

# MAINE AND ME:

## Jobs in the State of Maine Government

This book belongs to:

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## **ABOUT THE ACTIVITY BOOK**

This activity book was created by the Talent Management Division of the Bureau of Human Resources within the Maine State Government. Its purpose is to share just a snippet of the vast variety of jobs available in state government. Public service is an incredible experience, and we recognize many individuals do not think of a career in Maine State Government for their specific interests. We want to change that. State Government offers jobs working with animals, wildlife, engineering, taxes, corrections, health, education, project management and planning, construction, and so much more. Throughout this booklet, you will see our jobs split into five broad categories, but we encourage you to research them further through links throughout, and visiting:  
[WWW.Maine.Gov](http://WWW.Maine.Gov)

## **HOW TO APPLY FOR STATEWIDE OPENINGS**

Most vacancies are posted for a minimum of 10 business days on our Careers website, which is searchable by category or agency and updated frequently. All agency postings are listed on the State Jobs page.

Minimum qualifications are established for each job title by the Bureau of Human Resources in conjunction with the employing agencies. Applicants must meet the minimum qualifications for the position they are applying for to be considered for an interview. Human Resources will screen applications to ensure they meet these requirements, therefore, it is imperative that applications be complete and accurate.

To apply please visit: [www.maine.gov/careers](http://www.maine.gov/careers)

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## APPLY TODAY



## MORE INFORMATION

## ON VARIOUS FIELDS



## NOT SURE WHERE TO START?

We can help! Take this short quiz and keep track of your answers. Don't forget to explore every activity though. Many departments have jobs you would never expect!

*An ideal day at work would be...*

- A. Interacting with co-workers and the public
- B. Working independently
- C. Having multiple locations I may work out of, including field work
- D. Having hands on tasks
- E. Working to help people in ways they may never see

*One of my favorite subjects in school was...*

- A. History
- B. Math
- C. Earth or Natural Sciences
- D. Physics
- E. English

*When I was young, I said I wanted to...*

- A. Be a teacher
- B. Be a banker
- C. Be a vet/zoo-keeper
- D. Invent something to change the world
- E. Be president

*I am passionate about...*

- A. Helping people
- B. Increasing financial literacy
- C. The environment
- D. Creating practical solutions to problems the world faces
- E. Changing or working with policy to change the world

*In my free time I like to...*

- A. Volunteer
- B. Bake
- C. Hike
- D. Play video games
- E. Journal

*If you said mostly...*

- A - Check out Field 1: With the people, for the people
- B - Check out Field 4: It all comes down to the funding
- C - Check out Field 5: Maine is full of natural beauty...
- D - Check out Field 2: Technological and Infrastructure...
- E - Check out Field 3: Protecting the State

# Do you like working with people?

If so, you're in luck! **All** jobs in Maine State Government have an impact on others - whether it's in Human Resources, answering questions from employees and job seekers to any of the teams within the Department of Education, who work with educators to promote the best learning opportunities for all Maine students. State Government could not operate without teamwork and communication, and the entire State depends on us to do just that. Many of these jobs work in the background of everyday life to ensure State Government runs efficiently and equitably, from hiring employees to educating our youth, ensuring businesses well-being, making sure employees inside and outside of government are treated well, honoring our veterans, or keeping our roads safe. There's something for everyone here.



# Check out the following departments- you may find your perfect fit!

## **Department of Administrative and Financial Services:**

- Bureau of Human Resources

## **Department of Economic and Community Development:**

- Office of Business Development
- Maine State Film Commission
- Maine State Film Office
- Office of Innovation
- Office of Tourism
- Office of Community Development

## **Department of Education:**

- Higher Education and Educator Support Services
- Leadership Team
- Magnet Schools Learning Systems Team
- School Finance and Operations Team
- Special Services Team
- Teacher Retirement
- Learning Through Technology Team
- Education Unorganized Territory

## **Executive Department:**

- Office of the Governor
- Governor's Office of Communications

## **Department of Health and Human Services:**

- Division of Disability Determination Services
- Dorothea Dix Psychiatric Center
- Office for Family Independence
- Office of MaineCare Services
- Office of Aging and Disability Services
- Riverview Psychiatric Center
- Office of Behavioral Health

## **Department of Labor:**

- Division for the Blind and Visually Impaired
- Division for the Deaf, Hard of Hearing and Late Deafened
- Bureau of Employment Services
- Bureau of Unemployment Compensation
- Bureau of Rehabilitation Services
- Center for Workforce Research and Information

## **Office of the Secretary of State:**

- Administrative Services Division (Motor Vehicles)
- Division of Corporations
- UCC and Commissions

- Bureau of Corporations, Elections and Commissions
- Division of Driver License Services
- Division of Elections and APA Bureau of Motor Vehicles

## **Department of Defense, Veterans and Emergency Management:**

- Bureau of Maine Veterans' Services

## **Various Other Departments, Boards and Commissions:**

- Maine Arts Commission
- Maine Historic Preservation Commission
- Maine Human Rights Commission
- Permanent Commission on the Status of Racial, Indigenous and Tribal Populations

\*Many departments have jobs that fall under multiple categories, even within the same division. Be sure to check out anything of interest to you, even if the title doesn't seem to fit your career goals. You'll be surprised at all the State offers!

# Who will you offer an interview?

With this activity, put yourself in HR's shoes. Who meets the minimum qualifications for the job? What other information might you need? Review the qualifications below and consider what you would do.

Example: Minimum qualifications for finance related careers: bachelor's or master's degree in related field or 5+ years of work experience in the field. Ability to use independent judgment, initiative, and discretion to make decisions on varied matters.



