

The Department of Personnel superseded the Commissioner in 1970.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).

OFFICE OF THE SECRETARY

Joseph Adler, *Secretary of Personnel*

301 West Preston St., Room 609
Baltimore, MD 21201 (410) 225-4715

Appointed by the Governor with Senate advice and consent, the Secretary of Personnel heads the Department. The Secretary establishes guidelines and procedures for the orderly and efficient administration of the Department. The Secretary carries out the Governor's policies with respect to personnel and advises the Governor on all matters assigned to the Department.

The State Employees' Health Insurance Advisory Council is chaired by the Secretary, who also serves on the Governor's Executive Council; the Governor's Construction Industry Employers' Advisory Council; the Governor's Drug and Alcohol Abuse Commission; the Asbestos Oversight Committee; the Interdepartmental Advisory Committee for Minority Affairs; and the Board of Trustees for Maryland State Retirement and Pension Systems.

Directed by the Secretary of Personnel, the Department is organized under an assistant secretary for Personnel Management Services and an assistant secretary for Human Resource Management and Development (Code 1957, Art. 41, secs. 9-101 through 9-106; Art. 64A, secs. 1-63).

STATE EMPLOYEES' HEALTH INSURANCE ADVISORY COUNCIL

Chairperson: Joseph Adler, Secretary of Personnel
(410) 225-4715

In 1985, the State Employees' Health Insurance Advisory Council was created (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; what types of providers should be contracted to provide health care benefits; and what those benefits should be.

Appointed by the Governor, the Council consists of eleven members. These include 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; Senate President; House Speaker; 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).

MEDICAL DIRECTOR

James A. D'Orta, M.D., *Medical Director*
(410) 225-4626

The position of Medical Director was established in 1937. The major responsibility of the Medical Director is to determine if State employees, or applicants for State employment, are employable in terms of their health.

DEPUTY SECRETARY

Vacancy, *Deputy Secretary*

301 West Preston St.
Baltimore, MD 21201 (410) 225-4717

Under the Deputy Secretary are the Program Services Division and the Equal Employment Opportunity Division.

PROGRAM SERVICES DIVISION

John T. Irick, *Director*
(410) 225-4718

Organized in April 1988, the Legislative and Policy Services Division was reformed as the Program Services Division in 1991. 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. The Division also serves as legislative liaison on all bills affecting the Department of Personnel, and the Merit System and its personnel.

EQUAL EMPLOYMENT OPPORTUNITY DIVISION

Vacancy, *State Coordinator*
(410) 225-4717

The Equal Employment Opportunity Division was established in 1981. The Division initiates, monitors, and maintains a statewide program of equal employment opportunity and affirmative action (Code 1957, Art. 64A, secs. 12A-12E). The Division also investigates and settles charges brought under the Employee Disclosure and Confidentiality Protection Act (Code 1957, Art. 64A, secs. 12F-12K).