

# M I N U T E S

## SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

July 16, 1985

The meeting of the Service Committee was called to order at 9:10 a.m. by the Chairman, Representative John Connors, on Tuesday, July 16, 1985, in the Speaker's Conference Room of the State House, Des Moines. Members present were:

Senator Lee Holt  
Senator C. W. (Bill) Hutchins

Others present were:

Mr. Burnette Koebernick, Acting Director,  
Legislative Service Bureau  
Mr. Dennis Prouty, Director, Legislative Fiscal Bureau  
Mr. William Angrick, Citizens' Aide  
Mr. Sandy Scharf, Director, Computer Support Bureau  
Ms. Phyllis Barry, Deputy Code Editor  
Mr. Joe O'Hern, Chief Clerk, House of Representatives  
Ms. Marie Thayer, Secretary of the Senate  
Mr. Thane Johnson, Legislative Service Bureau  
Mr. James A. Hughes, Jr., Principal, Hayes/Hill Incorporated  
Mr. Don Finn, Arthur Young and Company  
Ms. Pat Laski, Public Administration Service

Chairman Connors announced that the Service Committee would act as a subcommittee until a quorum was present. Shortly thereafter Representative Delwyn Stromer was present.

Senator Holt moved that the minutes of the June 19, 1985 Service Committee meeting be approved as distributed to Committee members, and the motion was adopted.

Chairman Connors announced that seven firms had responded to the Request For Proposal for a study of comparable worth in the legislative branch of government, with six firms indicating that they intend to bid.

Chairman Connors asked for questions concerning the RFP from Mr. Hughes. Mr. Hughes indicated that in correspondence of July

11, 1985, he had outlined a series of four questions for which he hopes to obtain answers. He explained that Hayes/Hill Incorporated is a general management consulting firm that specializes in the areas of market strategies and human resources. He indicated that Hayes/Hill has conducted salary studies for fourteen years and has been involved in developing a salary plan for the State Board of Regents institutions in Iowa, including a comparable worth audit. With regard to his first question whether there has been an on-going program to review the classification standards and job descriptions, Chairman Connors responded that there has not been a formal program for revising classifications but an informal program has been used.

Mr. Koebernick commented that the Legislative Service Bureau has updated its classifications on a regular basis and 1984 was the last update. Mr. Prouty responded that the Legislative Fiscal Bureau job classifications were also revised in 1984. Mr. Angrick commented that the job classifications for the Office of Citizens' Aide were last revised in 1982, but remain about 90 percent accurate. Mr. O'Hern commented that the job descriptions for employees of the House of Representatives were last revised in 1980 although some classifications, such as that of research analyst, have been updated since that time. Ms. Thayer commented that the Senate job descriptions have not been formally approved by the Senate Rules and Administration Committee.

Mr. Hughes asked whether there has been a formal identification of male vs. female dominated job classifications, and Chairman Connors responded in the negative.

Representative Stromer expressed the belief that any report submitted by the consultants must be approved by the General Assembly. Mr. Hughes responded that he agrees and believes that the consulting firm should meet with members of the General Assembly before beginning the study.

With regard to the second question whether the consultant must use the job evaluation plan developed in the Iowa Merit System Comparable Worth Study for the legislative study, Chairman Connors responded that the consultant would not be required to use the same system, but the system must be compatible with the system used for the Iowa Merit System Study. Mr. O'Hern agreed and commented that a critical factor is that compatibility exists between the study of the legislative branch and the executive branch. He commented that there must be some similarity in pay structure with rationale for differences. Mr. O'Hern also commented that the legislative employee job classification systems have been reviewed in comparison with the job classifications of similar merit system positions.

With regard to the third question, asking whether there are formal pay grades and pay ranges in the current plan for

legislative employees and asking how much flexibility the consultant would have to recommend a different pay grade and range structure, Chairman Connors responded that there are formal pay grades and ranges. Mr. Hughes also commented that his interpretation is that comparable worth and evaluations will also affect the internal equity of job classifications. He noted that there are different alternatives that can be considered such as:

1. Sampling other jobs in the state using the same evaluation system.
2. Surveying what other states pay for comparable jobs.

Chairman Connors responded that flexibility is important and the General Assembly is concerned about the consultant's recommendations and how they were derived. Representative Stromer responded that he believes the General Assembly will have no major problems with significant differences if the General Assembly is comfortable with the results. Chairman Connors responded that an independent, objective study is needed.

