

## DEPARTMENT OF EMPLOYMENT AND TRAINING

Brent M. Johnson, *Secretary of Employment and Training*

Rosemary Malcolm-Rodgers, *Deputy Secretary*

Joseph D. Burruss, Jr., *Assistant Secretary for Administration*

James E. Callahan, *Assistant Secretary for Job Placement and Training*

Joel G. Lee, *Assistant Secretary for Unemployment Insurance*

Alexander Wright, Jr., *Principal Counsel*

1100 N. Eutaw Street  
Baltimore 21201

Telephone: 383-5070

Created by Chapter 64, Acts of 1983, the Department of Employment and Training began operation October 1, 1983. It consolidates areas of responsibility formerly under the Department of Human Resources and the Department of Licensing and Regulation. The Department coordinates the State's public and private resources for employment and job training. It functions through an Office of Administration, the Job Training and Placement Administration, the Maryland Job Service, the Apprenticeship and Training Council, and the Unemployment Insurance Administration.

### THE SECRETARY

The Secretary is chief executive officer of the Department and is appointed by the Governor with the advice and consent of the Senate. 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.

The Secretary is assisted in the administration of the Department by the Deputy Secretary, three Assistant Secretaries, and four staff support units: Principal Counsel, Equal Opportunity, Management Information Systems, and Government and Community Relations.

### OFFICE OF GOVERNMENT AND COMMUNITY RELATIONS

Luther W. Starnes, *Director*

1100 N. Eutaw St.  
Baltimore 21201

Telephone: 383-4796

The Office of Government and Community Relations serves as the liaison between the Department and the public, the General Assembly, and the U.S. Congress. The Office promotes employment and training services in the State, and provides information regarding these services. In addition, the Office coordinates the Department's

legislative activities, responds to constituent requests, and produces and distributes Departmental publications.

### OFFICE OF ADMINISTRATION

Joseph D. Burruss, Jr., *Assistant Secretary*

Henry P. Hammann, *Director*

1100 N. Eutaw St.  
Baltimore 21201

Telephone: 383-4515

The Office of Administration directs, coordinates, and evaluates delivery of administrative services throughout the Department. Its primary functions are to administer budgeting, finance, and procurement procedures; maintain office facilities, equipment, and security; provide technical experience to recruit, classify, train, and counsel employees; and collect, analyze, and disseminate labor market information.

The Office consists of four divisions: Budget and Finance, General Services, Personnel, and Research and Analysis.

### JOB TRAINING AND PLACEMENT ADMINISTRATION

James E. Callahan, *Assistant Secretary*

1123 N. Eutaw St.  
Baltimore 21201

Telephone: 383-5107  
Jobs Hotline: 1-800-422-JOBS