV. Protective Services

133 Guard  
 12 Guard Sergeant  
 8 Guard Lieutenant  
 6 Guard Captain

Range	Male	Female	Minority
12	125	8	1B, 2A/PI
15	12		3
20	8		
22	6		
	<u>151</u>		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	3.3	0.9
5. Requisite skills in recruitment area	3.3	0.9
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	3.3	0.9
8. Degree of training contractor may undertake Availability	N/A	N/A
	18.9%	.8%

Comments:

Weighted requisite skills factors. Statistics obtained from Manpower Research Division, Manpower Affairs. Entry into group is from outside (See narrative from 1980 Affirmative Action Plan).

UNIT: Maine State Prison

GROUP: V. Office Clerical

A. Stores

1 Storekeeper I  
 1 Asst. Manager Prison Store  
 1 Prison Retail Store Manager

Range	Male	Female	Minority
9	1		
14	1		
16	1		
	<u>3</u>		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	62.5	0.4
5. Requisite skills in recruitment area	62.5	0.4
6. Promotable & transferable with organization	5.0	1.9
7. Training institutions capable of training persons	62.5	0.4
8. Degree of training contractor may undertake Availability	5.0	1.9
	47.8%	.8%

Comments:

Entry into group from outside or Group IV. Suggested clerical weighting.

UNIT: Maine State Prison

GROUP: V. Office Clerical

B. Other Clerical

- 3 Clerk Typist I
- 1 Clerk II
- 4 Clerk Typist II
- 2 Account Clerk I
- 1 Clerk III
- 1 Clerk Typist III
- 1 Account Clerk II
- 1 Secretary

Range	Male	Female	Minority
5		3	
7		1	
8		4	
9		2	
12		1	
12		1	
12		1	
13		1	
		14	

Name of Protected Group

- 1. Population of labor area
- 2. Size of unemployment force
- 3. Workforce in immediate labor area
- 4. Requisite skills in immediate labor area
- 5. Requisite skills in recruitment area
- 6. Promotable & transferable with organization
- 7. Training institutions capable of training persons
- 8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	97.1	0.3
5. Requisite skills in recruitment area	97.1	0.3
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	97.1	0.3
8. Degree of training contractor may undertake Availability	N/A	N/A
	94.7%	.7%

Comments:

Suggested clerical weights used.

UNIT: Maine State Prison

GROUP: VI. Skilled Craft

A. Trades

- 1 Master Carpenter
- 3 Correctional Maintenance Mechanic
- 1 Electrician II
- 1 Automotive Mechanic Foreman
- 1 Maintenance Mechanic Foreman

Range	Male	Female	Minority
14	1		
14	3		
15	1		
17	1		
17	1		
	7		

Name of Protected Group

- 1. Population of labor area
- 2. Size of unemployment force
- 3. Workforce in immediate labor area
- 4. Requisite skills in immediate labor area
- 5. Requisite skills in recruitment area
- 6. Promotable & transferable with organization
- 7. Training institutions capable of training persons
- 8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	1.4	0.2
5. Requisite skills in recruitment area	1.4	0.2
6. Promotable & transferable with organization	5.0	1.9
7. Training institutions capable of training persons	1.4	0.2
8. Degree of training contractor may undertake Availability	5.0	1.9
	18.2%	.6%

Comments:

Weighted requisite skills and promotables. Entry from outside or Group IV.

UNIT: Maine State Prison

GROUP: VI. Skilled Craft

B. Other Skilled Craft

- 4 Boiler Operator
- 5 Woodshop Foreman
- 1 Asst. Manager Metal Shop
- 2 Asst. Woodshop Manager
- 1 Metal Shop Manager
- 1 Woodshop Manager
- 1 Print Shop Manager
- 1 Furniture Shop Manager

Range	Male	Female	Minority
12	4		
13	5		
14	1		
14	2		
16	1		
16	1		
16	1		
16	1		
	<u>16</u>		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	1.4	0.2
5. Requisite skills in recruitment area	1.4	0.2
6. Promotable & transferable with organization	5.0	1.9
7. Training institutions capable of training persons	1.4	0.2
8. Degree of training contractor may undertake Availability	5.0	1.9
	18.2%	.6%

Comments:

Weighted requisite skills and promotables. Entry from outside or Group IV.

UNIT: Maine State Prison

GROUP: VII. Service Maintenance

- 1 Asst. Prison Steward
- 3 Cook II
- 1 Butcher
- 1 Laundry Supervisor II
- 1 Grounds and Equipment Foreman
- 4 Cook III
- 1 Prison Steward

Range	Male	Female	Minority
12	1		
12	2	1	
12	1		
15	1		
16	1		
17	4		
19	1		
	<u>11</u>		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	62.2	0.6
5. Requisite skills in recruitment area	62.2	0.6
6. Promotable & transferable with organization	5.0	1.9
7. Training institutions capable of training persons	62.2	0.6
8. Degree of training contractor may undertake Availability	5.0	1.9
	48.6%	.8%

Comments:

Weighted requisite skills and promotables. Entry from outside and Group IV.

EEO DATA SUMMARY

1. EEO-4 CATEGORY	3. Current All Employees			Period Data as of: Minority Employees										Determination of Underutilization										Future Period from: Job Openings to be filled Anticipated as a result of To be filled by										Goals Minority/Female					Back Up		Target Year
	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42		
2. Job Group	Total	Male	Female	Black A/P I	Native Amer. Hispanic	Black	A/P I	Native Amer.	Hispanic	Current %	Available %	Yes No	Source of	Current %	Available %	Yes No	Source of	Termination	Expansion	Promotions	Total	Reinstatement	Transfers	Promotions	New Hires	Total	Net Change	From/Trans.	New Hires	From/Trans.	New Hires	Total	Minority	Female	Minority	Female					
I. Official/Admin	5	5								0.7	0.7	0	0	0.7	0.7	0	0					0				0															
II. Professional																																									
A. Care/Treat	9	7	2							0.8	0.8	0	0	0.8	0.8	0	0					0				0															
B. Admin.	6	3	3							0.5	0.5	0	0	0.5	0.5	0	0	1	1			1	1			1															
C. Programs	6	5	1							0.8	0.8	0	0	0.8	0.8	0	0	1	1			1	1			1			1												
D. Other Prof.	4	4								0.0	0.0	0	0	0.0	0.0	0	0		1	1			1	1		1			1												
III. Technicians	7	3	4							0.3	0.3	0	0	0.3	0.3	0	0	2				2				2															
IV. Protect Svcs.	159	151	8	1	2					0.8	0.8	0	0	0.8	0.8	0	0	22	16	6	44					6															
V. Off. Clerical																																									
A. Stores	3	3								0.8	0.8	0	0	0.8	0.8	0	0	1	1	2			1	1	2																
B. Other Cler.	14	14								0.7	0.7	0	0	0.7	0.7	0	0	5	2	7			2	5	7																



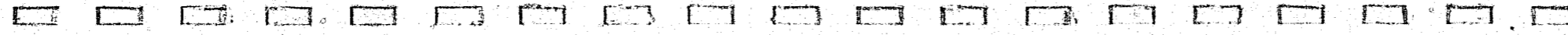
EEO DATA SUMMARY

1. EEO-4 CATEGORY	3. Current All Employees			Period Data as of: Minority Employees										Determination of Underutilization								Future Period from: Job Openings to be filled Anticipated as a result of To be filled by										To	Goals Minority/Fema.					Back Up %	Target Year
	4	5	6	Male					Female					Minority				Female				To be filled by		To		Goals Minority/Fema.													
2. Job Group	Total	Male	Female	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
				Black A/P I	Native Amer. Hispanic	Black A/P I	Native Amer. Hispanic	Current %	Available %	Yes No	Source of Promotable	Current %	Available %	Yes No	Source of Promotable	Termination	Expansion	Promotions	Total	Reinstata	Transfers	Promotions	New Hires	Total	Net Change	From/Trans.	New Hires	Total	From/Trans.	New Hires	Total	Minority	Female	Minority	Female				
VI. Skill Craft																																							
A. Trades	7	7						0	6	4		0	6	4					0																2	18	4	84	
B. Oth. Ski. Cft.	16	16						0	6	4		0	6	4					0																6	18	4	84	
VII. Svc. Maint.	12	11	1					0	8	4		8	3	4					1	1	2													1	12	8	84		

WORK FORCE ANALYSIS

DEPARTMENT Corrections ORGANIZATIONAL UNIT Maine Youth Center LINE OF PROGRESSION \_\_\_\_\_

