**Section 150.220 Description of Agency Organization**

a) Legislative Information System: The "System" was created by Public Act 80-683 [25 ILCS 145] which provides for the appointment of the System membership and the terms of office. The main responsibility of the System is the establishment of policy and procedures and approval of projects undertaken by the System.

b) Advisory Committee: The Advisory Committee was created by Public Act 80-683 [25 ILCS 145] for the purpose of making recommendations for conceptualization, design and implementation of applications considered or adopted by the System.

c) Executive Director and Deputy Director: The Executive Director and Deputy Director are responsible for implementing the policies and procedures established by the System, implementing projects approved by the System and supervising the daily operations of the agency.

d) Administration: Responsible for all the fiscal and personnel operations of the agency. This section also works closely with other fiscal operations in the General Assembly and other agencies to coordinate accounting systems and reporting. Administration is also responsible for the receipts and disbursements of the Equipment Revolving Fund.

e) Programming Services. Monitors the various programs used in the Bill Status System, Calendars, Journals, Digests, and the accounting system. Using feedback from users of these systems, this area makes adjustments and reprograms to improve productivity. Programming Services is also involved in the development of new software applications to assist the General Assembly and related agencies.

f) Support Services: Provides customer support functions to users of the System. This section answers phone inquiries regarding bill status and trains current users on the dial-up system. This area is responsible for new client development. Its responsibilities include issuing contracts and training new users.

g) Systems Services: Supports the operating systems, back-end software, and all the hardware that supports all other functions of the agency. This area ensures that the mainframe, LAN, and other related equipment function properly. Computer Operations, a subdivision of Systems Services, is responsible for monitoring of the mainframe and other computer equipment and is the messenger service for the agency. This area routes various jobs to printers or output devices.

h) Text Services: Develops and provides support for the following applications: Bill Drafting, Statutory Retrieval, Statute Update, Journal Writing, Enrolling and Engrossing, Debate Transcription, Administrative Code, Illinois Register, and Staff Uses.

(Source: Amended at 25 Ill. Reg. 4221, effective March 5, 2001)