**Section 2675.250 Administrative Operations**

a) The following administrative operations are performed by the staff of the IELRB under the general supervision and direction of the Executive Director:

1) Administering all financial transactions, including the processing of all State vouchers and related fiscal matters;

2) Preparing the budget for the IELRB and appropriation requests for review by the IELRB and submission to the Office of Management and Budget and General Assembly;

3) Processing all personnel matters;

4) Assigning all clerical and administrative staff within the offices of the IELRB.

b) The IELRB's staff is organized as depicted in Appendix A.

(Source: Amended at 35 Ill. Reg. 14418, effective August 12, 2011)