JOB TITLE	EEO CATE- GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL		
			TOTAL	MALE	FEMALE	MALE				FEMALE						
						B	A/PI	NA	H	B	A/PI	NA	H			
Laborer II	59	169.20-208.40	4	4		1										1
Clerk Typist II	43	177.20-219.20	1		1											
Clerk Steno II	43	181.20-224.80	6		6											
Account Clerk I	43	181.20-224.80	3	2	1											
Maintenance Mechanic	51	190.40-238.00	2	2												
Auto Mechanic	51	195.60-245.20	1	1												
Carpenter	51	195.60-245.20	1	1												
Electrician I	51	195.60-245.20	1	1												
Boiler Operator	51	195.60-245.20	2	2												
Teacher Aide	35	195.60-245.20	1		1											
Baker I	59	200.80-234.40	1	1												
Clerk Steno III	44	201.20-253.20	2		2											
Correctional Maintenance Mechanic	52	207.60-262.00	3	3												
Accountant I	12	207.60-262.00	1													
Dental Hygienist	36	213.60-271.20	1													
Boiler Engineer	52	213.60-271.20	1	1												
Cook II	60	218.00-255.20	2	1												
Training School Counselor I	36	218.00-255.20	80	56	24	2							1	1		4



WORK FORCE ANALYSIS

DEPARTMENT Corrections

ORGANIZATIONAL UNIT Maine Youth Center - 2

LINE OF PROGRESSION \_\_\_\_\_

JOB TITLE	EEO CATE-GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL	
			TOTAL	MALE	FEMALE	MALE				FEMALE					
						B	A/PI	NA	H	B	A/PI	NA	H		
Accountant II	12	228.80-292.00	1	1											
Training School Counselor Supervisor	36	228.80-292.00	5	4	1										
Baker II	60	232.80-274.00	1	1											
Supervisor, Grounds & Trans. Services	60	237.60-304.40	1	1											
Training School Counselor II	36	240.80-284.00	47	43	4										
Personnel Tech. I	13	246.80-317.60	1	1											
Food Service Manager	13	256.80-332.80	1	1											
Nurse II	13	256.80-332.80	2		2										
Building Maintenance Supervisor	61	256.80-332.80	1	1											
Cook III	60	258.40-306.00	1	1											
Teacher, Manual Training	13	267.60-347.20	1	1											
Training Center Caseworker	13	267.60-347.20	6	5	1										
Teacher	13	267.60-347.20	17	13	3										
Vocational Trades Instructor	13	267.60-347.20	6	6											
Nurse III	13	279.60-366.40	1		1										
Administrative Counselor	13	279.60-366.40	1	1											
Teacher Supervisor	13	279.60-364.00	1		1										
Unit Director, MYC	5	279.60-364.00	6	4	2										

WORK FORCE ANALYSIS

DEPARTMENT Corrections ORGANIZATIONAL UNIT Maine Youth Center - 3 LINE OF PROGRESSION \_\_\_\_\_

JOB TITLE	EEO CATE- GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL	
			TOTAL	MALE	FEMALE	MALE				FEMALE					
						B	A/PI	NA	H	B	A/PI	NA	H		
Supv., Recreation	13	292.00-348.00	1	1											
District Supervisor Aftercare	14	292.40-385.60	1	1											
Business Manager II	14	306.80-406.00	1		1										
Chaplain I	14	306.80-401.20	1	1											
Assistant Director, Cottage Program	14	306.80-406.00	1		1										
Asst. Principal	14	306.80-406.00	1	1											
Psychologist I	14	322.00-421.20	1	1											
Director, Cottage Program	6	334.00-443.60	1	1											
Director, Hayden Unit	6	334.00-443.60	1												
Principal	6	346.40-459.60	1	1											
Director, Social Services	6	346.40-459.60	1	1											
Asst. Superintendent	6	356.80-474.40	2	2											
Psychologist III	15	397.20-521.60	1	1											
Superintendent	7	418.00-556.40	1	1											

UNIT: Maine Youth Center

GROUP: I. Officials/Administrators

6 Unit Director  
 1 Director, Cottage Program  
 1 Principal  
 1 Director, Social Services  
 2 Assistant Superintendent  
 1 Superintendent \*

Range	Male	Female	Minority
22	4	2	
26	1		
27	1		
27	1		
28	2		
32	1		
	10		

\* Appointed Official

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	<u>Female</u>	<u>Minority</u>
1.	52.4	0.5
2.	48.3	1.5
3.	45.3	0.4
4.	25.0	0.3
5.	25.0	0.3
6.	15.8	N/A
7.	25.0	0.3
8.	15.8	N/A
	31.2%	.4%

Comments:

Weighted requisite skills and promotable factors. Feeder groups II. B,C,D.

UNIT: Maine Youth Center

GROUP: II. Professional

A. Administration

- 1 Accountant II
- 1 Personnel Specialist
- 1 Business Services Manager

Range	Male	Female	Minority
17	1		
21	1		
26	2	1	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	29.4	0.9
5. Requisite skills in recruitment area	29.4	0.9
6. Promotable & transferable with organization	83.3	N/A
7. Training institutions capable of training persons	29.4	0.9
8. Degree of training contractor may undertake Availability	43.9%	.8%

Comments:

Weighted requisite skills factors. Accountant II may be filled from Group IV which accounts for consideration of promotables.

UNIT: Maine Youth Center

GROUP: II. Professional

B. Teacher

- 1 Teacher, Manual Training
- 16 Teacher
- 6 Vocational Trades Instructor
- 1 Admin. Counselor
- 1 Teacher Supervisor
- 1 Assistant Principal

Range	Male	Female	Minority
21	1		
21	13	3	
21	6		
22	1		
22		1	
24	1		
	22	4	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	61.6	0.9
5. Requisite skills in recruitment area	61.6	0.9
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	61.6	0.9
8. Degree of training contractor may undertake Availability	56.7%	.8%

Comments:

Weighted requisite skills factors. Outside hires.

UNIT: Maine Youth Center

GROUP: II. Professional

C. Psychologist

- 1 Psychologist I
- 1 Psychologist III

Range	Male	Female	Minority
25	1		
31	1		
	2		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	6.9	0.6
5. Requisite skills in recruitment area	10.7	7.3
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	10.7	7.3
8. Degree of training contractor may undertake Availability	N/A	N/A
	22.7%	3.3%

Comments:

Weighted requisite skills factors. Nationwide recruitment area - Source of data: Statistical Data of the U.S. 100th Edition, U.S. Department of Commerce, Bureau of the Census.

UNIT: Maine Youth Center

GROUP: II. Professional

D. Programs/Social Services

- 1 Supervisor, Recreation
- 6 Training Center Caseworker
- 1 District Supervisor, Aftercare
- 1 Chaplain I
- 1 Asst. Director, Cottage Program

Range	Male	Female	Minority
20	1		
21	5	1	
23	1		
24	1		
24	8	1	
		2	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	34.6	0.9
5. Requisite skills in recruitment area	34.6	0.9
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	34.6	0.9
8. Degree of training contractor may undertake Availability	N/A	N/A
	39.3%	.8%

Comments:

Weighted requisite skills factors. Outside hires most likely with exception of Assistant Director, Cottage Program, which is most likely from II.B or III.A.

UNIT: Maine Youth Center

GROUP: II. Professional

E. Other Professional

- 1 Food Service Manager
- 2 Nurse II
- 1 Nurse III

Range	Male	Female	Minority
20	1		
20		2	
22		1	
		3	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	96.1	0.3
5. Requisite skills in recruitment area	96.1	0.3
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	96.1	0.3
8. Degree of training contractor may undertake Availability	N/A	N/A
	79.1%	.4%

Comments:

Weighted requisite skills factors for Nurses. Food Service Manager most likely to be filled from Cook III which is 100% male which makes availability unrealistic for this classification.

UNIT: Maine Youth Center

GROUP: III. Para-Professional

A. Training School Counselor

- 80 Training School Counselor I
- 47 Training School Counselor II
- 5 Training School Counselor Supervisor

Range	Male	Female	Minority
12	56	24	2B, 1NA, 1H
15	43	4	
17	4	1	4
	103	29	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	45.3	0.4
5. Requisite skills in recruitment area	45.3	0.4
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	45.3	0.4
8. Degree of training contractor may undertake Availability	N/A	N/A
	46.1%	.5%

Comments:

Weighted requisite skills factors. Factor 3 was used for requisite skills factors due to the nature of the job, entry requirements, etc. (see narrative).



UNIT: Maine Youth Center

GROUP: III. Para-Professional

B. Other Para-Professional:

- 1 Teacher Aide
- 1 Dental Hygienist

Range	Male	Female	Minority
12		0	
15	1	1	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	82.0	2.2
5. Requisite skills in recruitment area	82.0	2.2
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	82.0	2.2
8. Degree of training contractor may undertake Availability	N/A	N/A
	69.9%	1.6%

Comments:

Weighted requisite skills factors.

