

**PROPOSED BUDGETS
OF
CENTRAL LEGISLATIVE STAFF AGENCIES
FOR
1988-1989 FISCAL YEAR**

Legislative Computer Support Bureau

Legislative Fiscal Bureau

Legislative Service Bureau

Office of Citizens' Aide/Ombudsman

November, 1987



SANFORD B. SCHARF
DIRECTOR
515-281-7840

LUCAS STATE OFFICE BUILDING
DES MOINES, IOWA
50319

STATE OF IOWA

LEGISLATIVE COMPUTER SUPPORT BUREAU

PROPOSED ALLOCATIONS
FISCAL YEAR 1988-89

	<u>FY'88</u>	<u>FY'89</u>	<u>FY'89*</u>
Personal Services	182,251	216,919	247,215
Travel, Subsistence & Education	20,000	20,000	20,000
Communication	10,000	10,000	10,000
Office Supplies, Equipment and Related Items	30,000	30,000	30,000
Purchase, Lease, Maintenance:			
Software	160,625	166,625	166,625
Hardware	453,121	465,121	715,121
Capital Improvement**	50,000	50,000	50,000
	<u>905,997</u>	<u>958,665</u>	<u>1,238,961</u>
FTE	5.3	6.3	7.3

*Note: 1 The second FY' 89 column of figures includes the first years hardware, software and staffing necessary for the Computerization of the Iowa Administrative Code.

**Note: 2 The capital improvement will provide office space in the Lucas Building adjacent to the computer room. The close proximity will allow better utilization of the current staff and provide quicker response should problems arise. The amount appears in both FY '88 & FY '89 because a decision to move phone switching equipment has been delayed due to State Reorganization.

LEGISLATIVE FISCAL BUREAU

Proposed Allocation
1988-89 Fiscal Year

	ESTIMATED FY-88 -----	FY-89 -----
Personal Services	\$ 868,000	952,000
Travel	15,000	18,000
Office Supplies	24,800	25,000
Communications	14,800	16,000
Rental	10,000	10,000
Office Equipment	15,000	28,000
Other	45,000 -----	46,000 -----
Total Expenditures	\$ 992,600 =====	1,095,000* =====
FTE's	23.8	25.0

- * Includes 4% COLA Adjustment, effective 7/1/88
- * Includes merit step, based on anniversary date
- * Includes funding to maintain the current level of operations plus funding to continue developing the legislative budgeting system and other related data systems (monthly expenditure monitoring, payroll projection, performance measures, etc.).
- * No moving cost included

LFB
585b
11-16-87

GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

DOUGLAS L. ADKISSON
DAVID S. BAILEY
MARTIN H. FRANCIS
MICHAEL J. GOEDERT
MARK W. JOHNSON
RICHARD L. JOHNSON
GARY L. KAUFMAN
JANET L. WILSON
DANIEL PITTS WINEGARDEN

RESEARCH DIVISION

DIANE E. BOLENDER
PATRICIA A. FUNARO
THANE R. JOHNSON
SUSAN L. LERDAL



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566
DONOVAN PEETERS, *DIRECTOR*
BURNETTE E. KOEBERNICK, *DEPUTY DIRECTOR*

IOWA CODE DIVISION

LUCAS BUILDING 515 281-528
JOANN G. BROWN
IOWA CODE EDITOR

PUBLIC INFORMATION OFFICE

EVELYN HAWTHORNE
PUBLIC INFORMATION OFFICER
GERALDINE FRIDLINGTON
ASST. PUBLIC INFORMATION OFFICER

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING 515 281-5285
PHYLLIS V. BARRY
ADM. CODE EDITOR

November 16, 1987

MEMORANDUM

TO: CHAIRPERSON WELSH AND MEMBERS OF THE SERVICE COMMITTEE
FROM: Donovan Peeters *DP*
RE: Proposed FY '89 Budget of the Legislative Service Bureau

Attached you will find the proposed FY '89 budget of the Legislative Service Bureau.

Please note the following points when comparing the FY '89 figures with the figures of the prior year:

1. In FY '89 the entire 3-volume Iowa Code and its index will be reprinted. This necessitates increased printing and binding costs and an increased number of temporary proofreaders. A direct comparison with the prior year is therefore inappropriate in regard to these items.

2. Although redistricting will not take place until the 1991 Session, advance preparatory work is already being done on it. This was reported to the Council at its last meeting and approval was received for the additional work to be done during FY '89. Redistricting work requires additional expenditures by the Legislative Service Bureau on a ten-year cycle. This affects the salary, travel, and supplies and equipment items of the budget.

In additional, please note that figures are provided for the Legislative Service Bureau, Iowa Code Office, and Combined Agency Budgets. In future years only the Legislative Service Bureau figures will be submitted due to the consolidation of the two agencies under the reorganization plan adopted by the Service Committee and Legislative Council.

LEGISLATIVE SERVICE BUREAU

Personal Services*	\$1,137,909	\$1,340,508**
Travel, Subsistence, & Education	20,000	25,000
Office Supplies, Services, & Equipment	94,304	134,304***
Printing & Binding	13,412	15,000
Communications	19,311	21,000
TOTAL	\$1,284,936	\$1,535,812

IOWA CODE OFFICE

Personal Services*	\$ 501,500	\$ 588,338****
Travel, Subsistence, & Education	2,500	3,000
Office Supplies, Services, & Equipment	30,785	34,000
Printing & Binding	543,500	945,550*****
Communications	5,000	5,000
TOTAL	\$1,083,285	\$1,575,888

COMBINED AGENCY BUDGETS

Personal Services*	\$1,639,409	\$1,928,846
Travel, Subsistence, & Education	22,500	28,000
Office Supplies, Services, & Equipment	125,089	168,304
Printing & Binding	556,912	960,550
Communications	24,311	26,000
TOTAL	\$2,368,221	\$3,111,700*****

POSITION SUMMARY

1987-88 FY	53.5 Permanent FTEs	20.75 Temporary FTEs	74.25 Total FTEs
1988-89 FY	54.5 Permanent FTEs	17.50 Temporary FTEs	72.00 Total FTEs

FOOTNOTES

*Includes funds for fringe benefits computed at the standard rate.