All of these candidates are qualified for this position, and could be sent from you, their HR professional to the hiring manager for review. The hiring manager will then determine which qualified applicants they will offer an interview. In Maine state government, HR must also pay attention to candidates who are minimally qualified Veterans, Gold Star Spouses, and individuals with a disability, as these candidates must be offered an interview.





I am a budding small business owner! I have a new product that I want to sell in Maine (and it's Maine-made too!). I think it will be a hit, but I don't know how or where to start. A friend tells me to talk to the Office of the Business Development who is under the Department of Economic and Community Development so I give the office a call. You are tasked with helping me navigate the process. What would you do? Use the office's website to help you determine your recommendations:

<https://www.maine.gov/decd/business-development/>

Funding:

Marketing:

Where to sell:

Who to contact:

# MAINE DEPARTMENT OF EDUCATION

## STANDARD CREATION

The Department of Education is in charge of a lot of various things relating to the education of Maine youth. One of these things is creating learning standards that ensure all students receive education in certain areas, of the same quality.

Pick one of the topics below, and brainstorm what might be included using any prior knowledge or research!

TOPIC OPTIONS:	THE PINE TREE/PINE CONE	MAINE HISTORY
HISTORICAL WOMEN OF MAINE	FISHING INDUSTRY IN MAINE	MAINE'S COAST

LEARNING STANDARDS (WHAT MUST TEACHERS ENSURE THEY INCLUDE IN LESSON PLANS) :

CORE SUBJECT

POTENTIAL ACTIVITIES:

POTENTIAL TOPICS:

# Accommodation Creation



Many jobs in State Government are dedicated to helping remove barriers for individuals with disabilities. From roles in the Department of Labor, Health and Human Services, and more, a lot of help is available to make the aspects of life that are not accessible, accessible.

## Step 1: Choose a need

Some examples might include: visual impairments or blindness, mobility needs, anxiety, PTSD, hard of hearing or deafness, medication needs and impacts, or any other examples that you can think of. The best choice may be one you are knowledgeable on, from personal experience, research, etc.

## Step 2: Brainstorm creative accommodations for a job of your choice based on the need you've chosen.

Is someone unable to access the building they work in because there are only stairs? You could add a ramp! Are loud noises triggering for an employee? Noise cancelling headphones and private workspaces may make working possible for this employee. Remember, accommodations are never special treatment: they are making doing the work possible, and often benefit all employees.



The Bureau of Motor Vehicles works with all things drivers and vehicles, so part of their job includes vanity plates! Create a vanity license plate for a cause you care about, one that represents you or the state of Maine! Use the above examples as guidance, and don't forget to include "MAINE" and space for the license number.

MONTH

YEAR

# Do you like working with technology or creating infrastructure?

If so, you're in luck! All jobs in Maine State Government use or benefit from technology, but there are many positions where technology and infrastructure are a main part of the job duties. State Government couldn't operate without the teams that set up and build our office spaces, or keep our computers updated and running. The whole State is able to "get there from here" thanks to the State Employees who build bridges or plan roads. We also have State Employees who work with technology to make books and important documents accessible, such as the State Archives and the Maine State Library. These aren't typically the roles you first think of when considering a career in State Government, but they are incredibly important. Without State employees working in these positions, your life might look very different.



# Check out the following departments- you may find your perfect fit!

## **Department of Administrative and Financial Services:**

- Central Fleet Management  
Division
- Bureau of General Services
- Office of Information  
Technology

## **Department of Health and Human Services:**

- Division of Facilities  
Management

## **Department of Inland Fisheries and Wildlife:**

- Division of Engineering

## **Department of the Secretary of State:**

- Maine State Archives
- Division of Archives Services
- Division of Information  
Technology
- Division of Records
- Management Services
- Division of Vehicle Services

## **Department of Transportation:**

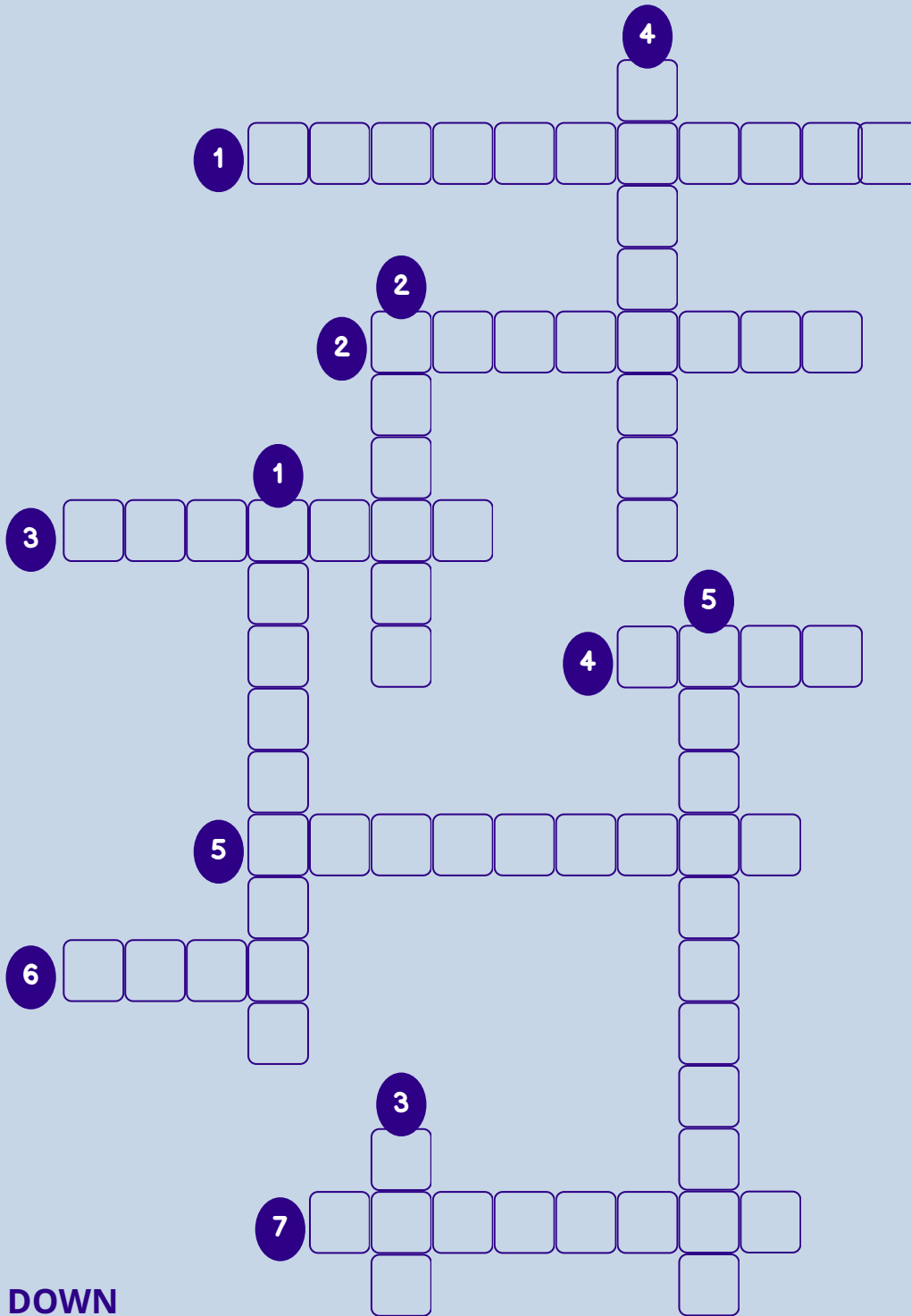
- Bureau of Maintenance and  
Operations
- Bureau of Planning
- Bureau of Project  
Development

