

EQUAL EMPLOYMENT OPPORTUNITY DIVISION

Walter M. Dickerson, *Director*
Telephone: 225-4792

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).

EMPLOYEE DEVELOPMENT DIVISION

Wylie A. Campbell, Jr., *Director*
Telephone: 333-6417

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.

BUREAU OF ADMINISTRATION

Mark P. Kane, *Assistant Secretary*
Telephone: 225-4710

The Assistant Secretary of Administration is responsible for five Divisions: Employer-Employee Relations, Administrative Services, Data Management Information Services, Fiscal Management, and Social Security.

EMPLOYER-EMPLOYEE RELATIONS DIVISION

Charles R. Hennick, *Director*
Telephone: 225-4681

The Employer-Employee Relations Division conducts 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 mechanisms for all State agencies, and second, to improve management understanding at all levels of State government in areas of employer-employee relations.

ADMINISTRATIVE SERVICES DIVISION

Leeda Kiprow, *Director* Telephone: 225-4943

The Administrative Services Division is responsible for the development, dissemination, and interpretation of personnel regulations, policies, and procedures; and central services for the Department, including telephone services, assignment and maintenance of State pool vehicles, assignment of parking permits, and personnel services concerning Department employees. The Division administers the Employee Identification Program and an Unemployment Insurance Program for State employees; conducts employment and special medical examinations; and operates a First Aid Unit for employees in the Baltimore State Office Building.

DATA MANAGEMENT INFORMATION SERVICES DIVISION

George E. Lyons, *Director* Telephone: 225-4732

The Data Management Information Services Division 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 State Retirement and Pension Systems, and the State Accident Fund.

The Division is responsible for compliance review of personnel transactions pertaining to State Merit System laws and regulations. In addition, the Division processes all job applications, notifies applicants for tests, sends out test results, and distributes eligible lists to requesting agencies.

FISCAL MANAGEMENT DIVISION

George Redtman, *Director* Telephone: 225-4727

The Fiscal Management Division constitutes a centralized fiscal unit charged with administering the financial and budgetary activities of the constituent units comprising the Department of Personnel. The Division administers the Health Insurance Program for State employees and retirees and implements a statewide Health Enhancement Program for State employees. The Division also is responsible for all purchasing and mailroom activities for the Department, excluding the State Accident Fund.