

GENERAL ASSEMBLY OF IOWA



LEGAL AND COMMITTEE SERVICES DIVISION

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July 21, 1992

MEMORANDUM

TO: CHAIRPERSON GRONSTAL AND MEMBERS OF THE SERVICE COMMITTEE

FROM: Diane Bolender, Director

RE: Implementation of Position Classification System

Attached is the Report of the Position Classification Staff Committee relating to the Implementation of the Position Classification System.

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REPORT

POSITION CLASSIFICATION STAFF COMMITTEE MEETING

The Position Classification Staff Committee met on July 7, 1992, and July 9, 1992, and determined the following relating to implementation of the new position classification system:

1. The 7.5% cost of living increase will be implemented for legislative employees for the pay period beginning July 3, 1992, and will be included in the paycheck received on July 24, 1992. The Legislative Fiscal Bureau will revise the legislative pay matrix so that it provides the cost of living adjustment and that the minimum and maximum salaries correspond to the extent possible with the minimum and maximum salaries for the corresponding grades on the Executive Branch professional and managerial pay matrix (Collective Bargaining Exempt 000 pay matrix).
2. Those legislative employees who earn less than \$26,677 on an annualized basis will be paid a bonus in December 1992, equal to the difference between 7.5% of their annualized salary on July 1, 1992, and the total of 6.0% of their annualized salary on July 1, 1992, and \$400.
3. For FY93, since the Executive Branch policy relating to salary corrections and merit increases is discretionary, Legislative Branch employees will be eligible to receive merit step increases on their salary review dates, subject to a satisfactory performance evaluation. Under the policy granting merit step increases on salary review dates, it is understood that the Legislative Council granted retroactive merit step increases for probationary employees at its meeting in June and these employees will also be eligible for the merit step increase in FY93.
4. The promotion of a legislative employee from one level in a job series to the next higher level in that job series is separate from the placement of that legislative employee under the new position classification system.
5. The attached chart contains a comparison of some of the current and proposed professional legislative staff job series with a listing of minimum years of service required for an employee to be eligible for promotion from one job to a higher job in the series. As noted in the chart, for promotions, recognition may be given at one time during a job series to years of relevant experience, and recognition may be given one time for advanced educational degrees relevant to job responsibilities. It is believed that the implementation of the new job series and recognition of education and relevant experience during the hiring process will erase the myth that legislative employment is lower paying and serves as a training ground for employment in the Executive Branch.

6. Entry level for Research Analysts without a Bachelor's Degree is grade 24 as a Research Assistant.
7. The merit review date for an individual who is promoted within a job series or to a different position with a higher pay grade in the position classification system is changed from the previous merit review date to the date on which the promotion takes effect.

Attached to this report are:

1. The revised pay matrix.
2. Chart comparing current and proposed job series and minimum requirements for promotion.
3. Listing of the previous and current positions of staff members of each legislative agency.

July 1992

LEGISLATIVE PAY MATRIX

(Same as the Collective Bargaining Exempt 000 pay matrix with steps added)
Adjusted for 7.5% cost of living increase effective 7/3/92

