

**REPORT OF THE SERVICE COMMITTEE  
TO THE LEGISLATIVE COUNCIL**

**June 18, 1992**

The Service Committee of the Legislative Council met on June 18, 1992. The meeting was called to order by Senator Mike Gronstal, Chairperson, at 10:18 a.m. in Room 22 of the State House, Des Moines, Iowa.

The Service Committee respectfully submits to the Legislative Council the following report and recommendations:

1. The Service Committee received, filed, and recommends that the Legislative Council approve the recommendations contained in the report of the Salary Subcommittee, which is attached.

2. The Service Committee received and filed a personnel report from the Legislative Fiscal Bureau, and recommends that the Legislative Council approve the following promotions effective May 22, 1992:

A. The following employees from Legislative Analyst 1 to Legislative Analyst 2: Mary Shipman, Pam Shipman, Dave Reynolds, and Jon Studer.

B. The following employees from Legislative Analyst 2 to Legislative Analyst 3: Jeff Robinson, Alice Wisner, Beth Lenstra, and Paul Durand.

C. The following employees from Legislative Analyst 3 to Senior Legislative Analyst: Robert Snyder and Sue Lerdal.

D. The following employee from Run Designer 2 to Run Designer 3: Cynthia Duffy.

3. The Service Committee received and filed a personnel report from the Legislative Service Bureau and recommends that the Legislative Council approve the following promotions effective June 19, 1992:

A. Mary Carr from Legal Counsel I to Legal Counsel II.

B. Julie Smith from Legal Counsel I to Legal Counsel II.

C. Gary Rudicil from Research Analyst I to Research Analyst II.

D. Kathy Bates from Assistant Code Editor I to Assistant Editor II.

E. Donna Munzenmaier from Code Proofreader to Proofreader/Indexer.

F. Loanne Dodge from Acting Deputy Code Editor to Iowa Code Editor.

4. The Service Committee received and filed a personnel report from the Office of Citizens' Aide/Ombudsman.

5. The Service Committee received and filed annual personnel reports from the Legislative Service Bureau, the Legislative Fiscal Bureau, the Legislative Computer Support Bureau, and the Office of Citizen's Aide/Ombudsman.

6. The Service Committee received, filed, and recommends that the Legislative Council approve the recommendations contained in the reports of the Computer User Policy Committee, which are attached.

7. The following new employee of the Office of Citizens' Aide/Ombudsman was introduced: Jeffrey Burnham, Assistant I.

Respectfully submitted,

SENATOR MIKE GRONSTAL  
Chairperson

**REPORT OF THE SALARY SUBCOMMITTEE  
OF THE  
SERVICE COMMITTEE**

**June 17, 1992**

**The salary Subcommittee of the Service Committee met on June 17, 1992, and makes the following report to the Service Committee:**

**That the Service Committee recommends that the Legislative Council approve the attached proposed position classification system for all legislative employees and the proposed implementation plan as recommended by the joint staff committee from the Senate, House, and Central Legislative Staff Agencies. The proposal is submitted to meet the following objectives:**

- 1. To match the professional legislative branch positions to the comparable Public Service Executive positions existing in the executive branch of state government.**
- 2. To reduce the number of divergent grades and series for the remaining legislative positions by improving position comparability among all legislative agencies.**

**Respectfully submitted,**

**MICHAEL E. GRONSTAL**  
**Chairperson**

**IMPLEMENTATION PLAN  
PROPOSED POSITION CLASSIFICATION SYSTEM**

The adjustment in grades recommended by the staff review are adopted subject to the following conditions:

1. The adjustments will take effect beginning July 3, 1992. Individuals who are affected will be moved to the new grades at their existing salaries or at their salaries adjusted for any applicable cost-of-living increase granted to noncontract employees.
2. Employees will be eligible for a step increase on a schedule as comparable to employees in the executive branch.
3. If the current salary of an employee is less than the entrance level salary at the new grade, the employee is eligible to receive a one step increase on a schedule comparable to employees in the executive branch. The lowest salary of an employee in a job classification or step 1 of the appropriate grade, whichever is less, will constitute the entry level for that grade until the lowest salary is equal to the entry level salary for that grade.
4. All steps in grades 29 and above are a minimum of 12 month steps for employees except for a newly hired employee placed in step 1 of a grade. Step 1 for a newly hired employee placed in grade 29 or higher will be a minimum of 6 months to be eligible for a step increase as all step 1's are currently.
5. Newly hired employees who were placed at step 1 upon their employment shall be eligible for a step increase after successful completion of six months employment or probationary period. This step increase shall be retroactive where necessary.
6. Employees are eligible for promotion.

