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STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

June 17, 1987

To: Service Committee Members
Senator Joe Welsh, Chair
Senator Emil Husak
Senator Lee Holt
Representative John Connors
Representative Kay Chapman
Representative Del Stromer

From: Dennis C. Prouty

Attached is a schedule which lists the Legislative Fiscal Bureau employees and their salary review dates. This schedule is for informational purposes and needs no formal action on your part.

Also attached is an internal restructuring proposal for the Legislative Fiscal Bureau. I am sending it to you for your consideration at the next Service Committee meeting.

Legislative Fiscal Bureau
Report for Merit Increases*
FY 1988

	Present		
	Grade & Step	Salary	Review Date
<u>Legislative Analyst I</u>			
Davis	27-1	\$ 23,171	07/24/87
Johnson	27-1	23,171	06/26/87
McDonald	27-1	23,171	07/24/87
Ricks	27-1	23,171	08/07/87
Stratman	27-1	23,171	08/07/87
Durand	27-1	23,171	07/24/87
Lenstra	27-1	23,171	07/24/87
Hawley	27-1	23,171	07/24/87
Wisner	27-1	23,171	10/30/87
<u>Legislative Analyst II</u>			
Timmins	30-2	27,955	06/26/87
Snyder	30-1	26,645	07/10/87
Novak	30-1	26,645	07/10/87
Lyons	30-2	27,955	06/26/87
Bender	30-1	26,645	07/10/87
Ritter	30-1	26,645	07/10/87
<u>Legislative Analyst III</u>			
Dickinson	33-2	32,157	12/11/87
Neiderbach	33-1	30,701	07/10/87
<u>Principle Legis. Analyst</u>			
Wulf	36-2	37,003	06/26/87
<u>Administrative Secretary</u>			
Sevedge	21-3	19,219	06/26/87
<u>Executive Secretary</u>			
Livingston	23-5	23,171	06/26/87
<u>Programmer/Systems Analyst</u>			
Knapp	28-0	34,736	(1)
<u>Senior Run Designer</u>			
Krohse	28-1	24,274	12/11/87
<u>Deputy Director</u>			
Faller	38-3	42,619	06/26/87

* This report is for informational purposes. This only indicates the scheduled timing of a merit increase and each employee will be evaluated separately. This report does not include the adjustment for the lost step that some employees experienced with the implementation of Comparable Worth.

(1) Salary was red-circled with the implementation of Comparable Worth.

**LEGISLATIVE FISCAL BUREAU
RESTRUCTURING PROPOSAL**

Purpose of the Restructuring

The purpose of this restructuring is to improve the fiscal and policy oversight capabilities of the Legislative Fiscal Bureau by:

1. Insuring a more thorough analysis of the expenditure of funds by state departments to determine the extent to which the legislatively mandated goals and objectives are being met.
2. Developing computer based methodologies and data bases which will facilitate the analysis and presentation of information to the legislature.
3. Increasing staff training in the available computer techniques to maximize the utilization of the system and the quality of output from this resource.
4. Providing greater opportunities for execution of research requests from legislators.
5. Facilitating staff development through the provision of opportunities for training and increasing levels of responsibility.
6. Focusing staff resources along primary functional lines to insure an adequate level of expertise for each area.
7. Reducing the span of control required of supervisory staff.
8. Improving organizational communication in order to keep management better informed of significant issues and developments in each subcommittee area.

With the expansion of the Bureau from 17 to 25 staff, it has become increasingly difficult for the Director to maintain a constant awareness of the activities of and respond to the requests for time from all staff. This reorganization will insure a more thorough oversight of the internal functioning of staff as well as provide the Director with a channel of communication to all staff without having to directly contact each staff member.

It will clarify the lines of authority and responsibility for the office and result in a formal organization that functions more consistently and effectively. The Director will have more time to focus on the major issues of the office rather than the day to day operations. The Deputy Director will also be able to concentrate more thoroughly on internal budget, personnel and policy issues, and with the Principal Analyst, will have the opportunity for management review.

New Organization Structure

In order to achieve the intent of this proposal, the reorganization will result in the creation of two new line supervisory positions, one in data base management and one in fiscal analysis. The staff assigned to these positions will retain their current line responsibilities, but will become part of the management team and be responsible for coordinating and providing a first line of review for the Director.

The attached organization chart depicts the proposed structure. All staff will be assigned to one of the new sections. Each of the staff sections will be involved in providing input to the Director through the respective supervisors for decision-making in the assigned areas. The major responsibilities of the Bureau will, for the most part, continue to be handled as they are now. Staff will have individual assignment for subcommittees and will be formed into teams as needed for major studies or tasks such as revenue forecasting. This new structure should cause minimal disruption and will make the Bureau a more responsive and manageable organization.

The major responsibilities of each section are outlined below.

