

## DEPARTMENT OF PERSONNEL

Henry G. Bosz, Secretary of Personnel  
 Wayne W. Ransom, Deputy Secretary of Personnel  
 Anthony M. Carey, Executive Secretary, State Board of Ethics  
 Christ G. Christis, Assistant Secretary of Personnel for Retirement Systems  
 Richard K. Coggins, Superintendent, State Accident Fund  
 Betty W. Klare, Director, Examination Division  
 Otto A. Klier, Director, Classification and Compensation Division  
 James T. Manning, Chief, Fiscal Operations and Management  
 Robert E. Matthews, Special Assistant for Equal Opportunities  
 Mario C. Pizzillo, Director, Data Processing  
 William H. Schoenhaar, Director, Employee Training and Development  
 Joseph Shane, Director, Employer-Employee Relations  
 William J. Smearman, Director, Administration and Management Services  
 James F. Truitt, Jr., Assistant Attorney General, Counsel to the Department of Personnel  
 Leo Berger, Public Information Officer  
 Nathan F. Needle, M.D., Medical Director

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The Department of Personnel, created by Chapter 98, Acts of 1970, is the successor department to the State Commissioner of Personnel, established by Chapter 310, Acts of 1953. The position had been previously known as the Commissioner of Employment and Registration (Chapter 41, Acts of 1920). The head of the department is the Secretary of Personnel who is appointed by the Governor with the advice and consent of the Senate. The Secretary serves at the pleasure of the Governor and is directly responsible to him and by law, is charged with the responsibility of counseling and advising the Governor on all matters relating to State employees. The Deputy Secretary is appointed by the Secretary with the approval of the Governor, and serves at the pleasure of the Secretary (Code 1957, 1971 Repl. Vol., Art. 41, secs. 213-220; 1972 Repl. Vol., Art. 64A).

The Secretary of Personnel is responsible for the operation of the Department of Personnel and for establishing guidelines and procedures to promote the orderly and efficient administration thereof. The Secretary is responsible for all matters, relating to State employees as well as being responsible for budgeting of his office and all departments and agencies within his department. He is further responsible for promulgating rules and regulations for his office and for reviewing and approving or disapproving or revising the rules and regulations of all the boards, offices and agencies within the Department of Personnel, except for the rules and regulations of the Boards of Trustees of the Retirement Systems and the administration of the funds created by Article 73B, Article 77 and Article 88B.

Appropriations	1973	1974
Office of the Secretary:		
General Funds .....	\$1,249,521	\$1,116,559
Personnel Administration:		
General Funds .....	993,674	1,126,290
Federal Funds .....	383,169	359,360
Special Funds .....	75,000	
Total .....	<u>\$1,451,843</u>	<u>\$1,485,650</u>
Staff: 158.		