## **Various Other Departments, Boards and Commissions:**

- Maine State Library
- Maine State Museum

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# COMPUTER SOFTWARE CROSSWORD



## ACROSS

- \_\_\_\_\_ software is designed to perform a specific task on a computer (e.g. a word processor).
- Any program that runs on a computer. It cannot be touched.
- \_\_\_\_\_ software are small programs for specific tasks.
- \_\_\_\_\_-level languages are designed to be understood by humans (e.g. Python, Visual Basic and C#).
- Converts assembly language into machine code.
- Machine \_\_\_\_\_ is binary instructions which are executed by the processor to perform tasks.
- Translates a high-level language program to produce an executable file to be run independently.

## DOWN

- Low-level \_\_\_\_\_ are understood directly by the computer to execute instructions (e.g. binary).
- Software type that is needed to enable the computer to function.
- Machine code is an example of a \_\_\_\_\_-level language.
- Any physical component that is part of a computer. You can touch these components.
- Translates and executes each high-level language line at a time. This is required to run the program.

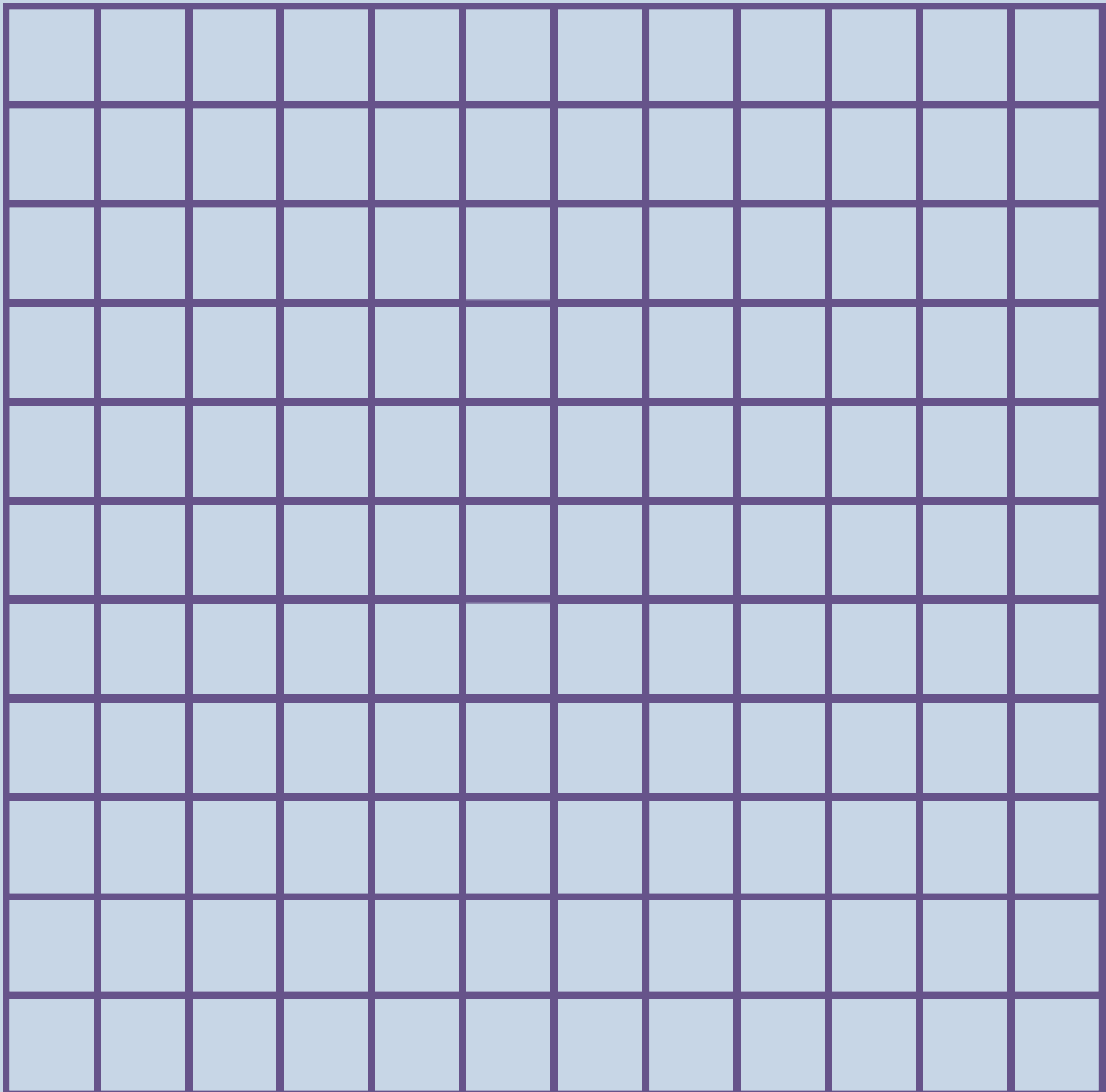
Answers: 1A. Application 2A. Software 3A. Utility 4A. High 5A. Assembler 6A. Code 7A. Compiler 1D. Languages 2D. System 3D. Low 4D. Hardware 5D. Interpreter

