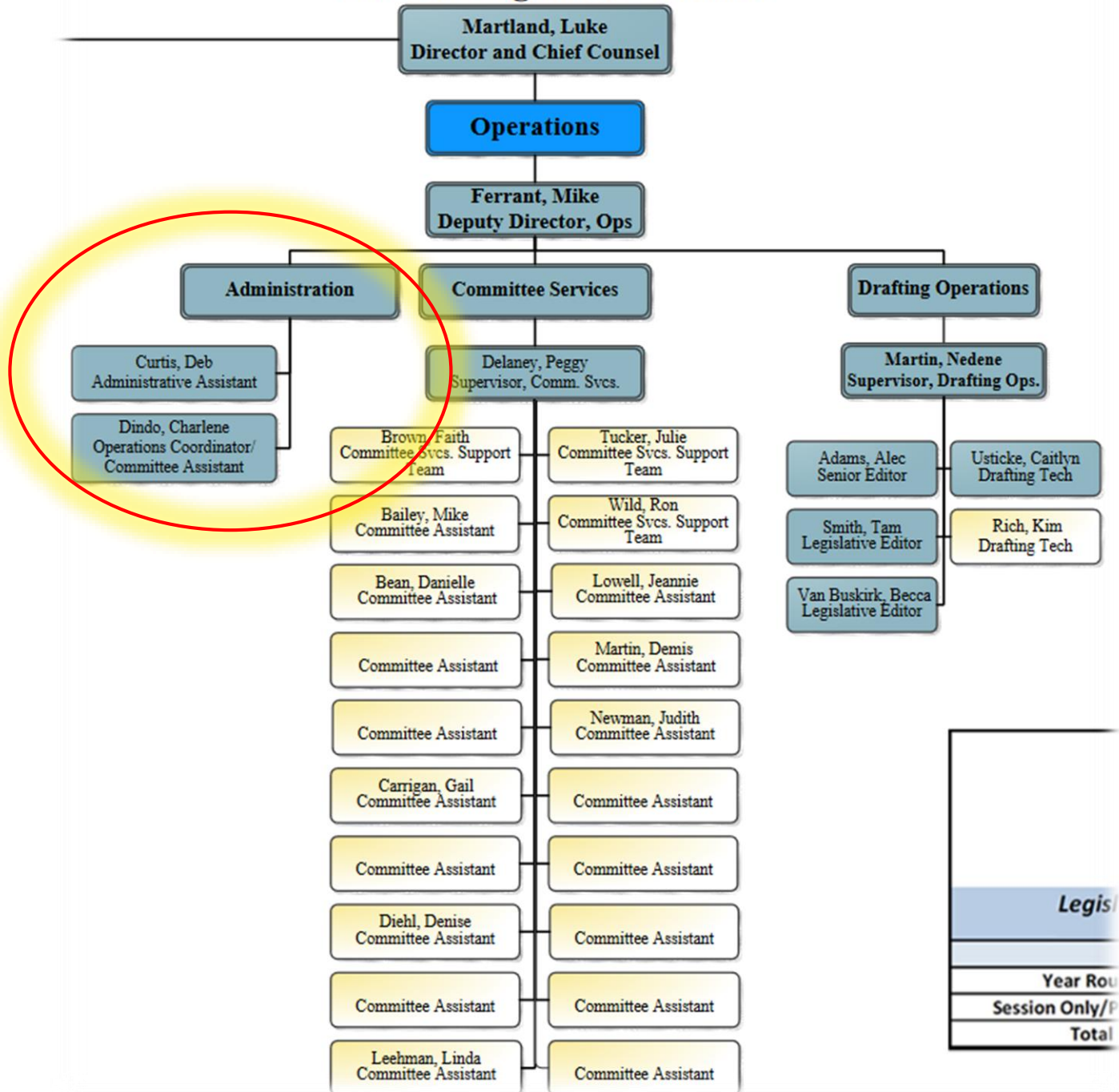


Joint Legislative Management Committee

Operations Division of Legislative Council

Operational Responsibilities

Office of Legislative Council

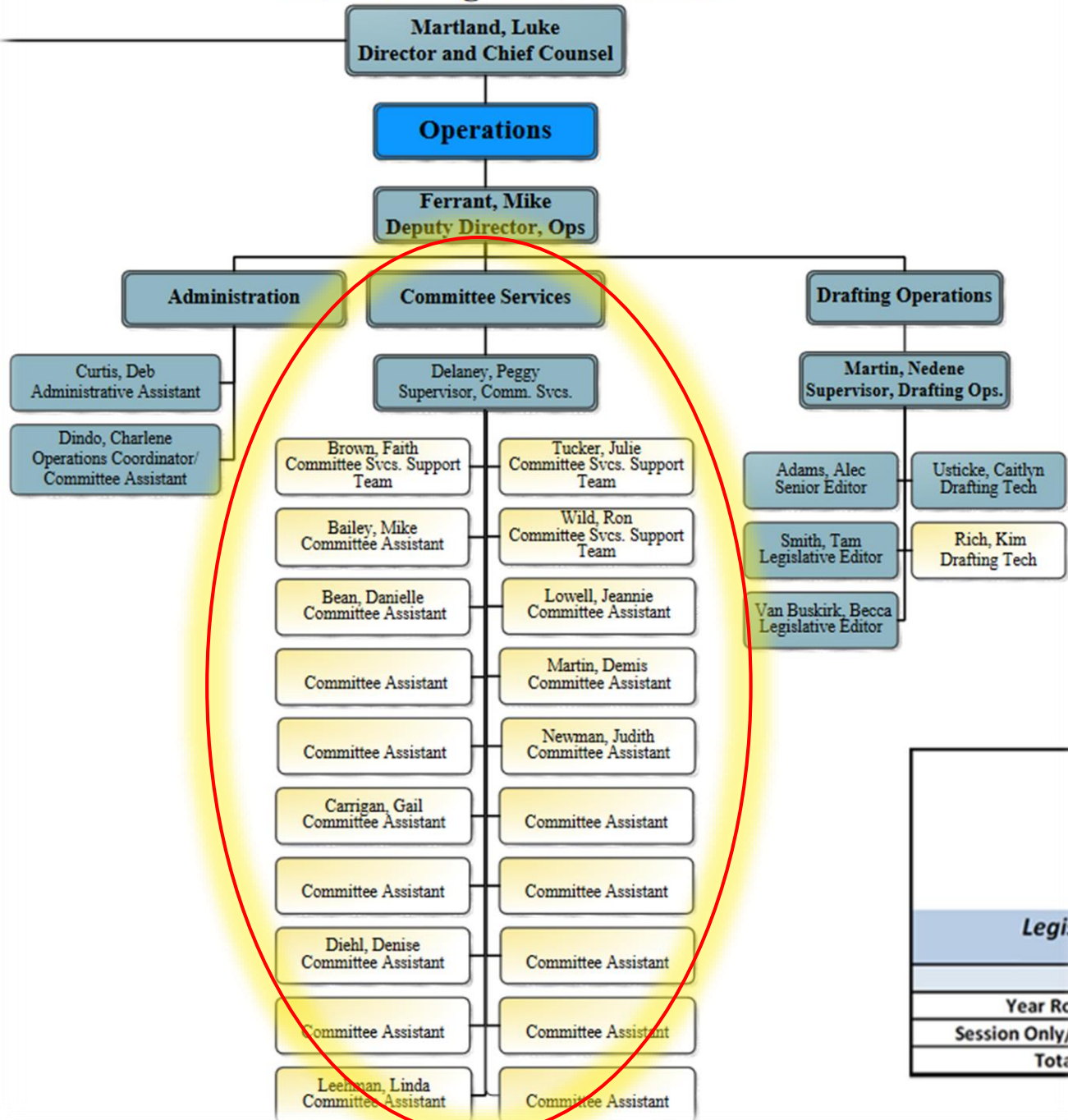


ADMINISTRATIVE

Serve all 180 Legislators, 58 staff of Leg Council, Speaker and Pro Tem office Chiefs of Staff

1. New Employee processing, timesheet entry, payroll processing
2. Accounts payable/receivable
3. Expense Reimbursement approval and processing, training on system
4. Staff and Member biography photobooks
5. General information for the public, staff, members, lobbyists, etc
6. Staff as committee assistants for all interim committees, task forces, working groups, studies, etc

