

GENERAL OPERATIONS Betty Brown, <i>Principal Analyst</i> 225-1674	FY1991 authorized positions25.5 Jeanne Zarnoch, <i>Director</i>225-4943
CLASSIFICATION SALARY PLAN REVIEW Arthur D. Merkle, <i>Principal Analyst</i> 225-4782	EMPLOYEE DEVELOPMENT DIVISION (26.01.04.03) Wylie A. Campbell, Jr., <i>Administrator</i>333-6417
Linda J. Prentice, <i>Principal Analyst</i> 225-4781	EMPLOYEE ASSISTANCE PROGRAM (26.01.04.04) Frederick E. Ramsey, <i>Administrator</i>333-6407
EMPLOYEE SERVICES (26.01.04) FY1991 appropriation\$1,999,710	

MANDATED REPORTS

- Annual Report to Governor due Jan. 1.*
- Annual Report to Governor on employee disclosure and confidentiality protection.*
- Annual Report to Governor on Equal Employment Opportunity Program due Jan. 1.*
- Annual Report to Governor & General Assembly on employee incentive awards program.*
- Annual Report to General Assembly due Jan. 15.*
- Annual Report to General Assembly on amounts of leave taken by State employees.*
- Annual Report to General Assembly on part-time positions.*
- Annual Report to Joint Budget & Audit Committee on use of nonbudgeted or dedicated funds for capital construction projects due Jan. 10.*
- Annual Report to Joint Budget & Audit Committee, Department of Budget & Fiscal Planning, & Department of Fiscal Services on anticipated federal aid & requested increases due Aug. 15.*
- Annual Report to Records Management Division of Department of General Services on forms management due July 31.*
- Annual Report to Secretary of General Services on personal records.*
- Annual Report of State Employees' Health Insurance Advisory Council to Governor & General Assembly.*
- Report to Secretary of Budget & Fiscal Planning & Legislative Auditor on account examinations of private care providers under State contract due periodically.*
- Semi-annual Report to State Treasurer on anticipated debt during next seven-month period due Jan. 1 & July 1.*

ORIGIN & FUNCTIONS

The Department of Personnel develops and maintains a personnel system that recruits, trains, and strives to retain an efficient, qualified work force for public service in State government (Code 1957, Art. 41, secs. 9-101 through 9-106).

Origins of the Department date to 1920 when the Merit System was established for employees of State government. In that year, the office of State Employment Commissioner was created to administer the Merit System (Chapter 41, Acts of 1920). The Commissioner in 1922 was renamed Commissioner of State Employment and Registration and became head of the Department of State Employment and Registration (Chapter 29, Acts of 1922). The Commissioner of State Employment and Registration also chaired the State Employees' Standard Salary Board, formed in 1941 (Chapter 395, Acts of 1941). In 1953, the Commissioner became the State Commissioner of Personnel (Chapter 310, Acts of 1953). The State Commissioner of Personnel became responsible for the State Incentive Awards Board in 1958 (Chapter 65, Acts of 1958). The Department of Personnel superseded the Commissioner in 1970. Although the State Employees Standard Salary Board and the State Incentive Awards Board were abolished in 1970, their main functions were assigned to the Department of Personnel (Chapter 98, Acts of 1970).

Directed by the Secretary of Personnel, the Department is organized under an assistant secretary for compensation and employee selection, an assistant secretary for administration, and a director of employee services (Code 1957, Art. 41, secs. 9-101 through 9-106; Art. 64A, secs. 1-63).