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THE GENERAL ASSEMBLY OF PENNSYLVANIA

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HOUSE BILL

No. 85

Session of  
1977

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INTRODUCED BY IRVIS, MILLIRON, BERLIN, RAPPAPORT, OLIVER,  
LINCOLN, POLITE, KOLTER, BRUNNER, MUSTO, BELLOMINI, KELLY,  
WHITE, MOEHLMANN, FREIND, ZITTERMAN, HOPKINS, SALVATORE AND  
RICHARDSON, FEBRUARY 7, 1977

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REFERRED TO COMMITTEE ON STATE GOVERNMENT, FEBRUARY 7, 1977

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AN ACT

1 Providing for constituent service centers in each district from  
2 which members of the House of Representatives are elected.

3 The General Assembly of the Commonwealth of Pennsylvania  
4 hereby enacts as follows:

5 Section 1. Short title.

6 The act shall be known and may be cited as the "Constituent  
7 Service Act."

8 Section 2. Establishment of offices.

9 Each member of the House of Representatives may establish a  
10 Constituent Service Center to increase the service given to  
11 constituents and all other citizens in the elected  
12 representatives' districts.

13 Section 3. Location and operation of center.

14 Each Constituent Service Center shall be easily accessible to  
15 all residents of the district by public transportation and shall  
16 be operated according to Rule 14 of the House of Representatives  
17 of the Commonwealth of Pennsylvania as it relates to office

1 rental and purchase of supplies, postage, telephone, answering  
2 services, printing services and rental of office equipment. The  
3 Chief Clerk shall monitor and keep records on expenditures of  
4 the centers. These records shall be open for public review  
5 during the normal working day and shall be retained for a period  
6 of three years.

7 Section 4. Staff.

8 The staff for the Constituent Service Center shall include a  
9 service center manager and a part-time legislative district  
10 assistant. They will be hired according to Rule 14, of the House  
11 of Representatives relating to administrative clerical and  
12 professional services for legislative business. The staffing  
13 shall reflect an equal opportunity effort, as well as abide by  
14 the Civil Rights Act of 1964.

15 Section 5. Salary.

16 Constituent service center managers and part-time legislative  
17 district assistants shall be paid at a rate that is comparable  
18 to the Commonwealth pay scale for such positions in the  
19 administrative departments substantiated by the Chief Clerk's  
20 Office. Records of compensation shall be open for public  
21 inspection during the regular business hours and shall be  
22 retained for a period of three years. The constituent service  
23 center manager shall work a period of 40 hours a week between  
24 the hours of 10:00 A.M. to 7:00 P.M. each day. The part-time  
25 legislative district assistant shall work a total of 20 hours a  
26 week with four hours scheduled for the weekends.

27 Section 6. Duties and qualifications.

28 (a) The constituent service center manager shall perform  
29 managerial and supervisory duties. The manager shall:

30 (1) be responsible for the orderly and efficient

1 operation of the Constituent Service Center;

2 (2) perform routine clerical assignments;

3 (3) handle inquiries into the center by constituents;

4 (4) receive all visitors to the center; and

5 (5) maintain the personal scheduling of the legislator  
6 for district activities and functions.

7 (b) The legislative district assistant shall be responsible  
8 for all matters relating to constituent concerns in the  
9 legislative district. He shall develop a listing of community  
10 organizations and service groups and shall know exactly what  
11 type of service each agency or organization extends to the  
12 district. For the purpose of immediate referral for service, the  
13 district assistant shall establish a working relationship with a  
14 specific contact person in the agency or organization. He shall  
15 attend all community meetings in order to establish the fact  
16 that the elected representative is interested in their problems  
17 and his representative is there to listen. The district  
18 assistant shall also organize regular legislative workshops for  
19 the constituents.

20 Section 7. Elected representatives responsibility.

21 It is the responsibility of the elected representative to  
22 ensure that all proposed staff are interviewed by the majority  
23 and minority leaders or their designee. The elected  
24 representative shall also insure that all residents of his  
25 district have the opportunity to use the services extended by  
26 the Constituent Service Center.

27 Section 8. Majority and minority leaders' responsibility.

28 The majority and minority leaders shall evaluate the  
29 functioning of the constituent service centers and report  
30 annually to the General Assembly or the committee designated by

1 the legislative body of the Commonwealth as to the effectiveness  
2 and efficiency of the constituent service centers and make  
3 recommendations as to their continuance.

4 Section 9. Constituent Service Center Fund.

5 All funds appropriated for the operation of the constituent  
6 service centers shall be deposited in a special Constituent  
7 Service Center Fund which shall be administered by the Majority  
8 and Minority Leaders of the House of Representatives.

9 Section 10. Effective date.

10 This act shall take effect September 1, 1977.