UNIT: Maine Youth Center

GROUP: IV. Office Clerical

- 1 Clerk Typist II
- 6 Clerk Steno II
- 3 Account Clerk I
- 2 Clerk Steno III

Range	Male	Female	Minority
8		1	
9		6	
9	2	1	
13		2	
		10	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	97.1	0.3
5. Requisite skills in recruitment area	97.1	0.3
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	97.1	0.3
8. Degree of training contractor may undertake Availability	N/A	N/A
	98.1%	.6%

Comments:

Suggested clerical weights used.

UNIT: Maine Youth Center

GROUP: V. Skilled Craft

- 2 Maintenance Mechanic
- 1 Automotive Mechanic
- 1 Carpenter
- 1 Electrician I
- 2 Boiler Operator
- 3 Correctional Maintenance Mechanic
- 1 Boiler Engineer

Range	Male	Female	Minority
11	2		
12	1		
12	1		
12	1		
12	2		
14	3		
15	1		
	<u>11</u>		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	1.4	0.2
5. Requisite skills in recruitment area	1.4	0.2
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	1.4	0.2
8. Degree of training contractor may undertake Availability	N/A	N/A
	17.7%	.3%

Comments:

Weighted requisite skills factors.

UNIT: Maine Youth Center

GROUP: VI. Service Maintenance

- 4 Laborer I
- 1 Baker I
- 1 Cook II
- 1 Baker II
- 1 Cook III
- 1 Supv., Grounds and Transportation Services
- 1 Building Maintenance Supervisor

Range	Male	Female	Minority
5	4		1B
9	1		
12	1		
14	1		
17	1		
18	1		
20	1		
	<u>10</u>		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	62.2	0.6
5. Requisite skills in recruitment area	62.2	0.6
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	62.2	0.6
8. Degree of training contractor may undertake Availability	N/A	N/A
	57.2%	.6%

Comments:

Weighted requisite skills factors due to skills required. Availability inflated due to inclusion of Laborer in this group.

EEO DATA SUMMARY

1. EEO-4 CATEGORY	3. Current All Employees			Period Data as of: Minority Employees										Determination of Underutilization						Future Period from: Job Openings to be filled Anticipated as a result of To be filled by										To		Goals Minority/Female					Back Up %		Target Year	
	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	
	Total	Male	Female	Black A/P I	Native Amer. Hispanic	Black A/P I	Native Amer. Hispanic	Current %	Available %	Yes	No	Source of Promotable	Current %	Available %	Yes	No	Source of Promotable	Termination	Expansion	Promotions	Total	Reinstated	Transfers	Promotions	New Hires	Total	Net Change	PROM/TRANS.	New Hires	Total	PROM/TRANS.	New Hires	Total	Minority	Female	Minority	Female			
I. Official/Admin	12	10	2										0.4	4		16.6	30	4			0												4	2	84	84				
II. Professional																																								
A. Admin.	3	2	1										0.8	4		33.3	9	4			0													84	84					
B. Teacher	26	22	4										0.8	4		16.0	54	7	1	1											1	1	84	84						
C. Psychologist	2	2											0.3	4		0	23	2			0												3	2	84	84				
D. Prog/Soc.Svc	10	8	2										0.8	4		20	51	3	2	2											2	2	84	84						
E. Other Prof.	4	1	3										0.4	4		75	71	1			0												4	7	84	84				
III. Para-Prof.																																								
A. TSC	12	10	2	2						1	1		0.5	10		21.9	16	4	9	9											4	5	84	84						
B. Oth. Para-Pr	1	1											0.6	4		100	61	10			0												1	6	84	84				
IV. Off. Clerical	12	2	10										0.6	4		83.3	91	1	1		1	1										1	1	84	84					

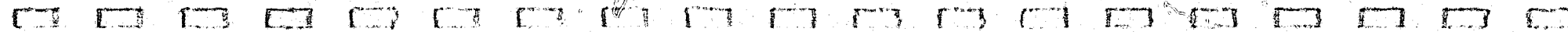
EEO DATA SUMMARY

1. EEO-4 CATEGORY	3. Current All Employees			Period Data as of: Minority Employees										Determination of Underutilization								Future Period from: Job Openings to be filled Anticipated as a result of To										Goals Minority/Female				Back Up %		Target Year	
	4	5	6	Male					Female					Minority				Female				To		To		To		To											
2. Job Group	Total	Male	Female	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
				Black	A/P I	Native Amer.	Hispanic	Black	A/P I	Native Amer.	Hispanic	Current %	Available %	Yes No	Source of Promotable	Current %	Available %	Yes No	Source of Promotable	Termination	Expansion	Promotions	Total	Reinstatement	Transfers	Promotions	New Hires	Total	Net Change	From/Trans.	New Hires	Total	From/Trans.	New Hires	Minority Female	Minority Female	Minority Female		
V. Skill Craft	11	11										0	3	4	0	3	4					0													3	7	84	84	
VI. Svc. Maint.	10	10	1									0	6	10	0	2	4					0												2	7	84	84		

WORK FORCE ANALYSIS

DEPARTMENT Corrections ORGANIZATIONAL UNIT Maine Correctional Center LINE OF PROGRESSION \_\_\_\_\_

JOB TITLE	EEO CATE- GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL	
			TOTAL	MALE	FEMALE	MALE				FEMALE					
						B	A/PI	NA	H	B	A/PI	NA	H		
Clerk Typist I	43	166.40-204.00	2		2										
Clerk Typist II	43	177.20-219.20	3		3										
Account Clerk I	43	181.20-224.80	2		2										
Boiler Operator	51	195.60-245.20	2	2											
Clerk Typist III	43	195.60-245.20	2		2										
Baker I	59	200.80-234.40	1	1											
Storekeeper II	44	201.20-253.20	1	1											
Secretary	44	201.20-253.20	1		1										
Laundry Supervisor I	59	206.80-240.80	1	1											
Correctional Maintenance Mechanic	52	207.20-262.00	5	5											
Accountant II	12	228.80-292.00	1	1											
Boiler Engineer	52	213.60-271.20	1	1											
Cook II	60	218.00-255.20	7	7											
Correctional Officer I	28	218.00-255.20	92	79	13										
L.P.N.	20	220.80-281.20	1		1										
Assistant Class. Rehab. Officer	12	220.80-281.20	1	1											
Maintenance Mechanic Foreman	52	228.80-292.00	1	1											
Automotive Mechanic Foreman	52	228.80-292.00	1	1											



WORK FORCE ANALYSIS

DEPARTMENT Corrections ORGANIZATIONAL UNIT Maine Correctional Center - 2 LINE OF PROGRESSION \_\_\_\_\_

JOB TITLE	EEO CATE- GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL	
			TOTAL	MALE	FEMALE	MALE				FEMALE					
						B	A/PI	NA	H	B	A/PI	NA	H		
Correctional Trades Instructor	12	232.80-274.00	10	10											
Nurse I	12	237.60-284.00	1		1										
Correctional Officer II	28	240.80-284.00	19	16	3										
Human Services Worker I	13	246.80-317.60	1		1										
Plant Maintenance Engineer I	13	246.80-317.60	1	1											
Correctional Trades Supervisor	12	255.60-304.00	1	1											
Food Service Manager	13	256.80-322.80	1	1											
Nurse II	13	256.80-322.80	1		1										
Correctional Officer III	29	256.80-322.80	7	7											
Cook III	60	258.40-306.00	1	1											
Vocational Trades Instructor	13	267.60-347.20	10	8	2										
Classification Rehab. Officer	13	267.60-347.20	1	1											
Teacher	13	267.60-347.20	4	2	2										
Counselor	13	279.60-364.00	1	1											
Supervisor, Recreation	13	292.00-348.00	1	1											
Chief Security	6	292.40-385.60	1	1											
Probation Parole Officer I	14	298.00-385.20	1	1											
Business Manager II	14	306.80-406.00	1	1											

WORK FORCE ANALYSIS

DEPARTMENT Corrections ORGANIZATIONAL UNIT Maine Correctional Center - 3 LINE OF PROGRESSION

JOB TITLE	EEO CATE- GORY	WAGE RATE OR RANGE WEEKLY	ALL EMPLOYEES			MINORITY EMPLOYEES								TOTAL		
			TOTAL	MALE	FEMALE	MALE				FEMALE						
						B	A/PI	NA	H	B	A/PI	NA	H			
Chaplain I	14	306.80-401.20	1		1											
Teacher/Principal	14	322.00-426.80	1	1												
Chaplain II	14	322.00-421.20	1	1												
Asst. Superintendent	6	356.80-474.40	3	3												
Superintendent	7	401.60-534.00	1	1												

UNIT: Maine Correctional Center

GROUP: I. Officials/Administrators

1 Chief of Security  
3 Assistant Superintendent  
1 Superintendent

Range	Male	Female	Minority
23	1		
28	3		
32	1		
	<hr/> 5		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	<u>%</u> <u>Female</u>	<u>%</u> <u>Minority</u>
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	25.0	0.3
5. Requisite skills in recruitment area	25.0	0.3
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	25.0	0.3
8. Degree of training contractor may undertake Availability	N/A	N/A
	33.0%	.41%

Comments:

Weighted requisite skills factors. Entry into group most likely from within Corrections, but not necessarily MCC. The only exception is Chief, Security from CO III class which is 100% male.



