

# ESSENTIAL FUNCTIONS TO ENSURE CONTINUITY OF NCDPI OPERATIONS

The following essential functions were identified by NCDPI staff for continuity of operations during a disaster, including a pandemic flu outbreak. Processes noted with an asterisk were selected by the Superintendent's Cabinet as the five most critical business processes.

AREA/DIVISION		ESSENTIAL FUNCTIONS
1	Curriculum and School Reform Services	Federal programs/vital records and reporting
2*	Deputy Supt/Communications	Internal and external communications
3	FBS/Human Resource Management	Licensure file maintenance and Processing Licensure Request
4	Deputy Supt/Personnel Relations	Personnel accounting/safety and health administration
5	FBS/Financial Services	Processing of Child Nutrition claims
6*	FBS/Financial Services	Cash management (accounts payable)
7*	FBS/Financial Services	Payroll processing
8	FBS/Financial Services	Budget management
9	FBS/Financial Services	Purchasing and contracts
10	FBS/School Business Services	Year end close out
11	FBS/School Business Services	School allotment distribution
12	FBS/School Support Services	Textbook ordering, receiving and distribution
13	FBS/School Support Services	Unemployment claims management
14*	FBS/School Support Services	Property insurance and claims management
15	FBS/School Support Services	Diesel, fuel oil, and coal purchase coordination
16	FBS/School Support Services	School bus transportation for emergency use
17	State Board of Education	Policy-making for emergency operations
18	State Board of Education	NC Virtual Public School (NCVPS)
19	Technology/IT Operations	Help Desk services (communications plan)
20	Technology/IT Operations	Database and server administration
21	Technology/IT Operations	Agency applications management
22	Technology/IT Operations	Systems backups/restorers
23*	Technology/NCWISE	NCWISE/SIMS program and management