

# REPORT OF THE SERVICE COMMITTEE TO THE LEGISLATIVE COUNCIL

June 18, 2002

Members of the Service Committee of the Legislative Council met on June 18, 2002, and absent a quorum, the members make the following report and recommendations to the Legislative Council:

1. The Service Committee received and filed the June 2002 and the annual personnel reports from the central staff agencies and recommends that the following employees be promoted. In addition, due to fiscal constraints for fiscal year 2003, the employees promoted will be limited to a one step increase in pay for that fiscal year.
  - a. For the Legislative Fiscal Bureau:
    - Mr. Ron Robinson, from Legislative Analyst II, grade 32, step 3, to Legislative Analyst III, grade 35, effective September 2002.
    - Ms. Deb Kozel, from Legislative Analyst II, grade 32, step 3, to Legislative Analyst III, grade 35, effective October 2002.
    - Mr. Shawn Snyder, from Legislative Analyst I, grade 29, step 2, to Legislative Analyst II, grade 32, effective July 2002.
    - Mr. Scott Miller, from Computer Systems Analyst III, grade 32, step 5, to Senior Computer System Analyst, grade 35, effective September 2002.
  - b. For the Legislative Service Bureau:
    - Mr. Richard Nelson, from Legal Counsel 2, grade 35, step 3, to Senior Legal Counsel, grade 38, step 1, effective June 2002.
    - Ms. Janet Johnson, from Legal Counsel 2, grade 35, step 3, to Senior Legal Counsel, grade 38, step 1, effective June 2002.
    - Mr. Timothy McDermott, from Legal Counsel 1, grade 32, step 5, to Legal Counsel 2, grade 35, step 3, effective June 2002.
    - Ms. Nicole Haatvedt, from Legal Counsel 1, grade 32, step 5, to Legal Counsel 2, grade 35, step 3, effective June 2002.
    - Ms. Kathy Hanlon, from Research Analyst 3, grade 35, step 6, to Senior Research Analyst, grade 38, step 4, effective June 2002.
    - Ms. Susan Weddell, from Computer System Analyst 3, grade 32, step 5, to Senior Computer System Analyst, grade 35, step 3, effective June 2002.
  - c. For the Legislative Computer Support Bureau:
    - Mr. Jason Koth, from Computer Systems Engineer I, grade 29, step 3, to Computer Systems Engineer II, grade 32, step 1, effective July 2002.
  - d. For the Office of Citizens' Aide/Ombudsman:
    - Ms. Maureen Lee, from Assistant, grade 27, step 6, to Assistant I, grade 29, step 5, effective November 2002.
    - Mr. Jeffrey E. Burnham, from Assistant 3, grade 35, step 5, to Senior Assistant, grade 38, step 3, effective November 2002.

- e. All promotions proposed are subject to review and approval of the applicable director for that agency.
2. The Service Committee recommends that, pursuant to the requirements of 2002 Iowa Acts, House File 2625, §51, the Legislative Council reauthorize and provide an early out incentive program for legislative branch employees for the fiscal year beginning July 1, 2002, and ending June 30, 2003, consistent with the program provided for executive branch employees, and that, pursuant to the requirements of 2001 Iowa Acts, 2nd Extraordinary Session, Senate File 551, §1, the Legislative Council approve and provide a years of service incentive program for legislative branch employees for the fiscal year beginning July 1, 2002, and ending June 30, 2003, consistent with the program provided for executive branch employees.

Respectfully submitted,

Representative Christopher Rants  
Chairperson

**LEGAL COUNSELS**

Douglas L. Adkisson  
Edwin G. Cook  
Susan E. Crowley  
Patricia A. Funaro  
Michael J. Goedert  
Nicole R. Haatvedt  
Rachele B. Hjelmaas  
Janet S. Johnson  
Timothy C. McDermott  
Joseph E. McEniry  
Richard S. Nelson

**GENERAL ASSEMBLY OF IOWA****RICHARD L. JOHNSON**

DEPUTY DIRECTOR

**JOHN C. POLLAK**

COMMITTEE SERVICES ADMINISTRATOR

**LESLIE E. W. HICKEY**

IOWA CODE EDITOR

**KATHLEEN K. BATES**

ADMINISTRATIVE CODE EDITOR

**JULIE E. LIVERS**

LEGISLATIVE INFORMATION OFFICE DIRECTOR

**RESEARCH ANALYST**

Kathleen B. Hanlon

**LEGISLATIVE SERVICE BUREAU**

STATE CAPITOL  
DES MOINES, IOWA 50319  
(515) 281-3566  
FAX (515) 281-8027

June 13, 2002

**MEMORANDUM**

**TO: CHAIRPERSON RANTS AND MEMBERS OF THE SERVICE COMMITTEE**

**FROM: RICHARD JOHNSON** 

**RE: MATERIALS FOR JUNE SERVICE COMMITTEE MEETING**

Enclosed are copies of the following information for the June 18 Service Committee meeting:

June personnel reports for the Legislative Service Bureau, the Legislative Fiscal Bureau, and the Citizens' Aide/Ombudsman. These personnel reports include notice of and proposed personnel actions for three agencies. The Computer Support Bureau report will be forthcoming.

Personnel information about each central legislative staff agency required to be transmitted to the members of the Service Committee annually at the June meeting. This information includes the following:

- Organizational chart
- Position classifications and pay grades
- Employee personnel information
- Overtime and compensatory time report

The agencies have published policies and procedures manuals based upon the Personnel Guidelines that have been adopted by the Legislative Council and these manuals have previously been provided to Committee members. If Committee members would like to receive a copy of an agency's policies and procedures manual, please notify that agency and a copy will be transmitted to you.

**SERVICE COMMITTEE  
OF THE LEGISLATIVE COUNCIL**

***MEMBERSHIP***

***Representative Christopher Rants,  
Chairperson  
Representative John Connors  
Representative Steven Sukup***

***Senator Mary Kramer,  
Vice Chairperson  
Senator Michael Gronstal  
Senator Andy McKean***

**TENTATIVE AGENDA**

June 18, 2002  
Room 116, State Capitol

10:00 a.m.      Call to Order

                    Roll Call

                    Approval of Minutes of December 11, 2001 Meeting (previously distributed)

                    Receipt of Annual Personnel Reports

                    Consideration of Personnel Reports

- Legislative Fiscal Bureau
- Legislative Service Bureau
- Computer Support Bureau
- Citizens' Aide/Ombudsman

                    Additional Business

                    Adjournment

# **LEGISLATIVE FISCAL BUREAU**

## **ANNUAL PERSONNEL REPORT June 2002**

**Dennis C. Prouty  
Director**

# LEGISLATIVE FISCAL BUREAU

## ANNUAL PERSONNEL REPORT JUNE 2002

### Reporting Requirement

- |  |               |
|--|---------------|
| 1. Organizational Chart                          | Attachment 1  |
| 2. Position Classification System                | *             |
| 3. Annual Personnel Report                       |               |
| a. Employee names, grades/steps                  | Attachment 2a |
| b. Compensatory time earned                      | Attachment 2b |
| c. Compensatory time policy for support staff    | *             |
| 4. Work Attendance Policy and Leave Procedures   | *             |
| 5. Performance Evaluation Forms                  | *             |
| 6. Educational Leave - Direct and Indirect Costs | *             |
| 7. LFB Policies and Procedures Manual            | *             |

\* No changes have been made during FY 2002. Copies of the current schedules are available upon request.