UNIT: Maine Correctional Center

GROUP: II. Professionals

A. Care/Treatment

- 1 Nurse I
- 1 Human Service Worker I
- 1 Nurse II
- 1 Counselor
- 1 Chaplain I
- 1 Chaplain II

Range	Male	Female	Minority
18		1	
19		1	
20		1	
22	1		
24		1	
25	1		
	<u>2</u>	<u>4</u>	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	<u>Female</u>	<u>Minority</u>
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	65.4	0.7
5. Requisite skills in recruitment area	65.4	0.7
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	65.4	0.7
8. Degree of training contractor may undertake Availability	N/A	N/A
	59.2%	.7%

Comments:

Weighted requisite skills factors. Outside hires most likely.

UNIT: Maine Correctional Center

GROUP: II. Professional

B. Programs

- 10 Correctional Trades Instructor
- 1 Asst. Class. Rehab. Officer
- 1 Correctional Trades Supervisor
- 1 Supervisor, Recreation
- 10 Vocational Trades Instructor
- 1 Class. Rehab. Officer
- 4 Teacher
- 1 Teacher/Principal

Range	Male	Female	Minority
14	10		
16	1		
18	1		
20	1		
21	8	2	
21	1		
21	2	2	
25	1		
	<u>25</u>	<u>4</u>	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	<u>Female</u>	<u>Minority</u>
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	57.1	0.7
5. Requisite skills in recruitment area	57.1	0.7
6. Promotable & transferable with organization	17.1	N/A
7. Training institutions capable of training persons	57.1	0.7
8. Degree of training contractor may undertake Availability	17.1	N/A
	48.1%	.7%

Comments:

Weighted requisite skills factors. Consideration given promotables factors since some classifications could come from Groups IV and V.

UNIT: Maine Correctional Center

GROUP: II. Professionals

C. Other Professionals

- 1 Accountant II
- 1 Plant Maintenance Engineer I
- 1 Food Service Manager
- 1 Probation Parole Officer I
- 1 Business Services Manager

Range	Male	Female	Minority
17	1		
19	1		
20	1		
20	1		
26	1		
	5		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	<u>Female</u>	<u>Minority</u>
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	34.6	0.9
5. Requisite skills in recruitment area	34.6	0.9
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	34.6	0.9
8. Degree of training contractor may undertake Availability	N/A	N/A
	39.3%	.8%

Comments:

Weighted requisite skills factors.

UNIT: Maine Correctional Center

GROUP: III. Technicians

1 LPN

Range	Male	Female	Minority
16		1	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	<u>Female</u>	<u>Minority</u>
1. Population of labor area		
2. Size of unemployment force		
3. Workforce in immediate labor area		
4. Requisite skills in immediate labor area		
5. Requisite skills in recruitment area		
6. Promotable & transferable with organization		
7. Training institutions capable of training persons		
8. Degree of training contractor may undertake Availability		

Comments:

Because this is a single incumbent EEO category, it does not constitute a statistically significant group. No availability analysis was conducted nor hiring goal established.

UNIT: Maine Correctional Center

GROUP: IV. Protective Services

- 92 Correctional Officer I
- 19 Correctional Officer II
- 7 Correctional Officer III

Range	Male	Female	Minority
12	79	13	
15	16	3	
20	7		
	102	16	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	24.3	0.7
5. Requisite skills in recruitment area	24.3	0.7
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	45.3	0.4
8. Degree of training contractor may undertake Availability	N/A	N/A
	36.8%	.61%

Comments:

Weighted requisite skills factors. Entry into group from outside. Requisite skills factors are combination of protective services statistics received from the Manpower Research Division of Manpower Affairs and workforce factor due to nature of the position (see narrative).

UNIT: Maine Correctional Center

GROUP: V. Office Clerical

- 2 Clerk Typist I
- 3 Clerk Typist II
- 2 Account Clerk I
- 2 Clerk Typist III
- 1 Secretary
- 1 Storekeeper II

Range	Male	Female	Minority
5		2	
8		3	
9		2	
12		2	
13		1	
13	1		
		10	

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	% Female	% Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	97.1	0.3
5. Requisite skills in recruitment area	97.1	0.3
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	97.1	0.3
8. Degree of training contractor may undertake Availability	N/A	N/A
	65.6%	.62%

Comments:

Suggested clerical weights used.

UNIT: Maine Correctional Center

GROUP: VI. Skilled Craft

- 2 Boiler Operator
- 5 Correctional Maintenance Mechanic
- 1 Boiler Engineer
- 1 Maintenance Mechanic Foreman
- 1 Automotive Mechanic Foreman

Range		Female	Minority
12	2		
14	5		
15	1		
17	1		
17	1		
	10		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	1.4	0.2
5. Requisite skills in recruitment area	1.4	0.2
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	1.4	0.2
8. Degree of training contractor may undertake Availability	N/A	N/A
	17.7%	.3%

Comments:

Weighted requisite skills factors.

UNIT: Maine Correctional Center

GROUP: VII. Service Maintenance

- 1 Baker I
- 1 Laundry Supervisor I
- 7 Cook II
- 1 Cook III

Range	Male	Female	Minority
9	1		
10	1		
12	7		
17	1		
	10		

Name of Protected Group

1. Population of labor area
2. Size of unemployment force
3. Workforce in immediate labor area
4. Requisite skills in immediate labor area
5. Requisite skills in recruitment area
6. Promotable & transferable with organization
7. Training institutions capable of training persons
8. Degree of training contractor may undertake Availability

	Female	Minority
1. Population of labor area	52.4	0.5
2. Size of unemployment force	48.3	1.5
3. Workforce in immediate labor area	45.3	0.4
4. Requisite skills in immediate labor area	62.2	0.6
5. Requisite skills in recruitment area	62.2	0.6
6. Promotable & transferable with organization	N/A	N/A
7. Training institutions capable of training persons	62.2	0.6
8. Degree of training contractor may undertake Availability	N/A	N/A
	57.2%	.6%

Comments:

Weighted requisite skills factors due to skills required.

1. EEO-4 CATEGORY	3. Current All Employees			Period Data as of: Minority Employees										Determination of Underutilization										Future Period from: Job Openings to be filled Anticipated as a result of To be filled by										To		Goals Minority/Female		Back Up %		Target Year	
	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42		
	Total	Male	Female	Black	A/P I	Native Amer.	Hispanic	Black	A/P I	Native Amer.	Hispanic	Current %	Available %	Yes No	Source of Promotable	Current %	Available %	Yes No	Source of Promotable	Termination	Expansion	Promotions	Total	Reinstated	Transfers	Promotions	New Hires	Total	Net Change	From/Trans.	New Hires	Total	From/Trans.	New Hires	Total	Minority	Female	Minority	Female		
I. Official/Admin	5	5										0	7	4	0	0	3	4	0				0					0									7	3	84	84	
II. Professional																																									
A. Care/Treat	6	2	4									0	7	4	66.6	5	2	0	0				0					0									7	8	84		
B. Programs	29	25	4									0	7	4	13.8	1	1	4	1	1	1		1	1			1	1			1	1	1	1	1	1	1	1	84	84	
C. Other Prof.	5	5										0	8	4	0	5	3	4	0	1	1		1	1			1	1			1	1	1	1	1	1	1	1	84	84	
III. Technicians	1	1																																							
IV. Protect Svcs	118	102	16									0	6	4	13.5	3	8	4	7	7	7		1	6	7		7	7			1	6	7	6	3	8	84	84			
V. Off. Clerical	11	1	10									0	6	4	90.9	4	5	0	0	1	1		1	1			1	1									3	7	84	84	
VI. Skill Craft	10	10										0	3	4	0	7	7	4	0				0					0									3	7	84	84	
VII. Svc. Maint.	10	10										0	6	4	0	5	5	4	0				0					0									6	2	84	84	

VI. AFFIRMATIVE ACTION PROGRAM GOALS AND OBJECTIVES

A. Selection Procedure

Problem Statement:

The selection procedures for the non-competitive positions within the Department have not been in compliance with EEO/AA selection standards. Accurate, up-to-date job descriptions have been, in some instances, non-existent. Problems have been identified in screening, testing, interviewing, and final selection techniques.

