

DEPARTMENT OF PERSONNEL

John F. X. O'Brien, *Secretary of Personnel*

Donald Tynes, Sr., *Deputy Secretary of Personnel*

James F. Truitt, Jr. *Principal Counsel*

301 West Preston Street
Baltimore 21201

Telephone: 383-4610

The Department of Personnel, formerly the Office of the Commissioner of Personnel, was created by Chapter 98, Acts of 1970.

The Department develops and maintains a personnel system that recruits, trains, and strives to retain an efficient, qualified work force to perform the work necessary to carry out public policy compatible with the requirements of federal and State laws, regulations, and published policies. Additionally, the Department is responsible for the administration of the State Accident Fund and the Maryland State Employees Deferred Compensation Plan (Code 1957, Art. 41, secs. 213-217).

OFFICE OF THE SECRETARY

The Secretary advises the Governor on all matters assigned to the Department and is responsible for carrying out the Governor's policies with respect to such matters. The Office of the Secretary consists of the following:

GENERAL COUNSEL

James F. Truitt, Jr., *Principal Counsel*
Telephone: 383-4607

The Office of General Counsel advises and represents the Department and the State Accident Fund in all legal matters.

FISCAL MANAGEMENT

George Redtman, *Director*

Fiscal Management has responsibility for overall general accounting for all units in the Department. It also maintains revolving funds to pay fringe benefits for all employees of the State.

DATA MANAGEMENT INFORMATION SYSTEMS

George E. Lyons, *Director*

Data Management Information Systems provides information on personnel positions to the Department, other State agencies, and political subdivisions. The Division plans, develops, implements, and maintains a centralized automated information system for all Divisions of the Department, the Social Security Division, the State Retirement Systems, and the State Accident Fund.

PUBLIC INFORMATION

Leo E. Berger, *Public Information Officer*
Telephone: 383-4987

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

PERSONNEL ADMINISTRATION

Administration of the State Merit System is carried out through six divisions of the Department: Administrative Services, Recruitment and Examination, Salary Administration and Position Classification, Employer-Employee Relations, Employee Development, and Equal Employment Opportunity. Additionally, the Department is responsible for the administration of the Social Security Division.

ADMINISTRATIVE SERVICES DIVISION

Leeda Kiprow, *Director* Telephone: 383-4601

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, such as mail and purchasing. The Division administers the Employee Identification Program and an Unemployment Insurance Program for State employees; conducts employment and special medical exami-