

Assistant Secretaries, and four staff support units: Principal Counsel, Special Projects, Personnel, and Affirmative Action/Contract Compliance.

DEPUTY SECRETARY

Jerome W. Klasmeier, *Deputy Secretary*

301 W. Preston St.
Baltimore 21201

Telephone: 225-4956

The Deputy Secretary advises the Secretary, manages strategic planning, performs special assignments, and has overall responsibility for fiscal control of the Department. Under the general direction of the Deputy Secretary is the Special Projects Unit, Personnel Office, Affirmative Action/Contract Compliance Units, the Asbestos Unit, and the Office of Administrative and Fiscal Services.

SPECIAL PROJECTS UNIT

Vacancy, *Administrator*

Telephone: 225-4294

This unit is responsible for the coordination and development of the Department's Resource Requirements Report and Annual Report, and the preparation of the Department's rules and regulations. This unit is also assigned special projects by the Secretary and Deputy Secretary.

PERSONNEL OFFICE

Louis V. LaRicci, *Personnel Administrator*

Telephone: 225-4985

The Personnel Office administers all phases of personnel management, including recruitment, position classification, employer-employee relations, orientation, and salary administration. The Office also provides advice on personnel issues to management and to all General Services employees in both Baltimore and Annapolis.

AFFIRMATIVE ACTION/CONTRACT COMPLIANCE UNITS

Ricardo Robinson, *Affirmative Action Officer*

Avon J. Evans, *Contract Compliance Officer*

Telephone: 225-4270

The Affirmative Action Unit administers the internal and external execution of the Governor's Executive Order relating to the Code of Fair

Practice. The Contract Compliance Unit administers General Services' Minority Business Enterprise Program to help minority businesses identify contract opportunities with the Department of General Services and the State of Maryland.

ASBESTOS UNIT

Leroy A. Phillips, *Administrator*

201 W. Preston St.
Baltimore 21201

Telephone: 225-4700

The Asbestos Unit is responsible for managing the State's comprehensive survey of all State-owned buildings to locate asbestos and identify its condition. Survey results will provide documentation to support the State's litigation against forty-seven manufacturers and installers of asbestos.

The Asbestos Unit develops specifications to remove asbestos-containing materials (ACM) from areas which have been identified as imminent health hazards. The Unit also develops specifications and bidding projects to abate ACM in areas to be demolished or renovated by the Department's Office of Engineering and Construction. The Unit is organized into four sections: Survey Management, Litigation Support, Public Relations, and Contracts.

OFFICE OF ADMINISTRATIVE AND FISCAL SERVICES

John C. White, *Director*

301 W. Preston St., Room 1400
Baltimore 21201

Telephone: 225-4212

The Office of Administrative and Fiscal Services provides the Department with capability in the areas of accounting, budgeting, contract awards, agenda preparation, casualty claims, data systems, and word processing. The Office is organized into three operating sections—Fiscal Services, Information Services, and Contract Services—and two staff units, one for Casualty Claims and one for Data Systems Administration.

FISCAL SERVICES DIVISION

Basil Lambros, *Chief*

Telephone: 225-4230

The Fiscal Services Division maintains all accounting records of the Department; formulates accounting policies, procedures, and internal control standards; and monitors compliance with such policies, procedures, and standards. Resources of the Division are organized to process