# Design your Dream Room

Most of the work done by the Bureau of General Services relates to making State owned buildings better. Sometimes, this means redesigning office spaces to fit the changing needs of a department. Practice setting up a space to fit all needs and wants by designing your dream room, or redesigning your room with the furniture you already have. Find measurements for the different aspects, then graph them below. One square is one square foot. For reference a twin size bed is 3 ft 2 in wide by 6 ft 3 in long.

12 ft

11 ft





# ENGINEERING CHALLENGE

## CONSTRUCTION CHALLENGE: BUILD A BRIDGE



### Materials:

Paper (preferably construction paper)

Books

Pennies or other small weights



### Instructions:

Fold your first piece of construction paper into quarters, folding it the long way like an accordion. After that, take the second piece and fold it in half then turn that fold that into half as well, making quarters, but in a different way. On the second one, fold the edges up like a rail. You can also take more paper and build your own designs! Then, place the bridge between two books, and slowly beginning placing pennies on them. Observe: What happens with each design? Which can hold more weight? Which may last longer in wind? Which is easiest to make? What bridge do you think is best? Teach someone you know about what you found!

# THIS IS MY CITY



For this activity, think like the Department of Transportation! Complete the chart with information about your city. Then draw it below using this information. Make sure you have roads, bridges, etc. connecting one point to another.

NAME	(WHERE YOU LIVE OR AN IMAGINARY CITY)
CHARACTERISTICS	EX. BUSTLING CITY, LOTS OF NATURAL SPACES, ETC
PLACES	LARGE AREAS, ETC THAT YOU MUST ACCOUNT FOR
THINGS TO SEE/DO	BODIES OF WATER, PARKS, TOURIST ATTRACTIONS

**WHY IS YOUR CITY WORTH VISITING? IS IT ACCESSIBLE FROM COMMON FREEWAYS? WHAT ELSE MIGHT A VISITOR NEED TO KNOW BEFORE COMING?**

# MAINE STATE MUSEUM



What I think should be highlighted in the Maine State Museum:

Why it should be highlighted as important to Maine's history:

How I will display it (include any required technology, engineering or interactive aspects) :

# Do you like working to protect people, through policy or enforcement?

If so, you're in luck! All jobs in Maine State Government are impacted by policies, and many positions help create or enforce it. Policy can be anything from laws created by the legislature, executive orders from the governor, or organization wide rules. Some State policies have been in place for an extended period of time, and some may change while you're working in Maine State Government. Policy impacts everything we do, and every word within policy making must be carefully considered because of that. In these roles, something as simple as a one-word change in a policy can make a significant impact. If you love to work in spaces where no day is the same, these might be the roles for you.

Some State employees are at work every day to ensure the enforcement of policies and laws which protect the people of Maine. Whether your passions are in criminal justice, law, finance, business, or something else entirely, there's a job for you in State Government.



# Check out the following departments- you may find your perfect fit!

## **Department of Administrative and Financial Services:**

Office of Cannabis Policy

## **Office of the Attorney General:**

District Attorneys

Office of Chief Medical

Examiner for the State

Office of the Attorney General

## **Department of Corrections:**

Maine Correctional Center

Downeast Correctional Facility

Juvenile Community

Corrections

Long Creek Youth Development

Center

Mountain View Correctional

Facility

State Prison

Division of Probation and

Parole

Office of Victim Services

Central Office

## **Department of Defense, Veterans and Emergency Management:**

Administrative Services Division

Maine Emergency

Management Agency

Military Bureau

Bureau of Maine Veterans'

Services

## **Department of Health and Human Services:**

Office of Child and Family  
Services

Maine Center for Disease Control  
and Prevention

Division of Contract  
Management

Division of Licensing and  
Certification

## **Department of Labor:**

Division of Support Enforcement  
and Recovery

Administrative Hearings

Bureau of Labor Standards

## **Department of Marine Resources:**

Bureau of Policy and  
Management

## **Department of Professional and Financial Regulation:**

Bureau of Consumer Credit  
Protection

Bureau of Financial Institutions

Bureau of Insurance

Office of Professional and  
Occupational Regulation

Office of Securities

## **Department of Public Safety:**

Division of Building Codes and  
Standards

Bureau of Capitol Police

Missing Children Information  
Clearinghouse

Maine Criminal Justice  
Academy

Maine Drug Enforcement  
Agency

Consolidated Emergency  
Communications Bureau

Office of the State Fire Marshal

Bureau of Highway Safety

State Bureau of Identification

Bureau of State Police

Emergency Services

Communication Bureau

## **Department of the Secretary of State:**

Division of Enforcement, Anti-  
Theft & Regulation

Division of Legal Affairs

Bureau of the Special Advocate

## **Various Other Departments, Boards and Commissions:**

Maine Commission on Public  
Defense Services

Public Utilities Commission

Workers' Compensation Board

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# Match the group (left) to the labor laws (right) they or their employer must follow, with the Department of Labor

