
EMPLOYEE SERVICES

Jeanne Zarnoch, *Director of Employee Services*
225-4943

The Director of Employee Services oversees the Employee Development Division and the Employee Assistance Program. The Director also is responsible for publication of *The Marylander* newsletter; and statewide employee recognition programs, such as the Service Awards and Incentive Awards Programs.

EMPLOYEE DEVELOPMENT DIVISION

Wylie A. Campbell, Jr., *Administrator*

2100 Guilford Ave.
Baltimore, MD 21218 333-6417

The Employee Development Division was formed in 1972. The Division provides comprehensive training and development programs for State employees to increase their efficiency and productivity (Code 1957, Art. 64A, sec. 49). Division programs are administered by two specialized cost-reimbursable training units—the Management Development Center and the Clerical Training Institute. A catalog of courses offered by the Center and Institute is available to State employees upon request.

MANAGEMENT DEVELOPMENT CENTER

Barbara A. Webb, *Chief*
333-6415

The Management Development Center trains State employees in management and executive skills. Many of the Center's 72 courses are college accredited.

CLERICAL TRAINING INSTITUTE

Delores A. Wright, *Chief*
333-6416

The Clerical Training Institute trains State employees in technical skills for work with computers, word processors, and typewriters; general office procedures and management skills; and English language and communications. The Institute offers approximately 46 courses, many of which are college accredited.

EMPLOYEE ASSISTANCE PROGRAM

Frederick E. Ramsey, *Administrator*

2100 Guilford Ave.
Baltimore, MD 21218 333-6407

Created in 1969, the Employee Assistance Program helps State employees whose personal problems affect their work. For these employees, the 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.

DEFUNCT DEPARTMENTAL AGENCIES

EMPLOYER-EMPLOYEE RELATIONS DIVISION

The Division was disbanded in January 1990 after the Office of Administrative Hearings was established to adjudicate contested cases for State agencies (Chapter 788, Acts of 1989).