

Employment Service Division cooperates with the Governor's Committee to Promote Employment of the Handicapped; the Baltimore City Committee on Aging and Problems of the Aged; the Committee on the Economic and Employment Problems of the Aging of the Maryland State Conference of Social Welfare; the Baltimore Council of Social Agencies; the Maryland Commission for the Prevention and Treatment of Juvenile Delinquency; the Committees on Correctional Services and the State Coordinating Commission on Problems of the Aging.

#### **Research and Analysis Division**

This Division reports to the Federal Bureau of Employment Security on the operations of the Department's Employment Service and Unemployment Insurance programs. The Division obtains its information from the operating records of the local offices and the various units in the central office. This information is also used in preparing reports for officials of the agency and the Annual Report to the Governor. As part of a cooperative program to publish labor market data, the Division also furnishes to the U. S. Bureau of Labor Statistics monthly estimates of employment, hours and earnings, and labor turnover in Maryland and in the Baltimore Metropolitan Area. It compiles this information from monthly reports made by a representative sample of Maryland employers. In addition, the Division publishes bi-monthly newsletters covering labor market conditions in Maryland and the Baltimore Metropolitan Area, prepares reports on the labor market upon request, and conducts statistical research studies on specialized topics.

#### **Appeals Division**

This Division, under the supervision of a director responsible to the Board of Appeals, conducts hearings on all appeals filed by claimants or employers from the determinations of claims examiners in the Department's local offices. Claimants may appeal from determinations disqualifying them for benefits, or employers from determinations allowing benefits, as the case may be. An Appeals Referee hears all such appeals. Any aggrieved party may further appeal to the Board of Appeals. Final appellate recourse is to the Courts of Maryland.

#### **Personnel and Training Division**

This Division provides staff for the Department and trains employees in all phases of the Department's operations.

#### **Fiscal Management Division**

This Division manages all fiscal operations of the Department, including budgetary control, inventory, cost accounting, supplies, services, and maintenance.

#### **Local Offices**

The Department operates twenty field offices throughout the State for the convenience of the public in registering for employment or filing claims for Unemployment Insurance. These offices are located in the following cities:

Annapolis: 93 College Avenue  
Baltimore: 1100 N. Eutaw Street  
Bel Air: 113 South Main Street