

**ASSISTANT SECRETARY,
ADMINISTRATION (26.01.08)**

FY1989 appropriation \$5,823,041
Catherine K. Austin 225-4710

**DATA MANAGEMENT INFORMATION
SERVICES DIVISION**

George Lotterer, Acting Director
. 225-4732

FISCAL MANAGEMENT DIVISION

George Redtman, Director
. 225-4727

**STATE EMPLOYEES HEALTH
INSURANCE ADVISORY COUNCIL**

Chairperson:
Hilda E. Ford, Secretary of Personnel
. 225-4715

Appointed by Governor (who also designates chair): Joseph Adler, 1988; William Bolander, 1988; Sara May Gold, 1988; Johnny Lewis Hughes, 1988; Louis L. Goldstein; Yvette McEachern; Dennis H. Parkinson; Martha Roche.

**LEGISLATIVE & POLICY SERVICES
DIVISION**

Michael W. Finnerin, Director 225-4786

The Department of Personnel develops and maintains a personnel system that recruits, trains, and strives to retain an efficient, qualified work force for public service in State government (Code 1957, Art. 41, secs. 9-101 through 9-106).

Origins of the Department date to 1920 when the Merit System was established for employees of State government. In that year, the office of State Employment Commissioner was created to administer the Merit System (Chapter 41, Acts of 1920). The Commissioner in 1922 was renamed Commissioner of State Employment and Registration and became head of the Department of State Employment and Registration (Chapter 29, Acts of 1922). The Commissioner of State Employment and Registration also chaired the State Employees' Standard Salary Board, formed in 1941 (Chapter 395, Acts of 1941). In 1953, the Commissioner became the State Commissioner of Personnel (Chapter 310, Acts of 1953). The State Commissioner of Personnel became responsible for the State Incentive Awards Board in 1958 (Chapter 65, Acts of 1958). The Department of Personnel superseded the Commissioner in 1970. Although the State Employees Standard Salary Board and the State Incentive Awards Board were abolished in 1970, their main functions were assigned to the Department of Personnel (Chapter 98, Acts of 1970).

Directed by the Secretary of Personnel, the Department is organized under three Assistant Secretaries responsible for Compensation and Employee Selection, Employee Services, and Administration (Code 1957, Art. 41, secs. 9-101 through 9-106; Art. 64A, secs. 1-63).

OFFICE OF THE SECRETARY

Appointed by the Governor with Senate advice and consent, the Secretary of Personnel heads the Department. The Secretary establishes guidelines and procedures for the orderly and efficient administration of the Department.

The Secretary carries out the Governor's policies with respect to personnel and advises the Governor on all matters assigned to the Department.

**ASSISTANT SECRETARY,
COMPENSATION AND EMPLOYEE
SELECTION**

Sara Miller, *Assistant Secretary* 225-4751

The Assistant Secretary of Compensation and Employee Selection is responsible for two Divisions: Recruitment and Examination; and Salary Administration and Position Classification.

**RECRUITMENT AND EXAMINATION
DIVISION**

Nelson L. Sutton III, *Director*
300 W. Preston St.
Baltimore, MD 21201 225-4846
public information: 225-4847

The Recruitment and Examination Division recruits, tests, and certifies candidates as eligible for employment in Merit System positions within State government. Information about Maryland State employment opportunities and applications may be obtained by calling the Division. Personnel specialists also are available for employment counseling at Division offices.

Merit System vacancies are advertised in the newspapers and in bulletins sent to State agencies. Applicants submit a completed MS100 application form which is evaluated by the Division. For some positions, candidates are rated based on the application and notified of their rating. For other positions, applicants who meet the minimum requirements of the job description are notified