

**REPORT OF THE SERVICE COMMITTEE
TO THE LEGISLATIVE COUNCIL
(As amended by Legislative Council)**

June 30, 2003

The Service Committee of the Legislative Council met on June 30, 2003, and makes the following report and recommendations to the Legislative Council:

1. Recommends that Senator Mary Kramer be elected Chairperson and Representative Christopher Rants be elected Vice Chairperson of the Service Committee.
2. Recommends that, pursuant to the requirements of Iowa Code section 2.42 (House File 636, sec. 10), the Legislative Council appoint Mr. Dennis Prouty as Director of the Legislative Services Agency.
3. Recommends that, pursuant to Iowa Code chapters 2A and 2C, the annual salary of the Director of the Legislative Services Agency be set at \$110,000, effective January 2003, and the annual salary of the Citizens' Aide be set at \$90,000, effective July 2003.
4. Received and filed the June 2003 and the annual personnel reports from the central staff agencies and recommends that the following employees be promoted. Due to fiscal constraints for fiscal year 2004, the employees promoted will be limited to a one step increase in pay for that fiscal year.
 - a. For the Legislative Services Agency:
 - Ms. Valerie Van Vlair Hansen, from Computer Systems Analyst II, grade 29, step 4, to Computer Systems Analyst III, grade 32, step 2.
 - Mr. Roger Karns, from Assistant Editor 1, grade 24, step 3, to Assistant Editor 2, grade 27, step 1.
 - Ms. Jan Johnson, from Legal Counsel 2, grade 35, step 4, to Senior Legal Counsel, grade 38, step 2.
 - Ms. Rachele Hjelmaas, from Legal Counsel, grade 30, step 4, to Legal Counsel 1, grade 32, step 2.
 - Mr. Joe McEniry, from Legal Counsel 1, grade 32, step 5, to Legal Counsel 2, grade 35, step 2.
 - Mr. Steve Hallam, from Legislative Document Technician 1, grade 19, step 4, to Legislative Document Technician 2, grade 22, step 1.
 - Ms. Sue Fetters, from Supervising Legislative Document Technician, grade 25, step 6, to Legislative Document Technician Supervisor, grade 28, step 3.
 - Ms. Patricia Johnson, from Legislative Document Technician 1, grade 19, step 4, to Legislative Document Technician 2, grade 22, step 1.
 - Ms. Lisa Burk, from Legislative Analyst, grade 27, step 4, to Legislative Analyst 1, grade 29, step 2.
 - b. For the Office of Citizens' Aide/Ombudsman:
 - Ms. Kristie Hirschman, from Assistant 3, grade 35, step 6, to Senior Assistant, grade 38, step 4.
 - c. All promotions proposed are subject to review and approval of the applicable director for that agency.

5. Recommends that the Legislative Council approve the proposed budget and budget allocations for the fiscal years beginning July 1, 2002, and July 1, 2003, pursuant to section 2.12 of the Code, as submitted by the following agencies:

Legislative Services Agency.

Office of Citizens' Aide/Ombudsman.

Amendment of Legislative Council: The Legislative Council increased the budget of the Legislative Services Agency (LSA) by \$30,000, to pay the membership dues and travel expenses for FY 2003-2004 for Iowa's three commission representatives to the National Conference of Commissioners on Uniform State Laws (NCCUSL), and increased the budget of the Office of Citizens' Aide/Ombudsman (CA/O) by \$3,000, for FY 2003-2004, to pay for out-of-state travel.

6. Recommends that the Legislative Council approve the creation of four Division Director positions at grade 43 within the Legislative Services Agency.
7. Recommends that the Legislative Council approve continued discussions with legislative leaders and staff directors concerning the inclusion of the pay matrix utilized by the Legislative Branch within the pay matrix utilized by the Executive Branch.

Respectfully submitted,

Senator Mary Kramer
Chairperson