Iowa Legislative Fiscal Bureau  
(515) 281-5279

**Dennis Prouty (1-3509)**  
*Director*

Revenue Estimating

**Tim Faller (1-4615)**  
*Deputy Director*

**Fiscal**

**Holly Lyons (1-7845)**  
*Division Administrator*  
Appropriations Committee

**Lisa Burk (1-6765)**  
Health & Human Rights Sub.

**Debra Kozel (1-6767)**  
Ag. & Natural Resources Sub.

**Sam Leto (1-6764)**  
Human Services Sub.

**Robin Madison (1-5270)**  
Education Sub.

**Dave Reynolds (1-6934)**  
Trans. & Infrastructure Sub.

**Mary Shipman (1-4617)**  
Education Sub.

**Russ Trimble (1-4613)**  
Health & Human Rights Sub.

**Data Base**

**Glen Dickinson (1-4616)**  
*Division Administrator*  
Oversight & Communications

**Dave Kair (1-3685)**  
Database Development

**Ray Knapp (1-5335)**  
Database Development

**Sue Lerdal (1-7794)**  
Human Services Sub.

**Scott Miller (1-4612)**  
Database Development

**Jeff Robinson (1-4614)**  
Ways & Means

**Shawn Snyder (1-7799)**  
Education Standing

**Policy**

**Doug Wulf (1-3250)**  
*Division Administrator*  
Oversight & Communications

**Jennifer Dean (1-7846)**  
Justice System Sub.

**Dwayne Ferguson (1-6561)**  
Economic Development Sub.

**Beth Lenstra (1-6301)**  
Justice System Sub.

**Mary Beth Mellick (1-8223)**  
Trans. & Infrastructure Sub.

**Ron Robinson (1-6256)**  
Administration & Regulation Sub.

**Administration**

**Sandie Laust (1-4594)**

**Charlotte Mosher (1-5279)**

**Nicole Navara (1-6766)**

**LEGISLATIVE FISCAL BUREAU**  
**Eligibility Report for Merit Increases**  
**FY 2003**

Attachment 2a

<u>CLASS/EMPLOYEE NAME</u>	<u>PRESENT GRADE &amp; STEP</u>	<u>EMPLOYMENT DATE</u>	<u>REVIEW DATE</u>
<b><u>DEPUTY DIRECTOR</u></b>			
Faller	41 - 6	01-Jul-74	N/A
<b><u>DIVISION ADMINISTRATOR II</u></b>			
Dickinson	41 - 6	08-Jul-88	N/A
Lyons	41 - 6	03-Jan-84	N/A
Wulf	41 - 6	11-Feb-83	N/A
<b><u>SENIOR LEGISLATIVE ANALYST</u></b>			
Lerdal	38 - 6	17-Feb-89	N/A
Robinson, J.	38 - 6	17-Nov-87	N/A
Ferguson	38 - 6	27-Nov-87	N/A
Reynolds	38 - 6	18-Sep-89	N/A
Shipman	38 - 6	22-Dec-89	N/A
Leto	38 - 5	02-Feb-01	Feb-03
Kair	38 - 5	26-Jan-96	Jun-02
Lenstra	38 - 4	22-Dec-99	Jan-03
<b><u>LEGISLATIVE ANALYST II</u></b>			
Robinson, R.	32 - 3	20-Sep-96	Aug-02
Kozel	32 - 3	04-Oct-96	Sep-02
<b><u>LEGISLATIVE ANALYST I</u></b>			
Snyder	29 - 3	26-Oct-98	Jul-02
Dean	29 - 2	07-Jul-00	Jan-02
Trimble	29 - 2	24-Dec-99	Jan-02
Madison	29 - 2	21-Jan-00	Jan-02
<b><u>LEGISLATIVE ANALYST</u></b>			
Burk	27 - 3	27-Oct-00	Apr-03
Mellick	27 - 3	27-Oct-00	Apr-03
<b><u>SR. COMPUTER SYS. ANALYST</u></b>			
Knapp	35 - 6	02-Jan-76	N/A
<b><u>COMPUTER SYSTEM ANALYST I</u></b>			
Miller	32 - 5	06-Sep-96	Aug-02
<b><u>EXECUTIVE SECRETARY</u></b>			
Mosher	24 - 6	03-Jul-90	N/A
Navara	24 - 6	13-Nov-90	N/A
<b><u>ADMINISTRATIVE SECRETARY</u></b>			
Laust	21 - 6	08-Jul-93	N/A



**LEGISLATIVE FISCAL BUREAU  
COMPENSATORY TIME REPORT  
Fiscal Year 2002**

Attachment 2b

***ELIGIBLE FOR PARTIAL COMPENSATION***

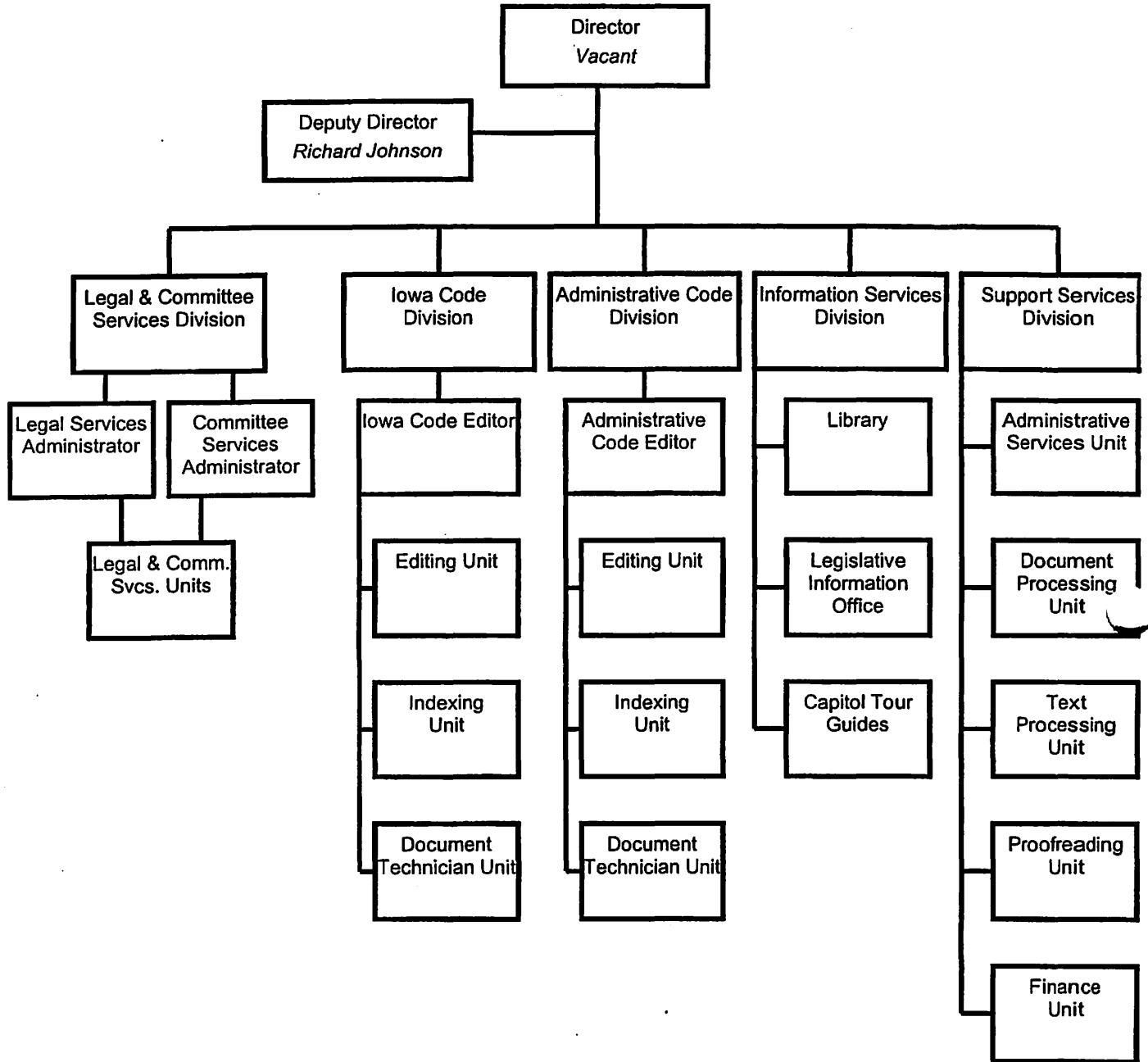
<u>Name</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
Employee 1	338.00	40.00	298.00	120.00
Employee 2	301.00	40.00	261.00	120.00
Employee 3	282.00	40.00	242.00	120.00
Employee 4	246.50	40.00	206.50	120.00
Employee 5	241.50	40.00	201.50	120.00
Employee 6	237.00	40.00	197.00	120.00
Employee 7	232.75	40.00	192.75	120.00
Employee 8	185.00	40.00	145.00	120.00
Employee 9	184.00	40.00	144.00	120.00
Employee 10	182.50	40.00	142.50	120.00
Employee 11	179.50	40.00	139.50	120.00
Employee 12	171.00	40.00	131.00	120.00
Employee 13	170.25	40.00	130.25	120.00
Employee 14	167.50	40.00	127.50	120.00
Employee 15	165.00	40.00	125.00	120.00
Employee 16	163.50	40.00	123.50	120.00
Employee 17	162.75	40.00	122.75	120.00
Employee 18	160.00	40.00	120.00	120.00
Employee 19	147.75	40.00	107.75	107.75
Employee 20	127.50	40.00	87.50	87.50
Employee 21	57.50	40.00	17.50	17.50
Employee 22	41.50	40.00	1.50	1.50
Employee 23	41.25	40.00	1.25	1.25
<b>Total Hours</b>	<b>4,185.25</b>	<b>920.00</b>	<b>3,265.25</b>	<b>2,375.50</b>
<b>Average</b>	<b>181.97</b>		<b>141.97</b>	<b>103.28</b>