**POSITION RECLASSIFICATION PROPOSAL  
PROFESSIONAL POSITIONS**

( ) indicates current pay grade

Prop. Grade	Comp. Exec. Branch Positions	CAUCUS/LEADERSHIP STAFF		LSB	LFB	CA/O	CSB
		House	Senate				
41	PSE 5/other Div Adm.	Sr. Caucus Staff Dir. (36) Sr. Asst. Chief Clerk (new)	Sr. Caucus Staff Dir. (36) Sr. Asst. Sec. of Senate (new)	Deputy Director (39) Div. Adm. 2 (new) *Code Editor (38)	Deputy Director (39) Div. Adm. 2 (new)	Sr. Deputy (new)	
OR							
38	PSE 4/other Div Adm.	Caucus Staff Dir. (34)	Caucus Staff Dir. (34)	*Admin. Code Editor (38) Div. Adm. 1 (36)	Div. Adm. 1 (36)	Deputy (36)	
* Denotes position could be pay grade 38 or 41 depending upon job responsibility and experience.							
38	PSE 4	Sr. Adm Asst to Ldr. (35) Sr. Adm Asst to Spkr (35) Sr. Research Analyst (35) Asst. Chief Clerk 3 (34)	Sr. Adm Asst to Ldr (35) Sr. Adm Asst to Pres (35) Sr. Research Analyst (35) Asst. Sec. of Senate 3 (34)	Sr. Legal Counsel (36) Sr. Research Analyst (35)	Sr. Legis. Analyst (35)	Sr. Legal Counsel (new) Sr. CA/O Asst. (new)	CSB Div. Adm. 2 (new)
35	PSE 3	Adm. Asst. 3 to Ldr (33) Adm. Asst. 3 to Spkr (33) Research Analyst 3 (33) Legal Counsel 2 (33) Asst. Chief Clerk 2 (new)	Adm. Asst. 3 to Ldr (33) Adm. Asst. 3 to Pres (33) Research Analyst 3 (33) Legal Counsel 2 (33) Asst. Sec. of Sen. 2 (new)	Deputy Code Editor (33) Dep. Adm. Code Ed. (new) Legal Counsel 2 (33) Research Analyst 3 (33) Sr Comp Sys Analyst (34)	Legislative Analyst 3 (33) Sr Comp Sys Analy (34)	Legal Counsel 2 (new) CA/O Asst. 3 (33)	CSB Div. Adm. 1 (new) Sr Comp Sys Analyst (34) Sr Comp Sys Engr (new)
32	PSE 2 Sr. Systems Analyst Data Proc. Spec. 2	Adm. Asst. 2 to Ldr (30) Adm. Asst. 2 to Spkr (30) Research Analyst 2 (30) Legal Counsel 1 (new) Asst. Chief Clerk 1 (new)	Adm. Asst. 2 to Ldr (30) Adm. Asst. 2 to Pres (30) Research Analyst 2 (30) Legal Counsel 1 (new) Asst. Sec. of Sen. 1 (new)	Legal Counsel 1 (new) Research Analyst 2 (30) Comp Syst Analy 3 (33)	Legislative Analyst 2 (30) Comp Syst Analy 3 (33)	CA/O Asst. 2 (30) Legal Counsel 1 (new)	Comp Syst Analy 3 (33) Comp Syst Engr 2 (new)
30		Legal Counsel (30)	Legal Counsel (30)	Legal Counsel (30)		Legal Counsel (31)	
29	PSE 1 System Analyst Data Proc. Spec. 1	Adm. Asst. 1 to Ldr (new) Adm. Asst. 1 to Spkr (new) Research Analyst 1 (new)	Adm. Asst. 1 to Ldr (new) Adm. Asst. 1 to Pres (new) Research Analyst 1 (new)	Research Analyst 1 (new) Comp Syst Analy 2 (30)	Legislative Analyst 1 (new) Comp Syst Analy 2 (30)	CA/O Asst. 1 (new)	Comp Syst Analy 2 (30) Comp Syst Engr 1 (new)
27		Adm. Asst. to Ldr (27) Adm. Asst. to Spkr (27) Research Analyst (27)	Adm. Asst. to Ldr (27) Adm. Asst. to Spkr (27) Research Analyst (27)	Research Analyst (27) Comp Syst Analy 1 (27)	Legislative Analyst (27) Comp Syst Analy 1 (27)	CA/O Asst. (27)	Comp Syst Analy 1 (27)
24		Research Asst.	Research Asst.				Comp Syst Analy Trn