DRAFT

GRADE	STEP	1	2	3	4	5	6
8	Bi-weekly	\$ 444.80	\$ 466.40	\$ 490.40	\$ 515.20	\$ 540.80	\$ 568.00
	Hourly	5.56	5.83	6.13	6.44	6.76	7.10
9		466.40	490.40	515.20	540.80	568.00	597.60
		5.83	6.13	6.44	6.76	7.10	7.47
10		490.40	515.20	540.80	568.00	597.60	628.80
		6.13	6.44	6.76	7.10	7.47	7.86
11		515.20	540.80	568.00	597.60	628.80	660.00
		6.44	6.76	7.10	7.47	7.86	8.25
12		540.80	568.00	597.60	628.80	660.00	690.40
		6.76	7.10	7.47	7.86	8.25	8.63
13		568.00	597.60	628.80	660.00	690.40	724.00
		7.10	7.47	7.86	8.25	8.63	9.05
14		597.60	628.80	660.00	690.40	724.00	757.60
		7.47	7.86	8.25	8.63	9.05	9.47
15		628.80	660.00	690.40	724.00	757.60	796.00
		7.86	8.25	8.63	9.05	9.47	9.95
16		660.00	690.40	724.00	757.60	796.00	832.80
		8.25	8.63	9.05	9.47	9.95	10.41
17		690.40	724.00	757.60	796.00	832.80	873.60
		8.63	9.05	9.47	9.95	10.41	10.92
18		724.00	757.60	796.00	832.80	873.60	916.00
		9.05	9.47	9.95	10.41	10.92	11.45
19		757.60	796.00	832.80	873.60	916.00	958.40
		9.47	9.95	10.41	10.92	11.45	11.98
20		796.00	832.80	873.60	916.00	958.40	1,005.60
		9.95	10.41	10.92	11.45	11.98	12.57
21		832.80	873.60	916.00	958.40	1,005.60	1,052.80
		10.41	10.92	11.45	11.98	12.57	13.16
22		873.60	916.00	958.40	1,005.60	1,052.80	1,103.20
		10.92	11.45	11.98	12.57	13.16	13.79
23		916.00	958.40	1,005.60	1,052.80	1,103.20	1,156.80
		11.45	11.98	12.57	13.16	13.79	14.46
24		958.40	1,005.60	1,052.80	1,103.20	1,156.80	1,212.80
		11.98	12.57	13.16	13.79	14.46	15.16

July 1992

LEGISLATIVE PAY MATRIX

(Same as the Collective Bargaining Exempt 000 pay matrix with steps added)
Adjusted for 7.5% cost of living increase effective 7/3/92

GRADE	STEP	1	2	3	4	5	6
25	\$26,145.60	1,005.60 12.57	1,052.80 13.16	1,103.20 13.79	1,156.80 14.46	1,212.80 15.16	1,270.40 15.88
26	\$27,372.80	1,052.80 13.16	1,103.20 13.79	1,156.80 14.46	1,212.80 15.16	1,270.40 15.88	1,332.80 16.66
27	\$28,683.20	1,103.20 13.79	1,156.80 14.46	1,212.80 15.16	1,270.40 15.88	1,332.80 16.66	1,394.40 17.43
28	\$30,076.80	1,156.80 14.46	1,212.80 15.16	1,270.40 15.88	1,332.80 16.66	1,394.40 17.43	1,464.00 18.30
29	\$31,532.80	1,212.80 15.16	1,270.40 15.88	1,332.80 16.66	1,394.40 17.43	1,464.00 18.30	1,532.80 19.16
30	\$33,030.40	1,270.40 15.88	1,332.80 16.66	1,394.40 17.43	1,464.00 18.30	1,532.80 19.16	1,605.60 20.07
31	\$34,652.80	1,332.80 16.66	1,394.40 17.43	1,464.00 18.30	1,532.80 19.16	1,605.60 20.07	1,683.20 21.04
32	\$36,254.40	1,394.40 17.43	1,464.00 18.30	1,532.80 19.16	1,605.60 20.07	1,683.20 21.04	1,764.80 22.06
33	\$38,064.00	1,464.00 18.30	1,532.80 19.16	1,605.60 20.07	1,683.20 21.04	1,764.80 22.06	1,848.80 23.11
34	\$39,852.80	1,532.80 19.16	1,605.60 20.07	1,683.20 21.04	1,764.80 22.06	1,848.80 23.11	1,938.40 24.23
35	\$41,745.60	1,605.60 20.07	1,683.20 21.04	1,764.80 22.06	1,848.80 23.11	1,938.40 24.23	2,032.00 25.40
36	\$43,763.20	1,683.20 21.04	1,764.80 22.06	1,848.80 23.11	1,938.40 24.23	2,032.00 25.40	2,129.60 26.62
37	\$45,884.80	1,764.80 22.06	1,848.80 23.11	1,938.40 24.23	2,032.00 25.40	2,129.60 26.62	2,232.00 27.90
38	\$48,068.80	1,848.80 23.11	1,938.40 24.23	2,032.00 25.40	2,129.60 26.62	2,232.00 27.90	2,337.60 29.22
39	\$50,398.40	1,938.40 24.23	2,032.00 25.40	2,129.60 26.62	2,232.00 27.90	2,337.60 29.22	2,451.20 30.64
40	\$52,832.00	2,032.00 25.40	2,129.60 26.62	2,232.00 27.90	2,337.60 29.22	2,451.20 30.64	2,568.80 32.11

