

serves both employers and job seekers. The Team also designs automation programs for communication among employers, those seeking work, and the Maryland Job Service.

**MANAGEMENT SUPPORT
& SPECIAL PROGRAMS TEAM**

Margaret E. Austin, *Director*
(410) 767-2035

In December 1994, the Management Support and Special Programs Team was formed. The Team markets employment services to employers and job seekers, plans the budget, and helps all teams with budget administration. The Team also administers special programs, such as *Targeted-Jobs Tax Credit*, *Alien Labor Certification*, and *Migrant and Seasonal Farm Workers*.

OPERATIONS & PLANNING TEAM

Mary C. Frederic, *Director*
(410) 767-2014

The Operations and Planning Team provides support and direction to all Maryland Job Service offices. It also supports the State's economic community through innovations in services to employers and job seekers.

OFFICE OF EMPLOYMENT TRAINING

Gary L. Moore, *Executive Director*
(410) 767-2800

The Office of Employment Training was established in 1976 as the State Manpower Planning Office within the Department of Human Resources. The Office was reorganized in 1979 as the Training and Employment Office under the Community Programs Administration. In 1983, the Office became the Job Training and Placement Administration under the Department of Employment and Training. In 1987, the Division was renamed the Office of Employment Training under the Division of Employment and Training.

The Office administers programs authorized by the federal Job Training Partnership Act. These include employment and training programs for economically disadvantaged adults and youth, and dislocated workers. Programs encompass vocational training, counseling, and on-the-job training, as well as summer employment and training for youth. They also include programs run by local service delivery areas and private industry councils.

In accordance with federal law, the Governor designated twelve local service delivery areas, which consist of a county or group of counties. Each area has a private industry council that decides what employment and training services are needed in its area. Appointed by local government, the councils represent community colleges, local government, private industry, and State agencies.

The Office of Employment Training also supports the Department of Human Resources' management of the *Job Opportunities and Basic Skills*

Program. Created by the federal Family Support Act, the Program offers employment training, education, employment support services, and job placement to recipients of public assistance. The Office works with local private industry councils that operate the Program in conjunction with other local agencies of social services, education, and economic development.

DISLOCATED WORKER UNIT

Ronald L. Windsor, *Administrator*
(410) 767-2803

Within the Office of Employment Training, the Dislocated Workers Unit was formed in 1989 to help workers who lose their jobs as a result of plant closures or mass layoffs. This assistance is available to federal, State and private sector workers. As required by the federal Worker Adjustment and Retraining Notification Act, employers notify the Unit of anticipated layoffs (P.L. 100-379).

To help find jobs, the Unit arranges access to job banks and training in resume writing, interviewing and other job search skills. It provides information about high demand skills and occupations, prevailing wages, and transferrable skills. The Unit connects workers to education in basic skills, and vocational training, including computer literacy, and academic subjects. Counseling covers financial matters, such as the wise use of severance packages and limited incomes, and how to deal with the emotional aspects of losing a job, and searching and competing for a new one. Coordinated by the Unit, services are provided by local agencies and programs and paid for with federal funds.

OFFICE OF INFORMATION TECHNOLOGY

Jerome E. Dyba, *Director*
(410) 767-2900

In 1992, the Office of Information Technology was formed in the Division of Employment and Training. The Office has two units: Technical Services and Operations; and Systems Development.

**OFFICE OF LABOR MARKET ANALYSIS
& INFORMATION**

Patrick R. Arnold, *Director*
(410) 767-2250

The Office of Labor Market Analysis and Information was organized as Research and Analysis in the Department of Employment Security by 1958. In 1987, the Office received its present name.

The Office develops, interprets, and provides information about jobs and workers. This information aids employers, job seekers, and administrators, managers, and planners concerned with labor market conditions and trends. Federally funded, the Office works cooperatively on surveys and reporting systems with the Bureau of Labor Statistics of the U.S. Department of Labor.