

**421—1.5(17A,216A) Organization.**

**1.5(1) Contact information.** Requests for assistance, information, inquiries, submissions, petitions, and other communications may be directed to the department as follows: The office is located at 321 E. 12th Street, Des Moines, Iowa 50319. The main telephone number is (515)242-5655. The fax number is (515)242-6119. Regular office hours are Monday through Friday, 8 a.m. to 4:30 p.m., excluding legal holidays. The department's website is [humanrights.iowa.gov](http://humanrights.iowa.gov).

**1.5(2) Director.** The duties and responsibilities of the director are described in Iowa Code section 216A.2. The director is appointed by the governor, subject to confirmation by the senate. The director serves at the pleasure of the governor. The director is the chief administrative officer of the department and, in that capacity, administers the programs and services of the department in compliance with applicable federal and state laws and regulations. The duties of the director include preparing a budget, managing the internal operations of the department, appointing the deputy director and administrators of the divisions, and employing personnel. The director serves as an ex officio member of all of the commissions or councils within the department, as well as an ex officio, nonvoting member of the human rights board.

**1.5(3) Central administration.** The central administration office is responsible for the overall planning, policy, management, communications, finances, and operations of the department.

**1.5(4) Divisions.** The department is composed of the following divisions and offices:

*a. Division of community action agencies.* A description of the division is contained in 421—Chapter 20.

*b. Division of criminal and juvenile justice planning.* A description of the division is contained in 421—Chapter 30.

*c. Division of community advocacy and services.* The division of community advocacy and services contains the following offices: the office of Latino affairs, the office on the status of women, the office of persons with disabilities, the office of deaf services, the office on the status of African Americans, the office of Asian and Pacific Islander affairs, and the office of Native American affairs. A description of the division is contained in 421—Chapter 40.

[ARC 6101C, IAB 12/29/21, effective 2/2/22]