

REPORT OF THE CODE EDITOR  
TO THE LEGISLATIVE SERVICE COMMITTEE OF  
THE LEGISLATIVE COUNCIL RELATING TO PERSONNEL

1. Pursuant to Acts of the Sixty-seventh General Assembly, 1977 Extraordinary Session, Chapter 1, each employee will receive a cost of living increase and each step in the various merit classification of the Code Editor Merit System will be increased by 6 per cent for positions for which the annual compensation is less than \$13,200 and by 5 per cent for each position for which annual compensation is at least \$13,200.
2. The following persons are being recommended to receive a one-step increase within their existing classification effective for the first pay period ending after July 1, 1978 [6-23-78 to 7-6-78]

Jan Dongress, Administrative Assistant, 18-5 to 18-6  
Pamela Worden, Administrative Assistant, 18-5 to 18-6  
Donna Waters, Administrative Assistant, 18-4 to 18-5  
Elizabeth Fischer, Proofreader, 15-2 to 15-3

3. It is recommended that the following Research Assistant be reclassified effective June 23, 1978 to Administrative Code Assistant, 22-6 to 22-8      Laverne Swanson
4. It is recommended that Pauline Partington, part-time, intermittent Indexer, be retained at the following salary which includes the cost of living increase effective 6-23-78:  
15-6      \$10,452
5. It is recommended that the following temporary extra employees be retained at the following salary level which includes the cost of living increase effective June 23, 1978:

Dorothy Bahls	Proofreader	\$ 9,542
Joyann Benoit	"	10,452
Kathryn Good	"	7,410
Vivian Haag	"	10,452
Calvin Holden	Indexer	8,762
Kali Kambhampati	Proofreader	7,410
Vicki Locke	"	7,410
Patricia Ryan	"	9,984
Eva Wehrman	"	7,410
James Wilkins	Indexer	8,762
Alan Adams	Indexer	8,762

6. It is recommended that the position for a full-time Indexer be retained at 32-5.
7. It is also recommended that the following salaries be established:

Wayne A. Faupel, Code Editor	from \$21,000 to \$24,648 .
Phyllis Barry, Deputy	from 17,550 to \$20,306

CODE EDITOR

PERMANENT EMPLOYEE CLASSIFICATION PLAN

CODE EDITOR

Qualifications and duties established by the Legislative Council, Chapter 14 of the Code of Iowa and Senate File 244, Acts of the Sixty-seventh General Assembly. Salary set by the Legislative Council.

DEPUTY CODE EDITOR Same as above.

Note: Grades, salary ranges and steps are the same as in effect for the state merit system.

ADMINISTRATIVE  
CODE ASSISTANT

Assist with editing, proofreading and all other duties related to publication of Administrative Rules. Research Iowa Code to update historical references and prepare Tables of Corresponding Sections of the Code and Acts. Answer questions from the public as well as from other agencies concerning rules and statutes.

[Laverne Swanson has been with the department since July 1973. Prior to that time she was a legislative employee]

ADMINISTRATIVE  
ASSISTANTS

Assist with editorial work and proofreading on the following publications:

Code of Iowa, §14.15

Iowa Court Rules, §14.21 [Loose-leaf publication]

Session Laws, §14.10

Parts of Code, §14.21

RCP, RCrP, R. App.P, Supreme Court Rules, §14.6 (4)

Administrative Rules, Chapter 17A

Assist with keeping Code Copy revised to date at all times, §14.15. Maintain complete set of legislative bills with amendments. Assist with preparation of Index to Acts of General Assembly and various tables published in the Acts reflecting repeals, amendments and referred to statutes in Acts. Responsible for checking cross references and chapter analyses, §14.12. Maintain updated Iowa Administrative Codes as well as maintain a continuous manuscript update of all adopted administrative rules. [Dongress employed since January 1972, Worden full time April 1972 and Waters full time June 1976]

PROOFREADER  
Full Time

Work (in pairs) in proofreading all publications required by law to be published by this office: Responsible for preparing the camera-ready copy for publication of Acts of the General Assembly. [Elizabeth Fischer employed September 1976]

PROOFREADER  
Temporary

Seasonal employment for various publications of this office. Readers work in pairs and must be proficient in spelling--minimum 80 per cent. [As of June 30, nine employees have been hired for proofreading]

INDEXER

Update Code of Iowa Index by eliminating obsolete entries and adding new items to reflect current legislation. [Alan Adams, Calvin Holden and James Wilkins are Drake law students employed for this project]