

THE DEPARTMENT OF STATE EMPLOYMENT AND REGISTRATION

22 Light Street, Baltimore.

Name.	Postoffice.
Commissioner:	
Oliver C. Short.....	Baltimore
Chief Clerk:	
Miss Ann V. Burke.....	Baltimore
Senior Clerk:	
Miss Mildred Medinger.....	Baltimore
Stenographer:	
Miss Mildred I. Rossman.....	Baltimore

The Governor, without Senate confirmation, appoints one State Employment Commissioner for a term of six years from October 1, 1920. The rest of the staff are in the classified service. (Sec. 3, Ch. 41. Acts 1920.)

The State Employment Commissioner is charged with administering the Merit System Law of the State. The law gives the Commissioner general control of employment and personnel matters so far as the classified service is concerned.

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, and 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.

The Third Annual Report, giving in detail the activities of the Commission for the fiscal year ending September 30, 1923, was issued on January 1, 1924, in accordance with the provisions of the Merit System Law.