

**STATE EMPLOYMENT COMMISSIONER.**

22 Light Street, Baltimore

(Terms of Commissioner expires 1926. Employees are in the classified service.)

Name.	Postoffice.
<b>Commissioner:</b>	
Osborne I. Yellott.....	Towson
<b>Secretary and Examiner:</b>	
Oliver C. Short.	
<b>Chief Clerk:</b>	
Miss Anna V. Burke.....	Baltimore
<b>Stenographers:</b>	
Mrs. Ella E. Gray.	
Miss Ida Marmer.....	Baltimore

The Governor, without Senate confirmation, appoints one State Employment Commissioner for a term of six years from October 1, 1920. (Ch. 41, 1920.)

The State Employment Commissioner is charged with putting into effect and administering the Merit System Law of the State. The law gives the Commissioner general control of employment and personnel matters as far as the classified service is concerned, the principal exemptions being elective officers, officers and employees of the General Assembly or either House thereof, court officers, members of boards and commissions and others directly appointed by the Governor or Board of Public Works, certain county employees, the police of the City of Baltimore, and positions for which the annual salary is less than \$650. Some 2000 out of a total of 3000 positions in the State service are included in the classified service.

The Merit System Law provides that the Commissioner shall classify positions in the classified service, recommend minimum, maximum, and intermediate rates of pay for each class of employees, pass upon the qualifications of applicants and certify eligibles when vacancies are to be filled, pass upon transfers, leaves of absence, and other actions affecting the status of employees, provide for the removal of employees and hold a hearing when charges are filed by an appointing authority or a citizen, prescribe the standards of performance and the form and scope of the records that appointing authorities keep, and investigate the efficiency of employees in the classified service and make recommendations for increased efficiency and economy. The Commissioner is also required to check payrolls in advance of the payment of employees in the classified service and certify to the legality of their employment.

The classification of positions and the rules made by the Commissioner to carry out the provisions of the law become effective January 1, 1921, and thereafter appointments, removals, promotions, lay-offs, reinstatements, suspensions, leaves of absence, or changes in class or compensation can be legally made only as provided in the law and the rules.