

612:1-3-8.1 Executive officers [AMENDED]

The executive officers in (1) through (5) report directly to the Department of Rehabilitation Services Director.

(1) ~~Deputy Director~~**Chief of Staff**. The ~~Deputy Director~~**Chief of Staff** of Rehabilitation Services assists the Director of the Department in fulfilling the chief administrative and executive responsibilities for day-to-day direction of the activities necessary for DRS to attain its mission as established by Title 74, Section 166.1 et seq. of Oklahoma State Statute. The work of the ~~Deputy Director~~**Chief of Staff** is overseen by the Director of the Department of Rehabilitation Services. In the Director's absence, the work of the ~~Deputy Director~~**Chief of Staff** is overseen by the Commission for Rehabilitation Services.

(2) **Chief Fiscal Officer**. The Chief Fiscal Officer is ~~the administrator of the Budget and Finance Unit. This Unit is responsible for development and administering the Department's budget, Federal and general accounting, revenue, and claims processing~~responsible for the direction and oversight of the Department's fiscal operations, including finance, general and federal accounting, budgeting, administration and control of financial information systems, and reporting activities.

(3) **Civil Rights Administrator**. The Civil Rights Office is responsible for preparing the annual Affirmative Action Plan; ensuring that DRS is in compliance with all applicable state and federal laws, executive orders and other policies regarding discrimination based on race, sex, national origin, age, religion, and/or disability. The Civil Rights Administrator conducts investigations of discrimination and/or 504, ADA compliance complaints for Department employees and clients.

(4) **External Relations Officer**. The External Relations Officer coordinates The Department's legislative initiatives and monitors legislative actions affecting the Department.

(5) **Public Information Administrator**. The Public Information Administrator coordinates the dissemination of public information about DRS. This is accomplished through news releases, a Department newsletter, publications in appropriate media formats, and other public relations activities. The Public Information Office is also responsible for producing the Department's annual report.