July 1992

LEGISLATIVE PAY MATRIX

(Same as the Collective Bargaining Exempt 000 pay matrix with steps added)
Adjusted for 7.5% cost of living increase effective 7/3/92

GRADE	STEP	1	2	3	4	5	6
41		2,129.60	2,232.00	2,337.60	2,451.20	2,568.80	2,691.20
	\$55,369.60	26.62	27.90	29.22	30.64	32.11	33.64
42		2,232.00	2,337.60	2,451.20	2,568.80	2,691.20	2,820.00
	\$58,032.00	27.90	29.22	30.64	32.11	33.64	35.25
43		2,337.60	2,451.20	2,568.80	2,691.20	2,820.00	3,016.80
	\$60,777.60	29.22	30.64	32.11	33.64	35.25	37.71
44		2,451.20	2,568.80	2,691.20	2,820.00	3,016.80	3,167.20
	\$63,731.20	30.64	32.11	33.64	35.25	37.71	39.59
45		2,568.80	2,691.20	2,820.00	3,016.80	3,167.20	3,326.40
	\$66,788.80	32.11	33.64	35.25	37.71	39.59	41.58
46		2,691.20	2,820.00	3,016.80	3,167.20	3,326.40	3,481.60
	\$69,971.20	33.64	35.25	37.71	39.59	41.58	43.52
47		2,820.00	3,016.80	3,167.20	3,326.40	3,481.60	3,653.60
	\$73,320.00	35.25	37.71	39.59	41.58	43.52	45.67
48		3,016.80	3,167.20	3,326.40	3,481.60	3,653.60	3,814.40
	\$78,436.80	37.71	39.59	41.58	43.52	45.67	47.68
49		3,167.20	3,326.40	3,481.60	3,653.60	3,814.40	4,004.80
	\$82,347.20	39.59	41.58	43.52	45.67	47.68	50.06
50		3,326.40	3,481.60	3,653.60	3,814.40	4,004.80	4,204.80
	\$86,486.40	41.58	43.52	45.67	47.68	50.06	52.56

The Collective Bargaining Exempt 000 pay matrix in the Executive Branch extends to pay grade 55, however, at the current time, the highest classification in the Legislative Branch is Grade 41.

LEGAL COUNSEL IMPLEMENTATION (LSB & CA/O):

Current	Proposed	Minimum Yrs Experience **
Leg. Counsel I (30-31)	Leg. Coun. (30)	
Leg. Counsel II (33)	Leg. Coun. I (32)	2 as LC
Sr. Legal Counsel (36)	Leg. Coun. II (35)	2 as LC I
	Sr. Leg. Coun.(38)	3 as LC II

RESEARCH ANALYST IMPLEMENTATION:

Current	Proposed	
RA I (27)	RA (27)	
RA II (30)	RA I (29)	2 as RA
RA III (33)	RA II (32)	2 as RA I
Senior (35)	RA III (35)	2 as RA II
	Senior (38)	2 as RA III

SYSTEM ANALYST IMPLEMENTATION (LFB & CSB):

Current	Proposed	
Syst. Anal I (27)	Syst. Anal I (27)	
Syst. Anal II (30)	Syst. Anal II (29)	2 as SA I
Syst. Anal III (33)	Syst. Anal III (32)	2 as SA II
Sr. Syst. Anal (34)	Sr. Syst. Anal (35)	2 as SA III

ADMINISTRATIVE ASSISTANT IMPLEMENTATION :

Current	Proposed	
AA (27)	AA (27)	
AA II (30)	AA I (29)	2 as AA
AA III (33)	AA II (32)	2 as AA I
Sr. AA (35)	AA III (35)	2 as AA II
	Sr. AA (38)	2 as AA III

CA/O ASSISTANT IMPLEMENTATION:

Current	Proposed	
CA/O Asst (27)	CA/O Asst (27)	
CA/O Asst II (30)	CA/O Asst I (29)	2 as Ass't
CA/O Asst III (33)	CA/O Asst II (32)	2 as Ass't I
Sr. CA/O Asst	CA/O Ass III (35)	2 as Ass't II
	SR. CA/O Asst (38)	2 as Ass't III