**Includes funds for an additional position for redistricting activities as approved by the Legislative Council, for comparable worth implementation, for potential merit increases, for contingency temporary positions, and for altering a PIO position from part-time (.75 FTE) to full-time (1.00 FTE). Does not include COLA.

***Includes funds for computer peripheral equipment and software and for a replacement duplicating machine.

****Includes funds for comparable worth implementation, for potential merit increases, and for additional temporary proofreaders for the 1989 Iowa Code. Does not include COLA.

*****Includes funds to be expended under contracts let by the Superintendent of Printing as provided by statute. These costs are considered in setting the sale price of the publications. The figure is an estimate because the final figure depends on the results of competitive bidding and the number of pages to be printed.

*****See above footnotes.

STATE OF IOWA



CITIZENS' AIDE OFFICE
 CAPITOL COMPLEX
 DES MOINES, IOWA 50319
 (515) 281-3592

WILLIAM P. ANGRICK II
 CITIZENS AIDE / OMBUDSMAN

In reply, please refer to:

November 5, 1987

Senator Joe J. Welsh, Chair
 Service Committee, Legislative Council
 Iowa Senate
 LOCAL

RECEIVED
 NOV 05 87
 Legislative Service
 Bureau

Re: 1988-89 appropriation request for the office of
 Citizens' Aide/Ombudsman

Dear Senator Welsh:

The office of Citizens' Aide/Ombudsman requests the following appropriation for FY 1988-89. For comparative purposes the 1987-88 appropriation funding, as impacted by subsequent fiscal decisions by the Legislative Council, is also presented.

	1987-88 <u>Budgeted Appropriation</u>	1988-89 <u>Appropriation Request</u>
Personal Services	\$343,109*	\$382,660*
Travel & Subsistence	10,000	12,000**
Office Supplies	3,900	6,500
Office Equipment	4,600	13,500***
Equipment (capitol improvements)	3,000	-
Communications	12,000	15,000
Prof. & Scientific Services	550	2,000
Printing & Binding	1,750	2,500
Relocation expenses	22,700	-
	\$401,609	\$434,160

*Includes additional investigative & clerical positions, comparable worth, merit, meritorious and cost-of-living increases and part-time clerical at .3 FTE on as need basis


**Out-of-state travel not to exceed \$3,000

***Includes purchase of a personal computer and laser printer

Senator Joe J. Welsh, Chair
November 5, 1987
Page 2

Thank you for the Committee's consideration of this appropriation request. Of course, I will be prepared to discuss this request at both the Service Committee and Legislative Council meetings.

Sincerely,



William P. Angrick II
Citizens' Aide/Ombudsman

WPA:jg

CC: Members, Service Committee
Senator Emil J. Husak
Senator Lee W. Holt
The Hon. John H. Connors
The Hon. Kay Chapman
The Hon. Delwyn Stromer
Donovan Peeters, Secretary, Legislative Council ✓

GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

DOUGLAS L. ADKISSON
DAVID S. BAILEY
MARTIN H. FRANCIS
MICHAEL J. GOEDERT
MARK W. JOHNSON
RICHARD L. JOHNSON
GARY L. KAUFMAN
JANET L. WILSON
DANIEL PITTS WINEGARDEN

RESEARCH DIVISION

DIANE E. BOLENDER
PATRICIA A. FUNARO
THANE R. JOHNSON
SUSAN L. LERDAL



LÉGISLATIVE SERVICE BUREAU
STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566
DONOVAN PEETERS, *DIRECTOR*
BURNETTE E. KOEBERNICK, *DEPUTY DIRECTOR*

IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285
JOANN G. BROWN
IOWA CODE EDITOR

PUBLIC INFORMATION OFFICE

EVELYN HAWTHORNE
PUBLIC INFORMATION OFFICER
GERALDINE FRIDLINGTON
ASST. PUBLIC INFORMATION OFFICER

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING 515 281-5285
PHYLLIS V. BARRY
ADM. CODE EDITOR

December 2, 1987

MEMORANDUM

TO: CHAIRPERSON WELSH AND MEMBERS OF THE SERVICE COMMITTEE
FROM: Donovan Peeters *DP*
RE: Offsetting Income from Code Publications

In reviewing the proposed budget of the Legislative Service Bureau, it is important to realize that a significant portion of the expenditures are offset by sales of the Code Publications. Attached is an illustration of this offsetting income.

cc: Members of the Legislative Council

OFFSETTING INCOME
FROM CODE PUBLICATIONS

1987 Iowa Code (F.Y. 1987)

8,700 copies printed
3,000 free distribution
5,650 sold at \$110 each
50 in stock

Sales income: \$621,500

1986 Session Laws (F.Y. 1987)

4,500 copies printed
4,500 sold at \$21.50 each

Sales income: \$96,750

Iowa Administrative Bulletin (current)

781 free distribution
241 paid subscriptions at \$146.30 each
1,022 total circulation

Subscription income: \$35,258.30

Iowa Administrative Code Supplement (current)

653 free distribution
338 paid subscriptions at \$232.00 each
991 total circulation

Subscription income: \$78,416.00

Iowa Court Rules (current)

1,205 free distribution
1,115 paid subscriptions at \$48.40 each
2,320 total circulation

Subscription income: \$53,966.00

TOTAL SALES INCOME FROM 5 PUBLICATIONS: \$885,890.30

GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

DOUGLAS L. ADKISSON
DAVID S. BAILEY
MARTIN H. FRANCIS
MICHAEL J. GOEDERT
MARK W. JOHNSON
RICHARD L. JOHNSON
GARY L. KAUFMAN
JANET L. WILSON
DANIEL PITTS WINEGARDEN

RESEARCH DIVISION

DIANE E. BOLENDER
PATRICIA A. FUNARO
THANE R. JOHNSON
SUSAN L. LERDAL



LEGISLATIVE SERVICE BUREAU
STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566
DONOVAN PEETERS, *DIRECTOR*
BURNETTE E. KOEBERNICK, *DEPUTY DIRECTOR*

IOWA CODE OFFICE

JOANN G. BROWN
ACTING CODE EDITOR
PHYLLIS V. BARRY
DEPUTY CODE EDITOR
LAVERNE SWANSON
CHIEF ADM. CODE ASST.