For help finding the answers: <https://www.maine.gov/labor/>

14 or 15 years old

Can work up to 10 hours a day

Service Employees

Must keep records for 3 years

All Employees

Must be paid \$14.15 an hour, service employees combine wage and tips for this amount or the employer must make up the gap

17 year old when school is in session

Can request a workplace inspection from the Department of Labor

Employers

Must be paid \$7.08 an hour or more

16 on summer break

Can work with a workers permit in most businesses

Employees who feel their working conditions are not safe

Are entitled to a workplace free of sexual harassment

All Employees

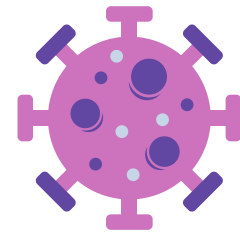
Must ensure the workplace is free from discrimination

Employers

Can work no more than 24 hours in a week



# VIRUSES



## RESEARCH ACTIVITY

**Task:** You work for the Maine Centers for Disease Control protecting and promoting the health and well-being of Maine's people. You also provide education to the public. Complete each of the questions by conducting research online. Make sure to keep a list of your references in the space provided. Start here: <https://www.maine.gov/dhhs/mecdc/>

### **QUESTION 1:**

What is the basic structure of a virus and how does it allow the virus to infect cells?

### **QUESTION 2:**

How do viruses replicate and reproduce themselves once they have infected a cell?



# Researching a Career

What does it take to be a corrections officer?  
What other jobs do you find in corrections when looking this up?

**corrections  
officer**

Career Path: \_\_\_\_\_

What qualities and skills are necessary?

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What trainings and courses can help you prepare for this job?

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What would you do in this job?

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Average Salary: \_\_\_\_\_

Hours of Work: \_\_\_\_\_

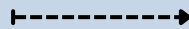
# Credit Protection Brainstorm

## INSTRUCTIONS

Many bureaus within State Government are dedicated to helping and protecting small businesses. The Bureau of Consumer Credit Protection is one of many, and they ensure small businesses are protected in any borrowing of money, like loans, or helping reduce barriers to providing insurance for employees. What ways might you propose protecting and financially helping small businesses and their employees?



Protecting Small  
Businesses



Happy Business  
Owners

- Pandemic Related Support
- Protecting Loan Rates
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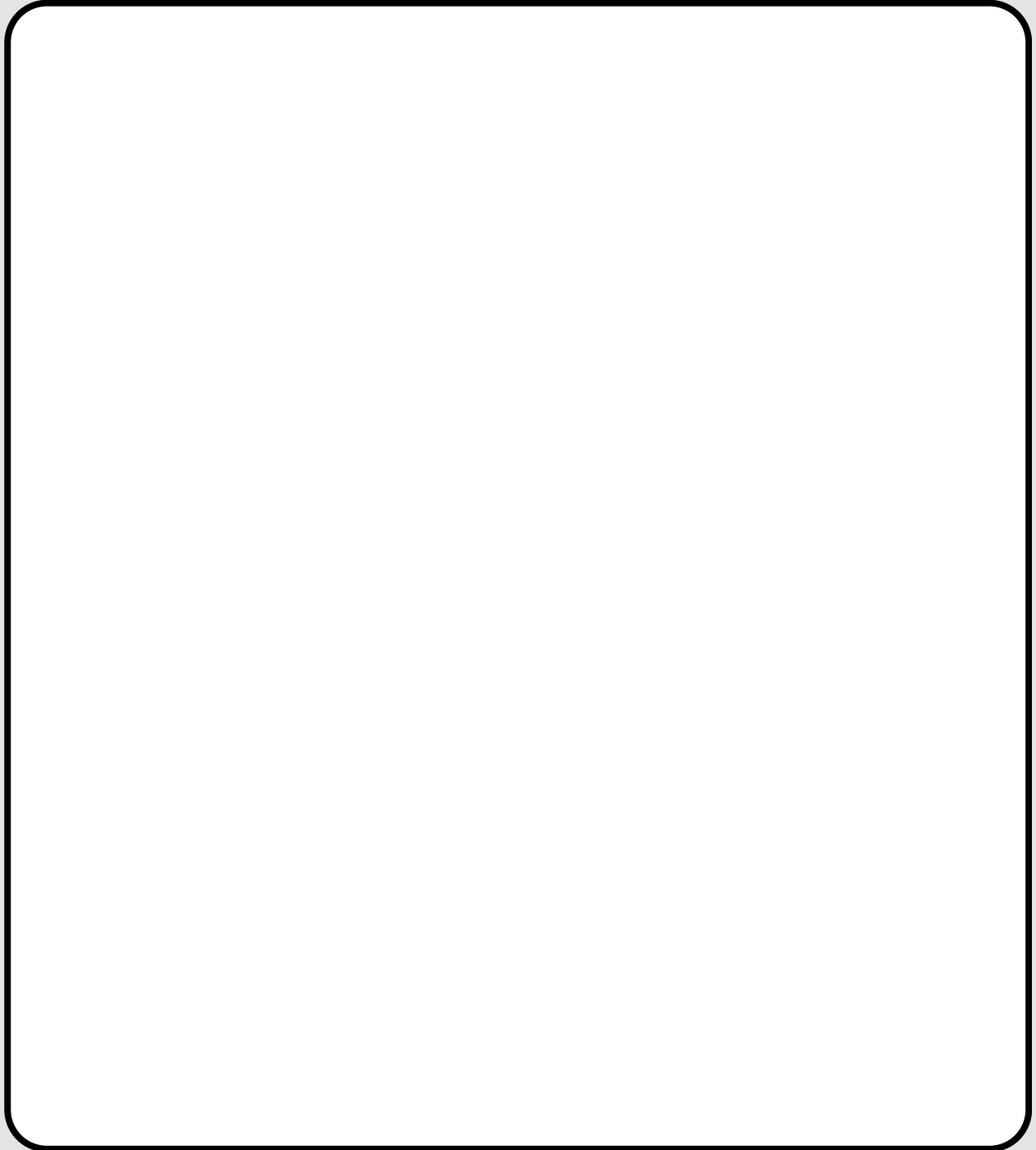


