**Section 550.210 Description of Officers and Departments**

a) The Deputy Secretary of State is responsible for the daily operations of the Office of the Secretary of State, which includes the management of all employees and the oversight of all programs and policies.

b) The Chief of Staff is responsible for providing oversight and program policy direction to all cabinet members and executive staff, and advises the Secretary of State, in concert with other specified officials.

c) The General Counsel to the Secretary advises the Secretary, Deputy Secretary, Chief of Staff, and other management officials on legal questions of broad applicability, supervises all litigation involving the Secretary of State, coordinates that litigation with the Attorney General's Office and U.S. Attorney's Office, and provides oversight of related departments within the Office of the Secretary of State.

d) The Inspector General Department:

1) investigates all allegations of wrongdoing involving personnel of the Office of the Secretary of State and presents reports on its findings to the Secretary, Deputy Secretary, Chief of Staff, and appropriate Directors for possible disciplinary action;

2) conducts fiscal, efficiency, and compliance reviews of Secretary of State operations for issuance of special reports; and

3) investigates alleged violations of the Lobbyist Registration Act [25 ILCS 170].

e) The Chief Auditor is responsible for all investigatory and compliance audits and reports findings of these audits to the Secretary.

f) The Press Secretary is responsible for handling inquiries from the press, preparing press releases, and the printing of all office publications.

g) The Deputy Chief of Staff is responsible for the development and implementation of plans and programs that affect several departments, as determined by the Secretary, Deputy Secretary, or Chief of Staff.

h) The Executive Assistant for Programs and Policy assists the Deputy Chief of Staff with the formulation of new and continuing programs from their inception and is responsible for development of those programs by the Program Staff.

i) The Program Staff assists the Executive Assistant for Programs and Policies with the development of ideas and implementation of goals as determined by the Secretary, Deputy Secretary, or Deputy Chief of Staff.

j) The Budget and Fiscal Management Department prepares the annual budget, monitors expenditures of all funds appropriated to the Secretary of State, and prepares the payroll for the Office of the Secretary of State.

k) The Department of Information Technology directs, manages, and supervises data processing operations for the Secretary of State.

l) The Accounting Revenue Department collects all funds received by the Office of the Secretary of State for deposit with the State Treasurer, directs the financial institutions' sales program for vehicle registrations, and performs audits pursuant to the Illinois Vehicle Code.

m) The Physical Services Department is responsible for the physical maintenance of the Michael J. Howlett Building, the Capitol Building, the Stratton Building, and the surrounding grounds, and has responsibility for other government buildings, as provided by law.

n) The Personnel Department processes all applications for employment with the Office of the Secretary of State, administers all tests for employment, and approves all personnel actions taken pursuant to the Secretary of State Merit Employment Code [15 ILCS 310].

o) The Communications Department is responsible for answering all media inquiries concerning the Office of the Secretary of State and preparation and coordination of all public displays and publications relating to the Office of the Secretary of State.

p) The Department of Police's officers have general police powers. The Department's special emphasis is in enforcement of the Illinois Vehicle Code, including investigation of auto theft and regulation of the trucking industry.

q) The Index Department is the custodian of the State Seal, receives all bills signed into law by the Governor, maintains the Illinois Administrative Code, maintains all notary public commissions and ethics statements, maintains lobbyist registrations and expenditure reports, and prepares all Constitutional Amendments for the ballot.

r) The Archives Department maintains all State records and documents required to be kept by law.

s) The Illinois State Library is the central research library for Illinois government.

t) The Driver Services Department issues, revokes, or suspends all Illinois driver's licenses and issues photo identification cards.

u) The Vehicle Services Department issues all license plates, vehicle registration renewals, vehicle titles, and licenses remittance agents, automobile dealers and auto recyclers.

v) The Legislative Affairs Department coordinates the legislative program of the Secretary of State.

w) The Administrative Hearings Department conducts all hearings pursuant to the Illinois Vehicle Code [625 ILCS 5/2-118].

x) The Business Services Department administers the Business Corporation Act of 1983 [805 ILCS 5], Article 9 of the Uniform Commercial Code (Secured Transaction) [810 ILCS 5], such other corporate statutes as designated by the General Assembly, and the Revised Uniform Limited Partnership Act [805 ILCS 210].

y) The Securities Department administers the Illinois Securities Law of 1953 [815 ILCS 5].

z) The Court of Claims Department exercises the duties of the Secretary of State as Clerk of the Court of Claims.

aa) The Director for Intergovernmental Affairs coordinates the interaction between the Secretary of State's Office and units of local, state, and federal government. The Director for Intergovernmental Affairs also coordinates the constituent service and program implementation work of the Office of the Secretary of State.

bb) Senior Executive Assistants coordinate efforts between assigned departments and the Executive Office and assist with operations and development of policies and programs with respect to their assigned departments.

(Source: Amended at 47 Ill. Reg. 1494, effective January 13, 2023)