**Section 230.20 Administration**

For the purposes of administering the programs specified in this Part, the Department shall meet the following administrative requirements:

a) Administrative Policies

1) The Department shall have and follow written policies to carry out its functions specified in Section 230.10 of this Part.

2) Such policies shall be developed and promulgated in accordance with the provisions of the Illinois Administrative Procedures Act, as amended (Ill. Rev. Stat. 1981, ch. 127, par. 1001-1 et seq.).

b) Director

The Department shall have a full-time director who is at least 55 years old, who is appointed by the Governor and who has received the confirmation of the Illinois State Senate.

c) Other Staff

The Department shall have an adequate number of other qualified staff in order to meet its designated functions as specified in this Part.

d) Preference in Hiring

Subject to the requirements of (5 CFR 900), Subpart F, Standards for a Merit System of Personnel Administration, the Department shall give preference in hiring to persons age 60 or over.

e) Affirmative Action

The Department shall follow an affirmative action program which meets all applicable Federal and State regulations.