# **LEGISLATIVE SERVICE BUREAU**

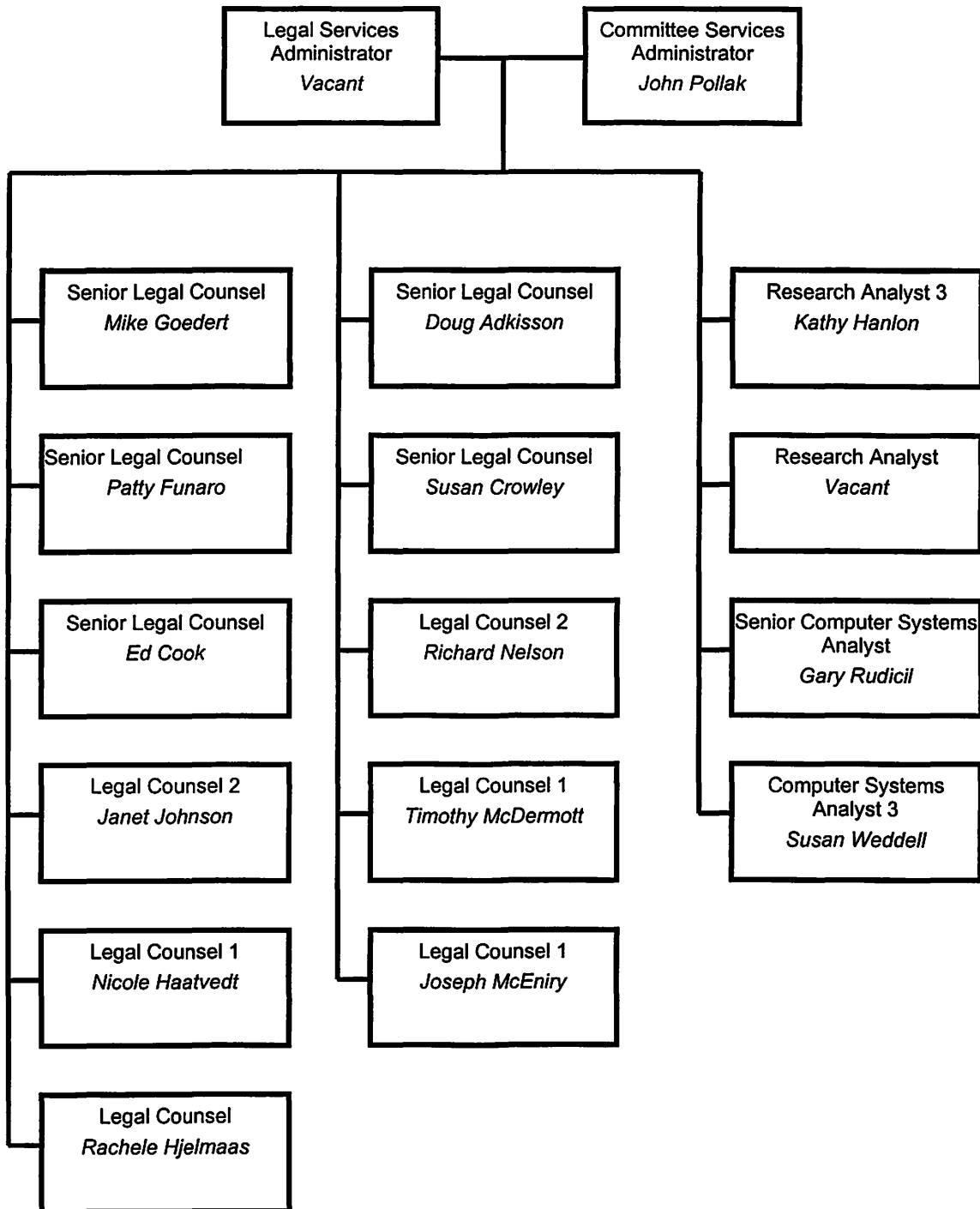
## **ANNUAL PERSONNEL REPORT JUNE 2002**

**Richard Johnson  
Deputy Director**

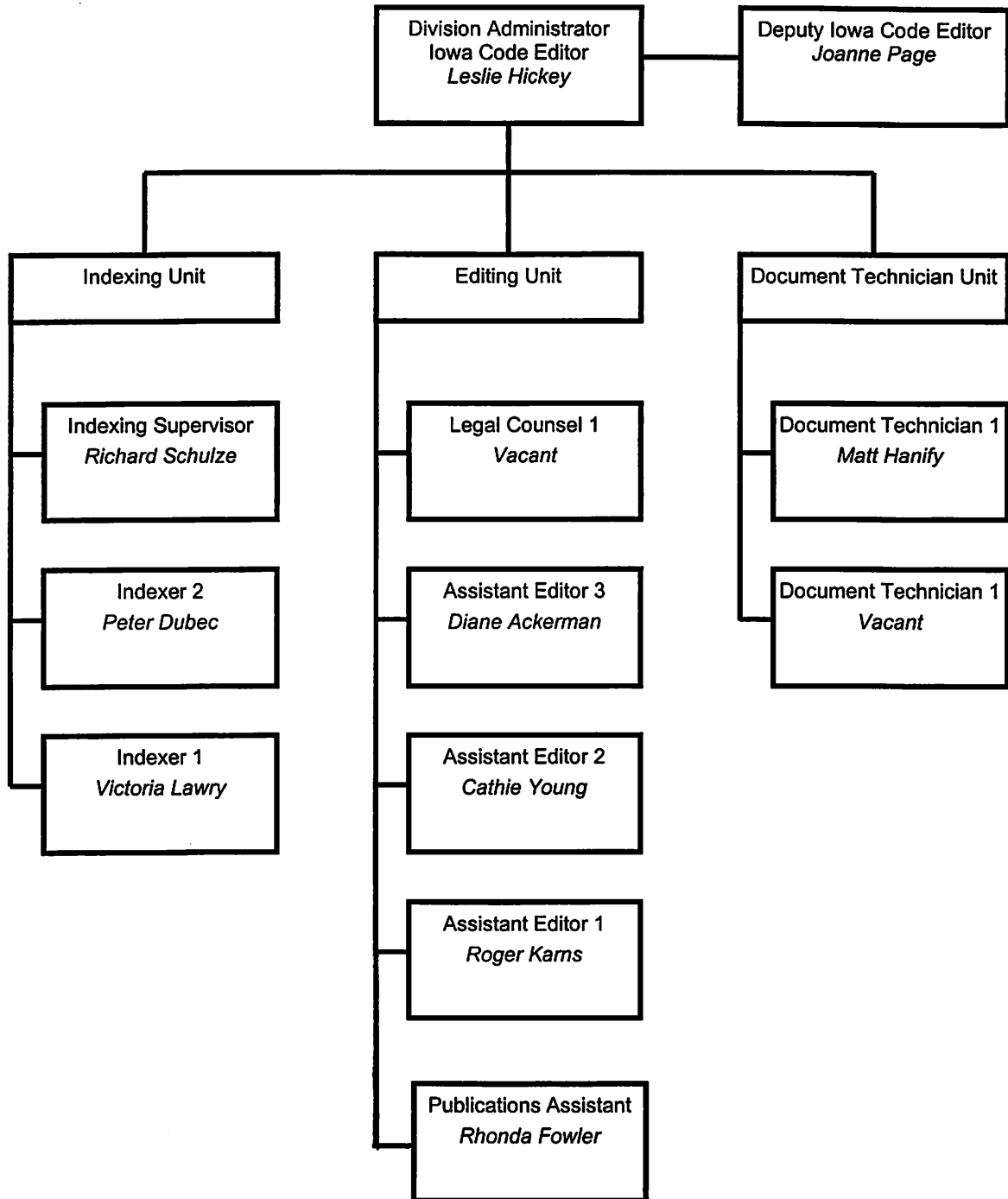
A. Organizational Chart



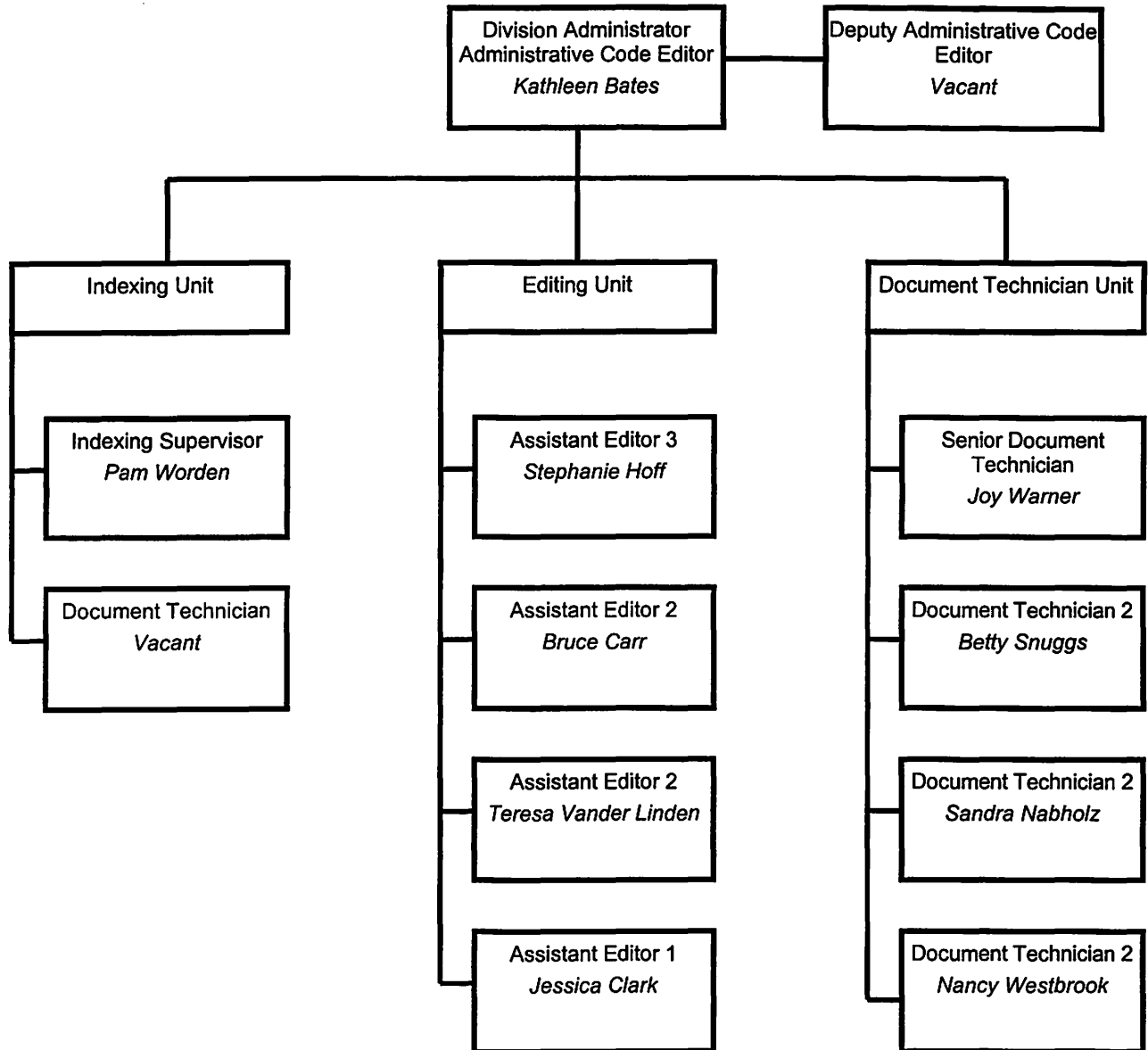
