

under the taxing provisions of the Unemployment Insurance Law, and other matters that require appellate adjudication (Code 1957, 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, Art. 95A, sec. 12).

### **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 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**

This is a staff division concerned with Employment Service technical functions. It is responsible for the development of programs, the evaluation of Employment Service activities, and the staff supervision of such functions as counseling; aptitude testing; employer relations and placement; and services to older workers and the handicapped. It furnishes job analysis and related service directly to employers. The