With regard to the fourth question relating to the availability of legislative employees to assist with the study, Chairman Connors responded that there is no problem, but he added that some legislative employees are session-only employees. He expressed the belief that it is important to study legislative positions both during the session and the interim. Mr. O'Hern concurred that there are marked differences in employment between the session and the interim.

Senator Holt asked about the length of time for which employees will be needed. Mr. Hughes responded that the RFP contemplates a tight timeframe. He indicated that it is necessary to receive input from both full-time and session-only employees. He indicated that employees will be asked to complete a questionnaire which will be reviewed by the employee's supervisor. He indicated that following the submission of the questionnaire, an evaluation phase will take place. Senator Hutchins commented that the duties of persons having the same job classification may vary, especially from secretary to secretary in the General Assembly. Mr. Hughes responded that the jobs can either be viewed as individual jobs or a series of jobs. He noted that in these days clerical jobs are changing because they are becoming more technical and more productive. Mr. Hughes also commented that any consultant will want to develop an evaluation system that is unique for that client.

Chairman Connors asked for further comments about the procedure that would be used by Hayes/Hill Inc. Mr. Hughes commented that normally the consulting firm talks to the top management employees to develop a sense of the organization and philosophy of the employer. He indicated this is followed by a series of open

meetings for employees in which the consulting firm outlines what it will do. He commented that this is followed by a questionnaire which is completed by the employees that is then reviewed by their supervisors. He added that the consulting firm then pulls all the responses together and begins an evaluation phase that uses views of employees from various legislative agencies. He also commented that the consulting firm will look at comparable jobs in other organizations.

Chairman Connors asked whether the consulting firm then meets again with the employees before the final report is written. Mr. Hughes responded that such a meeting is subject to the views of the client, but the consulting firm is more than happy to meet with the employees again. Mr. Angrick expressed the view that it is important for the agency heads to know the amount of time expected concerning the release of employees to assist in the evaluation and to attend meetings. Mr. Hughes commented that during the evaluation phase, perhaps twenty employees will be needed for from four to five days on a half-day basis.

Discussion followed about whether the study should continue beyond the December 15, 1985 deadline stated in the RFP. Mr. Hughes expressed the importance of having an understanding of the session-only jobs. Mr. O'Hern responded that in terms of percentage, the total job classifications that are session-only is not great, although in terms of total personnel employed by the legislative branch of government, the percentage would be higher.

Chairman Connors asked about the timeframe for commencing a study and completing its report. Mr. Hughes responded that usually such a study takes about three months for completion.

Senator Holt asked whether the conclusions may be that some positions should be receiving less pay. Mr. Hughes responded that the client usually adopts a philosophy that no individual's salary will be reduced. He commented that this issue is separate from the comparable worth issue and as a result of a study, some changes in internal relations of positions will take place.

Senator Hutchins suggested that the Legislative Council might consider having the consultants commence data collection for full-time employees during November and begin collecting data for session-only employees during January. Representative Stromer suggested that perhaps session-only employees living in Des Moines might be able to come in during December rather than waiting until the session begins. Chairman Connors emphasized that he wants a fair and comprehensive study. Senator Hutchins also commented that if the December 13, 1985 final report deadline is delayed, additional firms may bid because of the extended deadline.

Chairman Connors thanked Mr. Hughes and called for comments or questions from Mr. Finn. Mr. Finn commented that many of the

questions that Arthur Young had were answered during previous testimony at the meeting. In response to a question from Chairman Connors relating to the methods that would be used, Mr. Finn responded that he would mainly use questionnaires and interviews. He commented that it might be possible to interview and complete questionnaires of session-only help prior to the convening of the General Assembly. Mr. Hughes interjected that a sampling process has been used for those job classifications in which there are a number of persons.

Chairman Connors asked how appeals would be handled after the deadline date. Mr. Hughes responded that appeals generally question whether the process was done correctly. Chairman Connors expressed concern that if a study is completed prior to the convening of the General Assembly, session-only employees might believe that it was not possible that their positions could be analyzed properly. Mr. Hughes responded that in such an instance, the process that will be used must be explained to the employees and opportunity must be given for the managerial and administrative personnel to review the process before the study is conducted.

Chairman Connors thanked Mr. Finn and called for comments from Ms. Laski. Ms. Laski indicated that she represents Public Administration Service, and she asked whether funds have been budgeted for the study. Chairman Connors responded in the negative, noting that the General Assembly wants impartial bids from available firms.

Ms. Laski noted that correspondence from Mr. George Greisinger had been sent to Mr. Koebernick and a number of questions were included. She noted that many of the questions had already been answered.