For more Ideas visit:  
<https://www.maine.gov/pfr/consumercredit/index.shtml>

# WEATHER WARNING

Directions: Create a safety poster for one of the following natural hazards: Tropical Storms, Blizzards or Winter Storms, Landslides, Floods, Droughts, Hurricanes, or Tornados. Be sure to include color and provide information regarding how this may impact the people of Maine.

Start here: <https://www.maine.gov/mema/home>



# Do you like working with money?

Well, you just hit the jackpot- Maine State Government has tons of job opportunities for you! Whether you are meeting with business owners to discuss guidelines around lottery operations, keeping the State accountable through audits, collecting revenue through State taxes, predicting economic trends, processing tax refunds, or managing State contracts, the options are limitless. Individuals with an interest in accounting, business, data science, management, finance, and statistics will find a variety of career pathways in Maine State Government.



# Check out the following departments- you may find your perfect fit!

## **Department of Administrative and Financial Services:**

- Office of the State Controller
- Bureau of Alcoholic Beverages and Lottery Operations
- Bureau of the Budget
- Division of Financial and Personnel Services
- Bureau of Revenue Services
- Division of Risk Management
- Division of Procurement Services

## **Office of the State Auditor:**

- Audit Bureau
- Unorganized Territory (Audit)
- Division of Audit

## **Department of Health and Human Services:**

- Division of Program and Fiscal Coordination
- Division of Audit

## **Department of Transportation:**

- Bureau of Finance and Administration

## **Various Other Departments, Boards and Commissions:**

- Office of the Treasurer of State

\*Many departments have jobs that fall under multiple categories, even within the same division. Be sure to check out anything of interest to you, even if the title doesn't seem to fit your career goals. You'll be surprised at all the State offers!

# ANNUAL EXPENDITURES

Can you find the missing amounts? As long as it all adds up in each direction, there is no answer sheet. This means you MAY have some flexibility in how much you spend and where you spend it!

YEAR OF 2030-2031

DEPARTMENT

TOTAL EXPENDITURES

GENERATED FROM The Budget and Financial Management System (BFMS)

APPLICANT NAME

Category	Total for All Funds	General Fund	Misc Funds
Salaries and Wages	2,881,496		
Health Benefits	657,148	388,872	657,148 - 388,872 =
Retirements			328,859
Other Fringe Benefits	67,098		31,824
Computer Services	132,841	81,872	
Contractual Services	1,852,817		1,735,898
Rents	4,000 + 4,173 +	4,000	4,173
Commodities	9,166	1,277	
Grants, Subsidies, Pensions		300	
Transfer to Other Funds	210,790		210,788
<b>Total</b>	<b>14,829,344</b>		

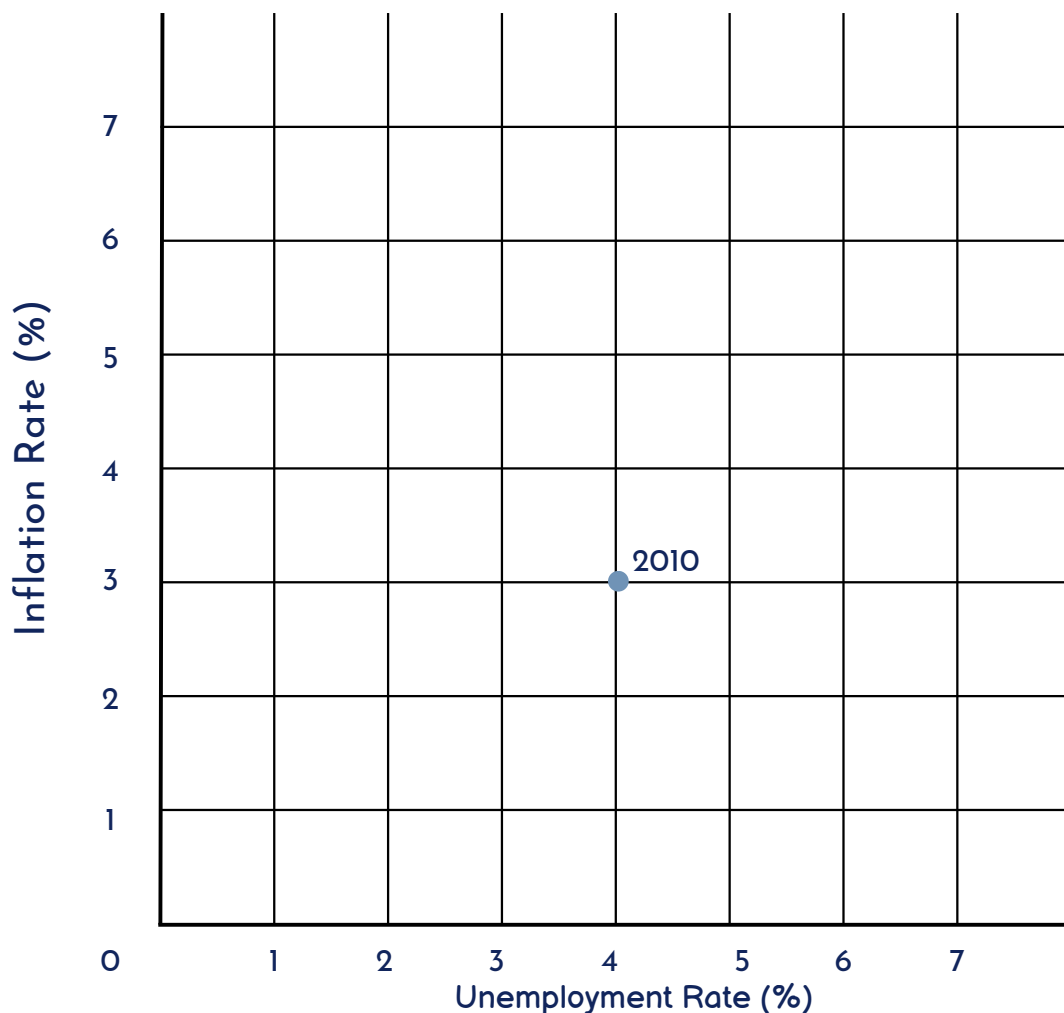
$$14,829,344 - (210,790 + 9,166 + 1,852,817 + 132,841 + 67,098 + 657,148 + 2,881,496) = \text{TOTAL LEFT TO SPEND.}$$