**B. Legal and Committee Services Division**



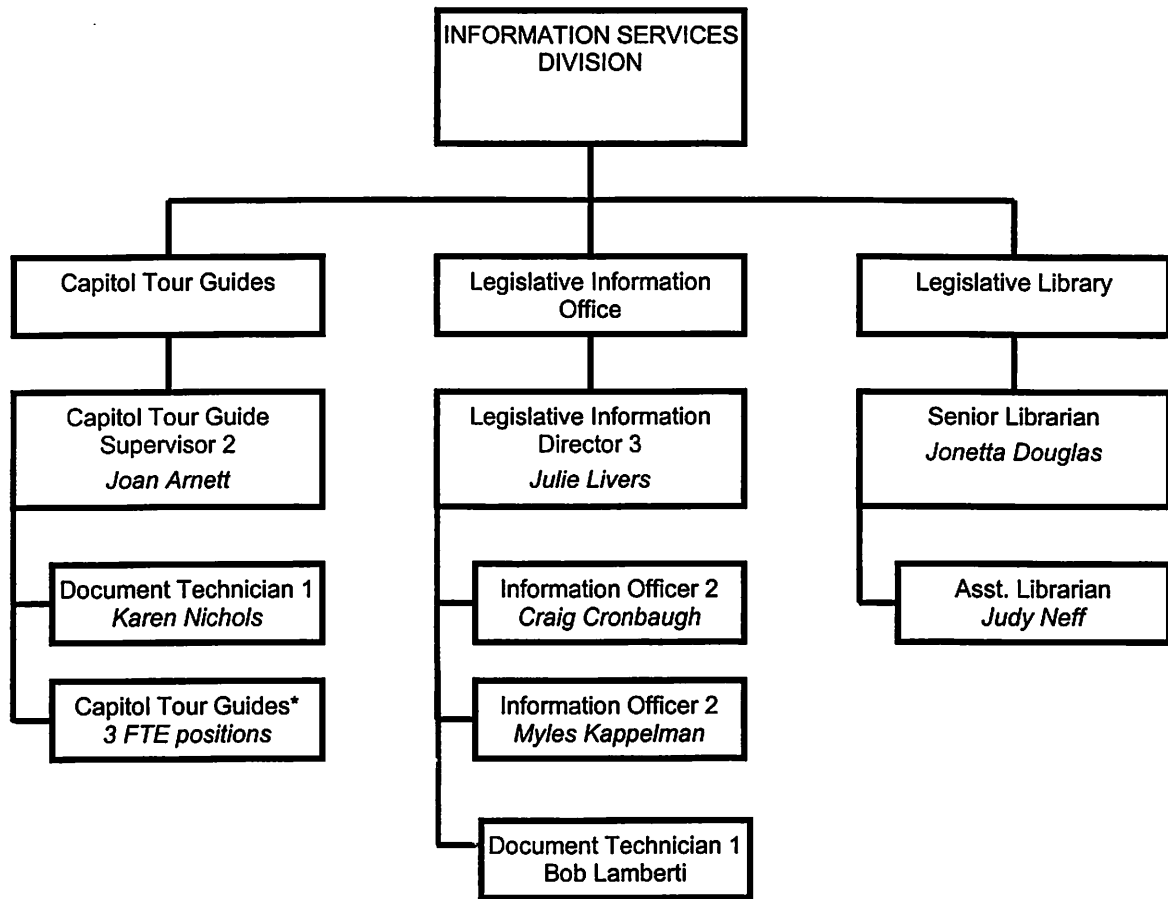
C. Iowa Code Division



**D. Administrative Code Division**

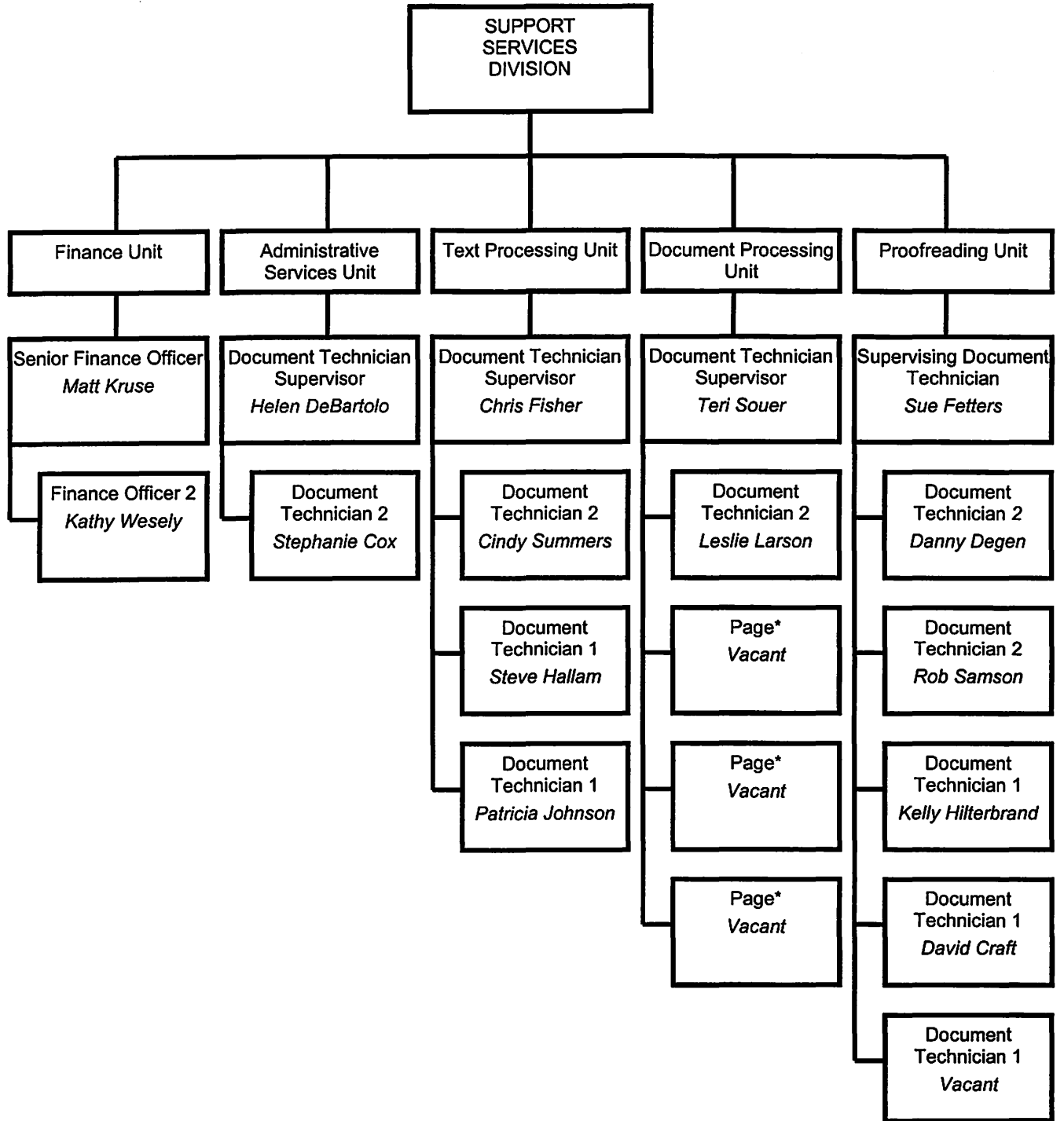


**E. Information Services Division**



\* These positions are not full-time year-round positions.

