

# North Carolina General Assembly

## Legislative Services Commission

### Legislative Services Office

Legislative Services Attorney

Executive Assistant

Human Resources Director

Administrative Division

Managers (5)

Staff

#### Functions

##### Financial Services

Budget Payroll  
General Accounting  
Purchasing

##### Security Services

Police  
Receptionist and Guides

##### Printing Services

Distribution of Printed Bills  
Print Shop  
Copiers

##### Facility Services

Building Maintenance  
Housekeeping/Landscaping

##### Food Services

Cafeteria Snack Bars  
Catering

##### Youth Legislative Assembly

Bill Drafting Division

Director

Staff

#### Functions

##### Bill Drafting

Public and Local bills  
Appropriations bill

##### Bill Preparation/Enrolling

Appropriations and Finance  
Interim Studies  
General Statutes  
Commission

##### Provide Legal Support to Fiscal Research Division

Publication of Session  
Laws/ Oversight of  
Codification  
Update Statutory  
Databases

Fiscal Research Division

Director

Staff

#### Functions

##### Evaluate Fiscal Impact of Legislation

Project Future State  
Revenues

##### Track State Spending

Confidential Fiscal  
Analysis for Legislators  
Factual Information for  
Constituent Inquiries

##### Staff Appropriations and Finance Committees

Staff Interim Committees  
Fiscal Notes,  
Incarceration Notes and  
Actuarial Notes

Information Systems Division

Director

Staff

#### Functions

##### IT Infrastructure

Network Support  
Telephony

##### IT Security

Client Technologies

Training  
Help Desk  
Office Automation  
PC and Laptop Support  
Printer Support

##### Legislative Applications

GARDS & Dashboards  
Redistricting  
Chamber Automation  
Web Services (Intra/Internet)  
NCGA Financial Systems

Legislative Analysis Division

Director

Staff

#### Functions

##### Staffing Standing Committees

Staff Interim Committees

##### Research Requests/Constituent Inquiries

Legal and Policy  
Research  
Drafting

##### Legal Counseling

Ethics Staffing and  
Training  
Library Services

Program Evaluation Division

Director

Staff

#### Functions

##### Staffing Program Evaluation Oversight Committee

Evaluating Agency  
Program Results and  
Efficiency

##### Reporting Program Evaluation Findings and Recommendations

Human Resources Office

#### Functions

##### Payroll Initiation

Benefits

##### Human Resources Policy and Procedures

Staff Recruitment  
Job Classifications

Legislative Defendants Trial

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