

**431—1.2(216A) Organization.**

**1.2(1) Location.** The office for the division of persons with disabilities is located in the Department of Human Rights, First Floor, Lucas State Office Building, Des Moines, Iowa 50319. The telephone number is (515) 242-6172 or (888) 219-0471 (v/tty). The hours of operation are 8 a.m. to 4:30 p.m., Monday through Friday.

**1.2(2) Method of contacting the division of persons with disabilities.** Citizens may contact the office by telephone, mail or personal visits. Citizens may call the office from within the state, station-to-station collect. Citizens who call the office may ask the staff to return the call on the division's telephone lines.

**1.2(3) Composition of staff.**

*a. Administrator.* The governor shall appoint the administrator, subject to senate confirmation. The administrator shall serve at the pleasure of the governor. The administrator is responsible for the overall administration of the program(s). The administrator determines the number and type of personnel and makes staffing and budgetary recommendations to the commission; carries out policies implemented by the commission; recruits, interviews, appoints, trains, supervises, evaluates and terminates staff; plans and oversees execution of the budget; ensures provision of adequate services in the application of policies, rules and regulations as adopted by the commission; develops, establishes and maintains cooperative working relations with public and private agencies and organizations; identifies legislative issues; interprets program objectives and promotes public interest in and acceptance of persons with disabilities; and maintains an adequate reporting system for necessary records.

*b. Consultant(s).* The consultants provide technical services related to disability in the areas of employment, independent living, physical access, housing, transportation, recreation, and equal opportunity. The consultants act as liaisons with elected officials, governmental agencies, human resource professionals, and local groups in order to clarify the needs of persons with disabilities and to establish and maintain the plans and programs dealing with disabilities. The consultants analyze and report data obtained on programs, issues and services relating to disability issues. The consultants provide education, information and referral services to citizens.