**F. Support Services Division**



\* These positions are not full-time year-round positions.

NOTE: Employees in the Document Technician positions may be transferred among the Administrative Services, Text Processing, Document Processing, and Proofreading Units as needed.



**LEGISLATIVE SERVICE BUREAU  
MANAGERS & DRAFTERS OVERTIME  
05/11/01 - 04/12/02**

**ELIGIBLE FOR PARTIAL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	535.00	40.00	495.00	120.00
2	291.25	40.00	251.25	120.00
3	264.50	40.00	224.50	120.00
4	249.00	40.00	209.00	120.00
5	246.00	40.00	206.00	120.00
6	227.25	40.00	187.25	120.00
7	225.25	40.00	185.25	120.00
8	224.00	40.00	184.00	120.00
9	204.00	40.00	164.00	120.00
10	195.00	40.00	155.00	120.00
11	160.75	40.00	120.75	120.00
12	159.50	40.00	119.50	119.50
13	157.75	40.00	117.75	117.75
14	145.50	40.00	105.50	105.50
15	135.75	40.00	95.75	95.75
16	75.75	40.00	35.75	35.75
<b>Total</b>	<b>3,496.25</b>	<b>640.00</b>	<b>2,856.25</b>	<b>1,794.25</b>
<b>Average</b>	<b>218.52</b>	<b>40.00</b>	<b>178.52</b>	<b>112.14</b>

**LEGISLATIVE INFORMATION OFFICE**

1	237.50	40.00	197.50	120.00
2	164.00	40.00	124.00	120.00
3	115.00	40.00	75.00	75.00
<b>Total Hours</b>	<b>516.50</b>	<b>120.00</b>	<b>396.50</b>	<b>315.00</b>
<b>Average</b>	<b>172.17</b>	<b>40.00</b>	<b>132.17</b>	<b>105.00</b>

**OTHER**

1	93.75	40.00	53.75	53.75
2	73.75	40.00	33.75	33.75
3	68.50	40.00	28.50	28.50
4	60.75	40.00	20.75	20.75
5	43.00	40.00	3.00	3.00
<b>Total Hours</b>	<b>339.75</b>	<b>200.00</b>	<b>139.75</b>	<b>139.75</b>
<b>Average</b>	<b>67.95</b>	<b>40.00</b>	<b>27.95</b>	<b>27.95</b>

**LEGISLATIVE SERVICE BUREAU  
 FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME  
 01/01/02 - 04/12/02**

**ELIGIBLE FOR FULL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	185.50	278.25
2	159.25	238.88
3	142.00	213.00
4	132.25	198.38
5	131.25	196.88
6	112.75	169.13
7	109.50	164.25
8	95.25	142.88
9	82.00	123.00
10	77.50	116.25
11	66.25	99.38
12	58.25	87.38
13	63.00	94.50
14	48.75	73.13
<b>Total Hours</b>	<b>1,463.50</b>	<b>2,195.29</b>
<b>Average</b>	<b>104.54</b>	<b>156.81</b>

**LIO SUPPORT**

1	75.25	112.88
2	8.00	12.00
3	0.00	0.00
<b>Total Hours</b>	<b>83.25</b>	<b>124.88</b>
<b>Average</b>	<b>27.75</b>	<b>41.63</b>

**LEGISLATIVE SERVICE BUREAU  
IOWA CODE DIVISION  
PROFESSIONAL AND SUPPORT STAFF OVERTIME  
4/1/01 - 3/31/02**

**ELIGIBLE FOR PARTIAL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1*	188.25	40.00	148.25	120.00
2	98.00	40.00	58.00	58.00
3	37.75	37.75	0.00	0.00
Total Hours	324.00	117.75	206.25	178.00
Average	108.00	39.25	68.75	59.33

\* This employee has a fiscal year of 05/11/01 - 04/11/02

**FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME  
4/1/01 - 3/31/02**

**ELIGIBLE FOR FULL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	32.00	48.00
2	29.50	44.25
3	27.50	41.25
4	17.50	26.25
5	4.50	6.75
6	1.75	2.63
7	0.00	0.00
8	0.00	0.00
Total Hours	112.75	169.13
Average	14.09	21.14

**LEGISLATIVE SERVICE BUREAU  
ADMINISTRATIVE CODE DIVISION  
PROFESSIONAL AND SUPPORT STAFF OVERTIME  
07/01/01 - 04/11/02**

**ELIGIBLE FOR PARTIAL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	49.75	40.00	9.75	9.75
2	0.50	0.50	0.00	0.00
Total Hours	50.25	40.50	9.75	9.75
Average	25.13	20.25	4.88	4.88

**FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME  
07/01/01 - 04/11/02**

**ELIGIBLE FOR FULL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	19.50	29.25
2	0.00	0.00
3	0.75	1.13
4	1.00	1.50
5	1.50	2.25
6	0.00	0.00
7	0.00	0.00
8	0.00	0.00
Total Hours	22.75	34.13
Average	2.53	3.79

**LEGISLATIVE SERVICE BUREAU  
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME  
01/01/02 - 04/12/02**

<u>Pages</u>	<u>Total Overtime Worked Above 40 Hours per Week</u>
1	12.00
2	8.00
3	0.00
Total Hours	20.00

**LEGISLATIVE SERVICE BUREAU  
Position Classification System**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Deputy Director	41
Division Administrator 2	41
Division Administrator 1	38
Senior Legal Counsel	38
Senior Research Analyst	38
LIO Director 3	38
Legal Counsel 2	35
Research Analyst 3	35
LIO Director 2	35
Senior Computer Systems Analyst	35
Deputy Iowa Code Editor	35
Deputy Administrative Code Editor	35
Legal Counsel 1	32
Research Analyst 2	32
LIO Director 1	32
Computer Systems Analyst 3	32
Senior Finance Officer	31
Legal Counsel	30
LIO Officer 3	30
Assistant Editor 3	30
Legislative Document Specialist 3	30
Research Analyst 1	29
Computer Systems Analyst 2	29
Index Supervisor	28
Legislative Document Tech. Super.	28
Research Analyst	27
Computer Systems Analyst 1	27
Senior Librarian	27
LIO Officer 2	27
Assistant Editor 2	27
Legislative Document Specialist 2	27
Confidential Secretary	27
Finance Officer 2	27
Indexer 2	25
Supervising Legis. Document Tech.	25

**LEGISLATIVE SERVICE BUREAU  
Position Classification System**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Tour Guide Supervisor 2	25
Computer Systems Analyst Trainee	24
LIO Officer 1	24
Assistant Editor 1	24
Legislative Document Specialist 1	24
Librarian	24
Executive Secretary	24
Finance Officer 1	24
Tour Guide Supervisor 1	22
Assistant Librarian	22
Indexer 1	22
Legislative Document Technician 2	22
Publications Assistant	21
Legislative Document Specialist	21
Administrative Secretary	21
Assistant Finance Officer	21
LIO Assistant	19
Assistant Indexer	19
Legislative Document Technician 1	19
Capitol Tour Guide	18
Legislative Document Technician	16
Page	9

Job descriptions for these classifications are contained in Chapter 2 of the Legislative Service Bureau Policies and Procedures Manual.

