Support Branch Classifications

The UPBMS Code Structure diagram:

Substantive Area | Process
Classification | Activity
AS 10 .10 .10
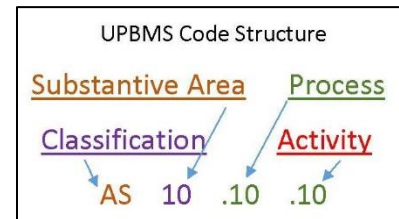
The Support Branch is used to describe processes associated with professional assistance provided to lawyers directly related to the delivery of legal services, advice and counsel.

Classifications represent the highest organizational level within each Branch of the ALA UPBMS Codes. They are used to organize the Substantive Areas into logical groupings. While they may generally follow departmental structures in some organizations, they are used more accurately to describe the nature of the activities detailed within each Substantive Area and Process.

Administrative Support (AS)

Processes associated with general office operations. Includes document services (production, reproduction and management), court services (docket), phone and fax services, meeting coordination, travel, facilities management, and mail/messenger services.

Substantive Areas within this Classification:

AS10	Document Services
AS15	Docket Services
AS20	Communication Services
AS25	Meetings Coordination
AS30	Travel Management
AS35	Facilities Management
AS40	Mail and Messenger Services

Finance (FN)

Processes associated with general accounting and financial operations, time entry, billing and collections, accounts payable, expense reports, analyzing money flows, and meeting all reporting, tax, and business operation requirements.

Substantive Areas within this Classification:

FN10	Credit and Collections
FN15	Financial Operations
FN20	Financial Planning
FN25	Tax and Compliance

Human Resources (HR)

Processes related to searching for and obtaining candidates, employee training and development, various forms of direct and indirect employee compensation, administration of the employer-employee relationship, employee communication, and managing and retaining valuable employees.

Substantive Areas within this Classification:

HR10	Recruitment and Selection
HR15	Compensation and Benefits
HR20	Employment Relationship Management
HR25	Training and Development
HR30	HR Consulting

Business Development (BD)

Processes aimed at developing and implementing growth opportunities, and communicating the value of a product, service or brand.

Substantive Areas within this Classification:

BD10	Product (Service) Development
BD15	Sales
BD20	Marketing

Information Technology (IT)

Processes and practices that gauge the end-to-end delivery of IT solutions and those used to manage the composite hardware, software, network resources and services comprising an enterprise IT environment.

Substantive Areas within this Classification:

IT10	IT Services
IT15	IT Infrastructure

Leadership and Management (LM)

Establishing and sharing a clear vision and the design, execution, and control of operations that convert resources into desired goods and services, develop the organization's strategy, and monitor operations to assure alignment with that strategy.

Substantive Areas within this Classification:

        LM10   Organizational Management
        LM15   Operational Management
        LM20   Investor (Owner) Relations
        LM25   Leadership Relations
        LM30   Stakeholder Relations
        LM35   Strategic Initiatives
        LM40   Tactical Initiatives

Questions?

For further information about the ALA UPBMS or the public comment process, please contact:
alaupbms@alanet.org.