

RESEARCH AND PLANNING

Research and Planning has responsibility for coordination of the Department's planning process, the review and evaluation of proposed legislation relating to personnel management, and the conduct of studies and pilot programs to effect the improvement of the State Personnel System.

PUBLIC RELATIONS

Public Relations is responsible for liaison between the Department and all elements of the news media to promote and provide information regarding departmental activities and to publish the Department's magazine, *The Marylander*.

PERSONNEL ADMINISTRATION

Administration of the State Merit System is carried out through five divisional programs of the Department.

ADMINISTRATIVE SERVICES

This division is responsible for the development, dissemination, and interpretation of personnel rules; for compliance review of personnel transactions in terms of appertaining laws and rules; for providing central services for the Department (mail, purchasing, etc.); and for administering an unemployment insurance program for certain State employees (Code 1957, Art. 64A).

SALARY ADMINISTRATION AND POSITION CLASSIFICATION

Is responsible for the development and maintenance of the State Salary Plan and for the development and maintenance of a system and standards for the proper classification of Merit and certain non-Merit System positions in State service.

RECRUITMENT AND EXAMINATION

Is responsible for recruiting, screening, and testing applicants for Merit System positions, including activities such as counseling applicants, constructing and validating tests, and administering and scoring tests.

EMPLOYEE RELATIONS

Employee Relations provides for the conduct of administrative hearings regarding employee grievances and disciplinary actions; training and technical assistance to operating agencies; State

employees' service awards and performance evaluation programs. Major functions are: (1) to increase the effectiveness of the dispute resolution machinery for all State agencies; (2) to improve management competence at all levels of State government in areas of employer-employee relations; and (3) to maintain and improve programs to encourage employee efficiency and morale.

EMPLOYEE TRAINING AND DEVELOPMENT

Is responsible for policy development, planning, coordination, and administration of out-service training programs for State employees and for the State employees' service awards and performance programs.

THE STATE ACCIDENT FUND

Chairperson: Paul E. Gaeng, 1981

Vice-Chairperson: Paul T. O'Malley, 1980

Secretary: Leroy Frederick, 1982

Ross Hoffman, 1979; Maurice R. Wyatt, 1983; Richard K. Coggins, 1983; Simon F. McHugh, Jr., 1983; William E. Claridge, *Superintendent*.

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The State Accident Fund, originally a part of the State Industrial Accident Commission, was established as a separate agency by Chapter 504, Acts of 1941. It is directed by five Commissioners appointed by the Secretary of Personnel with the approval of the Governor for five-year terms, one term expiring each year. The Board elects its officers annually. It administers the State Accident Fund, which is the State's Workmen's Compensation Insurance Carrier. Through the Fund, employers may carry insurance for the payment of claims that may arise from accidents and injuries to their employees as allowed under the Workmen's Compensation Law. All expenses of the agency are paid out of income from premiums paid and interest on Fund investment. The State Treasury is prepaid for operating expenses of the Fund (Code 1957, Art. 101, secs. 70-71).

TEACHERS' RETIREMENT SYSTEM

Board of Trustees

Chairperson: David W. Hornbeck, *State Superintendent of Schools*