

work and, throughout the State service, the pay is now closely related to the duties performed and the responsibilities exercised.

Various other matters affecting the personnel of the service, such as transfers, leaves of absence, service ratings, disciplinary action, layoffs, resignations, and removals, are handled centrally through the State Employment Commission, on a business basis similar to that obtaining in big business enterprises.

The cost of the operation of the State Employment Commission has, each year, been approximately one-half of one per cent. of the salary budget for the several departments and institutions of the executive division of the Maryland government. This is considered a nominal cost for the operation of a personnel system in which the recognized features of personnel management are handled, and from statistics available and in the judgment of those who are familiar with the operation of personnel programs, Maryland ranks among the first, both in effectiveness and in economy of operation. Such a rating has recently been made by the Bureau of Public Personnel Administration, a central organization established to serve as a clearing-house and research agency for public personnel groups in the United States and Canada.

The Merit System Law provides that the Commissioner shall classify positions in the classified service, pass upon the qualifications of applicants, and certify eligibles when vacancies are to be filled, recommend minimum and maximum salary ranges with intermediate salary rates for each class of position, pass upon transfers, promotions, reinstatements, leaves of absence, and other actions affecting the status of classified employees, provide for the removal of employees and hold hearings when charges are filed by an appointing authority or a citizen, prescribe the standards of performance and the form and scope of the personnel records that appointing authorities keep, investigate the efficiency of employees in the classified service, and make recommendations for increased efficiency and economy. The Commissioner is also required to check payrolls in advance of the payment of salaries to employees in the classified service, and certify to the legality of the employment of such employees.

By Act of the General Assembly, Session of 1922, Part XVI, Chapter 29, there was established the Department of State Employment and Registration, to be composed of the State Employment Commission and the various examining and licensing boards of the State, with such additional boards as may hereafter be provided for, the head of this department to be the State Employment Commissioner, and to be known as the Commissioner of State Employment and Registration.

Under the provisions of this section of the Act, the State Board of Electrical Examiners and Supervisors and the State Board of Examiners of Moving Picture Machine Operators, by authority of the Board of Public Works, have their official office at 22 Light Street at the office of the State Employment Commission and transact their official business there.

The Seventh Annual Report, giving in detail the activities of the Commission for the fiscal year ending September 30, 1927, and containing a recapitulation of the activities of previous years, has been issued and is available for distribution upon application to the office of the Commission.