PUBLIC INFORMATION OFFICE

EVELYN HAWTHORNE
PUBLIC INFORMATION OFFICER
GERALDINE WEGTER
ASST. PUBLIC INFORMATION OFFICER

October 16, 1987

MEMORANDUM

TO: ALL STAFF MEMBERS OF THE LEGISLATIVE SERVICE BUREAU
AND THE IOWA CODE OFFICE

FROM: Donovan Peeters^{DP} and Phyllis Barry^{PB}

RE: Reorganization Plan

Attached for your information is a copy of the reorganization plan for the Legislative Service Bureau and the Iowa Code Office which was recently adopted by the Legislative Council. There will be a joint meeting of the staff of the Service Bureau and the Code Office in order to brief staff members of the steps that will be taken to fully implement the plan. That meeting has not yet been scheduled, but all staff will be informed when it is.

DP:dg
Attachment

REORGANIZATION PROPOSAL
FOR THE
LEGISLATIVE SERVICE BUREAU AND IOWA CODE OFFICE

- I. SUMMARY OF PROPOSAL**
- II. LEGAL AND RESEARCH DIVISIONS**
- III. IOWA CODE OFFICE**
- IV. POSITION DESCRIPTIONS**
- V. ORGANIZATION CHARTS**

Submitted by the Legislative Service Bureau
to the Service Committee of the Legislative Council

SUMMARY

REORGANIZATION PROPOSAL FOR THE LEGISLATIVE SERVICE BUREAU

I. LEGAL AND RESEARCH DIVISIONS

- a. Establish the positions of Legal Division Chief and Research Division Chief.
- b. These positions would enhance the supervisory and work produce review capabilities of the Bureau by reducing the "span of control".
- c. These positions would be established without any addition in the number of authorized positions in the Legislative Service Bureau since they would be established by the conversion of existing positions. (The Legal Division Chief would be created by conversion of the Legal Editor position and the Research Division Chief by conversion of a vacant Research Analyst Position.)

II. IOWA CODE OFFICE

- a. Appointment of Ms. JoAnn Brown as Code Editor, rather than Acting Code Editor.
- b. Administrative consolidation of the Legislative Service Bureau and the Iowa Code Office.
- c. Differentiation of current Iowa Code Office into two divisions (an Iowa Code Division and a Administrative Code Division) reflecting the Code Office's two primary functions. One division would be headed by the Code Editor, retitled to be the Iowa Code Editor. The other division would be headed by the Deputy Code Editor. The latter position would be retitled to be the Administrative Code Editor. The Administrative Code Division would provide support services to the Iowa Code Division.
- d. Efforts to be made for the consolidation of some proofreading positions currently existing in the Legislative Service Bureau and the Iowa Code Office.
- e. Elimination of five proofreading positions.

LEGAL AND RESEARCH DIVISIONS

The current organizational structure of the legal and research divisions of the Legislative Service Bureau reflect the developmental traditions of the Bureau in that they are unstructured units. The Legislative Service Bureau began as a very small organization with only a handful of employees and, although it has grown in size through the years, it has still retained a very informal organizational structure reflecting its origin as a small agency. Two results of this are that currently the span of control is too wide according to modern principles of effective management. The Director of the Bureau currently has direct supervision over twenty professional staff positions. These represent the staff who carry out the duties of the Bureau in terms of legislative drafting, committee staffing, research, Code publication, and public information. To have one person supervising and reviewing this high volume of work by this large number of personnel is not an adequate supervisory and review structure. There currently are some formal, structured, internal supervisory and review capabilities but they are limited to the area of legislative drafting. There currently is, from the perspective of good management practice, a need to enhance the review and supervision capabilities in regard to committee staffing and research.

As stated above, there is a need to establish enhanced supervisory and review capabilities. The usual way this is done in an organization is by means of supervisory positions. The current organizational structure would lend itself to such a development by the creation of positions for division heads for each of the two professional staff divisions: the legal division and the research division. It is proposed to do this with minimal alteration of the existing organizational structure by the conversion of two existing positions in these divisions into division head positions rather than creating new positions. It should be stressed that these positions would be what are termed as "hands-on" supervisory positions in that the two positions would still continue to do line staff work in legislative drafting, committee staffing, and research. But the positions would have a reduced load of line staff work in order to give the persons holding these positions time to engage in supervisory and review activities. This would result in an improved span of control and enhanced supervisory and review capabilities in order to ensure quality control for the work of the Legislative Service Bureau.

As mentioned above, this could be done with minimal impact on the current organizational structure and with minimal budgetary impact by converting two of the existing vacant positions in the Bureau into these positions. The existing vacant positions which are available on the table of authorized positions include that of Legal Editor and a Research Analyst; the former on the assumption that the current Legal Editor, who is also the Acting Code Editor, be transferred over to the Code Editor position on the table of organization for the Iowa Code Office as proposed in the accompanying proposal for the Iowa Code Office.

IOWA CODE OFFICE

During the 1985 legislative interim the Service Committee of the Legislative Council requested the Director of the Legislative Service Bureau to conduct a study of the Iowa Code Office in order to see what possibilities there were for better coordination of the work between these two offices since so much of the work is shared, particularly in regard to the preparation of the Code of Iowa

and the Session Laws. Considerable work was done on this in the fall of 1985 and continued into 1986. Legislation reflecting the results of the study was introduced in the 1986 Session and passed both Houses. It did not achieve final passage due to differences within the Conference Committee in the closing days of the Session. The findings and recommendations of that study are presented below.

The Iowa Code Office is an administrative creation. It is not specifically created by statute but has been developed by various administrative decisions of the Iowa Supreme Court under whose jurisdiction it formerly was and further administrative development has taken place under the Service Committee and the Legislative Council which currently have operational jurisdiction over it. The practical effect of this is that changes in the organization and structure of the Code Office do not require statutory changes but can be accomplished at the administrative direction of the Service Committee and the Legislative Council.

