

DEPARTMENT OF PERSONNEL

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The Department of Personnel was charged with its mission by Chapter 98 of the Acts of 1970 (Article 41, Sections 213 through 220, *Annotated Code of Maryland*) when it was established as one of the Executive Departments of State government. This statute shaped a new cabinet-level department that included the former Office of the Commissioner of Personnel (Article 64A); the Employees' Retirement System (Article 73B); the Teachers' Retirement System (Article 73B); the State Police Retirement System (Article 88B); and the State Accident Fund (Article 101). Retirement Systems were removed from the Department of Personnel in 1982 (Article 73B). Although these are the principal statutes governing the Department's charge, there are various others that directly influence or expand the Department's areas of responsibility.

The Department of Personnel has as its primary purpose the development and maintenance of a personnel system that recruits, trains, and retains an efficient, qualified work force to perform the work necessary to carry out public policy within the parameters and requirements of applicable Federal and State laws, statutes, and published policies. Additionally, the Department is responsible for the administration of the State Accident Fund and the Maryland State Employees Deferred Compensation Plan.

OFFICE OF THE SECRETARY

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:

users within the Department, other State agencies, and political subdivisions. This Division plans, develops, implements, and maintains a centralized automated information system for all Divisions of the Department of Personnel, the Social Security Division, the State Retirement Systems, and the State Accident Fund.

GENERAL COUNSEL

The Office of Counsel is responsible for advising and representing in all legal matters the Department, the State Accident Fund, and the Board of Trustees of the State Employees Deferred Compensation Plan.

PUBLIC INFORMATION

Public Information is responsible for liaison between the Department and all elements of the news media to promote and provide information regarding departmental activities and to publish the Department's magazine, *The Marylander*.

FISCAL MANAGEMENT

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

PERSONNEL ADMINISTRATION

Administration of the State Merit System is carried out through eight divisional programs of the Department: Administrative Services, Recruitment and Examination, Position Classification, Salary and Benefits, Employee Relations, Equal Opportunity, Employee Development, and Social Security.

DATA MANAGEMENT INFORMATION SYSTEMS

Data Management Information Systems provides information on personnel positions to