**** Significant and directly related experience may at one time during the job series be substituted for a portion of the required Iowa legislative experience, subject to the discretion of the supervisor. One year of required experience may be waived once in a job series for employees for an advanced degree relevant to the job responsibilities, subject to the discretion of the supervisor.**

LEGISLATIVE SERVICE BUREAU
Implementation of Position Classification System
July 21, 1992

<u>Employee</u>	<u>Former Grade & Step</u>	<u>Current Grade & Step</u>
<u>Deputy Director</u>		
Filled	39(5)	41(3)
LEGAL AND COMMITTEE SERVICES DIVISION		
<u>Legal Services Admin.</u>		
Vacant	37	38/41
<u>Committee Services Admin.</u>		
Filled	36(2)	38(-1)
<u>Senior Legal Counsel</u>		
Filled	36(6)	38(4)
Filled	36(5)	38(3)
<u>Legal Counsel 2</u>		Legal Counsel 1
Filled	33(4)	32(5)
Filled	33(5)	32(6)
Filled	33(5)	32(6)
Filled	33(3)	32(4)
Filled	33(2)	32(3)
Filled	33(2)	32(3)
<u>Legal Counsel 1</u>		Legal Counsel
Filled	30(3)	30(3)
Filled	30(2)	30(2)
Filled	30(2)	30(2)
<u>Senior Research Analyst</u>		
Filled	35(6)	38(3)
<u>Research Analyst 2</u>		Cmptr. System Analyst 2
Filled	30(2)	29(3)

<u>Employee</u>	<u>Former Grade & Step</u>	<u>Current Grade & Step</u>
<u>Research Analyst 1</u>		Research Analyst
Filled	27(2)	27(2)
IOWA CODE DIVISION		
<u>Code Editor</u>		
Filled	38(1)	38(1)
<u>Deputy IA Code Editor</u>		
Filled	33(6)	35(4)
<u>Assistant Editor 1</u>		
Filled	24(5)	24(5)
Vacant	24	24
<u>Iowa Code Indexer</u>		
Filled	24(6)	Index Super. 28(2)
<u>Indexer</u>		
Filled	21(5)	Indexer 2 25(1)
Filled	21(5)	25(1)
<u>Publications Assistant</u>		
Filled	21(6)	21(6)
<u>Code Proofreader/Asst. Indexer</u>		
Filled	17(4)	Proofreader 1 16(5)
Filled	17(2)	16(3)
ADMINISTRATIVE CODE DIVISION		
<u>Admin. Code Editor</u>		
Filled	38(4)	38(4)
<u>Assistant Editor 2</u>		
Filled	27(4)	27(4)
<u>Assistant Editor 1</u>		
Filled	24(2)	24(2)
Filled	24(2)	24(2)

<u>Employee</u>	<u>Former Grade & Step</u>	<u>Current Grade & Step</u>
<u>Publications Assistant</u>		
Filled	21(2)	21(2)
<u>Admin. Code Indexer</u>		
Filled	24(6)	Indexer Super. 28(2)
<u>Administrative Assistant</u>		
Filled	20(3)	Leg. Text Proc. 2 22(1)
<u>Legis. Text Processor 1</u>		
Vacant	19	19
<u>Assistant Indexer</u>		
Filled	18(3)	Indexer Asst. 19(2)
Vacant	18	19
<u>Code Proofreader/Indexer</u>		
Vacant	17	Proofreader 1 or 2 16/19
<u>Code Proofreader</u>		
Filled	15(6)	Doc. Proc. 2 19(2)
Vacant	15	Doc. Proc. 1 or 2 16/19
INFORMATION SERVICES DIVISION		
<u>Public Information Director</u>		
Filled	30(2)	30(2)
<u>Public Information Officer</u>		
Filled	22(3)	24(1)
Filled	22(3)	24(1)
<u>Legis. Research Librarian</u>		
Filled	24(3)	24(3)
<u>Assistant Librarian</u>		
Vacant	22	22

