

REPORT OF THE SERVICE COMMITTEE TO THE LEGISLATIVE COUNCIL

December 12, 2000
(Corrected)

The Service Committee of the Legislative Council met on December 12, 2000, and makes the following report and recommendations to the Legislative Council

1. The Service Committee received and filed the December personnel report from the Legislative Fiscal Bureau.
2. The Service Committee received and filed the December personnel report from the Legislative Service Bureau and recommends:
 - ◆ That the following employees be promoted:
 - Ms. Sue Fetters, Legislative Document Technician 2, grade 22, step 5, to Supervising Legislative Document Technician, grade 25, step 4, effective December 2000.
 - Ms. Leslie Larson, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective December 2000.
 - Ms. Kathie Bates, Administrative Code Editor, from grade 38, step 5, to grade 41, step 3, effective December 2000.
 - Ms. Joy Warner, from Legislative Document Technician 2, grade 22, step 2, to Supervising Legislative Document Technician, grade 25, step 1, effective December 2000.
 - Ms. Leslie Hickey, Iowa Code Editor, from grade 38, step 6, to grade 41, step 5, effective December 2000.
 - ◆ That the following changes in the Legislative Information Office be authorized:
 - The current pay classifications for the Legislative Information Office Director position of Legislative Information Office Director/Legislative Protocol Officer 1 at pay grade 30, and Senior Legislative Information Office Director/Legislative Protocol Officer at pay grade 35, be changed to Legislative Information Office Director 1 at pay grade 32, Legislative Information Office Director 2 at pay grade 35, and Legislative Information Office Director 3 at pay grade 38.
 - The current pay classification for Legislative Information Officer at pay grade 24 be changed to Legislative Information Officer 1 at pay grade 24, Legislative Information Officer 2 at pay grade 27, Legislative Information Officer 3 at pay grade 30.
 - One additional Legislative Information Officer be authorized.
 - That the following employee be reclassified:
 - Ms. Julie Livers, from Legislative Information Office Director, approved for grade 35, step 3, to Legislative Information Office Director 3, grade 38, step 1, effective December 2000.

- ◆ That the following changes concerning the Tour Guides be authorized at a total of 1.5 additional FTEs:
 - The current pay classification for Tour Guide Supervisor at pay grade 22, be changed to Tour Guide Supervisor 1 at pay grade 22, and Tour Guide Supervisor 2 at pay grade 25.
 - One Legislative Document Technician, at pay grade 19, be authorized.
 - The current pay grade for Tour Guide be increased from 12 to 18.
 - Five additional part-time Tour Guides be authorized in order to increase the pool of available Tour Guides.
 - That the following employees be reclassified:
 - Ms. Joan Arnett, from Tour Guide Supervisor, grade 22, step 4, to Tour Guide Supervisor 2, grade 25, step 2, effective December 2000.
 - Ms. Karen Nichols, from Tour Guide, grade 14, step 6, to Legislative Document Technician, grade 19, step 2, effective December 2000.
- ◆ That Ms. Rachele Hjelmaas be placed in the vacant full-time, year-round Legal Counsel position vacated by the resignation of Mr. Mark Johnson.
- ◆ That the Legislative Service Bureau is authorized, if necessary, to employ a Legal Counsel in pay grade 30 to temporarily replace Ed Cook at step two.

3. The Service Committee received and filed the December personnel report from the Legislative Computer Support Bureau.
4. The Service Committee received and filed the December personnel report from the Office of Citizens' Aide/Ombudsman and recommends:
 - ◆ That the following employees be promoted:
 - Ms. Ruth Cooperrider, from Deputy/Senior Legal Counsel, grade 38, step 6, to Senior Deputy/Senior Legal Counsel, grade 41, step 5, effective December 2000.
 - Ms. Maureen Lee, from Executive Secretary, grade 24, step 6, to Assistant, grade 27, step 5, retroactively effective to November 10, 2000.
 - Ms. Mary Belieu, from Citizens' Aide/Ombudsman Secretary, grade 19, step 3, to Administrative Secretary, grade 21, step 2, retroactively effective to November 10, 2000.
 - ◆ That the Office of Citizens' Aide/Ombudsman be authorized one additional Assistant FTE position.
5. The Service Committee recommends that the Legislative Council approve the proposed budgets and budget allocations for the fiscal year beginning July 1, 2001, pursuant to section 2.12 of the Code, as amended by the actions authorized in paragraph 7 of this report, for the following agencies:
 - Legislative Fiscal Bureau
 - Legislative Service Bureau
 - Legislative Computer Support Bureau
 - Office of Citizens' Aide/Ombudsman

6. The Service Committee recommends that the Legislative Council approve the expenditure of the following amounts from the appropriation in Code section 2.12 for the payment of national professional organizations serving legislators and legislative staff:
 - ◆ For the fiscal year beginning July 1, 2001, and ending June 30, 2002:
 - Council of State Governments \$ 89,583
 - National Conference of State Legislatures \$107,077
 - Commission on Uniform State Laws \$ 20,900
 - National Conference of Insurance Legislators \$ 5,000
 - ◆ For the fiscal biennium beginning July 1, 2001, and ending June 30, 2003:
 - American Legislative Exchange Council \$ 7,500

7. The Service Committee recommends that the annual salaries for the following four nonpartisan staff directors be increased by approximately one pay step as follows, effective December 2000:
 - Legislative Service Bureau Director, from \$90,188 to \$94,993.60.
 - Legislative Fiscal Bureau Director, from \$90,188, to \$94,993.60.
 - Legislative Computer Support Bureau Director, from \$77,147 to \$82,576.
 - Citizens' Aide/Ombudsman, from \$76,003 to \$78,790.40.

8. The Service Committee recommends that the four nonpartisan staff agencies be granted the discretionary authority to develop flexible compensation plans as an alternative to the current pay matrix for consideration by the Service Committee. The Service Committee further recommends that the Legislative Council grant the Service Committee the authority to approve or disapprove the implementation of a proposed flexible compensation plan presented to the Service Committee without further Legislative Council action.

9. The Service Committee recommends that the Legislative Council authorize the payment of costs for the New Member Legislative Orientation program from moneys available to the General Assembly under Iowa Code section 2.12.

Respectfully submitted,

Senator Stewart Iverson, Jr.
Chairperson