

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 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. The Division also operates the Youth Opportunity Center and screens personnel for Job Corps.

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.

Methods and Personnel Division

This Division provides staff for the Department, trains employees in all phases of the Department's operations, and develops and prepares a manual of operational procedures for the guidance of personnel in the Department.

Administrative Management Division

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

Research and Analysis Division

This Division is responsible for preparing operational reports, gathering and publishing employment and labor market statistics, and conducting research in the field of employment and unemployment insurance.

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 21401
 Baltimore: 1100 North Eutaw Street 21201
 Bel Air: 112 South Hayes Street 21014
 Cambridge: 503 Race Street 21613
 Chestertown: 218 East High Street 21620
 Crisfield: 930 West Main Street 21817
 Cumberland: 239 North Mechanic Street 21501
 Easton: 208 East Dover Street 21601
 Elkton: 1 Brown Court 21921
 Frederick: 22 West Church Street 21701