# ECONOMIC GRAPHING ACTIVITY

Task: Calculate the Unemployment Rate from the number of individuals in the labor force and individuals who are unemployed. Next, plot the Unemployment and Inflation Rate on the graph below. The first one is done for you.

The Unemployment Rate is calculated by dividing the number of Unemployed individuals in an economy by the Labor Force (the number of employable adults). The Inflation Rate measures the average increase in the price of goods and services over one year

Year	Labor Force	Unemployed	Unemployment Rate	Inflation Rate
2010	125	5	4%	3%
2011	200	6		4%
2012	200	12		1%
2013	250	5		5%
2014	260	13		2%
2015	240	0		7%
2016	300	18		1%
2017	300	9		6%



What is the relationship between Unemployment and Inflation in this economy?

# Calculating Compound Interest



Use the formula to calculate how much money you would have in your bank account in each case after the given time period.

$$P \times \left(1 + \frac{R}{100}\right)^t$$

1 You invest \$150 at a rate of 3% per year for five years.

2 You invest \$80 at a rate of 4% per year for two years.

3 You invest \$500 at a rate of 4% per year for two years.

4 You invest \$270 at a rate of 3.5% per year for six years.

5 You invest \$215 at a rate of 5.2% per year for four years.

6 You invest \$188 at a rate of 3.4% per year for five years.

7 You invest \$750 at a rate of 2.4% per year for six years.

P = Principle or Amount Invested, R = Interest Rate, T = Time

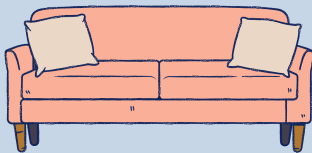




# SALES TAX

Some taxes differ by state, and taxes within each state vary based on what you are buying. The base sales tax in Maine is 5.5%. Find the total amount for these items, based on what they are taxed as.

John bought a new couch for \$450. Sales tax in Maine is 5.5%. How much did he pay in sales tax? What is the total?



Sara bought a rotisserie chicken for \$5. Prepared food tax in Maine is 8%. How much did she pay in sales tax? What is the total?



Leila bought dinner for \$29. What type of tax is due? How much did she pay in tax? What is the total?



Rick bought a new bike for \$260. What type of tax is due? How much did she pay in tax? What is the total?



# Do you like your work to be focused on nature, our environment, and/or agriculture?

Maine is full of natural beauty, so if this is where you want to work, we wouldn't be surprised! Luckily for you, there are plenty of jobs within the Maine State Government that are focused on nature, our environment or agriculture. Some of these positions come with the chance of spending a lot of time in the field, but if you'd rather work to protect these resources in other ways, there's options for you too! The natural beauty of

Maine is part of why we are called the "Vacationland," however that would not be possible without those who call Maine home, working every day to protect it. Whether you want to collect data on invasive species, protect marine life, regulate hunting, fishing or trapping, or maybe something entirely different, the Maine State Government is the place for you. You may even get to spend your days in the places you love most.

We are confident you'll love what you do when you work here!



# Check out the following departments- you may find your perfect fit!

## **Department of Agriculture, Conservation and Forestry:**

- Bureau of Agriculture, Food and Rural Resources
- Bureau of Forestry
- Bureau of Resource Information and Land Use Planning

## **Department of Marine Resources:**

- Bureau of Marine Patrol
- Bureau of Marine Science

## **Various Other Departments, Boards and Commissions:**

- Baxter State Park Authority

## **Department of Environmental Protection:**

- Bureau of Air Quality
- Bureau of Land Resources
- Bureau of Water Quality
- Bureau of Remediation and Waste Management

## **Executive Department:**

- Governor's Energy Office
- Office of the Public Advocate

## **Department of Inland Fisheries and Wildlife:**

- Division of Licensing and Registration
- Division of Public Information and Education
- Bureau of Resource Management
- Bureau of Warden Service

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# Find a Place to..

Head to <https://www.realmaine.com> to find a directory of places to buy local goods. Putting this site together, and maintaining it, is part of what the Bureau of Agriculture, Food and Rural Resources does!

