

## DEPARTMENT OF PERSONNEL

Hilda E. Ford, *Secretary of Personnel*

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

James F. Truitt, Jr., *Principal Counsel*

301 West Preston Street  
Baltimore 21201

Telephone: 225-4847

The Department of Personnel, formerly the Office of the Commissioner of Personnel, was created in 1970 (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. The Department also is responsible for the administration of the State Accident Fund (Code 1957, Art. 41, secs. 9-101 through 9-106).

### 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.

### GENERAL COUNSEL

James F. Truitt, Jr., *Principal Counsel*  
Telephone: 225-4725

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

### BUREAU OF EMPLOYEE/ MANAGEMENT SERVICES

Gary C. Abrams, *Assistant Secretary*  
Telephone: 225-4751

The Assistant Secretary of Employee/Management Services is responsible for four divisions: Recruitment and Examination, Salary Administration and Position Classification, Equal Employment Opportunity, and Employee Development.

### RECRUITMENT AND EXAMINATION DIVISION

Nelson L. Sutton III, *Director*  
Public Information: 225-4847

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: 225-4777

The Salary Administration and Position Classification 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.