

641—170.5 (17A,135) Deputy director.

170.5(1) Under the direction of the director, the deputy director has the following duties and responsibilities. The deputy director:

- a.* Is responsible for the operations of the department, including but not limited to fiscal and personnel management.
- b.* Supervises and evaluates the work of the department's division directors.
- c.* Working with the director, is responsible for developing policy, legislation and administrative rules.
- d.* Assists the director in the development of policies related to marketing and communications, both internally and externally with other agencies, partners, and the public.
- e.* Provides advice to the director on matters relating to department strategic planning, goals, mission and programs.
- f.* Represents the director at private, state, and national meetings.
- g.* Reports on department accomplishments and performance to the director.
- h.* Is responsible for departmentwide strategic and performance plans, including preparation of the annual report.
- i.* Serves as the deputy incident commander during public health emergencies and disasters.
- j.* Represents the director during the director's absence.

170.5(2) The deputy director also serves as the director of one of the divisions in the department.

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