<b>1.</b> Buy goat cheese near you	<b>2.</b> Buy eggs within 5 miles of you
<b>3.</b> Buy fruit	<b>4.</b> Visit a sugar shack
<b>5.</b> Pick your own produce	<b>6.</b> Shop at a Farmer's Market
<b>7.</b> Buy native plants	<b>8.</b> Pet animals at a petting zoo
<b>9.</b> Stay the night, perhaps on a farm	<b>10.</b> Tour a food processing facility

# Which beetle do YOU think is invasive?



The beetle on the left, is called the Asian Longhorned Beetle and it originated in Asia but has been found in states as close as Massachusetts. These beetles are wood borers, so if they were on Maine trees, they could damage the tree crown, and eventually kill the tree. If you think you see this beetle, you must report it to the Maine Forest Service, as preventing disease and invasive species spreading is part of their job! These beetles may try and trick you though, as they look similar to the white spotted sawyer on the right, which is native to Maine, Always better to report and let the professionals decide!

Create a wanted poster for an invasive plant species found in Maine to spread awareness. Use the Bureau of Resource Information and Land Use Planning website for help: <https://www.maine.gov/dacf/rilup/>



# WANTED



\_\_\_\_\_ *species name*



*draw the species*

**DESCRIPTION:** \_\_\_\_\_

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

**ORIGIN:** \_\_\_\_\_

**SUSPECTED HIDEOUTS:** *what type of conditions does it live in?* \_\_\_\_\_

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

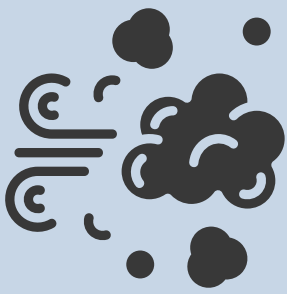
**MODE OF TRANSPORTATION:** *how does it spread?* \_\_\_\_\_

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

**HOW TO CATCH:** *how to get rid of it?* \_\_\_\_\_

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

**WHO IS INNOCENT:** *similar native species?* \_\_\_\_\_



# Air Quality Experiment



## Objective

Identify particles in the air that are all around you, but often cannot see. Think about the importance of air quality and how it affects living things, including yourself.

## Materials

- Paper/cardstock
- Ruler
- Scissors
- Clear tape
- String
- Hole punch
- Quarter (or something round)

## Instructions

Make the Air Strip:

1. Cut out a piece of paper or cardstock that is 2-in. wide and 10-in. long,
2. Cut out 5 equal sized holes in the paper (use a quarter to trace out the circles).
3. Place a piece of clear tape over one side of the paper (make sure the holes are completely covered).
4. Punch a hole at the top of the paper and place the string through the hole

Hang up the Air Strip:

1. Using the string on the Air Strip, tie it up in an area where it will not bump into other objects (hang them up indoors and outside).
  - a. OPTIONAL: Make multiple Air Strips and put them in different locations.

Analyze the Results:

1. After a week collect the Air Strip(s) and analyze the particles found on the Air Strip and try to identify what they are.
2. What does this mean about the air quality in the location of the Air Strip?

## Challenge Questions

- Compare the air strips from different locations. How does the air quality differ between these locations?
- What factors could have contributed to the particles found on the air strip?
  - Wind direction? Weather? Nearby roads and buildings?



One job of the Bureau of Land Resources is to regulate how companies and individuals use land. There are many different types of land usage. Think about how the land in your town is used.

Land Use Types	Approx. how much land is used
Residential: used for housing	
Recreational: used for leisure activities; parks, sports centers, movie theatres, etc.	
Transport: used for roads, railways, airports, etc.	



Which types of land use is most efficient (uses the least amount of land)?  
Are there any environmental concerns with particular land uses?  
How has the land been changed in order to be used?

# **All jobs fall under these broad departments or groups. Head to [Maine.Gov](https://www.maine.gov) for more information!**

- Department of Administrative and Financial Services
- Department of Agriculture Food and Rural Resources
- Department of Conservation
- Department of Corrections
- Department of Defense, Veterans and Emergency Management
- Department of Economic and Community Development
- Department of Education
- Department of Environmental Protection
- Department of Health and Human Services
- Department of Inland Fisheries and Wildlife
- Department of Labor
- Department of Marine Resources
- Department of Professional and Financial Regulation
- Department of Public Safety
- Department of Transportation
- Office of the Attorney General
- Office of the Secretary of State
- Office of the State Auditor
- Office of the Treasurer of State
- Various Boards and Committees

# ANSWER KEYS

## Labor Laws

14 or 15 years old Can work with a workers permit in most businesses

Service Employees must be paid \$7.08 an hour or more

All Employees must be paid \$14.15 an hour, service employees combine wage and tips for this amount or the employer must make up the gap

17 year old when school is in session can work up to 10 hours a day

Employers must keep records for 3 years

16 year olds on summer break can work no more than 24 hours a week

Employees who feel their working conditions are not safe can request a workplace inspection from the Department of Labor

All employees are entitled to a workplace free of sexual harassment

Employers must ensure the workplace is free from discrimination

Unemployment Rate

4%

3%

6%

2%

2%

5%

6%

3%

1 173.89

2 86.52

3 540.80

4 331.89

5 263.33

6 230.26

7 864.69

Calculating Compound Interest Answer Key

## Sales Tax Answer Key

<p>John bought a new couch for \$450. Sales tax in Maine is 5.5%. How much did he pay in sales tax? What is the total?</p> $450 \times 0.055 = 24.75$	<p>Sara bought a rotisserie chicken for \$5. Prepared food tax in Maine is 8%. How much did she pay in sales tax? What is the total?</p> $5 \times 0.08 = 0.4$
<p>Leila bought dinner for \$29. What type of tax is due? How much did she pay in tax? What is the total?</p> <p>Prepared food tax</p> $29 \times 0.08 = 2.32$ $29 + 2.32 = 31.32$	<p>Rick bought a new bike for \$260. What type of tax is due? How much did she pay in tax? What is the total?</p> <p>Sales tax</p> $260 \times 0.055 = 14.30$ $260 + 14.30 = 274.30$

