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**State of Maine**  
**Department of Administrative  
and Financial Services**  
**Bureau of Human Resources**  
**INTERDEPARTMENTAL**  
**MEMORANDUM**

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TO: Gail Chase, State Auditor  
Mike Poullin, Audit  
Carol Lehto, Audit

FROM: Phillip Schlegel, Merit System Coordinator, BHR

DATE: June 29, 2001

*[Handwritten signature of Phillip J. Schlegel]*

**SUBJECT: SALARY MATRIX FOR AUDITORS 1, 2, AND 3**

After considerable discussion and recent experience regarding difficulties associated with appointing highly qualified Auditors 1, 2, and 3, the Director, Bureau of Human Resources, has approved an entry-level salary matrix as follows:

- Step 4: Meets minimum qualifications for the respective classification.
- Step 5: Passed all examination components as Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA).
- Step 6: Passed all examination components as Certified Public Accountant (CPA).
- One additional step for at least 2 years of state, federal or local government auditing experience, or 4 years of professional work in a CPA firm/fund accounting experience.
- Two additional steps for at least 4 years of state, federal or local government auditing experience, or 6 years of professional work in a CPA firm/fund accounting experience.

In order to be eligible for appointment above the minimum rate, certification examinations must be *completed*, with no requirements pending, at the *time of appointment*.

Maintaining salary equity between new and incumbent employees is a crucial consideration in the administration of this salary authorization. [Reference Personnel Bulletin 5.1A, Section (2), A. 1. b., dated 09/30/80.] In order to ensure that the implementation does not result in a salary inequity between new and incumbent employees, if an incumbent Auditor 1, 2 or 3 attains an *professional credential* listed above after appointment, his or her salary will be adjusted to match the appropriate salary step listed above. Additional salary adjustments based solely on time in service will not be considered after initial appointment. In the event *completion* of a pertinent professional credential occurs during a probationary period, the appropriate salary adjustment will be effective on the end of probation date.

I am requesting that you check your records to ensure that the implementation of this matrix has not adversely impacted other current Department of Audit employees whom are similarly qualified. Thank you.