

DEPARTMENT OF GENERAL SERVICES

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The Department of General Services was established by Chapter 97 of Acts of 1970 as a principal department of the State government. The Department is a consolidation of the duties and functions previously performed by the Department of Public Improvements, the Board of Architectural Review, the Superintendent of Public Buildings and Grounds, the Hall of Records Commission, the War Memorial Commission, the Commission on Artistic Property, and the Purchasing Bureau.

The Department has organized its programs and services into four functional offices: the Office of Administrative and Fiscal Services, the Office of Engineering and Construction, the Office of Facilities Acquisition and Management, and the Office of Central Services.

THE SECRETARY

The Secretary is the chief executive officer of the Department and is appointed by the Governor with the advice and consent of the Senate. The Secretary provides the overall leadership for the Department and has total authority and responsibility for assuring that the Department's programs and services successfully meet the needs of the agencies served. The Secretary sets policy, promulgates rules and regulations, and determines the strategies necessary to efficiently and effectively fulfill the Department's mandate. The Secretary is responsible for the budget of the Department and for the budgets of the boards, commissions, and offices that are under the Department's jurisdiction.

Special duties of the Secretary include presentation of the Department's portion of the Board of Public Works agenda at the bi-monthly Board meetings and serving as a member of the Inter-agency Committee for Public School Construction, the Executive Management Board for the State Multi-Service Centers, the Hall of Records Commission, and the General Professional Services Selection Board. The Secretary is also responsible for appointing the seven members of the Board of Architectural Review, the five members of the Commission on Artistic Property, and the five State members of the War Memorial Commission.

The Secretary is assisted in the administration of the Department by the Deputy Secretary, As-

sistant Secretary, and four staff support units: General Counsel, Personnel, Special Projects, and Affirmative Action/Contract Compliance.

General Counsel

This unit represents the Department in legal matters, including the purchase of land for both Program Open Space and State construction projects, and renders legal advice to the Secretary and other units of the Department.

Personnel

This division administers functions related to all phases of personnel management, including staffing, promotion, position classification, disciplinary actions, compensatory leave, annual leave, incentive awards, and pay administration.

Special Projects

This unit is responsible for the preparation and submission of the Department's Resource Requirement Report, Annual Report, rules and regulations, and fiscal note impact statements. This unit is also assigned special projects by the Secretary, Deputy Secretary, and Assistant Secretary.

Affirmative Action/Contract Compliance

This unit is responsible for administration of the internal and external execution of the Governor's Executive Order relating to the Code of Fair Practice.