

final inspection of such construction. In addition, the Administration is responsible for the protection of shellfish-growing and recreational waters, and for residential on-site water and sewerage facilities.

WASTE MANAGEMENT ADMINISTRATION

Ronald Nelson, *Director*

201 W. Preston St.
Baltimore 21201 Telephone: 383-3123

The Waste Management Administration provides for the safe collection and disposal of solid wastes, the regulation and inspection of industrial wastewater treatment facilities, and the control of transportation, storage, and disposal of hazardous substances. It issues permits required for the discharge of industrial wastes and the disposal of designated hazardous substances in order to limit the quantity and quality of such discharges. It administers the Resource Conservation and Recovery Planning Act and conducts inspections to assure compliance with the conditions of permits, certifications, and licenses that have been issued. The Administration also investigates reported water and related pollution violations.

ASSISTANT SECRETARY FOR ADMINISTRATION

Jesse E. Williams, Jr., *Assistant Secretary*

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Baltimore 21201 Telephone: 383-5520

The Assistant Secretary for Administration is responsible for improving the management capability of the Department.

The Assistant Secretary assists the Secretary and Deputy Secretary in general policy and program development and in addressing matters that involve other State agencies, the legislature, the gubernatorial staff, and the federal government. The Assistant Secretary plans, organizes, directs, coordinates, and evaluates a wide range of professional, technical, and administrative services. Goals and objectives are established and pursued in order to contribute to a timely, responsive health delivery system. The Assistant Secretary provides Department-wide support services in planning, budgeting, expenditure control, personnel management, data processing, staff training, grants administration, and capital construction.

Under the Assistant Secretariat are three administrations: Fiscal Services, General Services Ad-

ministration, and Information Services; and the Offices of Planning and Management Services.

FISCAL SERVICES ADMINISTRATION

Harry G. Beck, Jr., *Director*

201 W. Preston St.
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The Fiscal Services Administration plans, organizes, and directs the activities of the divisions of Budget Management, General Accounting, Audit Operations, Grants Administration, Cost Accounting, and Personnel. The director and staff analyze and provide all necessary fiscal, budget, accounting, and personnel services for a statewide operation of ten major program administrations and twenty-seven health care and juvenile facilities. The Administration develops Department-wide systems, policies, and procedures for fiscal management in coordination with regulatory/control agencies, the legislature, and the federal government.

INFORMATION SERVICES ADMINISTRATION

Sylvia H. Law, *Acting Director*

201 W. Preston St.
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The Information Services Administration plans, organizes, and directs the activities of the divisions of Data Processing, and Vital Records, and the Kidney Disease program. The director and staff provide highly technical support services, computer programming, and data processing. These services are provided to the entire Department, the general public, and other agencies, and are statewide in scope.

Through a reimbursement program, the Maryland End-State Kidney Disease Program ensures access to needed services for all patients suffering from irreversible kidney disease.

Division of Vital Records

Julia Davidson Randall, *State Registrar of Vital Records*

201 W. Preston St.
Baltimore 21201 Telephone: 383-2671

Within the Information Services Administration, the Division of Vital Records provides direct services to the public. All births, deaths, marriages, and divorces that occur in the State are registered.