Goal:

To assure that all phases of the selection procedure for institutional entry-level positions are objective, job related, and non-discriminatory by developing and implementing a comprehensive/consistent selection process for entry-level positions in each correctional institution. (Within FY 83)

Objectives:

1. To assess current selection process/standards for Maine State Prison (Guards), Maine Correctional Center (Correctional Officers), and Maine Youth Center (Training School Counselors). (By October 31, 1982)
2. To coordinate implementation of revised procedure, involving institutions (administration, personnel, and training), Department of Personnel and Central Office (personnel/affirmative action), to do job task analysis, revise job descriptions, design appropriate/justifiable testing mechanism(s) and necessary tools/forms for the selection of entry-level positions in correctional facilities. (By December 30, 1982)
3. To synthesize all informational materials/forms into selection manuals (3):
  - Maine State Prison Guard Selection Manual
  - Maine Correctional Center Correctional Officers Selection Manual
  - Maine Youth Center Training School Counselors Selection Manual(By January 31, 1983)
4. To evaluate procedure(s) 12 months following the implementation of hiring procedures, determine scoring standards, and make necessary revisions.
5. To monitor the selection process of the entry-level positions within all institutions, identifying any problem areas and making necessary/appropriate changes. (Ongoing)

B. Opportunities/Equal Employment

Problem Statement:

Corrections has, historically, been a male-dominated system; females continue to be underutilized and, perhaps, subtly discriminated against,

particularly in promotions and assignments. Different barriers thwart positive change, thereby limiting employment opportunities.

1. Organizational barriers - policies/practices/personnel systems/communication.
2. Interpersonal barriers - attitudes/values/expectations/stereotypes.
3. Intrapersonal barriers - attitudes/behaviors/self-images/education.

Beyond this, the value conflict between the inmates' right to privacy and the employees' right to equal employment/fair treatment continue to surface. Judicial rulings (and interpretation of these) play a significant role in employment decisions within Corrections.

Goal (1):

To assure equal employment opportunities (recruitment/hiring/work assignment/promotion) for women in corrections through a process of assessment/research/dialogue and development of a comprehensive correctional career ladder.

Objectives:

1. To establish an Equality/Opportunity in Correctional Employment Committee with representatives from the Maine Youth Center, Maine Correctional Center, Maine State Prison, Probation and Parole, Juvenile Court Intake and Personnel. (By October 31, 1982)

The Committee will have the following responsibilities:

- a. Survey/assess correctional employment relative to equality/opportunity, identifying problem areas within the system. (By March 15, 1983)
- b. Provide forums for dialogue/definition of AA/EEO areas of need. (By March 31, 1983)
- c. Research the existence of mobility/career ladders already established within other state systems. (By April 30, 1983)
- d. Work in conjunction with personnel at Maine Criminal Justice Academy and the University of Maine System to design a correctional career development plan, which will afford correctional employees opportunities for training, education (credit), and advancement. (There is a possibility that grants may be sought for this project.) (By June 30, 1983)

Goal (2):

To overcome resistance to change by enabling increased knowledge/awareness through training/education, communication and counseling. (Within FY 83)

Objectives:

1. To provide training/education in AA/EEO areas, focusing alternately on knowledge (issues/policies/procedure), attitude (stereotyping/value systems), and behavior (standards/expectations) to all departmental employees. (At least 20 sessions in FY 83)
2. To provide individual counseling regarding AA/EEO problems/issues, policies/procedures, behavior/performance expectations and other related concerns to departmental employees. (Ongoing)
3. To periodically disseminate information regarding AA/EEO matters and related issues through departmental communications channels. (At least bi-monthly)

VII. AFFIRMATIVE ACTION RESPONSIBILITIES

A. Guidelines

In implementing its Affirmative Action Plan, the Department will follow Federal EEO guidelines regarding sex, religious and national origin discrimination and the employment guidelines of the Maine Human Rights Commission. In taking affirmative action for Vietnam Era veterans and disabled veterans, the applicable Federal regulations will be followed.

B. Expanded Register

In accordance with Department of Personnel Bulletin 8.14 (see Appendix J), as referenced to Chapter 8, Section 5, Personnel Rules, 5 M.R.S.A., Chapter 65, Code of Fair Practices and Affirmative Action, the Department of Corrections will comply with these guidelines which allow the expansion of certification lists for affirmative action purposes.

C. Handicapped Employment

To assure that qualified handicapped individuals have equal employment opportunities, the Department of Corrections, in accordance with the Rehabilitation Act of 1973 (and the subsequent 1978 amendments), in particular Sections 503 and 504, and its own Affirmative Action Policy, establishes the following procedure:

Current Employees:

1. The Affirmative Action Officer shall conduct a survey, inviting any employee of the Department to identify himself as a handicapped individual or as a Vietnam Era or disabled veteran. (Refer to Appendices F and G.)
  - a. Each case involving a handicap will be reviewed individually by the Affirmative Action Officer.

Considerations:

    - 1) Physical/mental requirements of the particular job.
    - 2) Safety/security of clients, staff, and general public.
    - 3) Handicapped individual's limitations.
    - 4) Adverse impact on employment situation.
  - b. The Affirmative Action Officer will confer with the appropriate resource person, relative to the particular handicap. (Refer to Appendix H.)
  - c. The Affirmative Action Officer, individual employee, employee's supervisor and other appropriate personnel will determine whether any reasonable accommodation should be made/modified or whether such accommodations would impose an undue hardship on the Department.

Prospective Employees:

1. Any applicant for employment (non-competitive positions) within the Department, will be invited to identify his disability. (Refer to Appendix H and "Expanded Register" section.)



**CONTINUED**

**1 OF 2**

2. "Revised" (See AA Goal #2) hiring procedures (including the medical information/physical examination policy - Appendix I), will be followed for all applicants, with the provision that special testing conditions will be arranged when necessary.
3. When a determination is made that a disabled person is a qualified candidate for employment, the Affirmative Action Officer should be contacted and considers the following:
  - a. Physical/mental requirements of the particular job.
  - b. Safety/security of clients, staff, and general public.
  - c. Handicapped individual's limitations.
  - d. Adverse impact on employment situation.
4. The Affirmative Action Officer will confer with the appropriate resource person, relative to the particular handicap. (Refer to Appendix H.)
5. The Affirmative Action Officer shall provide technical assistance to personnel officers in assuring that any decision regarding hire (possible reasonable accommodations) or refusal to hire shall be non-discriminatory.

D. Affirmative Action Grievance Procedure

Employees in the Department are covered by union contracts with specific grievance procedures. In discrimination complaints, however, employees have the option of following the union grievance procedure or the discrimination complaint procedure (see Appendices C and D) or both. The discrimination complaint procedure is also available to applicants and probationary employees who are not covered by the union contracts.

In sexual harassment complaints, it is urged that resolution be attempted at the lowest possible level within the institution or field service unit; the Affirmative Action Officer will provide whatever assistance is needed. If an investigation is deemed necessary, the Sexual Harassment Investigation Form (see Appendix E) may be used.

THE AFFIRMATIVE ACTION OFFICER IS AVAILABLE TO ANY AND ALL EMPLOYEES TO ANSWER QUESTIONS AND PROVIDE COUNSELING IN MATTERS OF DISCRIMINATION AND/OR SEXUAL HARASSMENT.

VIII. AUDIT/REPORTING SYSTEM

Collection of information regarding hiring, termination, promotion and transfers will be done via monthly reports (workforce analysis) from the institutions. Information will be processed through the State Data Analysis Center through which data can be sorted and any statistics regarding personnel action can be retrieved.

Contact: Steve Woodard, Director  
State Data Analysis Center  
c/o Department of Corrections  
Station #111  
State Office Building  
Augusta, Maine 04333

Tel: 207-289-2711

IX. ANNUAL UPDATE

This FY 83 Affirmative Action Plan is a first for the Department of Corrections (established September 18, 1981). In the interim, this Department, has technically been under obligations to the Affirmative Action Plan, Department of Mental Health and Corrections, May 1981. However, many of the AA goals outlined in the DMHC plan were construed as either unrealistic or nebulous relative to the perceptions and priorities of the current correctional administration.

Therefore, it is believed that to attempt a formal "update" at the present time would be both difficult and inappropriate. It should be noted, however, that many positive AA/EEO efforts have been made in the past 10 months and these are referenced throughout this plan.

