

## DEPARTMENT OF PERSONNEL

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The Department of Personnel 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 Department consists of what had previously been the office of the Commissioner of Personnel (Article 64A), the State Board of Ethics (Article 19A), the Boards of Trustees of the State Employees' Retirement System (Article 73B), Teachers' Retirement System (Article 77), State Police Retirement System (Article 88B), and the State Accident Fund (Article 101). This involves responsibility to provide competent employees to fill authorized classified positions, to administer a personnel system for equitable and consistent treatment of State employees, to provide workmen's compensation and employer's liability coverage for Maryland employers (including State government), and to manage the operations of the various State Retirement systems.

The Department is organized into nine administrative units. The office of the Secretary and the Deputy Secretary provide overall policy direction for the various programs of the Department and include administrative staff support units, including Research and Planning, Fiscal Management, Equal Opportunity, Data Processing, Legal and Public Relations. Other major components of the Department include Salary Administration and Position Classification, Recruitment and Examination, Employee Training and Development, Employer-Employee Relations, Administrative Services, the State Accident Fund, the State Retirement Systems and the Social Security Division (Code 1957, 1971 Repl. Vol., Art. 41, secs. 213-220; 1972 Repl. Vol., Art. 64A).

### OFFICE OF THE SECRETARY (EXECUTIVE DIRECTION)

The Secretary advises the Governor on all matters assigned to the Department of Personnel and is responsible for carrying out the Governor's policies with respect to such matters. The Office of the Secretary consists of the following:

#### RESEARCH AND PLANNING

Research and Planning has responsibility for coordination of the Department's planning process, the review and evaluation of proposed legislation relating to personnel management, and the conduct of studies and pilot programs to effect the improvement of the State Personnel System.

#### FISCAL MANAGEMENT

Fiscal Management has responsibility for overall general accounting for the entire Department.

#### DATA PROCESSING

Data Processing has responsibility for providing automated data processing services for departmental activities including employee personnel transaction processing and maintenance of records relating to positions in State Service.

#### EQUAL OPPORTUNITY

Equal Opportunity is responsible for planning, coordinating and evaluating departmental equal opportunity programs,