

DEPARTMENT OF GENERAL SERVICES

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Created in 1970, the Department of General Services traces its origins to the formation of the Central Purchasing Bureau in 1920 (Chapter 184, Acts of 1920). Its immediate predecessor agency was the Department of Public Improvements, established in 1947 (Chapter 171, Acts of 1947). The Department of General Services was created by Chapter 97, Acts of 1970. The Department combined the functions of several state agencies: the Central Purchasing Bureau, the Board of Architectural Review, the Superintendent of Public Buildings and Grounds, the Hall of Records Commission, and the Commission on Artistic Property. In addition the same act abolished the Department of Public Improvements and the Bureau of Control Surveys and Maps, transferring their functions to the new Department.

The Department has organized its programs and services under two Assistant Secretaries. Under the Assistant Secretary for Capital Programs there are four main offices or divisions: The Office of Engineering and Construction, the Office of Facilities Acquisition and Management, the Multi-Service Center Division, and the Division of Real Estate. The Assistant Secretary for Operations is responsible for the Office of Central Services and the Office of Administrative and Fiscal 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 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 on School Construction, the Executive Management Board for the State Multi-Service Centers, the Hall of Records Commission, Maryland Food Center Authority, Council on the State Capital, the State Use Industries Advisory Committee, the Commission on Correctional Standards, 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 mem-

bers 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, two Assistant Secretaries, and four staff support units: Principal Counsel, Personnel, Special Projects, and Affirmative Action/Contract Compliance.

Principal 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 unit administers personnel management functions relating to all phases of personnel management, including recruitment, promotion, position classification, disciplinary procedures, grievances, discrimination complaints, incentive awards, and pay administration. The unit also advises Department of General Services employees in both Baltimore and Annapolis on personnel matters.

Special Projects

This unit is responsible for the coordination and development of the Department's Resource Requirement Report and Annual Report; the prepa-