

EXECUTIVE ORDERS

1982, the Department has determined that additional administrative changes are necessary in order to increase the managerial effectiveness and efficiency of SSA. Therefore, in accordance with Article 41 § 15CB of the Annotated Code, the following organization of SSA is proposed.

The five offices described above would be retained. However, the name of the Office of Day Care would be changed to the Office of Day Care and Special Projects. Refugee Affairs and Legal Services would be transferred from Adult and Family Services to this renamed office (Office of Day Care and Special Projects). Within this same organizational unit the day care specialists for licensing and policy assessment and training would report to the program manager for day care. Previously they reported to the Director of the Office of Day Care.

Within the Adult and Family Services Program, five program manager positions reporting to the Director of Adult and Family Services would be established. Those program manager positions are: Adult Protective Services, Family Services, In-Home Aide Services, Single Parent Services and Social Services to Adults. Formerly all these programs were organizationally responsible to either the adult services program manager or the family services program manager. The position of program manager for Certified Adult Residential Environment remains unchanged.

This plan also proposes to transfer the Personnel Officer from the Office of Administrative Support to Office of Program Support. Specifically, it is proposed that the personnel officer report to the Chief of Training and Personnel, a unit which has been renamed to accommodate this new function.

Finally, administrative positions have been added to the Office of the Executive Director (an Executive Assistant), the Office of Adult and Family Services (an Administrative Assistant) and the Office of Administrative Support (an Administrative Assistant).

Approval is sought solely on the revised SSA structure. It is clearly understood by the Department that your approval is not a commitment for additional positions or reclassifications. We understand that any such positions must proceed through the regular DOP and DBFP processes.

The plan has been reviewed and approved by the Office of the Attorney General for conformity with the requirements of Article 41, Sec. 15CB.

Please advise if there are any questions. Your consideration of this request is appreciated.

Sincerely,