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**FINANCIAL PLANNING  
ADMINISTRATION**


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Richard J. Bandelin, *Director*

201 W. Preston St.  
Baltimore, MD 21201 225-6064

The Financial Planning Administration monitors and controls all Department financial affairs, including liaison with the Department of Budget and Fiscal Planning and the General Assembly. The Administration oversees budget preparation and review, expenditure management, funding enhancement, rate setting, cost analysis, and fiscal policy.

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**PERSONNEL SERVICES  
ADMINISTRATION**


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Frank C. Zoll, *Director*

201 W. Preston St.  
Baltimore, MD 21201 225-6386

Formerly the Office of Personnel Management, the Personnel Services Administration received its present name in 1988. The Administration provides personnel services and training for the Department. The Administration is responsible for personnel policy, recruitment and staffing, classification and compensation, employee-employer relations, staff development and training, and payroll and timekeeping.

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**FISCAL SERVICES  
ADMINISTRATION**


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Sylvia Law, *Director*

201 W. Preston St.  
Baltimore, MD 21201 225-5820

The Fiscal Services Administration analyzes and provides fiscal, accounting, and contracting services for the statewide operation of major Department programs and health care facilities. The Administration develops systems, policies, and procedures for the Department's fiscal management in coordination with regulatory/control agencies, the General Assembly, and the federal government. Under the Administration are five divisions: Reimbursements, General Accounting, Audit Operations, Telecommunications, and Procurement.

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**INFORMATION SERVICES  
ADMINISTRATION**


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Hugh C. Carrington, *Director*

201 W. Preston St.  
Baltimore, MD 21201 225-6830

Formerly the Data Information Systems Administration, the Information Services Administration received its present name in 1988. The Administration devises information-processing strategies and implements the policy, procedures, and controls required for automation programs. The Administration also provides systems analysis, programming and data communications, and training and computer operation services for the Department's information systems throughout the State.

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**GENERAL SERVICES  
ADMINISTRATION**


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Daniel A. Hughes, *Director*

201 W. Preston St.  
Baltimore, MD 21201 225-5830

The General Services Administration plans, organizes, and directs four divisions: Central Services, Vital Records, Health Statistics, and Engineering and Maintenance, as well as the Department's Library. The Administration provides support services for supplies and procurement, space allocation, fleet management, mail, photocopying, building services, and capital construction. Coordination and technical assistance are provided statewide to projects of maintenance and engineering; asbestos identification and abatement; and abatement of polychlorinated biphenyls (PCBs), which are toxic chemicals found in insulating oils for electric transformers and switch gear.

**DIVISION OF HEALTH STATISTICS**

Jean Warthen, Ph.D., *Chief*  
225-5950

The Division of Health Statistics began in 1969 as the Center for Health Statistics. It was reorganized and renamed in 1988.

The Division publishes annual vital statistics and population estimates for the State. To highlight significant trends and findings, the Division analyzes and reports annually on the health status of Maryland residents. It provides statistical analysis and advice to programs on studies and systems development. The Division publishes annual and special reports on these topics.