Office of Legislative Council

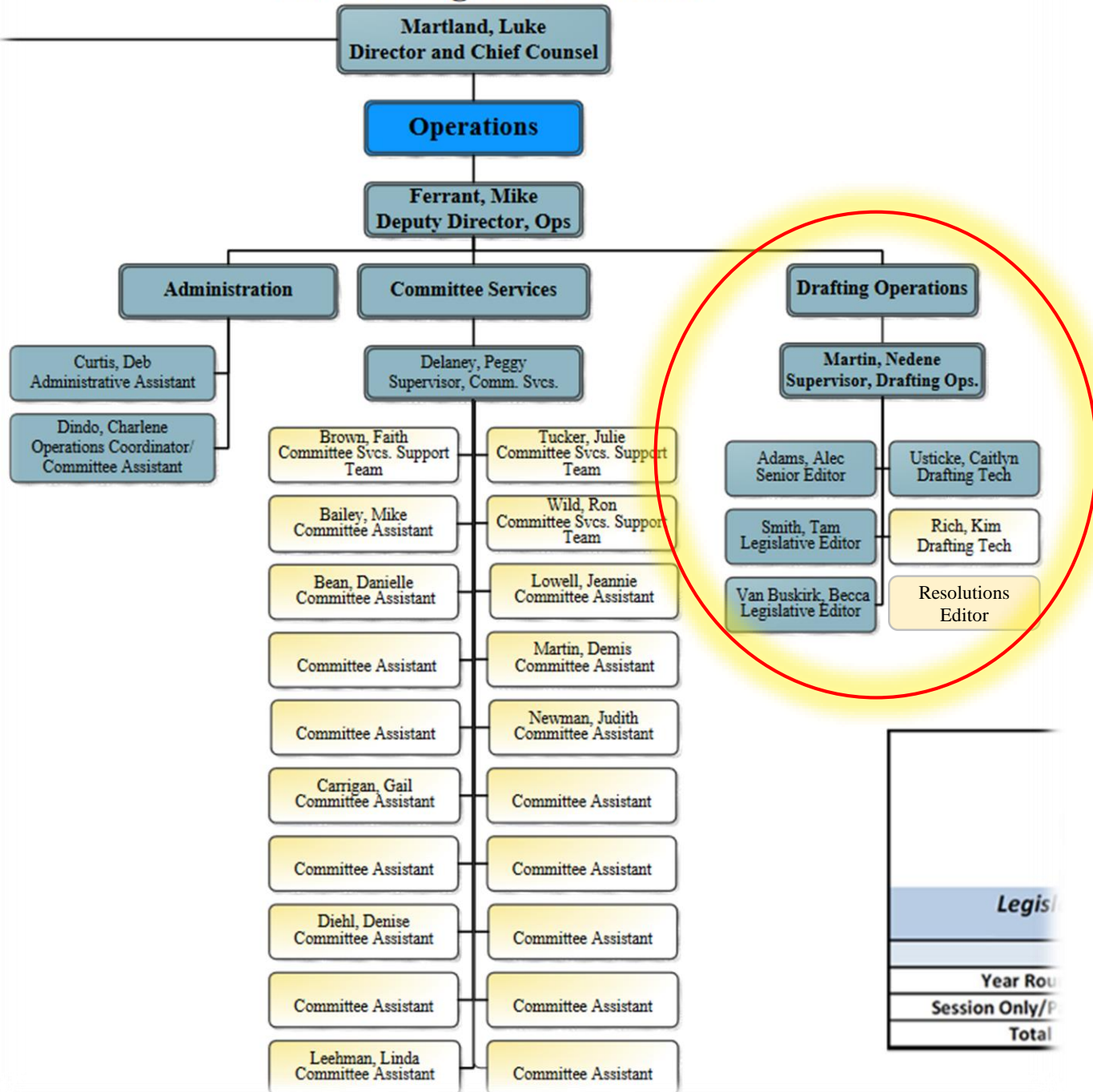


COMMITTEE SERVICES

Serve all 180 Legislators, through the 1:1 staffing of standing committees

1. Administratively supports the agenda and logistics of the standing committees
2. Takes direction from the Chair
3. Schedules witnesses, public, agency experts, etc.
4. Updates the agenda and the committee information webpage regularly
5. While staff are dedicated to one committee, often help cover for peer's absences or assistance
6. Staff public hearings and coordinate resources for larger committee services projects and events

Office of Legislative Council



DRAFTING OPERATIONS

Serve in a supportive role, usually assisting Leg Council attorneys, JFO staff, and various other staff at times.

1. Edit all legislative bills, drafts, amendments, resolutions, reports, memos, etc.
2. Track the status of all legislation throughout its processes and update the website via the database
3. Provide legislation with consistent formatting conventions
4. Provide leadership with statistics of legislation, trends, heavy volume times, etc. to enable adequate staffing/planning
5. Edit the V.S.A. supplements and replacement volumes (green books) annually to incorporate enacted Legislation.

Legis
Year Round
Session Only/P
Total