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## **An Act To Create a Succession and Knowledge Transfer Plan for State Government**

**Be it enacted by the People of the State of Maine as follows:**

**Sec. 1. 5 MRSA §7040** is enacted to read:

### **§ 7040. Succession and knowledge transfer plan**

The director shall establish a succession and knowledge transfer plan to develop a pool of internal candidates for future vacancies in state agencies in positions at the management and senior staff level. The succession and knowledge transfer plan must include:

**1. Needs analysis.** A needs analysis, which includes identification of the essential job functions of the positions targeted, the competencies required to successfully complete those functions, the projected number of positions that will need to be filled and the potential pool of qualified internal candidates for those positions;

**2. Program development.** Program development, which requires a process for determining and selecting potential internal candidates to fill future vacancies, a method of communicating with a potential candidate's supervisor, provision of professional development and training opportunities and the use of an assessment to measure the development and professional growth of a potential candidate; and

**3. Selection method.** A selection method, which includes a process for nominating internal candidates for positions or accepting applications, a clearly defined screening plan with specific selection criteria and a method to assess behavioral competencies of a nominee or applicant.

### **SUMMARY**

This bill directs the Director of the Bureau of Human Resources within the Department of Administrative and Financial Services to establish a plan to develop a pool of qualified internal candidates to fill vacancies at the managerial and senior staff levels within state agencies.