

STATE OF MAINE
DEPARTMENT OF PERSONNEL

June 10, 1977

PERSONNEL MEMORANDUM 14-77

TO: All Agency/Department Heads

SUBJECT: Educational Component - Maine State Government Summer Internship Program (1977)

In conjunction with this year's summer interns, an educational supplement is necessary to provide a balanced and informative program. To achieve the goal of a better informed intern, ten (10) Friday afternoons have been reserved for educational purposes.

There are fifty (50) interns (see attached list) in the program this year. All or a portion of these may elect to attend specific presentations. Accordingly, responsibility for presentations has been assigned to individual agencies. The designated agency shall be responsible for coordination with other participating agencies and for classroom, training aides and actual presentations. The Bureau of Public Administration, University of Maine, will notify interns, schedule and coordinate their attendance and will notify agencies.

The first presentation is scheduled on June 17, 1977, and each Friday thereafter, ending on August 19, 1977. Specific dates, subjects and participating agencies will be found in the attachments hereto.

Questions regarding these presentations may be directed to Fred Hayward, 289-2821 or Ruben Cornelius, 289-3795. Coordination of presentations and intern participation will be accomplished through Charles Morris, Bureau of Public Administration, University of Maine at Orono. Tel: 581-8703.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

DATE/TIME: June 17, 1977 1:30 - 4:00 p.m.

SUBJECT: Human Services Programs

RESPONSIBLE AGENCY: Department of Human Services

PARTICIPATING AGENCY: All Human Services Bureaus

GENERAL SCOPE OF PRESENTATIONS:

Income Maintenance;

Protective Services;

Medical Assistance;

Rehabilitative Services;

Roles and Missions;

Goals and Objectives;

Career Patterns and Opportunities.

Attachment 2

DATE/TIME: June 24, 1977 1:30 - 4:00 p.m.

SUBJECT: Department of Mental Health & Corrections Programs

RESPONSIBLE AGENCY: Department of Mental Health & Corrections

PARTICIPATING AGENCIES: Maine State Prison, Maine Correctional Center, Maine Youth Center, Division of Probation and Parole

GENERAL SCOPE OF PRESENTATIONS:

Adult, Juvenile, Male/Female Programs for Rehabilitation and Correction;

Probation and Parole;

Interaction with Other Jurisdictions (State, County, Local, Federal,

Other States, etc.);

Career Patterns and Opportunities.

Attachment 3

DATE/TIME: July 1, 1977 1:30 - 4:00 p.m.
SUBJECT: Agricultural and Seafood Products Programs
RESPONSIBLE AGENCY: Department of Agriculture
PARTICIPATING AGENCY: Department of Marine Resources

GENERAL SCOPE OF PRESENTATIONS:

The Maine Government rôle in production, processing and marketing
agricultural and seafood products - roles and missions of each agency ;

Goals and Objectives of Each Agency;

Career Patterns and Opportunities in Each .

DATE/TIME: July 8, 1977 1:30 - 4:00 p.m.

SUBJECT: Department of Finance and Administration Programs

RESPONSIBLE AGENCY: Department of Finance and Administration

PARTICIPATING AGENCY: Bureau of Taxation

GENERAL SCOPE OF PRESENTATIONS:

Legislation, Rules and Regulations about Income, Property, Sales and Other Taxes ;

Audits and Controls ;

Collection ;

Roles and Mission ;

Goals and Objectives ;

Career Patterns and Opportunities.

DATE/TIME: July 15, 1977 1:30 - 4:00 p.m.

SUBJECT: Personnel Management

RESPONSIBLE AGENCY: Department of Personnel

PARTICIPATING AGENCIES/PERSONS: Personnel Officers - Human Services, MH&C
Conservation, Education, Transportation

GENERAL SCOPE OF PRESENTATIONS:

- Personnel Law and Rules ;
- Recruiting and Examination ;
- Job Analysis ;
- Roles and Missions ;
- Goals, Objectives and Organization ;
- Job Families ;
- Career Patterns and Opportunities .

Attachment 6

DATE/TIME: July 22, 1977 1:30 - 4:00 p.m.

SUBJECT: Environmental Protection

RESPONSIBLE AGENCY: Department of Environmental Protection

PARTICIPATING AGENCIES: Departments of Transportation and Conservation

GENERAL SCOPE OF PRESENTATIONS:

Water, land, air pollution factors and abatement, enforcement;

The Board of Environmental Protection;

Oil Spills;

Roles and Missions;

Goals and Objectives;

Career Patterns and Opportunities.

DATE/TIME: July 29, 1977 1:30 - 4:00 p.m.
SUBJECT: Law Enforcement
RESPONSIBLE AGENCY: Department of Public Safety
PARTICIPATING AGENCIES: Department of Inland Fisheries & Wildlife
Department of Marine Resources
Maine Criminal Justice Academy

GENERAL SCOPE OF PRESENTATIONS:

The State Police, Game Warden, Coastal Warden, Liquor Inspection/Enforcement,
Fire Marshall and Maine Criminal Justice Academy organization, participation;
History; -
Roles and Missions;
Goals and Objectives ;
Career Patterns and Opportunities.

Attachment 8

DATE/TIME: August 5, 1977 1:30 - 4:00 p.m.
SUBJECT: Mental Health/Retardation Programs
RESPONSIBLE AGENCY: Department of Mental Health and Corrections
PARTICIPATING AGENCIES: Mental Health and Mental Retardation Institutions/Centers

GENERAL SCOPE OF PRESENTATIONS:

Mental Health Institutions, programs, roles, missions, goals and objectives;
Community Mental Health Centers, mental retardation programs, goals and
objectives, roles and missions;
Guardian strip;
Career Patterns and Opportunities.

DATE/TIME: August 12, 1977 1:30 - 4:00 p.m.
SUBJECT: Library and Museum Programs
RESPONSIBLE AGENCY: Department of Educational and Cultural Services
PARTICIPATING AGENCIES: None

GENERAL SCOPE OF PRESENTATIONS:

The Library and Museum programs;
Goals and Objectives;
Bookmobiles;
Artifacts;
Geological Investigations and Digs;
Career Patterns and Opportunities.

DATE/TIME: August 19, 1977 1:30 - 4:00 p.m.
SUBJECT: Labor Relations
RESPONSIBLE AGENCIES: Collective Bargaining - Office of State Employee Relations
Employee Relations - Office of State Employee Relations
Affirmative Action - Department of Personnel
Equal Employment Opportunity - Department of Personnel
Employee Counseling - Department of Personnel
Employee Assistance Program - Department of Personnel
PARTICIPATING AGENCIES: Departments of Educational & Cultural Services, Mental Health and Corrections, Transportation

GENERAL SCOPE OF PRESENTATIONS:

The Collective Bargaining process, roles of labor and of management;
Progress and status of Collective Bargaining;
Contract administration;
Employee Relations responsibilities;
Affirmative Action, its purpose and definition;
Affirmative Actions role in the merit system;
Equal Employment Opportunity program and its role in Maine State Government;
Employee Counseling and Assistance Programs and purposes;
Goals and objectives;
Career patterns and opportunities.

1977 INTERNS

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