The Iowa Code Office has the function of compiling, editing, and publishing several publications for the state of Iowa. These publications include various ones relating to two major areas: the Iowa Code and the Iowa Administrative Code. The publications which relate to the Iowa Code include publishing the Code on a biannual basis, publishing the Supplement to the Iowa Code in alternate years that the Code itself is not published, publishing reprints from the Code, and publishing the Session Laws on an annual basis. The publications that relate to the Iowa Administrative Code include the Iowa Administrative Bulletin, which is published on a biweekly basis, and the Supplement to the Iowa Administrative Code which is also published on a biweekly basis. The Code Office also has a miscellaneous variety of other publication responsibilities including the annual State Roster and the Court Rules. Overall, this represents a very substantial amount of work in terms of compiling, editing, and publishing these various publications. The Iowa Code Office works very closely with the Legislative Service Bureau in preparing those publications which relate to the Iowa Code. In fact, the personnel of the Service Bureau do a great deal of the work on these publications in cooperation with the personnel of the Iowa Code Office. The Iowa Code Office prepares the publications relating to the Iowa Administrative Code and the Court Rules with very little involvement with the Legislative Service Bureau. The Iowa Code Office currently has little formal organizational structure and as a first step in giving it some organizational structure it would be a logical step to divide it into two divisions corresponding to its two major areas of activity, i.e. the Iowa Code and the Iowa Administrative Code.

The Legislative Service Bureau and the Iowa Code Office currently operate under two different statutes in regard to their budgets. The annual budget of the Legislative Service Bureau is governed by Section 2.12 of the Code which applies to all of the central legislative staff agencies except for the Iowa Code Office. This section provides that these agencies shall submit and have approved their annual budgets by the Service Committee and Legislative Council. The Iowa Code Office is governed by Section 14.22 of the Code which provides that they are funded out of the general fund to whatever extent their expenses require it. There is also a related provision, Section 17.22 of the Code, which provides that the expenses incurred by the Iowa Code Office in their publications are to be recovered by the price charged for those publications. It should be noted that all of the statutory references technically speaking do not refer to the Iowa Code Office but refer to the Code Editor. As was stated above, the statutory law does not actually create the Iowa Code Office, it only creates the position of Code Editor. It is proposed that the budgets of the Legislative Service Bureau and the Iowa Code Office be consolidated into one budget in the budgetary cycle for the central legislative staff agencies.

In terms of specific personnel distribution to effect this shift into two divisions, the new proposed structure is indicated on the attached organizational chart and reflects the current functional operation of the Iowa Code Office. It is further proposed that the position of Code Editor head the Iowa Code Division and that the current position of Deputy Code Editor become the head of the Administrative Rules Division. Job descriptions for these two positions are attached and it should be noted that they do call for a very high degree of cooperation and joint effort between the two positions; such cooperation and joint efforts to be supervised and directed by the two Division Heads in consultation with each other. This reflects the current practice that people working on one type of publication do help out on the other type of publication and does allow personnel to be used in the most efficient manner.

In regard to what is described as the administrative unit of the current Iowa Code Office, it is proposed that this be attached to the Administrative Rules Division and operate under the supervision of the head of that Division on an interim basis but that in the long run it be merged with the administrative office of the Legislative Service Bureau.

PROOFREADING POSITIONS

There is another aspect of the operations of both the Legislative Service Bureau and the Iowa Code Office of an organizational nature that it is worth noting at this time and making efforts to address. This is in regard to the operations of the proofreaders in the two units. Currently both units hire proofreaders on a temporary basis to cover the needs of the agencies as they arise. The peak season for the Legislative Service Bureau is, of course, during the legislative session and the two months immediately prior to the legislative session when legislative drafting is at its highest level. The peak period for the Iowa Code Office is during the interim when the Session Laws and Iowa Code are prepared. This obviously results in the two organizations having complimentary peak periods and it would thus make sense the explore the possibility of having permanent proofreading positions on a year-round basis. Such positions would focus on legislative drafting during the session time and on the Code and administrative rules publications work during the interim period. This would greatly facilitate improving the quality of proofreading in that there could be permanent year-round people for these positions rather than the constant turnover of temporary people who need training and are being laid off just when they are really starting to develop their capabilities.

The study also indicates that an excess number of temporary proofreading positions have been authorized, a number that is in excess of what it is reasonable to expect would ever be needed. Last year (1986) will probably be the peak year for proofreading due to the government reorganization workload and not all of the proofreading positions were needed. Therefore it is unlikely they will be needed in future years and it is proposed that five of them be eliminated and removed from the table of organization.

CONCLUSION

The reorganization proposals contained in this memorandum should not be construed as the final answer to address the structural organizational needs of the Legislative Service Bureau and the Iowa Code Office. The Legislative Service Bureau and the Code Office still need to develop their supervisory and review capabilities and some future changes of a evolutionary nature may be necessary in order to do this. Also some future evolutionary changes should be expected as the workings of the Legislative Service Bureau and the Iowa Code Office are further integrated in order to bring better efficiency and performance to the work that is being done.

POSITION DESCRIPTIONS
FOR THE LEGISLATIVE SERVICE BUREAU
AND THE IOWA CODE OFFICE

LEGAL DIVISION CHIEF

Qualifications: The Legal Division Chief is required to meet the qualifications for the Senior Legal Counsel position.

Duties: The Legal Division Chief reports directly to the Bureau Director. The primary responsibility of the Legal Division Chief would be to supervise the legislative drafting assignments of the Bureau's staff. The Chief's duties would include the assignment and review of bill drafting projects and of legal research and memoranda preparation. Additional responsibilities would include legal staff training and development. The duties would require close coordination between the Legal Division Chief and the Research Division Chief.

The Legal Division Chief would perform significant line staff work in legislative drafting, committee staffing, and research in addition to performing the above duties as Legal Division Chief.

RESEARCH DIVISION CHIEF

Qualifications: The Research Division Chief would be required to meet the qualifications for the Senior Research Analyst position.