LEGISLATIVE SERVICE BUREAU  
EDUCATIONAL ASSISTANCE  
07/01/01 - 06/30/02

Myles Kappleman:

Iowa State University - Fall 2001  
Graduate Course

8/20/01 - 12/17/01  
Public Personnel Management

3 credits      \$618.00



**LEGISLATIVE SERVICE BUREAU**  
**Eligibility Report for Merit Increases**  
**FY 2002**  
**As of 6/12/02**

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<u>Director</u>			
Vacant	--		00/00/00
<u>Deputy Director</u>			
Johnson, R.	41(6)	07/10/78	00/00/00
<b>LEGAL AND COMMITTEE SERVICES DIVISION</b>			
<u>Legal Services Administrator</u>			
Vacant	38/41		
<u>Committee Services Admin.</u>			
Pollak	41(6)	11/16/87	00/00/00
<u>Senior Legal Counsel</u>			
Goedert	38(6)	07/14/76	00/00/00
Adkisson	38(6)	12/22/86	00/00/00
Funaro	38(6)	12/17/86	00/00/00
Crowley	38(6)	10/08/90	00/00/00
Cook	38(5)	11/09/92	06/21/02
<u>Legal Counsel 2</u>			
Nelson	35(3)	11/06/95	06/21/02
Johnson, J.	35(3)	11/15/95	06/21/02
<u>Legal Counsel 1</u>			
McDermott	32(5)	11/13/96	06/21/02
Haatvedt	32(5)	12/18/96	06/21/02
McEniry	32(4)	01/15/98	07/19/02
<u>Legal Counsel</u>			
Hjelmaas	30(3)	11/01/00	05/09/03
<u>Senior Research Analyst</u>			
Vacant	38		
<u>Research Analyst 3</u>			
Hanlon	35(6)	01/21/91	00/00/00

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<u>Senior Computer Systems Analyst</u> Rudicil	35(6)	07/05/89	00/00/00
<u>Computer Systems Analyst 3</u> Weddell	32(5)	11/06/87	06/21/02
<b>IOWA CODE DIVISION</b>			
<u>Code Editor</u> Hickey	41(6)	02/01/88	00/00/00
<u>Deputy IA Code Editor</u> Page	35(3)	08/24/92	02/14/03
<u>Legal Counsel 1</u> Vacant	32		
<u>Assistant Editor 3</u> Ackerman	30(3)	11/19/93	06/21/02
<u>Assistant Editor 2</u> Young, C.	27(5)	01/03/89	06/21/02
<u>Assistant Editor 1</u> Karns	24(2)	12/27/95	06/21/02
<u>Iowa Code Index Supervisor</u> Schulze	28(6)	06/27/86	00/00/00
<u>Indexer 2</u> Dubec	25(6)	10/09/87	00/00/00
<u>Indexer 1</u> Lawry	22(6)	10/22/98	01/03/03
<u>Publications Assistant</u> Fowler	21(2)	09/30/98	06/21/02
<u>Legislative Document Tech. 2</u> Vacant	22		
<u>Legislative Document Tech. 1</u> Hanify Vacant	19(2) 19	09/17/01	03/14/03

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<b>ADMINISTRATIVE CODE DIVISION</b>			
<u>Admin. Code Editor</u> Bates	41(4)	06/13/86	12/20/02
<u>Deputy Admin. Code Editor</u> Vacant	35		
<u>Assistant Editor 3</u> Hoff	30(1)	07/26/96	06/21/02
<u>Assistant Editor 2</u> Carr Vander Linden	27(3) 27(1)	01/26/96 11/14/97	07/19/02 01/03/03
<u>Assistant Editor 1</u> Clark	24(1)	09/20/99	12/20/02
<u>Publications Assistant</u> Vacant	21		
<u>Admin. Code Index Supervisor</u> Worden	28(6)	04/27/72	00/00/00
<u>Super.Legis.Docu.Technician</u> Warner	25(2)	12/30/96	12/20/02
<u>Legislative Document Tech. 2</u> Snuggs Nabholz Westbrook	22(6) 22(1) 22(1)	03/25/85 01/21/00 02/04/00	00/00/00 01/31/03 02/14/03
<u>Legislative Document Tech. 1</u> Vacant	19		

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<b>INFORMATION SERVICES DIVISION</b>			
<u>Legislative Information Director 3</u> Livers	38(2)	04/09/90	12/20/02
<u>Legislative Information Officer 2</u> Kappelman	27(2)	09/21/98	06/21/02
Cronbaugh	27(3)	12/18/97	06/21/02
<u>Senior Librarian</u> Douglas	27(6)	10/23/89	00/00/00
<u>Assistant Librarian</u> Neff	22(6)	12/01/92	00/00/00
<u>Capitol Tour Guide Supervisor 2</u> Arnett	25(3)	01/23/76	12/20/02
<u>Legislative Document Tech. 1</u> Nichols	19(3)	10/15/76	12/20/02
Lamberti	19(2)	12/29/00	07/05/02
<b>SUPPORT SERVICES DIVISION</b>			
<u>Senior Finance Officer</u> Kruse	31(1)	09/20/99	03/14/03
<u>Finance Officer 2</u> Wesely	27(2)	10/01/99	03/28/03
<u>Finance Officer 1</u> Vacant	24		
<u>Legis.Doc.Tech.Supervisor</u> DeBartolo	28(4)	10/19/92	12/20/02
Fisher	28(6)	11/16/74	00/00/00
Souer	28(2)	11/10/98	06/21/02
<u>Super.Legis.Docu.Technician</u> Fetters	25(5)	09/27/91	12/20/02

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<b><u>Legislative Document Tech. 2</u></b>			
Degen	22(5)	06/16/95	06/21/02
Larson	22(2)	11/13/98	12/20/02
Summers	22(2)	06/27/97	06/21/02
Runde	22(1)	06/01/99	06/21/02
Samson	22(1)	11/30/99	12/20/02
<b><u>Legislative Document Tech. 1</u></b>			
Hallam	19(3)	01/05/98	12/06/02
Johnson, P.	19(3)	10/09/00	04/11/03
Hilterbrand	19(2)	01/23/01	08/02/02
Craft	19(2)	11/07/01	05/09/03
<b>ADMIN. RULES REVIEW COMM.</b>			
<b><u>A.R.R.C. Counsel</u></b>			
Royce	38(6)	11/29/76	00/00/00
<b>Not Listed:</b>			
Elfvin, Karon P-T Tour Guides	19(2)	01/29/01	