With regard to the sixth question from Mr. Greisinger which relates to job classification materials not accurately reflecting the duties performed and whether the Service Committee would want a 100% job audit or whether a representative sample would be sufficient, Chairman Connors indicated that the General Assembly would want a 100% job audit.

With regard to the seventh question regarding whether the state of Iowa has any specific laws regarding classification or compensation appeals, Chairman Connors responded that legislative employees operate under a pay resolution and a grievance procedure has been adopted by the Legislative Council. Ms. Laski indicated that PAS would want to conduct interviews and would require completion of questionnaires by employees.

Senator Hutchins commented that the Service Committee has authority over the pay classification systems for the various legislative agencies and the Rules and Administration Committees

of each house have authority over employees of the House and Senate. He suggested that it may be advantageous for the consultant to visit with the chairs of the Rules and Administration Committees. Chairman Connors stressed the importance of an objective study being conducted regardless of politics. Mr. Angrick suggested that it may be as important to observe a specific job as it is to review responses to a questionnaire. Chairman Connors expressed the belief that the consultants will perform both tasks. Mr. Hughes also added that involving employees in evaluations will also help. Several agency directors expressed the importance of observing or obtaining information about jobs for both the interim work and the session work.

Mr. Hughes asked whether there is a specific administrative office responsible for personnel for the General Assembly. Chairman Connors responded in the negative, commenting that the various agency directors can meet together for that purpose. Mr. Hughes asked for a copy of a list of the various position classifications to be covered and a sample of job descriptions.

The Committee recessed at 11:40 and reconvened at 12:00.

Mr. Angrick asked whether a representative from the agency directors could serve as an ex officio member of the Service Committee during the evaluation and selection of a consulting firm. Chairman Connors responded that he would expect the agency directors to be available and to comment to Committee members.

Senator Hutchins moved that the Request For Proposal be amended as a result of discussion about an analysis of positions for both session and nonsession employment, to require that the final report be due April 15, 1986. He asked that the consultants to which the original letter was submitted also receive a copy of a letter from Mr. Koebernick informing them of the date change. Representative Stromer asked unanimous consent that the motion be amended to include a statement that the study be conducted both prior to the legislative session and during the legislative session. The Committee agreed by unanimous consent to change the April 15 date to April 1. Representative Stromer seconded the revised motion and it was adopted.

Ms. Barry commented that she had submitted information to Service Committee members concerning the cost of publication of various documents by the Deputy Code Editor's office as requested at the last Service Committee meeting. Ms. Barry also requested that the salary classification of Ms. Laverne Swanson be raised from a pay grade 28, step 4, to pay grade 28, step 5. Senator Hutchins moved that the Service Committee recommend that the Legislative Council approve the change, and the motion was adopted.

Ms. Barry informed the Service Committee that she had received a subpoena to appear in District Court in Burlington, Iowa relating to the administrative rules of the Department of Revenue.

Senator Hutchins moved that the Service Committee recommend that the Legislative Council approve a merit salary increase approximately equivalent to a step increase for the Director of the Computer Support Bureau, and the motion was adopted.

Mr. Prouty asked that the Service Committee recommend that the Legislative Council approve the employment of Ms. Gloria St. Peter as a Legislative Analyst I, at pay grade 24, step 1. Senator Hutchins moved that Mr. Prouty's request be approved, and the motion was adopted.

Senator Holt moved that the Service Committee recommend that the Legislative Council grant the Deputy Code Editor a merit salary increase approximately equivalent to a step increase. The motion was adopted.

Mr. Koebernick distributed a copy of a policy for posting position openings in the Legislative Service Bureau and indicated that Mr. Scharf and Ms. Barry had concurred with his policy. In addition Mr. Angrick distributed a policy for posting position openings in the Office of Citizens' Aide, and Mr. Prouty did likewise for the Legislative Fiscal Bureau. Chairman Connors asked all legislative agencies to combine their efforts and develop a uniform policy for posting position openings in their respective agencies and bring it to the next Service Committee meeting.

Mr. Angrick informed the members of the Service Committee that he has indicated willingness to cooperate with the Small Business Advisory Council to the Small Business Division of the Iowa Development Commission regarding the Council's interest in performing the advocacy and ombudsman functions for its constituency.

Mr. Angrick indicated that employees of his office also occasionally receive subpoenas and asked whether the Service Committee wishes to be informed of the receipt of subpoenas. Chairman Connors asked that the employees inform the Service Committee if they believe it necessary for the Service Committee to know.

The Service Committee adjourned at 11:30 a.m.

Respectfully submitted,

DIANE BOLENDER  
Senior Research Analyst