Duties: The Research Division Chief reports directly to the Bureau Director. The primary responsibility of the Research Division Chief would be to supervise the research and committee staffing work assignments of the Bureau's staff. The Chief's duties would include the assignment and review of legislative research and memoranda preparation and committee staffing work. Additional responsibilities would include research staff training and development. The duties would require close coordination between the Research Division Chief and the Legal Division Chief.

The Research Division Chief would perform significant line staff work in legislative drafting, committee staffing, and research in addition to performing the above duties as Research Division Chief.

IOWA CODE EDITOR, IOWA CODE DIVISION

Qualifications: The Iowa Code Editor would be required to meet the qualifications for the Senior Legal Counsel position as the Code Editor is required to apply legal standards of statutory construction in the editing of the Iowa Code, in the preparation of Code Editor's comments, and in the preparation of recommendations to the General Assembly regarding the amendment, revision, and codification of conflicting, redundant, or ambiguous portions of the law.

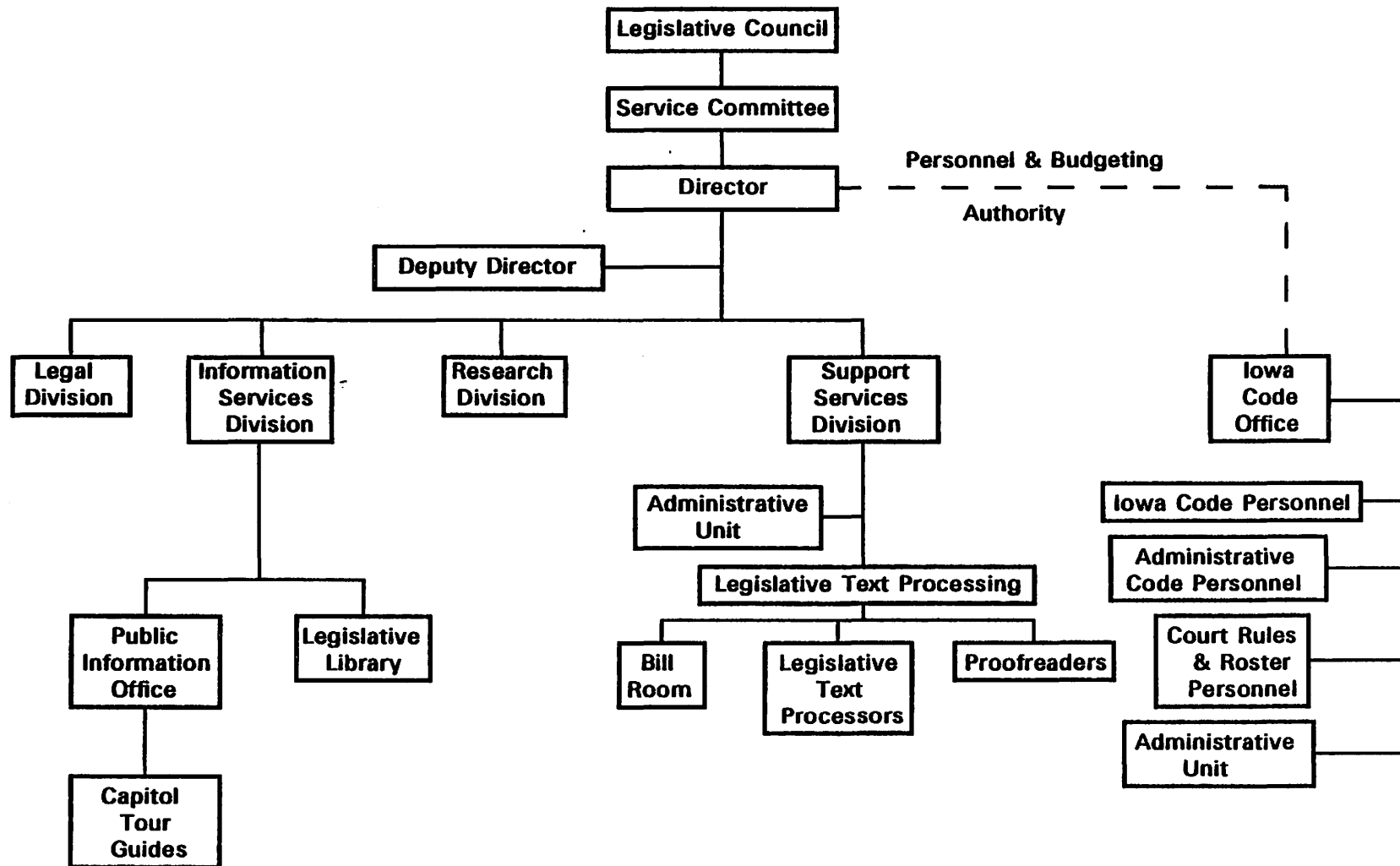
Duties: The Code Editor would report directly to the Bureau Director. The primary duty of the Code Editor would be to administer the Iowa Code Division and to edit and publish the Iowa Code and Index, the Iowa Code Supplement, and the Session Laws. The Code Editor's duties would also include the preparation of recommendations to the General Assembly regarding the amendment, revision, and codification of conflicting, redundant, or ambiguous portions of the law. Additional responsibilities would be the supervision of all staff within the Iowa Code Division and the coordination of the Division's responsibilities and workload with the Administrative Rules Division and the Legal and Research Divisions of the Bureau. The Code Editor would also work on publications coordination with the State Printer and other private printers and have primary responsibility for the application of specialized computer programs used in Code publication. The duties would require close coordination between the Code Editor and the Administrative Code Editor and the Administrative Rules Division.