**POSITION RECLASSIFICATION PROPOSAL  
ADMINISTRATIVE AND SUPPORT POSITIONS**

<b>Prop. Grade</b>	<b>House</b>	<b>Senate</b>	<b>LSB</b>	<b>LFB</b>	<b>CA/O</b>	<b>CSB</b>
<b>31</b>	Sr. Finance Off. (31)	Sr. Finance Off. (31)	Sr. Finance Off. (31)			
<b>30</b>	Sr. Editor (29)	Sr. Editor (29)	Asst. Ed. III (now) LIO Dir. (30)			
<b>28</b>			Indexer Sup. (now) Text Proc. Sup. (28)			
<b>27</b>	Finance Officer II (27) Eng./Enr. Proc. (new) Conf. Sec. (26) Asst. Legal Cal. (26) Sec. Sup./Tr. II (now)	Finance Officer II (27) Conf. Sec. (26) Asst. Legal Cal. (26) Sec. Sup./Tr. II (now)	Finance Officer II (27) Asst. Ed. II (27) Conf. Sec. (26) Sr. Lib. (27)			
<b>25</b>	Editor II (24) Indexer II (24) Sr. Text Proc. (25)	Editor II (24) Indexer II (24)	Doc. Proc. Sup. (23) Indexer II (24) Sr. Text Proc. (25)			
<b>24</b>	Fin. Off. I (24) Exec. Sec. (23) Sr. Cauc. Sec. (23) Sec. Sup./Tr. I (24) Rec. Clerk II (new)	Fin. Off. I (24) Exec. Sec. (23) Sr. Cauc. Sec. (23) Sec. Sup./Tr. I (24) Rec. Clerk II (new)	Fin. Off. I (24) Exec. Sec. (23) Asst. Ed. I (24) Lib. (24) LIO Off. (22)	Exec. Sec. (23)	Fin. Off. I (new) Exec. Sec. (23)	Comp. Oper. II (24) Exec. Sec. (23)
<b>22</b>	Editor I (21) Indexer I (21) Text Proc. II (new)	Editor I (21) Indexer I (21)	Text Proc. II (22) Indexer I (21) Sr. Doc. Proc. (new) Proof. Sup. (18) Asst. Lib. (22)			
<b>21</b>	Asst. Fin. Off. (21) Adm. Sec. (21) Cauc. Sec. (21) Sec. Sup. (now) Rec. Clerk I (20)	Asst. Fin. Off. (21) Adm. Sec. (21) Cauc. Sec. (21) Sec. Sup. (now) Rec. Clerk I (20)	Asst. Fin. Off. (21) Adm. Sec. (21) Pub. Asst. (21)	Adm. Sec. (21)	Asst. Fin Off. (new) Adm. Sec. (21)	Comp. Oper. I (21) Adm. Sec. (21)
<b>19</b>	Asst. Editor (now) Indexing Asst. (18) Text Proc. I (new) Sec. (19) Asst. to Leg. Cal. (17)	Asst. Editor (now) Indexing Asst. (18) Sec. (19) Asst. to Leg. Cal. (17)	Indexing Asst. (18) Text Proc. I (19) Doc. Proc. II (18) Proof. II (new) LIO Asst. (18)		Sec. (19)	
<b>18</b>		Rec. & S. Clerk (18)				
<b>17</b>	Compositor (17) Comm. Sec. (17) Sergeant-at-Arms (17)	Compositor (17) Comm. Sec. (17) Sergeant-at-Arms (17)				

**POSITION RECLASSIFICATION PROPOSAL**

<b>16</b>	Clerk to Ch. Clerk (16) Supply Clerk (16)	Proof. (new)	Proof. 1 (15, 16, 17) Doc. Proc. 1 (new)
<b>15</b>	Legis. Sec. (15)	Legis. Sec. (15)	
<b>14</b>	Asst. Serg. (14) Sw. Operator (13) Bill Clerk (13)	Asst. Serg. (14) Sw. Operator (13) Bill Clerk (13)	Tour G. Sup. (14)
<b>13</b>			Doc. Proc. Asst. (13)
<b>12</b>	Ch. Doorkeeper (new) Postmaster (12) Asst. Bill Clerk (12)	Ch. Doorkeeper (12) Postmaster (12) Asst. Bill Clerk (12)	Tour G. (12)
<b>11</b>	Doorkeeper (11)	Doorkeeper (11)	
<b>MIN</b>	<b>Pages (MIN)</b>	<b>Pages (MIN)</b>	<b>Pages (MIN)</b>
	Position Classification deleted: Assistant to the Legal Counsel and Enrolling/Enrolling Clerk (24)	Position Classifications deleted: Assistant to Legal Counsel/Assistant Finance Officer (16); Assistant Journal Editor/Assistant Finance Officer (23)	Position classification deleted: Administrative Assistant (20)