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#### **Executive Director**

The Department of Employment Security, established in 1937, administers the Maryland Unemployment Insurance Law (Code 1951, Art. 95A). The Department is headed by an Executive Director appointed by the Governor for a six-year term (Code 1951, 1957 supp., Art. 95A, sec. 10).

#### **Board of Appeals**

A three-man Board of Appeals, appointed by the Governor for six-year terms, hears appeals on claims for benefits, appeals that arise under the taxing provisions of the Unemployment Insurance Law, and other matters that require appellate adjudication (Code 1951, 1957 supp., Art. 95A).

#### **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 1951, 1957 supp., Art. 95A, sec. 11).

#### **Local Office Operations**

This Division, created in July, 1956, administers all operations in the Department's twenty local offices. It pays weekly Unemployment Insurance benefits to eligible individuals and operates a public employment service without charge to either worker or employer, registering applicants for jobs in all occupations and arranging initial interviews between employers and prospective employees. The Division provides vocational guidance and counseling services and administers aptitude and proficiency tests when desirable. It cooperates with other staff departments in developing labor market information—types of positions open, types of labor supply available, current wage rates, and other related material. It maintains a special Farm Labor Program to recruit local and migratory labor for agricultural and food-processing jobs. It also administers special programs to find employment for qualified older workers, qualified physically-handicapped persons, members of minority groups, school and college graduates, and persons seeking summer work. It gives job preference to qualified veterans.

#### **Unemployment Insurance Division**

This Division supervises the Unemployment Insurance Program carried out by the Local Office Operations Division. 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 in-