

to authorized persons for a fee of \$2.00 per copy (checks to be made payable to the Department of Health and Mental Hygiene).

The Division has birth and death records for Baltimore City beginning January 1, 1875, and for the twenty-three counties of Maryland beginning August 1898. Marriage registration began on June 1, 1951, and divorce registration began in June 1961. For all marriages prior to June 1951 and for all divorces, regardless of the year, copies may be obtained from the clerk of the Circuit Court in the county where the event occurred.

MANAGEMENT SERVICES ADMINISTRATION

Vacancy, Director

201 W. Preston Street
Baltimore 21201 Telephone: 383-7130

The Director of Management Services Administration is responsible for the performance of organizations associated with Department-wide planning, budgeting, expenditure control, personnel management, and grants administration. The Director assures complete, timely, and cost-effective accomplishment of all work undertaken. The Director oversees the development and integration of plans, programs, and budgets consistent with the objectives of the Assistant Secretary for Administration and the Department. As required, the Director of Management Services Administration assures liaison activities with external agencies for the resolution of specific problems and recommends appropriate legislative and regulatory initiatives to the Assistant Secretary for Administration. The Director assists in establishing goals for the Assistant Secretary and formulates plans, policies, and programs to achieve such goals. As a key member of the Assistant Secretariat for Administration, the Director is expected to contribute regularly to the overall management improvement of the Department.

FISCAL AND SUPPORT OPERATIONS ADMINISTRATION

Thomas M. Thomas, Director

201 W. Preston Street
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The Director of Fiscal and Support Operations Administration is responsible for the performance of organizations associated with Department-wide programs encompassing fiscal accountability, data processing, contracting, education and training for career development and client rehabilitation, capital improvements, dietetic guidance to Department hospitals and institutions, and a variety of publishing and information resource services. The Health Statistics Center, including the vital records system for the State, also reports to the Director of Fiscal and Support Operations. The Director of Fiscal and Support Operations assures complete, timely, and cost-effective accomplishment of all work undertaken. The Director oversees the development and integration of plans, programs, and budgets consistent with the objectives of the Assistant Secretary for Administration and the Department. As required, the Director assures liaison activities with external agencies for the resolution of specific problems and recommends appropriate legislative and regulatory initiatives to the Assistant Secretary for Administration. The Director assists in establishing goals for the Assistant Secretariat for Administration and formulates plans, policies, and programs to achieve such goals. As a key member of the Assistant Secretariat for Administration, the Director is expected to contribute regularly to the overall management improvement of the Department.

MANAGEMENT ANALYSIS STAFF

John J. Cahill, Jr., Director

201 W. Preston Street
Baltimore 21201 Telephone: 383-4556

The Director of Management Analysis Staff is responsible for planning, developing, coordinating, and implementing programs encompassing Department-wide management improvement and accountability. Support and service programs are reviewed and appropriate management techniques are recommended to improve Department administration and the delivery of health care services. The Director assists the Assistant Secretary by assuring completed staff work and overseeing data assembly, fact finding, and various analytical tasks assigned. The Management Analysis Staff also includes a central information resource and assistance in the development, coordination, and promulgation of Department policies.