<u>Employee</u>	<u>Former Grade & Step</u>	<u>Current Grade & Step</u>
<u>Capitol Guide Coordinator</u>		
Filled	14-X	14(6)
<u>Capitol Tour Guide</u>		
Filled	12(6)	12(6)
Filled	12(6)	12(6)
Filled	12(6)	12(6)
SUPPORT SERVICES DIVISION		
<u>Confidential Secretary</u>		
Filled	26(6)	27(5)
<u>Senior Finance Officer</u>		
Filled	31(5)	31(5)
<u>Executive Administrator</u>		
Filled	23(1)	Sr. Doc. Proc. 22(2)
<u>Assistant Finance Officer</u>		
Filled	21(2)	21(2)
<u>Senior Bill Clerk</u>		
Vacant	18	Doc. Proc. 1 or 2 16/19
<u>Legis. Text Processor Super.</u>		
Filled	28(6)	28(6)
<u>Senior Legis. Text Processor</u>		
Filled	25(6)	25(6)
Filled	25(6)	25(6)
<u>Legis. Text Processor 2</u>		
Filled	22(3)	Cmptr. System Analyst Trainee 24(1)
Filled	22(2)	Leg. Text Proc. 2 22(2)
Filled	22(3)	22(3)
<u>Legis. Proofreader Super.</u>		
Filled	18(5)	22(1)

<u>Employee</u>	<u>Former Grade & Step</u>	<u>Current Grade & Step</u>
<u>Legis. Proofreader</u>		
Filled	16(2)	Proofreader 1 16(2)
Vacant	16	Proofreader 1 or 2 16/19
Vacant	16	16/19

CITIZENS' AIDE/OMBUDSMAN
Implementation of Position Classification System
July 21, 1992

<u>Employee</u>	<u>Former Grade & Step</u>	<u>Current Grade & Step</u>
<u>Deputy</u> Filled	35(6)	<u>Deputy</u> 38(3)
<u>Legal Counsel</u> Filled	31(2)	<u>Legal Counsel I</u> 32(1)
<u>Assistant II</u> Filled	30(4)	<u>Assistant II</u> 32(2)
Filled	30(1)	<u>Assistant I</u> 29(2)
Filled	30(1)	29(2)
Filled	30(1)	29(2)
<u>Assistant I</u> Filled	27(2)	<u>Assistant</u> 27(2)
Filled	27(1)	27(1)
<u>Executive Secretary</u> Filled	23(6)	<u>Executive Secretary</u> 24(5)

LEGISLATIVE COMPUTER SUPPORT BUREAU
Implementation of Position Classification System
July 21, 1992

FORMER GRADE & STEP		CURRENT GRADE & STEP	
Mapper Coordinator II	35(3)	Division Administrator I	35(3)
Software Analyst I	34(2)	Division Administrator I	35(1)
Microcomputer Manager I	33(2)	Division Administrator I	35(-1)
Run Designer II	27(3)	Computer Systems Analyst I	27(3)
Microcomputer Support Analyst	27(2)	Computer Systems Analyst I	27(2)
Microcomputer Support Analyst	27(2)	Computer Systems Analyst I	27(2)
Computer Operator I	21(2)	Computer Operator I	21(2)
Administrative Secretary	21(4)	Administrative Secretary	21(4)

LEGISLATIVE FISCAL BUREAU
Implementation of Position Classification System
July 21, 1992