X. APPENDICES

Appendix A

AFFIRMATIVE ACTION RECRUITMENT SOURCES

Women's Organizations

Maine AFL-CIO Women's Caucus 499 Washington Avenue Portland, Maine 04103	Orono Women's Center Fernald Hall University of Maine at Orono Orono, Maine 04473
Maine Civil Liberties Union 97 Exchange Street Portland, Maine 04101	University Women's Forum 94 Bedford Street University of Maine Portland, Maine 04101
Maine Nurses Association Western Avenue Augusta, Maine 04330	Women's Resource Center YMCA Building - 17 Second Street Bangor, Maine 04401
Maine Teacher's Association Women's Caucus 35 Community Drive Augusta, Maine 04330	Maine Media Women 252 Foreside Road Falmouth, Maine 04105
National Secretaries Association 1 Highland Avenue Lewiston, Maine 04240	Older Women's Liberation 64 Oakhurst Road Cape Elizabeth, Maine 04107
National Organization for Women 64 Second Street Hallowell, Maine 04347	Women's Center Westbrook College Westbrook, Maine 04092
N.O.W. 348 Ohio Street Bangor, Maine 04401	Commissioner for Women State House Augusta, Maine 04333

Minority Organizations

Franco-American Gerontology Program University of Maine - Presque Isle Presque Isle, Maine 04769	Penobscot & Passamaquoddy Planning Board 173 Main Street Calais, Maine 04619
Centrado-Franco American Turner Street Auburn, Maine 04210	Tribal Governor's Inc. Indian Township Princeton, Maine 04668
Franco-American Gerontology Program Bangor Community College Bangor, Maine 04401	Association of Aroostook Indians One Bowdoin Street Houlton, Maine 04730
Franco-American Program Bangor Mental Health Institute Bangor, Maine 04401	Penobscot Tribal Council CAP Indian Island Old Town, Maine 04468
Central Maine Indian Association Indian Reservation Center 93 Main Street Orono, Maine 04473	Wabanaki Alliance 95 Main Street Orono, Maine 04473

Department of Indian Affairs  
82 Main Street  
Houlton, Maine 04730

Passamaquoddy Tribal Council  
CAP  
Pleasant Point  
Perry, Maine 04667

Portland Area NAACP  
Green Memorial AME  
Zion Church  
46 Sheridan Street  
Portland, Maine 04103

Agencies on Aging

Aroostook Reg. Task Force of Older Citizens  
457 Main Street - Box 1288  
Presque Isle, Maine 04769

Central Senior Citizens Association  
Box 484  
Augusta, Maine 04330

Student Organization for Black  
and Hispanic Unity  
Coly College  
Robert's Union  
Waterville, Maine 04901

Afro-American Studies Program  
Bowdoin College  
Brunswick, Maine 04011

Eastern Task Force on Aging  
153 Illinois Avenue  
Bangor, Maine 04401

Western Older Citizens Council  
105 Main Street - Box P  
Wilton, Maine 04294

The Department of Corrections Agreement to Purchase Community Correctional Services\* includes the following section:

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this agreement, the Provider agrees as follows:

- a. The Provider will not discriminate against any employee or applicant for employment relating to this agreement because of race, color, religious creed, sex, national origin, ancestry, age or physical handicap, unless related to a bonafide occupational qualification. The Provider will take affirmative action to ensure that applicants are employed and employees are treated during employment, without regard to their race, color, religion, sex, age or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Provider agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this nondiscrimination clause.
- b. The Provider will, in all solicitations or advertising for employees placed by or on behalf of the Provider relating to this agreement, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, or physical handicap.
- c. The Provider will send to each labor union or representative of the workers with which he has a collective or bargaining agreement, or other contract or understanding, whereby he is furnished with labor for the performance of this contract, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of the Provider's commitment under this section and shall post copies of the notice in conspicuous places available to employees and to applicants for employment.
- d. The Provider will cause the foregoing provisions to be inserted in any subcontracts for any work covered by this agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials. The Provider, or any sub-contractor holding a contract directly under the Provider shall, to the maximum feasible, list all suitable employment openings with the Maine Employment Security Commission. This provision shall not apply to employment openings which the Provider, or any sub-contractor holding a contract under the Provider, proposes to fill from within its own organization. Listing of such openings with the Employment Service Division of the Maine Employment Security Commission shall involve only the normal obligations which attach to such listings.

\*Other Department of Corrections, Contracts for Special Services include a comparable EEO statement.

DISCRIMINATION COMPLAINT PROCEDURE

Any employee, regardless of status, or applicant who feels he has been discriminated against on the basis of race, color, sex, national origin, ancestry, age, mental or physical handicap, religion, or marital status, may follow this discrimination complaint procedure.

1. Adjust Dispute

- a. Attempt to resolve the complaint through verbal communication with immediate supervisor at the lowest possible level.

The AAO may be contacted at this step for assistance.

- b. The time limitation is within seven working days of the time that the employee is aware of the grievable incident.
- c. The immediate supervisor is required to render a verbal decision within three working days.

2. Grievance in Writing

- a. If dissatisfied with the decision, present the complaint to the supervisor in writing.

The AAO may be contacted at this step for assistance.

- b. The time limitation is within ten working days of the verbal decision.
- c. The supervisor is required to reply within ten working days.

3. Affirmative Action Officer

- a. If the employee or applicant is still dissatisfied, he should contact the AAO for assistance.
- b. The employee/applicant may have a representative present.
- c. The time limitation is within thirty days of the grievable incident or ten working days from the written decision.
- d. The AAO may meet with the employee/applicant and the supervisor to attempt settlement of the complaint.
- e. There may be a written appeal to the department head or Grievance Committee, if established. A meeting will be held within fifteen working days.

The Grievance Committee will make a recommendation to the supervisor and department head within five working days.

- f. The department head will render a decision in writing within five working days of the meeting or committee recommendation.

STATE OF MAINE  
DEPARTMENT OF PERSONNEL  
**DISCRIMINATION COMPLAINT-AFFIRMATIVE ACTION**

4. Informal Complaint

- a. If the foregoing still results in dissatisfaction, the employee/applicant may appeal in writing to the Commissioner of Personnel.
- b. A reply in writing will be made within ten working days by the Commissioner of Personnel.

5. Formal Complaint

- a. A discrimination complaint may be submitted to the Maine Human Rights Commission at any time within 180 days of the alleged discriminatory incident.

1. NAME OF COMPLAINANT		2. ARE YOU NOW EMPLOYED BY THE STATE? <input type="checkbox"/> YES (If yes, complete A, B, C and D below) <input type="checkbox"/> NO	
STREET ADDRESS (Or RFD and Box number)		A. CLASSIFICATION TITLE	
CITY OR TOWN	STATE	ZIP CODE	B. DEPARTMENT
3. DATE OF ALLEGED DISCRIMINATION		C. BUREAU/DIVISION	
4. PLACE OF ALLEGED DISCRIMINATION		D. NAME OF IMMEDIATE SUPERVISOR	
5. NAME OF OFFICE/PERSON(S) CHARGED		6. BASIS OF DISCRIMINATION <input type="checkbox"/> RACE/COLOR <input type="checkbox"/> RELIGION <input type="checkbox"/> NATIONAL ORIGIN <input type="checkbox"/> SEX <input type="checkbox"/> AGE <input type="checkbox"/> HANDICAP <input type="checkbox"/> OTHER (Specify) _____	
7. NATURE OF CHARGE <input type="checkbox"/> HIRING PRACTICE <input type="checkbox"/> SEPARATION <input type="checkbox"/> LAYOFF <input type="checkbox"/> OTHER (Specify below) _____ <input type="checkbox"/> WAGES <input type="checkbox"/> PROMOTION <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> BENEFITS <input type="checkbox"/> TRAINING <input type="checkbox"/> UNION/REP _____			
8. NAME OF WITNESS(ES)		DEPARTMENT/BUREAU	
9. Have you brought this charge to anyone's attention? <input type="checkbox"/> YES (If yes, describe below) <input type="checkbox"/> NO			
10. What corrective action are you seeking?			
11. SIGNATURE OF COMPLAINANT		DATE	12. NAME OF INTERVIEWER

DISCRIMINATION COMPLAINT PROCEDURE

Any employee, regardless of status, or applicant who feels he/she has been discriminated against on the basis of race, color, sex, national origin, ancestry, age, mental or physical handicap, religion, or marital status, may follow the Discrimination Complaint Procedure. Ex-offenders are also included.

1. Adjust Dispute

a. Attempt to resolve the complaint through oral communication with immediate supervisor.

The AAO may be contacted at this step for assistance.

b. The time limitation is within seven working days of the time that the employee is aware of the grievable incident.

c. The immediate supervisor is required to render a verbal decision within three working days.

2. Grievance in Writing

a. If dissatisfied with the decision, present the complaint to the supervisor in writing.

The AAO may be contacted at this step for assistance.

b. The time limitation is within ten working days of the verbal decision.

c. The supervisor is required to reply within ten working days.

3. Affirmative Action Officer

a. If the employee or applicant is still dissatisfied, he or she must contact the AAO for assistance.

b. The employee/applicant may have a representative present.

c. The time limitation is within thirty days of the grievable incident or ten working days from the written decision.

d. The agency AAO may meet with the employee/applicant and the supervisor to attempt settlement of the complaint.

e. There may be a written appeal to the department head or Grievance Committee, if established. A meeting will be held within fifteen working days.

