

WILLIAM DONALD SCHAEFER, Governor

AND SHALL REPORT DIRECTLY TO THE AGENCY HEAD OR FAIR PRACTICES OFFICER AND SHALL HAVE SUCH SUPPORT STAFF AS MAY BE APPROPRIATE TO ACCOMPLISH HIS OR HER DUTIES. THE NUMBERS AND LEVELS OF SUCH STAFF SHALL BE BASED ON SUCH FACTORS AS AGENCY SIZE, COMPLEXITY, AND PROGRAMMATIC RESPONSIBILITIES. AGENCIES WITH LESS THAN 100 EMPLOYEES SHALL ENSURE ALLOCATION OF SUFFICIENT PERSONNEL TO IMPLEMENT ITS EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM;

E. THE HEAD OF EACH AGENCY SHALL ENSURE:

- [(2)] (1) That employees are informed of the availability and given opportunities to attend training and educational programs designed to provide for advancement;
- [(3)] (2) Notification of employees' rights under this Code;
- [(4)] (3) Full cooperation with the STATE Equal Employment Opportunity [Coordinator] DIRECTOR with regard to agency reviews;
- [(5)] (4) That reasonable accommodation is made for handicapped applicants and qualified handicapped individuals; and
- [(6)] (5) A work atmosphere free from sexual harassment.

[E.] F. The Secretary of Personnel shall implement systems for the periodic review of current tests, other selection procedures, and preferences required by law or otherwise used by the State of Maryland, to determine the effects of those tests, other selection procedures, and preferences on the employment and promotion of groups protected by this Code. The Secretary shall recommend to the Governor and the General Assembly the establishment of appropriate measures to eliminate any adverse effects on groups protected by this Code which results from the use of tests, other selection procedures or preferences.

[F.] G. The Secretary shall appoint an Equal Employment Opportunity [Coordinator] DIRECTOR. [The Coordinator] THIS DIRECTOR, under the direction and supervision of the Secretary, shall:

- (1) Administer and enforce the State Equal Employment Opportunity Program;
- (2) Perform the duties in connection with it as are