
**ASSISTANT SECRETARY FOR
FINANCE & ADMINISTRATION**

Charles Brannan, *Assistant Secretary for Finance & Administration*

301 W. Preston St., Room 1201
Baltimore, MD 21201 225-1820

The Assistant Secretary for Finance and Administration provides executive management of Department operations and administrative activities, including finance, personnel, fair practices/contract compliance, and management analysis and is responsible for all fiscal matters. The Assistant Secretary coordinates the preparation of the Department budget.

PERSONNEL DIVISION

Stanley M. Cieplak, *Personnel Administrator*
225-4985

The Personnel Division administers all phases of personnel management, including recruitment, promotion, position classification, salary administration, employer-employee relations, drug or substance abuse, risk management, orientation, training, and disciplinary procedures. The Division also advises all General Services employees on personnel matters.

FAIR PRACTICES DIVISION

Teresa D. Gee, *Administrator*
225-4270

The Fair Practices Division consists of four Units: Equal Opportunity, Affirmative Action, Minority Business Enterprises, and Contract Compliance. The Equal Opportunity Unit and the Affirmative Action Unit oversee the Department's implementation of the Governor's Code of Fair Practices. The Minority Business Enterprises Unit and the Contract Compliance Unit administer implementation of the Minority Business Utilization Regulations involving Departmental procurements.

**OFFICE OF ADMINISTRATIVE & 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 in fiscal administration, contract awards, and agenda preparations for meetings of the Board of Public Works and the Department's Procurement Review Board. The Office has two Divisions: Fiscal Services, and Contract Services.

FISCAL SERVICES DIVISION

Dennis X. Flynn, *Chief*
225-4240

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 project transactions affecting General Construction Loans (GCL), Capital Appropriations (CA), Outdoor Recreation Land Loans (ORLL), and other bond bills for which the Department is responsible.

CONTRACT SERVICES DIVISION

Dorothy N. Neimeyer, *Chief*
225-4222

The Contract Services Division oversees all capital project 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 Department's Procurement Review Board. Monthly, the Division compiles a Procurement Agency Activity Report that describes transactions approved by the Department's Procurement Review Board.

DEFUNCT DEPARTMENTAL AGENCIES

TELECOMMUNICATIONS DIVISION

Renamed as the Office of Telecommunications Management in 1990.