The Grievance Committee will make a recommendation to the supervisor and department head within five working days.

f. The department head will render a decision in writing within five working days of the meeting or committee recommendation.

4. Informal Complaint

a. If the foregoing still results in dissatisfaction, the employee/applicant may appeal in writing to the Commissioner of Personnel.

b. A reply in writing will be made within ten working days by the Commissioner of Personnel.

5. Formal Complaint

a. An unresolved discrimination complaint may be submitted to the Maine Human Rights Commission at any time within 180 days of the alleged discriminatory incident.

Complaint Received By: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Assigned (for investigation) to: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

SEXUAL HARASSMENT INVESTIGATIVE FORM

The Department of Corrections, recognizing that sexual harassment in the work place is a violation of Title VII of the Civil Rights Act and Section 4572 of the Maine Human Rights Act, reaffirms its own policy statement against sexual harassment by recommending the following be determined (prior to any disciplinary action being taken):

Complainant: \_\_\_\_\_

Position (work area): \_\_\_\_\_

Person(s) Charged: \_\_\_\_\_

Date(s)/Place(s) of Alleged Sexual Harassment: \_\_\_\_\_

What allegedly occurred? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Further explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Which of the above actions have been witnessed and/or documented?

\_\_\_\_\_

\_\_\_\_\_ By Whom? \_\_\_\_\_

How has the workplace environment been adversely affected? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Response of person charged? \_\_\_\_\_

\_\_\_\_\_

Description of investigative process: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Findings:

Conclusion: no sexual harassment occurred. Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conclusion: the following sexual harassment apparently did occur:

Sexual relations not freely and mutually agreeable to both parties.

Sexual contact/innuendo not freely and mutually agreeable to both parties.

1) Subtle pressure for sexual activities

2) Unnecessary touching, patting or pinching

3) Leering at a person's body

4) Constant brushing against a person's body

5) Physical assault

Threat or coercion for sexual purposes

Threat or insinuation that lack of sexual submission will adversely affect one's employment, wages, advancement, assigned duties, or shifts, or other conditions that affect one's livelihood.

Continued or repeated verbal abuse of a sexual nature:

Graphic commentary on one's body

Sexually suggestive objects or pictures in the workplace

Sexually degrading words

Propositions of a sexual nature



What corrective action is taken?

Disciplinary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Preventive: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Investigation conducted by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT OF CORRECTIONS

Voluntary Identification Form

Please complete this form and return it to Nancy J. Dikeman, Affirmative Action Officer, Department of Corrections, Station #111, State Office Building, Augusta, Maine 04333.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_ DIVISION \_\_\_\_\_

LOCATION \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

Check the appropriate category:

- 1. Handicapped \_\_\_\_\_
- 2. Vietnam Era Veteran \_\_\_\_\_
- 3. Disabled Veteran \_\_\_\_\_

If you checked #1 or #3, what is your disability? \_\_\_\_\_

If you have a disability, do you feel some job accommodations may be necessary?

Yes  No

If you have a disability, should medical personnel be informed?

Yes  No

Thank you for providing this information. Please contact Nancy J. Dikeman (289-2711) if you need assistance or advice.



Appendix G

STATE OF MAINE  
DEPARTMENT OF CORRECTIONS  
STATE HOUSE — STATION #111  
AUGUSTA, MAINE 04333  
(207) 289-2711

To: All Departmental Employees

From: Nancy J. Dikeman, Affirmative Action Officer

Subject: Voluntary Identification By Handicapped Persons, Vietnam Era Veterans, and Disabled Veterans

The Department of Corrections as an equal opportunity employer, adheres to a policy of non-discrimination in all employment actions, practices, procedures, and conditions of employment.

Pursuant to this policy, the department invites handicapped individuals, Vietnam Era veterans, and disabled veterans, who are employed by the department or applicants for positions within the department, to identify themselves. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. By providing this information, you may be able to benefit from relevant affirmative action practices, while assisting the department in meeting recordkeeping requirements.

This information shall be kept confidential, except that (1) supervisors may be informed regarding work restrictions and/or necessary accommodations for you; (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; (3) government officials investigating EEO compliance may be informed; and (4) affirmative action procedures may be applied.

Personnel practices and affirmative action procedures which are applicable to handicapped persons, Vietnam Era veterans, and disabled veterans include:

- (a) Administration of veterans' preference in accordance with the Personnel Law, 5 M.R.S.A., 674.
- (b) Reasonable accommodation (in exams and jobs) to the physical and mental limitations of disabled persons, unless such accommodation would impose an undue hardship upon the department.
- (c) Review of physical and mental job qualifications to insure that they are job related, consistent with business necessity and the safe performance of the job, and do not unjustifiably screen out qualified disabled vets and handicapped persons.
- (d) Non-discrimination, including prohibition of harassment.

For the purposes of this invitation, the following definitions shall apply:

- (a) Handicapped - Any person with a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such an impairment. Major life activities include: walking, seeing, hearing, performing manual tasks, socialization, and breathing.
- (b) Disabled Veteran - A person entitled to disability compensation rated at 30%\* by the Veterans Administration or a person whose release from active duty was for a disability incurred or aggravated in the line of duty. (\*10% for Maine's Veterans' Preference.)
- (c) Vietnam Era Veteran - One who served on active duty for more than 180 days, any part of which occurred between August 5, 1964 and July 7, 1975, and was discharged or released other than a dishonorable discharge, or was discharged or released from active duty for service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

If you fall within the definition of any of these categories and wish to identify yourself, please complete the attached form and return to me.

If you have any questions regarding this or other affirmative action matters, please don't hesitate to be in touch.

Thank you for your cooperation.

Appendix H

RESOURCES: Employment of Handicapped Persons

Disability Information Center  
246 Deering Avenue  
Portland, Maine 04102

President's Committee on Employment of the Handicapped  
1111-20th Street, N.W.  
Region I Coordinator  
Washington, D.C. 20086

Governor's Committee on Employment of the Handicapped  
32 Winthrop Street  
Augusta, Maine 04333

AFL-CIO Human Resource Development Institute  
Handicapped Placement Program  
815-16th Street, N.W.  
Washington, D.C. 20006

Bureau of Vocational Rehabilitation  
Central Office  
32 Winthrop Street  
Augusta, Maine 04333

Mid-Coast: 1 Park Drive  
Rockland, Maine 04841

Southern Maine: 509 Forest Avenue  
Portland, Maine 04103

Pathways, Inc.  
589 Minot Avenue  
Auburn, Maine 04210

Goodwill of Maine  
803 Forest Avenue  
Portland, Maine 04103

Workers Compensation  
Capitol Shopping Center  
Western Avenue  
Augusta, Maine 04333

Fred S. James Co.  
One Monument Square  
Portland, Maine 04101

Bureau of Veteran's Services  
Camp Keyes  
Augusta, Maine 04330

Mid-Coast: 356 Main Street  
Rockland, Maine 04841

Southern Maine: 991 Forest Avenue  
Portland, Maine 04102

Disabled American Veterans  
P.O. Box 151  
USVA  
Togus, Maine 04330

Office of Handicapped Individuals  
Clearinghouse on the Handicapped  
388 D South Portal Building  
Washington, D.C. 20201

National Information Center for the Handicapped  
Box 1492  
Washington, D.C. 20013

Handicapped Rights Project  
Disability Information Center  
246 Deering Avenue  
Portland, Maine 04102

Handicapped Rights Project  
Capitol Shopping Center  
P.O. Box 972  
Augusta, Maine 04333

Southern Maine Association for Handicapped Persons  
32 Thomas Street  
Portland, Maine 04102

Maine Independent Living Center  
32 Winthrop Street  
Augusta, Maine 04330

Maine State Developmental Disabilities Council  
State Office Building - Station #40  
Augusta, Maine 04333

The Leisure Center for the Handicapped  
70 Forest Avenue  
Portland, Maine 04101

The Maine Fraternal Association of the Blind  
P.O. Box 1753  
Portland, Maine 04104

Bureau of Rehabilitation  
Division of Eye Care and Special Services  
32 Winthrop Street  
Augusta, Maine 04333

The Maine Association of the Deaf, Inc.  
P.O. Box 779  
Portland, Maine 04104

Ingraham Volunteers, Inc.  
142 High Street  
Portland, Maine 04101

## STATE OF MAINE

Appendix I

Inter-Departmental Memorandum Date \_\_\_\_\_

To All Interested Persons Dept. Department of CorrectionsFrom Nancy J. Dikeman, Affirmative Action Officer Dept. Department of CorrectionsSubject Policy Re: Employment Medical Information/Physical Examination

