

nations; and operates a First Aid Unit for employees in the Baltimore State Office Building.

MANAGEMENT SERVICES

Gary C. Abrams, *Assistant Secretary*

Telephone: 383-6364

The Assistant Secretary of Management Services is responsible for two divisions: Recruitment and Examination, and Salary Administration and Position Classification.

RECRUITMENT AND EXAMINATION DIVISION

Nelson L. Sutton III, *Director*

Public Information: 383-4661

383-4614

383-4676

The Recruitment and Examination Division recruits, accepts applications, tests candidates, and issues eligible lists for State Merit System positions. General information concerning Maryland State employment opportunities and applications may be obtained by calling the Division.

SALARY ADMINISTRATION AND POSITION CLASSIFICATION DIVISION

Anne Hearn, *Director*

Telephone: 383-4643

The Division determines the appropriate classification for all State positions under the jurisdiction of the Secretary of Personnel, conducts job analysis of individual positions, and systematically maintains the classification plan. It also conducts the Annual Salary Review process, develops salary and benefits data and costs for pay recommendations, maintains the State Salary Plan, and recommends emergency salary actions.

EMPLOYEE SERVICES

William J. Smearman, *Assistant Secretary*

Telephone: 383-6927

The Assistant Secretary of Employee Services is responsible for three Divisions: Employer-Employee Relations, Equal Employment Opportunity, and Employee Development.

EMPLOYER-EMPLOYEE RELATIONS DIVISION

Charles R. Hennick, *Director*

Telephone: 383-4658

The Employer-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 EMPLOYMENT OPPORTUNITY DIVISION

Walter M. Dickerson, *Director*

Telephone: 383-4671

The Equal Employment Opportunity Division initiates, monitors, and maintains a Statewide program in equal employment opportunity and affirmative action. The Division also is responsible for investigating and settling charges brought under the Employee Disclosure and Confidentiality Protection Act (Chapter 850, Acts of 1980).

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

EMPLOYEE DEVELOPMENT DIVISION

Wylie A. Campbell, Jr., *Director*

Telephone: 659-6417

The Employee Development Division provides comprehensive training and development activities for State employees to increase their efficiency and productivity. The Division's programs are administered by two specialized cost-reimbursable training units—the Management Development Center and the Clerical Training Institute—and two other units—Special Projects and Employee Assistance. Additionally, the State's Health Insurance Program is a function of this Division.

SOCIAL SECURITY DIVISION

William A. Goldsborough, *Director*

Telephone: 383-2400

The Social Security Division is charged with the administration of Section 218 of the federal Social Security Act in accordance with the State's agree-