

DATA MANAGEMENT INFORMATION SERVICES DIVISION

George M. Lotterer, *Director*

301 W. Preston St., Room 608
Baltimore, MD 21201 225-4733

The Data Management Information Services Division was formed in 1970. The 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 Injured Workers' Insurance 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.

EMPLOYEE BENEFITS DIVISION

Joseph Epstein, *Director*

301 W. Preston St., Room 510
Baltimore, MD 21201 225-4646

The Employee Benefits Division was created in March 1990 as a result of reorganization separating health insurance administration from the Fiscal Management Division. The Employee Benefits Division is responsible for the enrollment of State employees and retirees in the State medical benefits plan and for the establishment of benefits under the plan.

MEDICAL DIRECTOR

Peter Oroszlan, M.D., *Medical Director*

301 W. Preston St.
Baltimore, MD 21201 225-4626

The position of Medical Director was created in 1937. The major responsibility of the Medical Director is to determine employability as far as health is concerned for State employees and applicants for State employment.

COMPENSATION & EMPLOYEE SELECTION

Sara Miller, *Assistant Secretary of Compensation & Employee Selection*

225-4751

The Assistant Secretary of Compensation and Employee Selection is responsible for two divisions: Recruitment and Examination, and Salary Administration and Position Classification.

RECRUITMENT & EXAMINATION DIVISION

Nelson L. Sutton III, *Director*

300 W. Preston St.
Baltimore, MD 21201 225-4846
public information: 225-4847

The Recruitment and Examination Division was formed in 1970. The Division recruits, tests, and certifies candidates as eligible for employment in Merit System positions within State government. Information about Maryland State employment opportunities and applications may be obtained by calling the Division. Personnel specialists also are available for employment counseling at Division offices.

Merit System vacancies are advertised in the newspapers and in bulletins sent to State agencies. Applicants submit a completed MS100 application form which is evaluated by the Division. For some positions, candidates are rated based on the application and notified of their rating. For other positions, applicants who meet the minimum requirements of the job description are notified where and when to report for a required examination. For all vacancies, an eligible list is compiled which ranks applicants either by rating or examination score. The eligible list of candidates is sent to the State agency with the vacancy. The top five candidates are interviewed and the interested candidate highest on the list is hired. Names remain on eligible lists for one year.

The average time span between a vacancy being advertised and the sending of an eligible list is about ninety days.

SALARY ADMINISTRATION & POSITION CLASSIFICATION DIVISION

Michael Glass, *Chief, Salary Administration*
J. Eric Rydstrom, *Chief, Position Classification*

301 W. Preston St., Room 603
Baltimore, MD 21201 225-4778/9

The Salary Administration and Position Classification Division determines the classification for all State employee positions under the jurisdiction of the Secretary of Personnel. The Division analyzes individual positions and systematically maintains the classification plan. The Division also maintains the State Salary Plan. In addition, the Division recommends emergency salary actions and develops salary and benefits data and costs for pay recommendations.