ADMINISTRATIVE CODE EDITOR, ADMINISTRATIVE RULES DIVISION

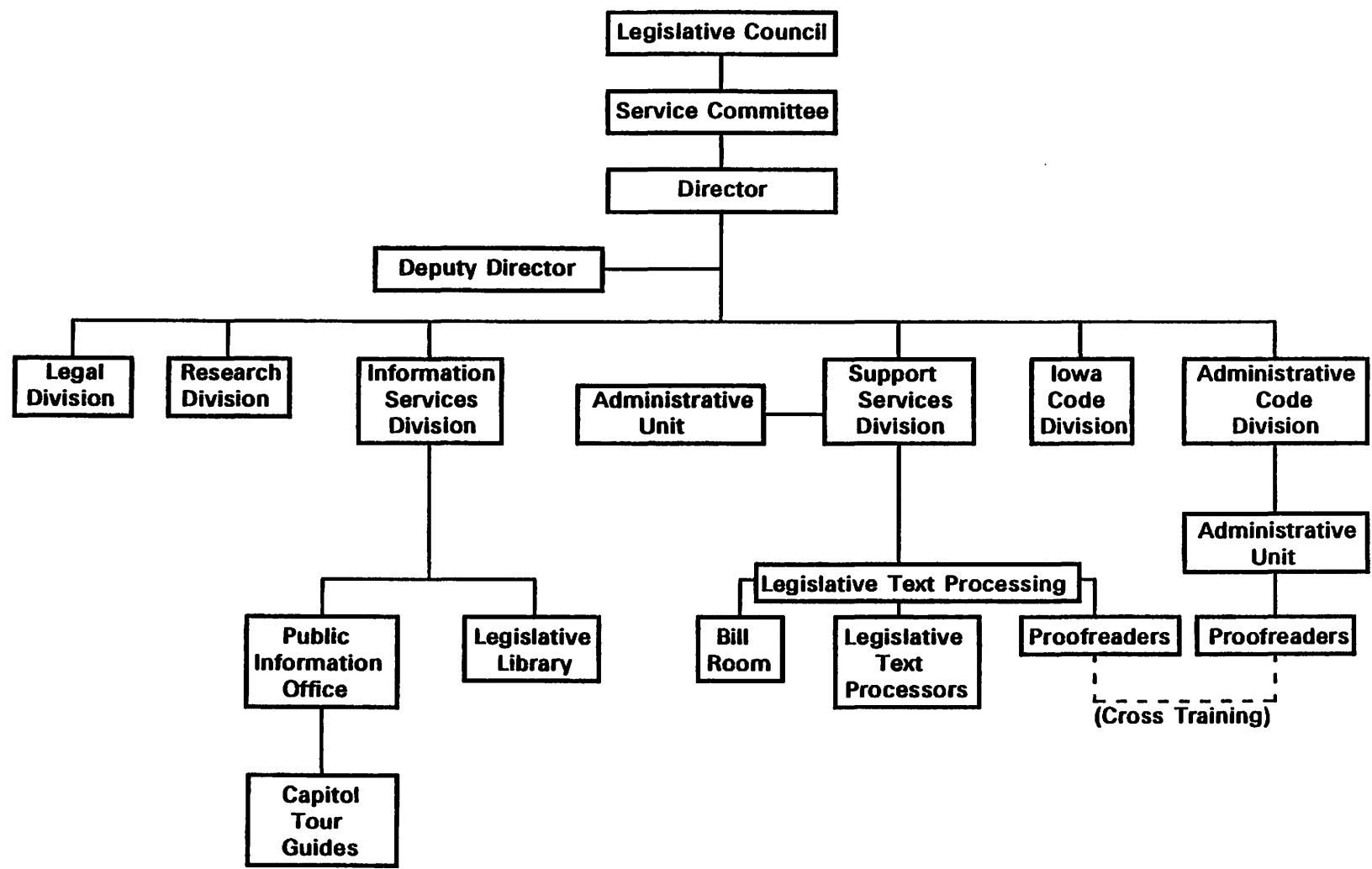
Qualifications: The Administrative Code Editor would be required to meet the qualifications for the current Deputy Code Editor position.

Duties: The Administrative Code Editor would report directly to the Bureau Director. The primary duty of the Administrative Code Editor would be to administer the Administrative Rules Division and to edit and publish the Iowa Administrative Code and Index, the Iowa Administrative Code Supplement, the Iowa Administrative Bulletin, the Iowa Court Rules, and the State Roster. The Administrative Code Editor's duties would include administration of the recording and researching of all administrative rules documents filed with the Division, the staffing of the Administrative Rules Review Committee, and the coordination of all administrative rules work with the Governor's Administrative Rules Coordinator and with the Legal Counsel for the Administrative Rules Review Committee. Additional responsibilities would include the supervision of all staff within the Administrative Rules Division and the coordination of the Division's responsibilities and workload with the Iowa Code Division. The Administrative Code Editor would also act as publications coordinator with the State Printer and other private printers with regard to publications prepared by the Administrative Rules Division. The duties would require close coordination between the Deputy Code Editor and the Code Editor and the Iowa Code Division.

**LEGISLATIVE SERVICE BUREAU
ORGANIZATION CHART -- CURRENT**



**LEGISLATIVE SERVICE BUREAU
ORGANIZATION CHART -- PROPOSED**



GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

DOUGLAS L. ADKISSON
WID S. BAILEY
TIN H. FRANCIS
MICHAEL J. GOEDERT
MARK W. JOHNSON
RICHARD L. JOHNSON
GARY L. KAUFMAN
JANET L. WILSON
DANIEL PITTS WINEGARDEN

RESEARCH DIVISION

DIANE E. BOLENDER
PATRICIA A. FUNARO
THANE R. JOHNSON
SUSAN L. LERDAL



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566
DONOVAN PEETERS, DIRECTOR
BURNETTE E. KOEBERNICK, DEPUTY DIRECTOR

IOWA CODE OFFICE

JOANN G. BROWN
ACTING CODE EDITOR
PHYLLIS V. BARRY
DEPUTY CODE EDITOR
LAVERNE SWANSON
CHIEF ADM. CODE ASST.

PUBLIC INFORMATION OFFICE

EVELYN HAWTHORNE
PUBLIC INFORMATION OFFICER
GERALDINE WEGTER
ASST. PUBLIC INFORMATION OFFICER

October 2, 1987

MEMORANDUM

TO: CHAIRPERSON HUTCHINS AND MEMBERS
SENATE RULES & ADMINISTRATION COMMITTEE

CHAIRPERSON CHAPMAN AND MEMBERS
HOUSE RULES & ADMINISTRATION COMMITTEE

CHAIRPERSON WELSH AND MEMBERS
SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

FROM: Donovan Peeters, Chairperson
Comparable Worth Staff Committee

RE: Report on Actions at Meeting of September 17

At its meeting of September 17, 1987, the Comparable Worth Staff Committee took action on several requests for review of proposed position classification and took action on them as summarized below.

