

## Chief Clerk:

Miss Ann V. Burke..... Baltimore.

## Stenographers:

Mrs. Ella S. Gray..... Baltimore

Miss Florence M. C. Hartmaier..... 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 so far as the classified service is concerned. On September 30, 1921, the end of the first fiscal year of the Commission, of a total number of 2,892 employees in the State service, 1,536 were included in the classified service.

The Merit System Law provides that the Commissioner shall classify positions in the classified service, pass upon the qualifications of applicants, and certify eligibles when vacancies are to be filled, recommend minimum and maximum salary ranges with intermediate salary rates for each class of position, pass upon transfers, promotions, reinstatements, leaves of absence, and other actions affecting the status of classified employees, provide for the removal of employees and hold hearings when charges are filed by an appointing authority or a citizen, prescribe the standards of performance and the form and scope of the personnel 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 salaries to employees in the classified service, and certify to the legality of the employment of such employees.

The classification of positions and the rules made by the Commissioner, and approved by the Governor, to carry out the provision of the law, become effective February 1, 1921, and subsequently, appointments, removals, promotions, lay offs, reinstatements, suspensions, leaves of absence, or change in class can be legally made only as provided in the Law and the Rules.

During the first year the Commission conducted 90 different examinations covering 61 different classes of positions. Eligible lists were established resulting from these examinations, from which appointments were made to vacancies in the various departments. A total number of 1,776 persons participated in the examinations. Two hundred and thirty-seven appointments were made from eligible lists resulting from examinations, and 135 temporary appointments to classes for which eligible lists did not exist were authorized by the Commissioner.

In order to make the examination facilities accessible to all citizens of the State, and to reduce the expense and loss of time to competitors to a minimum, all examinations have been scheduled to be held at Annapolis, Baltimore, Cumberland, Frederick, and Salisbury.

Three promotional examinations were held during the year, with twelve appointments made from the employment lists resulting therefrom.

Twenty-four cases came before the Commission for a hearing in the matter of suspension from the State service or removal of names improperly included on the employment lists. The charges in each case were sustained. Fourteen requests to reconsider resignations were received during the year by the Commission, of which twelve were allowed and two refused.