

IC 12-13-2

Chapter 2. Director of Division

IC 12-13-2-1

Appointment

Sec. 1. The division shall be administered by a director appointed under IC 12-8-8.5-1.

As added by P.L.2-1992, SEC.7. Amended by P.L.160-2012, SEC.32.

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Bond and oath

Sec. 2. (a) Before the director begins official duties, the director must do the following:

- (1) Execute a bond payable to the state in an amount and with sureties as approved by the secretary that is conditioned on the faithful discharge of the director's duties.
- (2) Take and subscribe an oath that must be endorsed upon the director's official bond.

(b) The executed bond and oath shall be filed in the office of the secretary of state.

As added by P.L.2-1992, SEC.7.

IC 12-13-2-3

Responsibilities of secretary

Sec. 3. The secretary is responsible for the following:

- (1) The appointment of state investigators or boards of review provided by law that are necessary to ensure a fair hearing to an applicant or a recipient. A fair hearing shall be granted at the request of an aggrieved person who desires a hearing. The division shall review cases upon the request of an applicant, a recipient, or an aggrieved person.
- (2) The adoption of all policies for the division.
- (3) The administrative and executive duties and responsibilities of the division.
- (4) The establishment of salaries for the officers and employees of the division within the salary ranges of the pay plan adopted by the Indiana personnel advisory board and approved by the budget committee.
- (5) The establishment of minimum standards of assistance for old age and dependent children recipients. A standard established under this subdivision must apply to all individuals in Indiana.

As added by P.L.2-1992, SEC.7. Amended by P.L.272-1999, SEC.38; P.L.39-2015, SEC.8; P.L.35-2016, SEC.29.