A. Request from the Senate Rules Committee for Review of Proposed Classifications of Finance Officer II and Journal Editor II.

Committee Action: Upon review of the materials and information presented to the Staff Committee, the grade levels of 30 and 28 on the Legislative Branch Pay Matrix are recommended for the classifications of, respectively, Finance Officer II and Journal Editor II as indicated by the attached factor scores. The classifications of Finance Officer I and Journal Editor I were not reviewed since there are the current Finance Officer and Journal Editor classifications which were evaluated in the earlier study and report of the Comparable Worth Staff Committee.

B. Request from the Computer Support Bureau for Review of Proposed Classifications.

The Computer Support Bureau requested review of the following proposed position classifications:

- Computer Operator II;
- Run Designer I, II, and III;
- Mapper Coordinator I and II; and
- Software Analyst I and II.

Upon review of the materials and information presented to the Staff Committee the following grade levels are recommended for the positions as indicated by the attached factor scores:

- Computer Operator II: Grade 24
- Run Designer I: Grade 24
- Run Designer II: Grade 27
- Run Designer III: Grade 30
- Mapper Coordinator I: Grade 32
- Mapper Coordinator II: Grade 35
- Software Analyst I: Grade 34
- Software Analyst II: Grade 36

Computer Operator I was not reviewed since that is the current Computer Operator classification which was evaluated in the earlier study and report of the Comparable Worth Staff Committee.

C. Request from the Legislative Service Bureau for Review of the Proposed Classifications of Legal Division Chief and Research Division Chief.

Committee Action: Upon review of the materials and information presented to the Staff Committee, the grade levels of 37 and 36 on the Legislative Branch Pay Matrix are recommended for the classifications of, respectively, Legal Division Chief and Research Division Chief as indicated by the attached factor scores.

NOTE: The Staff Committee also met on September 9, 1987, and discussed procedural matters. A report on that meeting will be issued shortly.

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: FINANCE OFFICER II

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u>6</u>
2. Knowledge/Experience	<u>5</u>
3. Job Complexity	<u>4</u>
4. Guidelines/Supervision	<u>4</u>
5. Personal Contacts	<u>C3</u>
6. Physical Demands	<u>1</u>
7. Mental/Visual Demand	<u>3</u>
8. Supervision Exercised	<u>B3</u>
9. Scope and Effect	<u>3</u>
10. Impact of Errors	<u>3</u>
11. Work Environment	<u>1</u>
12. Hazards/Risk	<u>1</u>
13. Pace/Interruptions	<u>C3</u>
TOTAL POINTS:	<u>416</u>
GRADE LEVEL:	<u>30</u>
EVALUATION DATE:	<u>9/17/87</u>

Fin Off II
rj/dg/20

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: JOURNAL EDITOR II

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u>5</u>
2. Knowledge/Experience	<u>5</u>
3. Job Complexity	<u>4</u>
4. Guidelines/Supervision	<u>4</u>
5. Personal Contacts	<u>C2</u>
6. Physical Demands	<u>2</u>
7. Mental/Visual Demand	<u>3</u>
8. Supervision Exercised	<u>B3</u>
9. Scope and Effect	<u>3</u>
10. Impact of Errors	<u>3</u>
11. Work Environment	<u>2</u>
12. Hazards/Risk	<u>2</u>
13. Pace/Interruptions	<u>B2</u>
TOTAL POINTS:	<u>373</u>
GRADE LEVEL:	<u>28</u>
EVALUATION DATE:	<u>9/17/87</u>

Journal Ed II
rj/dg/20

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: COMPUTER OPERATOR II

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u>5</u>
2. Knowledge/Experience	<u>5</u>
3. Job Complexity	<u>4</u>
4. Guidelines/Supervision	<u>3</u>
5. Personal Contacts	<u>B2</u>
6. Physical Demands	<u>2</u>
7. Mental/Visual Demand	<u>1</u>
8. Supervision Exercised	<u>A1</u>
9. Scope and Effect	<u>3</u>
10. Impact of Errors	<u>2</u>
11. Work Environment	<u>2</u>
12. Hazards/Risk	<u>1</u>
13. Pace/Interruptions	<u>B2</u>
TOTAL POINTS:	<u>308</u>
GRADE LEVEL:	<u>24</u>
EVALUATION DATE:	<u>9/17/87</u>

Com Op II
rj/dg/20

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: RUN DESIGNER I

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u>6</u>
2. Knowledge/Experience	<u>3</u>
3. Job Complexity	<u>4</u>
4. Guidelines/Supervision	<u>3</u>
5. Personal Contacts	<u>B2</u>
6. Physical Demands	<u>1</u>
7. Mental/Visual Demand	<u>3</u>
8. Supervision Exercised	<u>A1</u>
9. Scope and Effect	<u>3</u>
10. Impact of Errors	<u>2</u>
11. Work Environment	<u>1</u>
12. Hazards/Risk	<u>1</u>
13. Pace/Interruptions	<u>B2</u>
TOTAL POINTS:	<u>306</u>
GRADE LEVEL:	<u>24</u>
EVALUATION DATE:	<u>9/17/87</u>

Run Des I
rj/dg/20

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: RUN DESIGNER II

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u> 6 </u>
2. Knowledge/Experience	<u> 4 </u>
3. Job Complexity	<u> 4 </u>
4. Guidelines/Supervision	<u> 3 </u>
5. Personal Contacts	<u> C3 </u>
6. Physical Demands	<u> 1 </u>
7. Mental/Visual Demand	<u> 3 </u>
8. Supervision Exercised	<u> A1 </u>
9. Scope and Effect	<u> 3 </u>
10. Impact of Errors	<u> 3 </u>
11. Work Environment	<u> 1 </u>
12. Hazards/Risk	<u> 1 </u>
13. Pace/Interruptions	<u> C2 </u>
TOTAL POINTS:	<u> 355 </u>
GRADE LEVEL:	<u> 27 </u>
EVALUATION DATE:	<u> 9/17/87 </u>

