

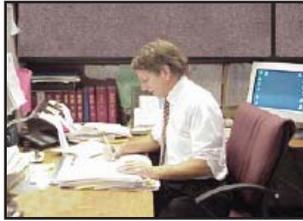
LSC Staff Services

Led by a staff director who is appointed by the legislators who serve as members of the Legislative Service Commission, the LSC staff provides nonpartisan drafting, fiscal, research, training, and other legislative services to the General Assembly.

Drafting Legislation The LSC research staff drafts all types of legislation (bills, resolutions, and amendments). The LSC fiscal staff drafts appropriations and budget-related provisions for bills and amendments. Staff respond to assignments requested by any member of the General Assembly.

Legislative

Staffing Committees One or more staff persons, assigned by the LSC staff director, assists each standing committee of the General Assembly. Staff assistance, provided to any legislator on the committee, normally involves explaining legislation, drafting amendments, writing substitute bills, providing fiscal analysis, and researching questions relating to pending legislation.

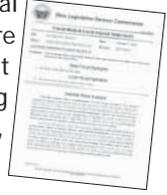


Staffing for Joint and Select Committees Upon request, the LSC staff also provides staffing assistance to joint and select committees created by the General Assembly. These committees may be charged with researching a legislative issue or reviewing one or more bills on a particular legislative topic.

Fiscal Analysis and Research The LSC fiscal staff monitors, forecasts, and reports on state revenues and expenditures and is generally able to provide members with independent information about fiscal issues of importance in state and local government. In addition, the LSC fiscal staff reviews requests coming before the Controlling Board (the seven-member statutory board charged with overseeing the release or transfer of appropriated funds and authorizing certain state agency purchases).

Research

Fiscal Notes and Local Impact Statements Ohio law requires LSC fiscal staff to prepare and update fiscal analyses of various bills to inform members of the estimated revenue and expenditure effects that proposed legislation has on state and local government. It also requires LSC to prepare a local impact statement for bills that result in net additional costs (exceeding a minimal threshold) to school districts, counties, municipalities, or townships. These analyses are published in the fiscal note and local impact statement, the document LSC prepares for individual bills of the General Assembly.



Bill Analyses The LSC research staff produces an analysis of how each bill scheduled for a hearing by a standing committee adds to or modifies state law. Updated when the legislation is reported by the committee and scheduled for a vote by the membership of the House or Senate, a revised analysis reflects all changes made to the legislation by the committee. The LSC staff repeats the updating process at each major step toward enactment, thereby providing members of the General Assembly with current information on the content and effects of any bill during the legislative process.

Short- and Long-Term Research The LSC staff provides short-term research on any matter of legislative concern to any member of the General Assembly.



Research responses range from a brief telephone call to in-depth research papers on legal, fiscal, and technical issues. The LSC staff also engages in long-term research projects that are

required by statute or require Commission approval. The Commission sometimes directs the staff to conduct the research and report its findings to the Commission members. At other times, the staff provides research assistance to special committees created to study a problem or issue.

Technical LSC Services Library Services

Legal Review and Technical Services The Legal Review and Technical Services (LRTS) division of the LSC staff is responsible for maintaining the laws of Ohio in an orderly and uniform system. In addition, the LRTS staff reviews all bills before their introduction in the General Assembly to ensure that each draft is in conformity with required technical standards.

Rules Codification The LSC staff within the Rules Codification division has the responsibility for the review, codification, and public availability of administrative rules adopted by state agencies. Notice of and documents related to proposed and emergency rulemaking conducted under the Ohio Administrative Procedure Act are available in electronic format through the *Register of Ohio* at www.registerofohio.state.oh.us.

The LSC staff includes professional librarians and staff who provide library services to members of the General Assembly and to legislative staff. The LSC library includes basic Ohio and federal legal collections, books, periodicals, historic legislative documents, and reference texts relating to subjects of general legislative interest. The library receives and files many reports issued by state agencies, the federal government, other states, and state and national associations.



Legislative Information Office Housed within the LSC Library, the Legislative Information Office staff responds to calls from constituents by providing information about the status of bills, session, and committee schedules. The staff also takes messages from the constituents for legislators.

Legislative Publications

Legislative Publications The LSC staff prepares numerous documents to assist the General Assembly. Most LSC products and publications are available on the Internet at www.lsc.state.oh.us. Included among them are:

- **Budget Documents** Reports providing analysis of the state's operating and capital budgets at each step of the legislative process. Detailed budget information is included in the Budget in Brief, Budget in Detail, agency redbooks and greenbooks, comparison documents, Catalog of Budget Line Items (COBLI), and other reports.  
- **Budget Footnotes** A monthly publication that monitors state revenues and expenditures and provides updates on the economy and a variety of budget and fiscal issues.
- **Ohio Facts** A broad overview of public finance in Ohio designed as a quick reference tool for legislators and legislative staff. 
- **"Status Report of Legislation"** Report listing the current status of bills and certain resolutions introduced in the General Assembly, updated on-line daily and printed weekly during legislative voting sessions.
- **A Guidebook for Ohio Legislators** A reference book that describes Ohio state government and the operation of the legislative branch.
- **Ohio General Assembly Glossary of Terms** A reference guide designed to provide an introductory explanation of terms that members may encounter as they consider legislation.
- **Members Only** Informational briefs providing concise summaries of Ohio law, programs, or issues relevant to the Ohio legislative process. 

Honorary Resolutions In accordance with House and Senate guidelines, the LSC staff drafts honorary resolutions at the request of any member of the General Assembly. Generally, these resolutions honor a person or an organization whose accomplishments are of statewide significance or commemorate an event of statewide or national importance.



Letters of Commendation The LSC staff drafts letters of commendation at the request of any member of the General Assembly who would like to recognize a special event or an individual's or organization's achievement.

New Member Orientation Programs Following November general elections, the LSC conducts a New Member Orientation Program. The program includes, in part, discussions about legislative ethics, reviews of legislative session and committee procedures, and panel discussions with both veteran and new legislators. New members participating in the 2012 program are pictured below.



New Legislative Staff Training The LSC staff provides online training for new legislative staff hired to work in the House, the Senate, and the various legislative agencies. Presentations include an overview of the fundamentals of the legislative process and an introduction to the basic resources available to help staff in their work for the General Assembly.

Other
Services

Training
Programs

LSC
Services

Other Programs

Continuing Legal Education Programs As part of a coalition of several agencies, the LSC participates in the effort to provide continuing legal education (CLE) programs for attorneys employed by the state. The coalition, currently including the LSC and several other state agencies, presents sufficient program hours for these public employees to obtain the required CLE credits.



Legislative Fellowship Program The Legislative Service Commission has sponsored a legislative internship program for over 45 years, providing over 950 college graduates with an introduction to state government and practical experience in the legislative process. Renamed the LSC Legislative Fellowship Program in 2010, its continued purpose is to encourage outstanding college graduates to pursue careers in public service. Refer to page 14 for application information.

For program years 1976 - 2012, 64% of the participants in LSC's Legislative Fellowship Program took positions in public service upon completion of the program.

Many former fellows credit LSC's program as an important step in their careers. Following their fellowships, they have taken a variety of positions such as public information officers, congressional aides, lobbyists, and high-ranking staff members in both the legislative and executive branches of Ohio state government. In addition, several have successfully run for elective office. Others have decided to complete graduate studies after their fellowship experience.

