

The Deputy Secretary advises the Secretary of General Services, plans strategies, performs special assignments, and has overall fiscal responsibility for the Department. Under general direction of the Deputy Secretary are three Divisions: Special Projects, Personnel, and Fair Practices; and the Office of Administrative and Fiscal Services.

SPECIAL PROJECTS DIVISION

Gary C. Abrams, *Administrator* 225-4276

The Special Projects Division coordinates and develops the Department's resource requirements report and annual report, and prepares the Department's rules and regulations. The Division also is assigned special projects by the Secretary and Deputy Secretary.

PERSONNEL DIVISION

Louis V. LaRicci, *Personnel Administrator* 225-4985

The Personnel Division administers all phases of personnel management, including recruitment, position classification, employer-employee relations, orientation, and salary administration. The Division also advises management and all General Services employees on personnel issues.

FAIR PRACTICES DIVISION

Avon J. Evans, *Equal Opportunity Officer* 225-4270

The Fair Practices Division administers the Governor's Executive Order relating to the Code of Fair Practice. The Division also supervises the Department's Minority Business Enterprise Program to help minority businesses identify contract opportunities with the Department of General Services and the State of Maryland.

OFFICE OF ADMINISTRATIVE AND FISCAL SERVICES

Basil Lambros, *Director*
301 W. Preston St., Room 1400
Baltimore, MD 21201 225-4212

The Office of Administrative and Fiscal Services supports the Department with accounting, budgeting, contract awards, agenda preparation, data systems, and word processing. The Office is organized into two Divisions: Fiscal Services, and Contract Services.

FISCAL SERVICES DIVISION

Dennis X. Flynn, *Chief* 225-4230

The Fiscal Services Division maintains all accounting records of the Department. The Division formulates accounting policies, procedures, and internal control standards and monitors compliance with them. The Division also processes operating

budget transactions and capital improvement project transactions affecting general construction loans (GCL) and other bond bills for which the Department is responsible. In addition, the Division orders Department supplies, conducts budget analyses, provides budgetary reports to all levels of Department management, and prepares the Department's annual operating budget.

CONTRACT SERVICES DIVISION

Dorothy N. Neimeyer, *Chief* 225-4222

The Contract Services Division oversees all capital construction bidding and prepares and distributes the Department's Action Agenda to the Board of Public Works. The Division also prepares and distributes the agenda of the Procurement Review Board. The Department's Procurement Review Board consists of two of the Department's Assistant Secretaries, who meet to review and approve procurement transactions for which the Board of Public Works has delegated approval authority to the Secretary of General Services (COMAR Title 21). Resources of the Division are organized primarily to manage the two agendas. The Division also maintains agenda and central contract files and distributes plans and specifications to contractors.

ASSISTANT SECRETARY FOR ENGINEERING

Eric S. Walbeck, *Assistant Secretary for Engineering*
301 W. Preston St.
Baltimore, MD 21201 225-4214

The Assistant Secretary for Engineering is responsible for the management and general direction of the Office of Engineering and Construction, and the Office of Facilities Management. The Assistant Secretary coordinates the development and implementation of policies, procedures, regulations, and standards to assure that programs and services meet the needs of the agencies served. In addition, the Assistant Secretary provides architectural and engineering staff to the General Professional Services Selection Board.

The Assistant Secretary for Engineering and the Assistant Secretary for Operations constitute the Department's Procurement Review Board.

GENERAL PROFESSIONAL SERVICES SELECTION BOARD

Chairperson: E. Donald Reilly, *public member*, 1992

Appointed by Governor: Richard M. Foose, Jr.; Albert Weinstein, *public member*, 1992; Herbert D. Belknap, *alternate*.