

## DEPARTMENT OF PERSONNEL

Theodore E. Thornton, Sr., *Secretary of Personnel*

Otto A. Klier, *Deputy Secretary of Personnel*

John F. X. O'Brien, *Assistant Secretary for Research and Planning*

Christ G. Christis, *Assistant Secretary for Retirement Systems*

William E. Claridge, *Superintendent, State Accident Fund*

James F. Truitt, Jr., *General Counsel*

301 West Preston Street  
Baltimore 21201

Telephone: 383-4614

The Department of Personnel is the successor department to the State Commissioner of Personnel, established by Chapter 310, Acts of 1953. The position had been previously known as the Commissioner of Employment and Registration (Chapter 41, Acts of 1920). The Department consists of what had previously been the office of the Commissioner of Personnel (Article 64A), the State Board of Ethics (Article 19A), the Board of Trustees of the State Employees' Retirement System (Article 73B), Teachers' Retirement System (Article 77), State Police Retirement System (Article 88B), State Accident Fund (Article 101), and the Maryland State Employees Deferred Compensation Plan (Article 73B). This involves responsibility to provide competent employees to fill authorized classified positions, to administer a personnel system for equitable and consistent treatment of State employees, to provide workmen's compensation and employer's liability coverage for Maryland employers (including State government), and to manage the operations of the various State Retirement systems.

The Department is organized into nine administrative units. The office of the Secretary and the Deputy Secretary provide overall policy direction for the various programs of the Department and include administrative staff support units, including Research and Planning, Fiscal Management, Equal Opportunity, Data Processing, Legal, and Public Relations. Other major components of the Department include Salary Administration and Position Classification, Recruitment and Examination, Employee Training and Development, Employer-Employee Relations, Administrative Services, the State Accident Fund, the State Retirement Systems, and the Social Security Division (Code 1957, Art. 41, secs. 213-220; Art. 64A).

### OFFICE OF THE SECRETARY (EXECUTIVE DIRECTION)

The Secretary advises the Governor on all matters assigned to the Department of Personnel and is responsible for carrying out the Governor's policies with respect to such matters. The Office of the Secretary consists of the following:

#### EQUAL OPPORTUNITY

Equal Opportunity is responsible for planning, coordinating, and evaluating departmental equal opportunity programs, handling complaints of alleged discrimination related to State employment, and providing training and technical assistance to State agencies regarding equal opportunity activities.

### GENERAL COUNSEL

General Counsel is responsible for representation of the Department in all legal matters and for rendering legal aid, advice, and counsel to the Secretary and staff of the Department.

### FISCAL MANAGEMENT

Fiscal Management has responsibility for overall general accounting for the entire Department.

### DATA PROCESSING

Data Processing has responsibility for providing automated data processing services for departmental activities, including employee personnel transaction processing and maintenance of records relating to positions in State service.