

claims for benefits, appeals that arise under the taxing provisions of the Unemployment Insurance Law, and other matters that require appellate adjudication (Code 1957, 1968 Repl. Vol., Art. 95A, sec. 7g).

Advisory Council

The Governor appoints a State advisory council, and the Executive Director appoints local advisory councils, consisting of an equal number of representatives from the public, the employer, and the employee. The councils aid the Executive Director in formulating policies and discuss with him problems that arise in the administration of the law to insure impartial solutions of such problems (Code 1957, 1968 Repl. Vol., Art. 95A, sec. 12).

Unemployment Insurance Division

This Division supervises the Unemployment Insurance Program carried out by the local offices. The Unemployment Insurance Division also collects contributions from employers covered by the Maryland Unemployment Insurance Law, collects quarterly wage information on the employees of these employers, determines weekly benefit amounts in accordance with this wage information, issues benefit checks to local offices, reviews benefit payments to determine if any were improperly made, recovers improper payments, and pays benefits to individuals who formerly worked in Maryland, but who reside in other states, as provided by a reciprocal interstate agreement. The law provides for an experience-rating system under which employers who maintain steady employment are eligible for reduction in the rate of contributions. All funds collected under the law are deposited with the Federal Treasury for the credit of the Unemployment Trust Fund of Maryland and may be used only for the payment of benefits.

Employment Service Division

The Employment Service Division is responsible for operating a public employment service for manpower training programs and for related manpower services. Functions include job placement for all persons legally entitled to work; counseling; aptitude testing; referral to training under the Manpower Development and Training Act; enrollment in Job Corps, Neighborhood Youth Corps and Special Impact programs; operation of the Work Incentive Program (WIN); employer services, including job analysis, technical assistance, inter-area recruitment and certification of alien workers. This Division also operates the Rural Manpower Program, which includes farm labor recruitment (year-round, seasonal and migratory) and employment services to isolated rural area residents.

The Employment Service Division operates the Baltimore Job Bank and participates in the Washington, D. C., Area Job Bank.

The Employment Service Director and his state office staff are responsible for policy, planning, operation of employment service programs in the local offices, technical assistance and specialized training, liaison with other agencies and statewide committees and for coordination with other divisions.

State and local office staff represent the Division on a number of State, area and local commissions concerned with employment and manpower problems.

Administration Division

The Administration Division provides to the Executive Director, the Unemployment Insurance and Employment Service Divisions, the supportive and operating services required for agency planning, opera-