**Section 2675.230 Office of the Executive Director**

The Board, through the Office of the Executive Director under the general supervision and direction of the Executive Director, performs the following operations:

a) Investigating unfair labor practice charges pursuant to 80 Ill. Adm. Code 1120.30, 80 Ill. Adm. Code 1105 and 80 Ill. Adm. Code 1120;

b) Conducting all necessary investigations of voluntary recognition and representation petitions pursuant to 80 Ill. Adm. Code 1105 and 80 Ill. Adm. Code 1110;

c) Issuing certifications of representatives, certifications of the results of elections, and dismissals of representation petitions;

d) Issuing complaints and notices of hearing and dismissals of unfair labor practice charges;

e) Advising the Board on legal issues that may arise in the course of the Board's official duties;

f) Training of arbitrators and mediators as directed by the Board;

g) Implementing and maintaining the Board's Labor Mediation Roster;

h) Administering the Board's public information officer program;

i) Serving as the Board's Freedom of Information Officer.

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