F.T. Center for Communications Disorders  
Thayer Hospital  
Waterville, Maine 04901

Governor Baxter's School for the Deaf  
P.O. Box 799  
Portland, Maine 04104

Alcoholics Anonymous  
P.O. Box 1861  
Portland, Maine 04101

Community Support Services Project  
State Office Building - Station #40  
Augusta, Maine 04333

March of Dimes National Foundation  
1385 Congress Street  
Portland, Maine 04102

Maine Spina Bifida Association  
10 Hillcrest Drive  
Cape Elizabeth, Maine 04107

Cystic Fibrosis Foundation  
100 College Avenue  
Waterville, Maine 04901

National Spinal Cord Injury Foundation  
32 Winthrop Street  
Augusta, Maine 04330

State of Maine Muscular Dystrophy Association  
10 Congress Street  
Portland, Maine 04101

Arthritis Foundation, Inc. Maine Chapter  
P.O. Box 333  
141 Front Street  
Bath, Maine 04530

Cerebral Palsy Association of Greater Portland  
331 Veranda Street  
Portland, Maine 04101

Maine Paraplegia and Wheelchair Confined  
Association, Inc.  
Mexico, Maine 04757

National Multiple Sclerosis Association - Maine Chapter  
East Blue Hill, Maine 04614

Occupational Therapy Department  
Maine Medical Center  
22 Bramhall Street  
Portland, Maine 04102

Section 504 of the Rehabilitation Act of 1973 and the Maine Human Rights Act prohibit pre-employment inquiries (with the exception of handicapped identification for affirmative action purposes). However, medical information can be solicited from employees after selection has been made (i.e. hired contingent upon successful physical examination), providing the following conditions are met:

1. The medical information and/or physical examination is required of all applicants who reach the final phase of the selection process;
2. The information and/or results of physical exam are used to determine the individual's capability to perform specific job-related tasks, to recommend proper placement, and/or to make reasonable accommodations;
3. Either a job offer has been made or the applicant is informed that he is tentatively qualified pending the results of the medical evaluation after which he will be hired or placed on a list of eligibles for the next vacancy;
4. The results of the medical evaluation, as well as an explanation of this procedure, is made available to the applicant/employee, but is otherwise considered confidential.

Cautionary Note: If, during the physical examination, a physical or mental limitation is identified that might interfere with the person's job performance, an objective assessment should precede any final decision.

NJD/d

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

Appendix J

January 8, 1982

PERSONNEL BULLETIN 8.14

TO: All Department/Agency Heads, Personnel Representatives, and Affirmative Action Officers

SUBJECT: AFFIRMATIVE ACTION CERTIFICATION

REFERENCE: Chapter 8, Sec. 5, Personnel Rules  
5 M.R.S.A., Chapter 65, Code of Fair Practices and Affirmative Action

PURPOSE: To establish guidelines for departments to implement the amendment to Chapter 8 of the Personnel Rules, which allows expansion of certification lists for affirmative action purposes.

Chapter 8 has been amended to permit the addition of female, minority, and disabled candidates from class registers to certifications of eligibles, if the particular group is underutilized or underrepresented. The amendment also permits the addition of males to certifications for vacancies in non-traditional job classes, when departments have non-traditional hiring obligations under federal grants. To be eligible to receive such additional candidates, an agency must have a documented underutilization or underrepresentation for the group requested as an addition. Documentation shall be the responsibility of the agency Affirmative Action Officer (AAO) or another designated employee. Documentation shall be according to the following criteria:

- (a) Underutilization or underrepresentation of women and minorities shall be documented in the availability analyses and utilization determinations of an agency's Affirmative Action Plan (AAP). The plan must also establish a verbal, numerical, or percentage hiring goal in identified areas of underutilization or underrepresentation. The plan shall be prepared according to the format prescribed by the Department of Personnel. Plans are to be submitted to the Affirmative Action Coordinator for review. Corrections relevant to underutilization or underrepresentation and hiring goals must be made subsequent to the review.
- (b) Underrepresentation of disabled persons shall be documented by surveys of the agency's work force to determine the percentage of disabled persons employed by the agency. Survey information should be obtained through the agency's Affirmative Action Plan (AAP) requirement to invite disabled employees to voluntarily identify themselves. The results of the survey, indicating the number of identified disabled employees and their percentage in

-2-

the agency's work force, shall be submitted to the Affirmative Action Coordinator. The Coordinator may request additional relevant information. Underrepresentation shall be determined by comparing the percentage of disabled employees in an agency's work force with the percentage of non-institutionalized disabled adults in the state's population. Agency AAP's should state a goal to hire disabled persons when they are underrepresented in the work force.

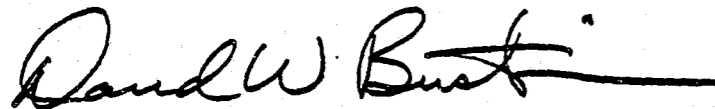
- (c) Underrepresentation of males in non-traditional job classes shall be documented by identification of non-traditional job classes within the agency and presentation of statistics showing low representation of males in these classes. These statistics should be in the utilization determinations of the AAP. Non-traditional classes and statistical evidence shall be submitted to the Affirmative Action Coordinator for review. Written evidence of the non-traditional hiring obligation must also be submitted to the Coordinator. This evidence may be excerpted from the federal grant, contract or governing regulation. The AAP should either state a goal of non-traditional hiring or be amended to include such a goal.

Upon completion of documentation requirements for eligibility, an agency must comply with the following procedures to receive the names of available underrepresented or underutilized candidates as additions to the certification:

- (a) The AAO or another designated employee will identify the underrepresented or underutilized job groups. From these groups, that person shall single out the job classifications for which expanded certifications will be requested. Where possible, work units should be reviewed to ensure that expanded certifications are not requested for work units which are not themselves deficient in the particular area which is underutilized or underrepresented overall in the agency. Lists of job groups and classes which are underutilized or underrepresented are to be submitted to the Affirmative Action Coordinator and the agency personnel representative.
- (b) The AAO or another designated employee will work with the agency personnel representative to insure that requisitions to fill vacancies in areas of underutilization or underrepresentation include requests for expanded certifications.
- (c) The personnel representative should refer to the list of underutilized or underrepresented classes prior to requesting a certification to fill a vacancy. If the vacancy is in one of these classes, an expanded certification should be requested on the PER Form 15. To request an expanded certification, check the "Other" box under Special Information, then indicate "AA Cert." and the group(s) you wish to have included with the certification (see sample form attached).


(d) The AAO or another designated employee shall be responsible for developing a method of monitoring certifications to ensure that expanded certifications are properly requested and that such requests cease when goals are achieved.

Individuals responsible for interviewing candidates and making employee selections are to process certifications with additional names in the same manner that a normal certification is processed. While individuals making selections are to be aware of non-discrimination policies and agency affirmative action goals, selection decisions are to be job related and based upon applicant qualifications.



DAVID W. BUSTIN  
COMMISSIONER

PLEASE REPRODUCE LOCALLY TO MEET DISTRIBUTION PURPOSES

<b>POLICIES AND PROCEDURES</b>		<b>No.</b>
<b>Title:</b>	AFFIRMATIVE ACTION PLAN	3,2
<b>Chapter:</b>	3, PERSONNEL	Page of
 <b>State of Maine DEPARTMENT OF CORRECTIONS Central Office</b>		<b>RELATED ACA STANDARDS:</b>
<b>Effective Date:</b>	<b>Revised:</b>	2-4056 THRU 2-4059

- I. AUTHORITY.
- II. APPLICABILITY.
- III. DEFINITIONS. See Glossary
- IV. DEPARTMENT-POLICY.

The management of each institution shall assume designated responsibility for the implementation of the Departmental Affirmative Action Plan. This plan shall assure equal employment opportunities for current and prospective employees of the Department and provide for documentation of its implementation.

The Department shall not discriminate against qualified ex-offenders during the selection process.

- V. PROCEDURES. (Central Office)
  1. Management of each institution designates two individuals to serve on Departmental Affirmative Action Advisory Committee.
  2. The composition of the Affirmative Action Advisory Committee shall be as follows: two representatives from each institution, two representatives from Division of Probation and Parole and one Personnel expert.
  3. The Affirmative Action Officer convenes meetings of the Affirmative Action Advisory Committee and/or contacts committee members as necessary.
  4. The Affirmative Action Advisory Committee advises the Affirmative Action Officer regarding AA/EEO matters, providing current information regarding compliance, identifying training needs and, generally, facilitating communication between Central Office and institutions.
  5. Affirmative Action Officer reviews and processes any discrimination complaint (see attached discrimination complaint form and procedure.)
  6. Affirmative Action Officer will periodically review/update AA/EEO statistics.

- VI. REPORTS REQUIRED.

**END**