Run Des II
rj/dg/20

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: RUN DESIGNER III

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u>6</u>
2. Knowledge/Experience	<u>5</u>
3. Job Complexity	<u>5</u>
4. Guidelines/Supervision	<u>4</u>
5. Personal Contacts	<u>C3</u>
6. Physical Demands	<u>1</u>
7. Mental/Visual Demand	<u>3</u>
8. Supervision Exercised	<u>A1</u>
9. Scope and Effect	<u>3</u>
10. Impact of Errors	<u>3</u>
11. Work Environment	<u>1</u>
12. Hazards/Risk	<u>1</u>
13. Pace/Interruptions	<u>C3</u>
TOTAL POINTS:	<u>419</u>
GRADE LEVEL:	<u>30</u>
EVALUATION DATE:	<u>9/17/87</u>

Run Des III
rj/dg/20

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: MAPPER COORDINATOR I

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u>6</u>
2. Knowledge/Experience	<u>5</u>
3. Job Complexity	<u>5</u>
4. Guidelines/Supervision	<u>4</u>
5. Personal Contacts	<u>C4</u>
6. Physical Demands	<u>1</u>
7. Mental/Visual Demand	<u>3</u>
8. Supervision Exercised	<u>B2</u>
9. Scope and Effect	<u>4</u>
10. Impact of Errors	<u>3</u>
11. Work Environment	<u>1</u>
12. Hazards/Risk	<u>1</u>
13. Pace/Interruptions	<u>C3</u>
TOTAL POINTS:	<u>467</u>
GRADE LEVEL:	<u>32</u>
EVALUATION DATE:	<u>9/17/87</u>

Map Coor I
rj/dg/20

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: MAPPER COORDINATOR II

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u>7</u>
2. Knowledge/Experience	<u>5</u>
3. Job Complexity	<u>5</u>
4. Guidelines/Supervision	<u>5</u>
5. Personal Contacts	<u>C4</u>
6. Physical Demands	<u>1</u>
7. Mental/Visual Demand	<u>3</u>
8. Supervision Exercised	<u>B2</u>
9. Scope and Effect	<u>4</u>
10. Impact of Errors	<u>4</u>
11. Work Environment	<u>1</u>
12. Hazards/Risk	<u>1</u>
13. Pace/Interruptions	<u>C3</u>
TOTAL POINTS:	<u>551</u>
GRADE LEVEL:	<u>35</u>
EVALUATION DATE:	<u>9/17/87</u>

Map Coor .II
rj/dg/20

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: SOFTWARE ANALYST I

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u>7</u>
2. Knowledge/Experience	<u>5</u>
3. Job Complexity	<u>5</u>
4. Guidelines/Supervision	<u>4</u>
5. Personal Contacts	<u>C4</u>
6. Physical Demands	<u>1</u>
7. Mental/Visual Demand	<u>3</u>
8. Supervision Exercised	<u>B2</u>
9. Scope and Effect	<u>4</u>
10. Impact of Errors	<u>4</u>
11. Work Environment	<u>1</u>
12. Hazards/Risk	<u>1</u>
13. Pace/Interruptions	<u>C2</u>
TOTAL POINTS:	<u>520</u>
GRADE LEVEL:	<u>34</u>
EVALUATION DATE:	<u>9/17/87</u>

Software I
rj/dg/20

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: SOFTWARE ANALYST II

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u>7</u>
2. Knowledge/Experience	<u>5</u>
3. Job Complexity	<u>6</u>
4. Guidelines/Supervision	<u>5</u>
5. Personal Contacts	<u>C4</u>
6. Physical Demands	<u>1</u>
7. Mental/Visual Demand	<u>3</u>
8. Supervision Exercised	<u>B2</u>
9. Scope and Effect	<u>4</u>
10. Impact of Errors	<u>4</u>
11. Work Environment	<u>1</u>
12. Hazards/Risk	<u>1</u>
13. Pace/Interruptions	<u>C2</u>
TOTAL POINTS:	<u>569</u>
GRADE LEVEL:	<u>36</u>
EVALUATION DATE:	<u>9/17/87</u>

Software II
rj/dg/20

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: LEGAL DIVISION CHIEF

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u>8</u>
2. Knowledge/Experience	<u>5</u>
3. Job Complexity	<u>6</u>
4. Guidelines/Supervision	<u>4</u>
5. Personal Contacts	<u>D4</u>
6. Physical Demands	<u>2</u>
7. Mental/Visual Demand	<u>1</u>
8. Supervision Exercised	<u>C3</u>
9. Scope and Effect	<u>4</u>
10. Impact of Errors	<u>4</u>
11. Work Environment	<u>1</u>
12. Hazards/Risk	<u>1</u>
13. Pace/Interruptions	<u>C3</u>
TOTAL POINTS:	<u>593</u>
GRADE LEVEL:	<u>37</u>
EVALUATION DATE:	<u>9/17/87</u>

Leg Chief
rj/dg/20

COMPARABLE WORTH STAFF COMMITTEE

WORK SHEET

PROPOSED JOB CLASSIFICATION: RESEARCH DIVISION CHIEF

<u>FACTOR</u>	<u>STAFF COMMITTEE'S EVALUATION</u>
1. Knowledge/Education	<u>7</u>
2. Knowledge/Experience	<u>5</u>
3. Job Complexity	<u>6</u>
4. Guidelines/Supervision	<u>4</u>
5. Personal Contacts	<u>D4</u>
6. Physical Demands	<u>2</u>
7. Mental/Visual Demand	<u>1</u>
8. Supervision Exercised	<u>C3</u>
9. Scope and Effect	<u>4</u>
10. Impact of Errors	<u>3</u>
11. Work Environment	<u>1</u>
12. Hazards/Risk	<u>1</u>
13. Pace/Interruptions	<u>C3</u>
TOTAL POINTS:	<u>560</u>
GRADE LEVEL:	<u>36</u>
EVALUATION DATE:	<u>9/17/87</u>

Res Chief
rj/dg/20