

## **PERSONNEL ADMINISTRATION**

Administration of the State Merit System is carried out through eight divisional programs of the Department.

### **ADMINISTRATIVE SERVICES DIVISION**

The Administrative Services Division is responsible for the development, dissemination, and interpretation of personnel rules; for compliance review of personnel transactions in terms of appertaining laws and rules; for providing central services for the Department (mail, purchasing, etc.); for administering the Employee Identification program; for administering the State Employees' Health Care Program; for conducting pre-employment and special medical examinations; and for administering an unemployment insurance program for certain State employees (Code 1957, Art. 64A).

### **ASSISTANT SECRETARY, MANAGEMENT SERVICES**

The Assistant Secretary of Management Services is responsible for the following:

#### **RECRUITMENT AND EXAMINATION DIVISION**

The Recruitment and Examination Division is responsible for recruiting, accepting applications, testing candidates, and issuing eligible lists for Merit System positions.

#### **POSITION CLASSIFICATION DIVISION**

The Position Classification Division is responsible for recommending the classification and compensation plan for all State positions, for systematically maintaining the classification plan, and for conducting job analysis of individual positions.

#### **SALARY AND BENEFITS DIVISION**

The Salary and Benefits Division is responsible for conducting the Annual Salary Review process, for developing data and costs for pay recommendations, for maintaining the State Salary Plan, and for administering various benefit programs.

## **ASSISTANT SECRETARY, EMPLOYEE SERVICES**

The Assistant Secretary of Employee Services is responsible for the following:

### **EMPLOYEE RELATIONS DIVISION**

The Employee Relations Division provides for the conduct of administrative hearings regarding employee grievances and disciplinary actions; training and technical assistance to operating agencies; and State employees' service awards and performance evaluation programs. Major functions are: (1) to increase the effectiveness of the dispute resolution machinery for all State agencies; (2) to improve management competence at all levels of State government in areas of employer-employee relations; and (3) to maintain and improve programs to encourage employee efficiency and morale.

### **EQUAL OPPORTUNITY DIVISION**

The Equal Opportunity Division is responsible for initiating and maintaining a consistent state-wide program in equal employment opportunity and affirmative action. The goal of the Division is to implement an effective employment system that will assure within the Maryland State Merit System a workforce composition within all categories of Maryland State Government employment to reflect as nearly as possible the composition of the civilian labor force of the State of Maryland.

### **EMPLOYEE DEVELOPMENT DIVISION**

The Employee Development Division is organized to provide comprehensive training and development activities to State employees to increase their efficiency and effectiveness; to design systems for the implementation of employee performance appraisal and upward mobility; to provide employee assistance and referral services; and to institute new programs and services that will result in the enhancement of career opportunities and reverse trends of adverse impact, thereby improving the State's overall service delivery systems.

### **SOCIAL SECURITY DIVISION**

The Social Security Division is charged with the administration of Section 218 of the Social Security Act in accordance with the State's agree-