1. Policy Analysis Section

- A. Develop and coordinate the legislative oversight process.
- B. Develop methodologies for any program evaluations, performance audits, issue analyses or other requested studies.
- C. Review and edit all research reports prior to review by Director.

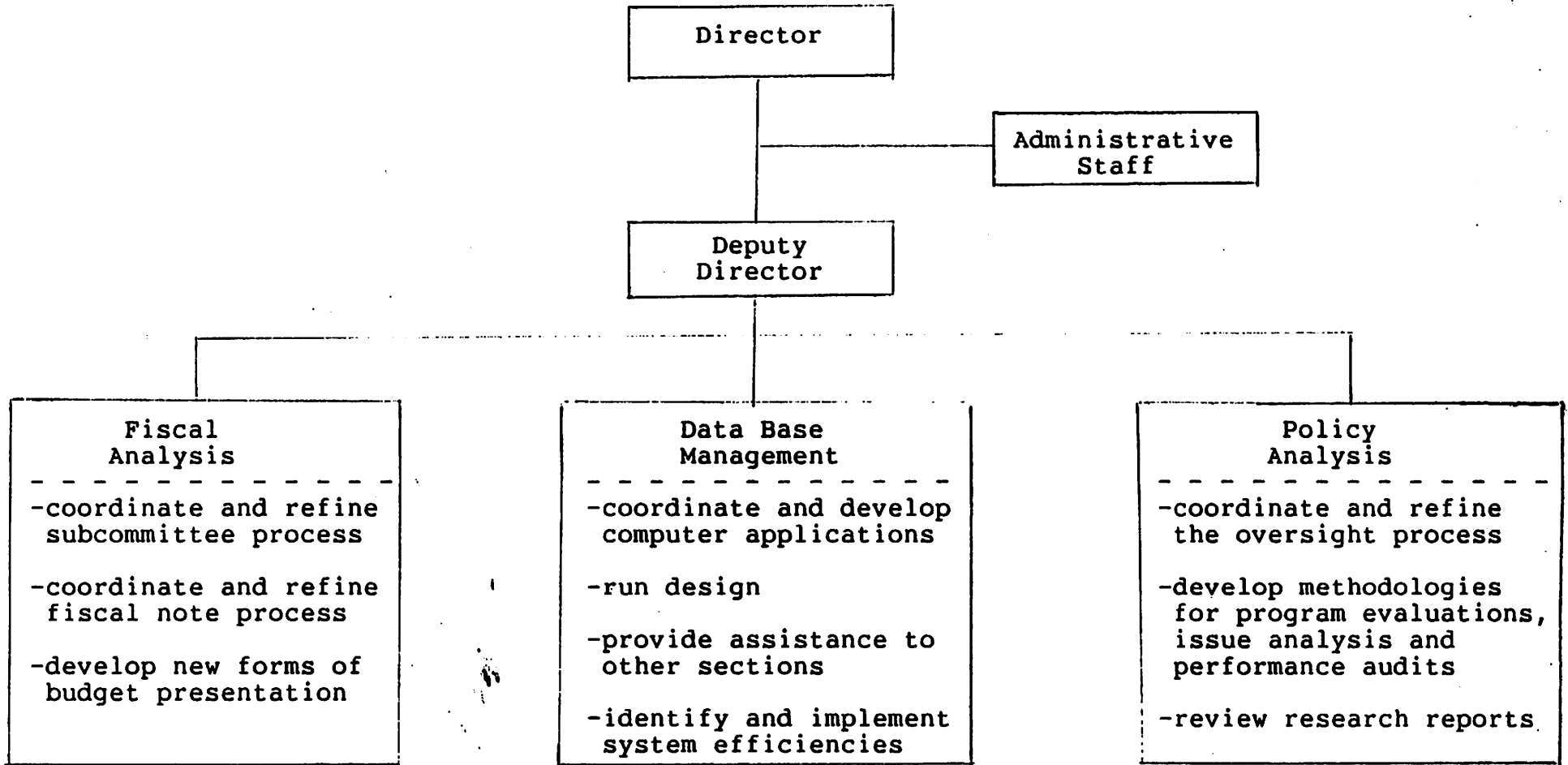
2. Data Base Management Section

- A. Develop and coordinate computer applications.
- B. Provide programming for specific projects authorized by the Director.
- C. Assist other groups in generating new applications of available technology.
- D. Identify and implement more efficient methodologies for data manipulation and reporting.

3. Fiscal Analysis Section

- A. Coordinate the subcommittee staffing process.
- B. Develop necessary modifications in the format of information provided to subcommittees.
- C. Maintain the fiscal note tracking process.
- D. Generate additional types of fiscal information that would be useful to the legislature.

Legislative Fiscal Bureau
Table of Organization*



* Staff assigned to each Section will be involved in committee staffing, fiscal note preparation, and work on specific policy analyses as assigned, other duties may include training of other staff, sections, revenue forecasting or special projects.