

**141—1.3(2C) Composition and duties of staff.**

**1.3(1) Staff.** The office of citizens' aide/ombudsman is composed of the following staff positions:

*a. Citizens' aide/ombudsman.* The citizens' aide/ombudsman is appointed by the legislative council pursuant to Iowa Code section 2C.3. The citizens' aide/ombudsman shall meet the qualifications specified in Iowa Code section 2C.4 and serve for the term of office provided in Iowa Code section 2C.5. The citizens' aide/ombudsman employs and supervises all staff in the positions and at the salaries authorized by the legislative council.

*b. Deputy citizens' aide/ombudsman.* The citizens' aide/ombudsman shall designate one of the members of the staff as the deputy citizens' aide/ombudsman. The deputy citizens' aide/ombudsman shall act as the citizens' aide/ombudsman when the citizens' aide/ombudsman is absent from the state or becomes disabled, or when the position of citizens' aide/ombudsman is vacant, until the vacancy is filled by the legislative council.

*c. Legal counsels.* The legal counsels shall provide legal advice, assistance, and representation to the citizens' aide/ombudsman and members of the staff in matters pertaining to their authority and duties and shall perform other assigned duties.

*d. Assistant for corrections.* The assistant citizens' aide/ombudsman for corrections is primarily responsible for investigating complaints relating to penal and correctional agencies, and performs other assigned duties.

*e. Assistants.* The assistant citizens' aide/ombudsmen receive intakes, investigate complaints, and perform other assigned duties.

*f. Support staff.* The support staff performs secretarial, clerical, and other assigned duties.

**1.3(2) Delegation of authority or duties.** The citizens' aide/ombudsman may delegate to any staff member any authority or duties of the citizens' aide/ombudsman, except the duty of making formal recommendations to agencies or reports to the governor or the general assembly.