

Program coordinates assessment and referral services from health care providers under contract throughout the State. The Program offers services for alcohol-related problems; family or marital difficulties; emotional, financial, or legal problems; stress; and substance abuse.

**ASSISTANT SECRETARY,
ADMINISTRATION**

Catherine K. Austin, *Assistant Secretary* 225-4710

The Assistant Secretary of Administration is responsible for three Divisions: Data Management Information Services, Fiscal Management, and Legislative and Policy Services.

**DATA MANAGEMENT INFORMATION
SERVICES DIVISION**

George Lotterer, *Acting Director*

301 W. Preston St., Room 608
Baltimore, MD 21201 225-4732

The Data Management Information Services Division provides information on personnel positions to the Department, other State agencies, and local governments. The Division plans, develops, implements, and maintains a centralized automated information system for all Divisions of the Department 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 of testing dates, sends out test results, and distributes lists of eligible applicants to requesting agencies.

FISCAL MANAGEMENT DIVISION

George Redtman, *Director*

301 W. Preston St., Room 510
Baltimore, MD 21201 225-4727

The Fiscal Management Division administers financial and budgetary matters of the Department. 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 of the Department.

**STATE EMPLOYEES' HEALTH INSURANCE
ADVISORY COUNCIL**

Chairperson: Hilda E. Ford, *Secretary of Personnel*

Appointed by Governor: Joseph Adler, 1988; William Bolander, 1988; Sara May Gold, 1988; Johnny Lewis Hughes, 1988; Louis L. Goldstein; Yvette McEachern; Dennis H. Parkinson; Martha Roche.

c/o Dept. of Personnel
301 W. Preston St.
Baltimore, MD 21201 225-4715

The State Employees' Health Insurance Advisory Council was created in 1985 (Chapter 217, Acts of 1985). The Council advises the Secretary of Personnel on implementation, maintenance, negotiations, and administration of the State Employees' Health Insurance Program. The Council also advises the Secretary on the procedure for soliciting bids from health care providers for a contract under the Program.

Appointed by the Governor, the Council consists of the Secretary of Personnel or designee, and one representative each from the Department of Budget and Fiscal Planning; Department of Health and Mental Hygiene; State Insurance Commissioner; Comptroller of the Treasury; Maryland Classified Employees Association; American Federation of State, County, and Municipal Employees; Maryland Troopers Association; and the public. Members serve two-year terms. The Governor designates the chairperson (Code 1957, Art. 64A, sec. 48E).

**LEGISLATIVE AND POLICY SERVICES
DIVISION**

Michael W. Finnerin, *Director*

301 W. Preston St., Room 607
Baltimore, MD 21201 225-4786

Created in April 1988, the Legislative and Policy Services Division serves as legislative liaison for the Department on all bills affecting not only the Department of Personnel but also the Merit System and its personnel. The Division drafts bills and fiscal notes and testifies on proposed legislation.

The Division promulgates and interprets rules and regulations governing personnel. The Division also conducts health benefits policy analysis; procures all commodities and services, which includes securing health benefit providers; and directs the Department's internal personnel section.