

PERSONNEL MANAGEMENT SERVICES

Vacancy, *Assistant Secretary for Personnel Management Services*

301 West Preston St., Room 607
Baltimore, MD 21201 (410) 225-4710

The Assistant Secretary for Personnel Management Services is responsible for four divisions: Fiscal Management; Procurement; Data Management Services; and Employee Benefits.

FISCAL MANAGEMENT DIVISION

Jacob Pyzik, *Director*

300 West Preston St., Room 307
Baltimore, MD 21201 (410) 225-4727

The Fiscal Management Division administers financial and budgetary matters of the Department. The Division also is responsible for all purchasing and mailroom activities of the Department.

DATA MANAGEMENT SERVICES DIVISION

George M. Lotterer, *Director*

301 West Preston St., Room 608
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The Data Management Services Division originated as the Data Management Information Services Division in 1970 and received its present name in 1991. The Division provides information on personnel positions to the Department, other State agencies, and local governments. The Division plans, develops, implements, and maintains a centralized automated information system for all divisions of the Department and the Injured Workers' Insurance Fund.

The Division is responsible for compliance review of personnel transactions pertaining to State Merit System laws and regulations. In addition, the Division processes all job applications, notifies applicants of testing dates, sends out test results, and distributes lists of eligible applicants to requesting agencies.

EMPLOYEE BENEFITS DIVISION

Zoe Ann Rohm, *Director*

301 West Preston St., Room 510
Baltimore, MD 21201 (410) 225-4646

In March 1990, the Employee Benefits Division was created as a result of reorganization separating health insurance administration from the Fiscal Management Division. The Employee Benefits Division is responsible for the enrollment of State employees and retirees in the State medical benefits plan and for the establishment of benefits under the plan.

EMPLOYEE ASSISTANCE PROGRAM

Frederick E. Ramsey, *Director*

301 West Preston St., Room 607
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Created in 1969, the Employee Assistance Program helps State employees whose personal problems affect their work. For these employees, the Program coordinates assessment and referral services from health care providers under contract throughout the State. The Program offers services for alcohol-related problems; family or marital difficulties; emotional, financial or legal problems; stress; and substance abuse.

DEFUNCT DEPARTMENTAL AGENCIES

ADMINISTRATION

In 1991, functions were assigned to Personnel Management Services and to Human Resources Management and Development.

CLERICAL TRAINING INSTITUTE

In 1992, merged with the Management Development Center to form the Employee Development Center.

COMPENSATION & EMPLOYEE SELECTION

Reorganized in 1991 as Human Resources Management and Development.

EMPLOYEE DEVELOPMENT & TRAINING

Reorganized in 1992 as the Work Force Quality Division.

EMPLOYEE SERVICES

In 1991, functions were assigned to Personnel Management Services and to Human Resources Management and Development.

MANAGEMENT DEVELOPMENT CENTER

Combined in 1992 with the Clerical Training Institute to form the Employee Development Center.