	FORMER Grade & Step	Proposed Reclassification Title	CURRENT Grade & Step
Legislative Analyst 1			
Filled	27(2)	Legislative Analyst	27(2)
Filled	27(2)	Legislative Analyst	27(2)
Vacant	27	Legislative Analyst	27
Legislative Analyst 2			
Filled*	30(2)	Legislative Analyst 2	32(-1)
Filled*	30(2)	Legislative Analyst 2	32(-1)
Filled*	30(2)	Legislative Analyst 2	32(-1)
Filled*	30(2)	Legislative Analyst 2	32(-1)
Legislative Analyst 3			
Filled*	33(2)	Legislative Analyst 3	35(-1)
Filled*	33(2)	Legislative Analyst 3	35(-1)
Filled*	33(2)	Legislative Analyst 3	35(-1)
Filled*	33(2)	Legislative Analyst 3	35(-1)
Vacant	33	Legislative Analyst 3	35(-1)
Senior Analyst			
Filled	35(4)	Sr. Legislative Analyst	38(1)
Filled*	35(2)	Sr. Legislative Analyst	38(-2)
Filled*	35(2)	Sr. Legislative Analyst	38(-2)
Principal Analyst			
Filled	36(6)	Division Administrator	38(4) or 41(1) **
Filled	36(6)	Division Administrator	38(4) or 41(1)
Filled	36(5)	Division Administrator	38(3) or 41(-1)
Filled	36(5)	Division Administrator	38(3) or 41(-1)
Deputy Director			
Filled	39(6)	Deputy Director	41(4)
Administrative Secretary			
Filled	21(2)	Administrative Secretary	21(2)
Executive Secretary			
Filled	23(2)	Executive Secretary	24(1)
Filled	23(5)	Executive Secretary	24(4)
Run Designer 2			
Filled*	30(2)	Comp Systems Analyst 2	32(-1)
Software Analyst 2			
Filled	34(5)	Sr. Comp Systems Analyst	35(4)

*Note: Indicates positions which were promoted in May 1992.
Incumbents exceed the minimum requirements for the position
in the new classification system.

** Decision pending completion of job descriptions for Division Adm. I & II.

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July 21, 1992

MEMORANDUM

TO: CHAIRPERSON GRONSTAL AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER, DIRECTOR *DB*

RE: JULY PERSONNEL REPORT

Notification is made of the following personnel actions:

1. The following employees have received merit step increases: Cathie Young, Proofreader; Mark Johnson, Legal Counsel; Gary Thompson, Legislative Information Officer; and Leslie Workman, Legal Counsel.
2. Maryjo Grimes began employment, on a temporary basis, as a Proofreader on July 6, 1992, at grade 16, step 1, and Jolene Lenth began employment as a Proofreader on July 20, 1992, at grade 16, step 1.



DENNIS C. PROUTY
DIRECTOR
515/281-5279

STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU
MEMO

TO: Service Committee of the Legislative Council
FROM: Dennis C. Prouty, Director, Legislative Fiscal Bureau
RE: LFB Personnel Report
DATE: July 21, 1992 (486b)

Attached is the Legislative Fiscal Bureau's Personnel Report covering the period June 12, 1992 through July 21, 1992. The report covers all personnel action since the last report, which was submitted June 11, 1992.

LFB PERSONNEL REPORT

July 21, 1992

Personnel actions since last report: June 13, 1991

Service Committee review -

Merit Increases

None

Vacant Positions

Carter Hawley, Legislative Analyst II, Resigned July 2, 1992

Filled Positions

Bradley D. Hudson, Legislative Analyst III

Parental/Sick Leave

None

Service Committee approval -

Promotions

FROM

TO

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

July 21, 1992

The Service Committee of the Legislative Council met on July 21, 1992. The meeting was called to order by Senator Mike Gronstal, Chairperson, at 9:55 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 and filed a report from the Position Classification Staff Committee, relating to the implementation of the new position classification system, and deferred the placement of any division administrators above grade 38 to the September Service Committee meeting.
2. The Service Committee received and filed a personnel report from the Legislative Service Bureau.
3. The Service Committee received, filed, and approved a personnel report from the Legislative Fiscal Bureau. The Service Committee recommends that the Legislative Council approve the employment of Mr. Brad Hudson as a Legislative Analyst III.
4. The Service Committee received, filed, and recommends that the Legislative Council approve the recommendations contained in the Report of the Computer User Policy Direction Committee, which is attached.

Respectfully submitted,

SENATOR MIKE GRONSTAL
Chairperson

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERS

<i>Senator Mike Gronstal, Chairperson</i>	<i>Representative John Connors, Vice Chairperson</i>
<i>Senator Wally Horn</i>	<i>Representative Kay Chapman</i>
<i>Senator Jack Rife</i>	<i>Representative Harold Van Maanen</i>

TENTATIVE AGENDA

Tuesday July 21, 1992
Committee Room 22

9:30 a.m.

Call to Order

Roll Call

Consider Minutes of June 18
(Previously Distributed)

Personnel Reports

Report of Computer User Policy Direction Committee

Additional Business, if any

Adjournment