

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is responsible for the development, dissemination, and interpretation of personnel regulations, policies, and procedures; compliance review of personnel transactions in terms of appertaining laws and rules; and central services for the Department (mail, purchasing, etc.). The Division administers the Employee Identification program, the State Employees' Health Care Program, and an unemployment insurance program for State employees, and conducts employment and special medical examinations.

ASSISTANT SECRETARY, MANAGEMENT SERVICES

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

RECRUITMENT AND EXAMINATION DIVISION

Public Information: 383-4661
383-4614
383-4676

The Recruitment and Examination Division is responsible for recruiting, accepting applications, testing candidates, and issuing eligible lists for Merit System positions. General information concerning Maryland State employment opportunities and applications may be obtained by calling the Division.

POSITION CLASSIFICATION ADMINISTRATION

The Position Classification Administration is responsible for determining the appropriate classification for all State positions under the jurisdiction of the Secretary of Personnel, conducting job analysis of individual positions, and systematically maintaining the classification plan.

SALARY AND BENEFITS ADMINISTRATION

The Salary and Benefits Administration is responsible for conducting the Annual Salary Review process, developing salary and benefits data and costs for pay recommendations, maintaining the State Salary Plan, and recommending emergency salary actions.

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, and provides training and technical assistance to operating agencies. Major functions are first, to increase the effectiveness of the dispute resolution machinery for all State agencies, and second, to improve management competence at all levels of State government in areas of employer-employee relations.

EQUAL OPPORTUNITY DIVISION

The Equal Opportunity Division is responsible for initiating, monitoring, and maintaining a Statewide program in equal employment opportunity and affirmative action. The Division also is responsible for investigating and settling charges brought under the Employees' Confidential Disclosure Protection Act (Chapter 850, Acts of 1980).

The goals of the Division are twofold. It implements an effective employment system to assure a workforce, within the State Merit System, that reflects the available civilian labor force in the State. The Division also protects the rights of employees who direct attention to instances of mismanagement and improprieties committed by officials in Maryland State employment.

EMPLOYEE DEVELOPMENT DIVISION

The Employee Development Division is organized to provide comprehensive training and development activities for State employees to increase their efficiency and effectiveness. The Division's programs are administered by two specialized cost-reimbursable training units—the Management Development Center and the Clerical Training Institute—as well as two other units—Special Projects and Employee Assistance—to help develop employee productivity and effectiveness.

Examples of programs offered through the Division include, but are not limited to, executive, management, and supervisory development; clerical and office skill development; and specialized