# **LEGISLATIVE COMPUTER SUPPORT BUREAU**

## **ANNUAL PERSONNEL REPORT JUNE 2002**

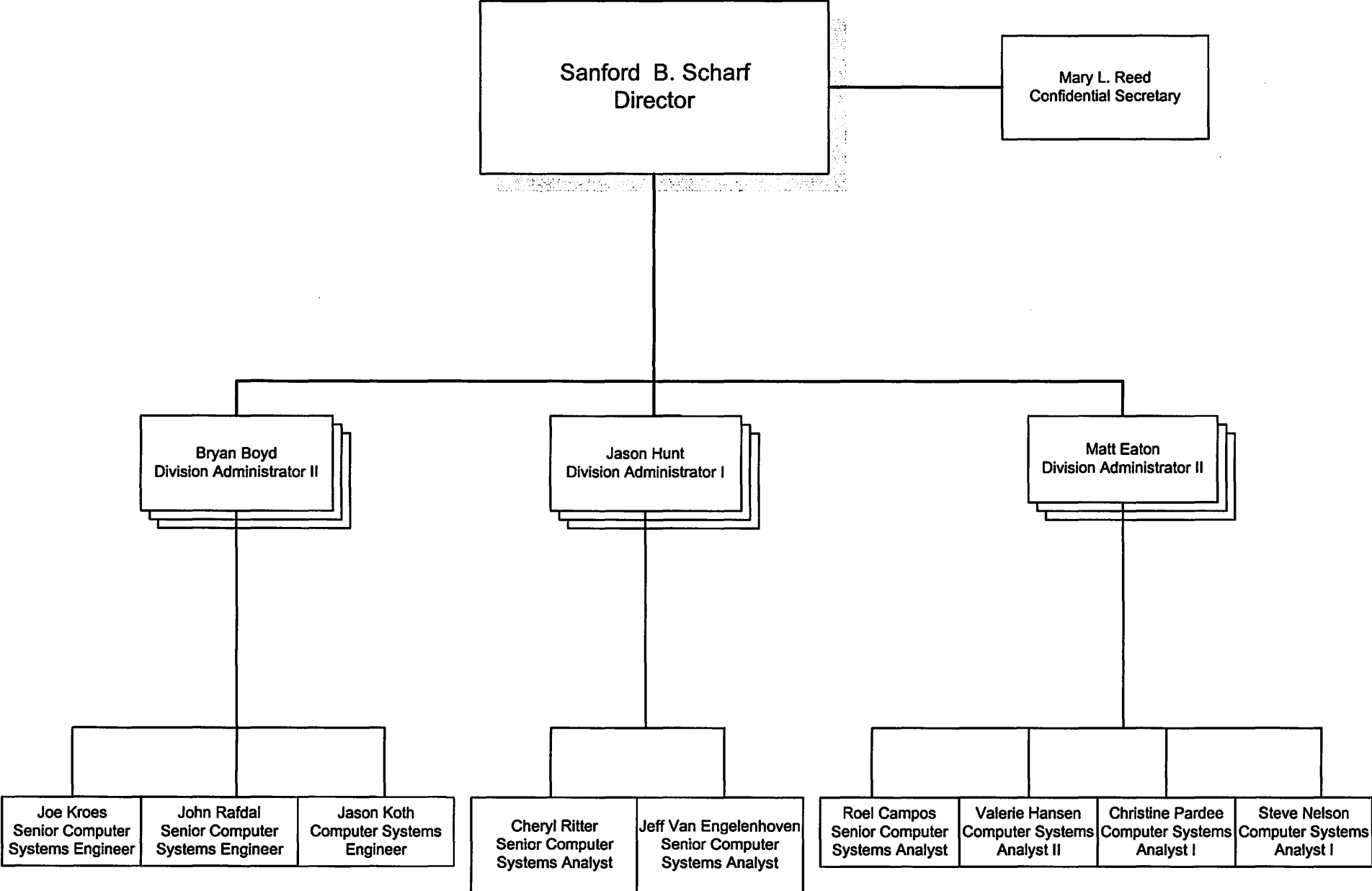
**Sandy Scharf  
Director**

**LEGISLATIVE COMPUTER SUPPORT BUREAU  
ANNUAL PERSONNEL REPORT  
JUNE 2002**

**Reporting Requirement:**

- |  |              |
|--|--------------|
| 1. Organizational Chart  | Attachment 1 |
| 2. Position Classification System  | Attachment 2 |
| 3. Annual Personnel Report to include:<br>a. Employee names, grades/steps<br>b. Compensatory time earned | Attachment 3 |
| 4. Work Attendance Policy & Leave Procedures   | Attachment 4 |
| 5. Educational Leave – Costs   | Attachment 5 |

# Iowa Legislative Computer Support Bureau





## LEGISLATIVE COMPUTER SUPPORT BUREAU

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Computer Systems Analyst	24.00
Computer Systems Analyst I	27.00
Computer Systems Analyst II	29.00
Computer Systems Analyst III	32.00
Senior Computer Systems Analyst	35.00
Computer Operator-Session Only	21.00
Computer Operator I	21.00
Computer Operator II	24.00
Computer Systems Engineer I	29.00
Computer Systems Engineer II	32.00
Senior Computer Systems Engineer	35.00
Administrative Secretary	21.00
Executive Secretary	24.00
Confidential Secretary	27.00
Division Administrator I	35.00
Division Administrator II	38.00

**LEGISLATIVE COMPUTER SUPPORT BUREAU  
ANNUAL PERSONNEL REPORT  
FY' 02**

<u>NAME</u>	<u>POSITION</u>	<u>CURRENT GD/STEP</u>	<u>MERIT INCREASE ELIGIBILITY DATE</u>	<u>COMPTIME/OR OVERTIME</u>	<u>OVERTIME HOURS 2002</u>
Scharf, Sanford	Director	00/00		CT	N/A
Boyd, Bryan	Division Administrator II	38/4	06/21/02	CT	N/A
Campos, Roel	Senior Computer Systems Analyst	35/6	06/21/02	CT	N/A
Eaton, Matthew	Division Administrator II	38/4	01/31/03	CT	N/A
Hansen, Valerie	Computer Systems Analyst I	27/5	06/21/02	CT	N/A
Hunt, Jason	Division Administrator I	35/3	12/06/02	CT	N/A
Koth, Jason	Computer Systems Engineer I	29/3	07/05/02	CT	N/A
Kroes, Joe	Senior Computer Systems Engineer	35/4	12/06/02	CT	N/A
Nelson, Steve	Computer Systems Analyst I	27/6	07/05/02	CT	N/A
Pardee, Christine	Computer Systems Analyst I	27/1	06/21/02	CT	N/A
Rafdal, John	Senior Computer Systems Engineer	35/3	03/28/03	CT	N/A
Reed, Mary	Confidential Secretary	27/2	07/05/02	CT	N/A
Ritter, Cheryl	Senior Computer Systems Analyst	35/6	Maxed	CT	N/A
Rowen, Virginia	Computer Systems Analyst III	32/6	RETIRED	CT	N/A
Van Engelenhoven, Jeff	Senior Computer Systems Analyst	35/5	05/23/03	CT	N/A

Total comptime hours from January 1, 2002 thru June 6, 2002

	<u>Comp Worked</u>	<u>Adjust 1st 40 Hours</u>	<u>Comp/Less Adjust.</u>	<u>Comp. Allowed</u>	<u>Comp. Available</u>
Employee 1	84.00	-40.00	44.00	44.00	44.00
Employee 2	48.75	-40.00	48.75	48.75	48.75
Employee 3	151.25	-40.00	111.25	111.25	111.25
Employee 4	123.25	-40.00	83.25	83.25	83.25
Employee 5	101.50	-40.00	61.50	61.50	61.50
Employee 6	161.25	-40.00	120.00	120.00	120.00
Employee 7	48.00	-40.00	8.00	8.00	8.00
Employee 8	106.75	-40.00	66.75	66.75	66.75
Employee 9	91.00	-40.00	51.00	51.00	51.00
Employee 10	162.75	-40.00	120.00	120.00	120.00

## **LEGISLATIVE COMPUTER SUPPORT BUREAU WORK ATTENDANCE POLICY**

**June 5, 1990**

The regular office hours for employees of the Legislative Computer Support Bureau are from 8:00 a.m. to 4:30 p.m. Flextime arrangements are acceptable provided that arrangements are in writing and agreed to by the Director.

All employees are expected to be at their respective work stations as assigned. When an employee expects to be absent from the employee's work station, the employee is expected to notify the Bureau Secretary and use the IO run on the computer system.

One-half hour (unpaid) is allowed for lunch. An employee shall normally take the one-half hour lunch period between 11:00 a.m. and 1:30 p.m. unless prior approval from the Director has been obtained.

One-half hour is allowed within the eight total paid work hours for both fifteen minute breaks. If an employee does not use either or both of the two fifteen minute break periods, the break time not used may be added to the lunchtime break. If an employee does not use either or both of the fifteen minute break periods during the day, the time is lost and shall not be added to any overtime total. If an employee does not use the one-half hour lunch break, the time is lost and shall not be added to any overtime total.

In order to assure that staffing requirements are met, it may be necessary to schedule lunchtimes and breaks.

Each employee is to complete the employee's timesheet at the end of each working day or the following morning. Timesheets should be submitted to the Bureau Secretary by 9:00 a.m. on the Friday following the end of the pay period.

In order to meet the workload demands of the Computer Support Bureau, it may be necessary to require overtime hours of employees on short notice.

# LEGISLATIVE COMPUTER SUPPORT BUREAU PROCEDURES FOR USE OF LEAVE TIME

June 5, 1990

Employees shall file the standard "Request for Leave" form with the Bureau Secretary at least 24 hours in advance of the starting time of a leave of any type. All leaves must be approved by the Director.

A request for use of leave of 8 hours or less need not be submitted in advance.

Use of leave time during a legislative session is subject to the prior approval of the Director. Leave time during the legislative interim should be scheduled, to the extent possible, so that the employee does not conflict with the other employees.

An employee who will arrive at work more than 20 minutes after the scheduled arrival time must notify the Bureau Secretary and file the appropriate leave form upon arrival.

An employee who is sick or injured and cannot report for work must call the Bureau Secretary by 8:30 a.m. and file the appropriate leave form upon returning to work.

An absence from work that does not comply with the leave policy may, at the discretion of the Director, be considered an unauthorized absence and payment of salary may be withheld for that period.

## EDUCATIONAL LEAVE

### Educational Leave – Direct & Indirect Costs

Steve Nelson – Simpson College from August 27, 2001 to December 10, 2001.  
Tuition and books - \$1004.00

Course:  
Design and Analysis of Algorithms

Steve Nelson – Simpson College from Jan. 9, 2002 to April 25, 2002.  
Tuition and books - \$769.76

Course:  
CMCS 340 Introduction to Networks

Cheryl Ritter – DMACC from September 1, 2001 to December 17, 2001.  
Tuition and books - \$286.95

