**Section 700.10 Scope of the Department of Agriculture**

a) The Department of Agriculture administers programs which provide assistance to farmers, agricultural and related businesses and associations, regulates industries that serve agriculture, operates a soil and agriculture land protection program, administers animal welfare and disease control programs, administers programs to insure consumer protection in the areas of wholesome and properly identified meat and poultry and meat and poultry products, administers programs designed to protect the public health, safety and welfare and to assure the Illinois citizen that all weighing and measuring devices and labels on prepackaged consumer products, feed, seeds and fertilizers are accurate. The Department administers grant funds in accordance with statutory authority and budgetary provisions and operates the Illinois State Fair and the DuQuoin State Fair and manages both fairgrounds. The Department is separated into six divisions and the Office of the Assistant Director.

b) Administrative functions reporting directly to the Director are:

1) Executive and staff assistants perform duties as requested by the Director.

2) The auditing staff audits and reports on fiscal matters, as well as program functions.

3) The public information section issues news releases, prepares radio programs and arranges press coverage.

4) The Comptroller's Office processes payrolls, vouchers for expenses incurred and items purchased, and contracts; central deposit of receipts; administers the State's insurance, rural rehabilitation funds, and vehicle accident insurance; manages the inventory of State property; prepares Federal grant applications; and submits and administers the Department's annual budget.

5) The Bureau of Personnel advises on personnel-related activities and policies and assures all such procedures are within the parameters of the Personnel Code, Personnel Rules, Classification Plan, Pay Plan, and Collective Bargaining Unit provisions. The Bureau administers the Department's affirmative action, worker's compensation, and employee assistance programs.

6) The legal staff provides counsel to the Department on all legal matters.

7) The legislative staff is responsible for the preparation and presentation of the Department's legislative program and for advising the Governor about bills that affect agriculture.

8) The rulemaking staff prepares and adopts rules in accordance with the procedures and requirements of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1991, ch. 127, par. 1001-1 et seq.) and maintains the official rules of the Department as promulgated under the statutory authority of the Department.

c) Office of the Director:

1) Department of Agriculture, Agriculture Building, State Fairgrounds, Post Office Box 19281, Springfield, 62794-9281; Phone 217/782-2172; FAX 217/785-4505.

2) Comptroller's Offices; Phone 217/782-5687.

3) Bureau of Personnel; Phone 217/782-2172.

(Source: Amended at 16 Ill. Reg. 3893, effective February 28, 1992)