Course:  
Visual Basics

**CITIZENS' AIDE/OMBUDSMAN**

**ANNUAL PERSONNEL REPORT  
JUNE 2002**

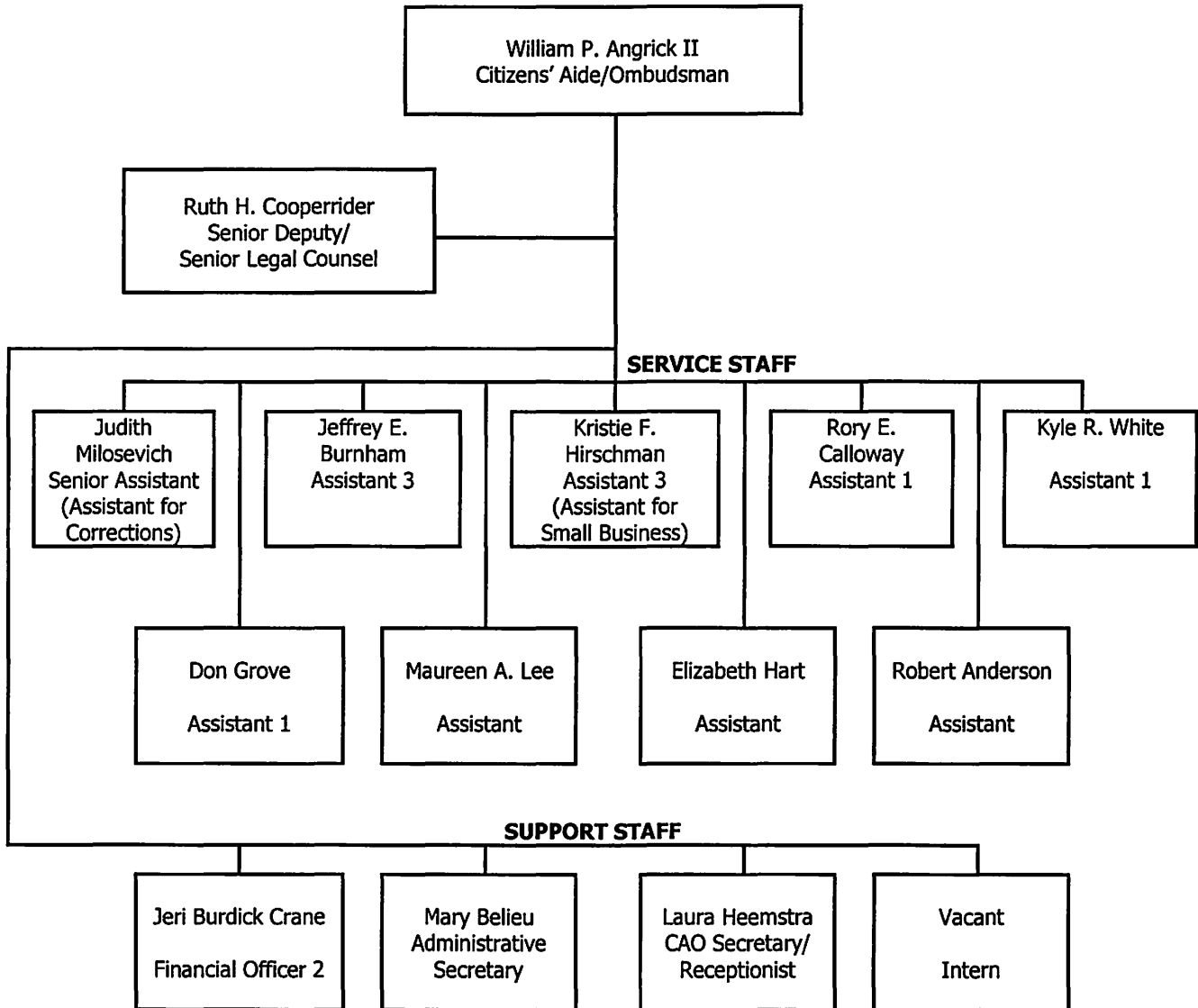
**WILLIAM P. ANGRICK II  
CITIZENS' AIDE/OMBUDSMAN**

**CITIZENS' AIDE/OMBUDSMAN  
ANNUAL PERSONNEL REPORT  
June 2002**

Required Reports:

1. Citizens' Aide/Ombudsman Table of Organization
2. Position Classifications and Pay Grades
3. Employee Personnel Information
4. Overtime and Compensatory Time Report
5. Educational Leave Report
6. Employee Handbook of Policies and Procedures

**OFFICE OF CITIZENS' AIDE/OMBUDSMAN  
TABLE OF ORGANIZATION**





**CITIZENS' AIDE/OMBUDSMAN  
Position Classifications and Pay Grades**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
* Senior Deputy	41
Deputy	38
Senior Legal Counsel	38
* Senior Assistant	38
Legal Counsel 2	35
* Assistant 3	35
Legal Counsel 1	32
* Assistant 2	32
Legal Counsel	30
* Assistant 1	29
* Assistant	27
* Finance Officer 2	27
Finance Officer 1	24
Executive Secretary	24
* Administrative Secretary	21
* Citizens' Aide/Ombudsman Secretary/Receptionist	19
Legislative Intern	19

\* Positions currently filled

**CITIZENS' AIDE/OMBUDSMAN  
Employee Personnel Information  
FY 2002**

Employee	Present Grade & Step	Employment Date	Review Date
<u>Ombudsman</u>			
Angrick	43-2	04/03/1978	00/00/0000
<u>Senior Deputy/Senior Legal Counsel</u>			
Cooperrider	41-6	07/09/1990	00/00/0000
<u>Senior Assistant</u>			
Milosevich	38-6	01/17/1991	00/00/0000
<u>Assistant 3</u>			
Burnham	35-5	06/06/1992	11/22/2002
Hirschman	35-6	11/13/1995	05/09/2003
<u>Assistant 1</u>			
Grove	29-3	05/28/1999	11/22/2002
White	29-3	10/19/1998	06/21/2002
Calloway	29-3	11/30/1998	06/21/2002
<u>Assistant</u>			
Lee	27-6	06/22/1989	11/08/2002
Hart	27-2	06/25/2001	12/20/2002
Anderson	27-1	07/06/2001	07/05/2002
<u>Finance Officer 2</u>			
Burdick Crane	27-2	12/21/2001	06/21/2002
<u>Administrative Secretary</u>			
Belieu	21-3	07/10/1998	11/08/2002
<u>CAO Secretary/Receptionist</u>			
Heemstra	19-2	05/25/2001	11/22/2002

**CITIZENS' AIDE/OMBUDSMAN  
Court Appointed Special Advocate (CASA)  
Employee Personnel Information  
FY 2002**

Employee	Present Grade & Step	Employment Date	Review Date
<u>Executive Director</u>			
Suzanne L. Boyle	32-8	06/01/1972	00/00/0000
<u>Local Program Coordinator</u>			
Cynthia Aland-Juncker	26-7	04/05/1996	03/28/2003
VeeAnn Cartwright	26-8	07/02/1990	00/00/0000
Ann Christensen	26-3	09/17/1999	09/13/2002
Renee R. Else Meyer	26-3	03/31/2000	03/28/2003
Kathleen Fritz	26-3	06/25/1999	06/21/2002
Aprile J. Goodman	26-6	01/06/1997	01/03/2002
Nancy Manion	26-8	09/18/1995	00/00/0000
Suzan R. McKiness	26-6	10/01/1996	09/27/2002
Beverly Miller	26-8	09/19/1994	00/00/0000
Dennis M. Rowell	26-4	04/13/1999	04/11/2003
Kevin Schnoebelen	26-4	11/21/1997	06/06/1993
Marla J. Treiber	26-8	04/17/1978	00/00/0000
Stephen R. Ward	26-3	02/18/2000	02/14/2003
Georgann Wyatt	26-7	08/11/1995	08/02/2002
<u>Administrative Secretary II</u>			
Judy A. Boyle	21-1	10/15/2001	10/25/2002
<u>Secretary</u>			
Carmen Cameron	17-3	08/20/1999	08/16/2002
Maria L. Faber	17-6	12/02/1996	12/06/2002
Margaret A. Getchell	17-7	02/03/1995	00/00/0000
Maradith M. Halverson	17-2	08/07/2000	08/16/2002
Janice M. Johnson	17-6	09/30/1996	09/27/2002
Jean M. Johnson	17-2	03/30/2001	03/28/2003
Connie Ledvina	17-3	08/10/1999	08/16/2002
Kim Rasler	17-7	08/25/1995	00/00/0000
Julie A. Rasmussen	17-2	06/21/2000	06/21/2002
Sherri Ripperger	17-7	03/27/1995	00/00/0000
Marcy A. Valdez	17-5	08/11/1997	08/16/2002

**CITIZENS' AIDE/OMBUDSMAN  
OVERTIME AND COMP TIME REPORT  
Calendar Year 2001**

Name	Overtime Hours	Overtime less 40	Compensatory Hours Earned
Employee 1	148.25	108.25	98.00
Employee 2	55.00	15.00	15.00
Employee 3	51.25	11.25	11.25
Employee 4	0.00	0.00	0.00
Employee 5	124.50	84.50	75.25
Employee 6 (resigned 04/01/01)	68.75	28.75	0.00
Employee 7	83.50	43.50	43.50
Employee 8	36.00	0.00	0.00
Employee 9	46.00	6.00	6.00
Employee 10	55.50	15.50	15.50
Employee 11	13.50	0.00	0.00
Employee 12	47.50	7.50	7.50
Service Staff Total Hours	729.75	320.25	272.00
Average	60.81	26.69	22.67
Employee 13	42.75 Used as comp time at time and one-half - 64.125 hrs		
Employee 14	34.25 Used as comp time at time and one-half - 51.375 hrs		
Employee 15 (retired 01/17/02)	21.75 Used as comp time at time and one-half - 32.625 hrs		
Support Staff Total Hours	98.75		
Average	32.92		

**CITIZENS' AIDE/OMBUDSMAN  
EDUCATIONAL LEAVE REPORT  
Fiscal Year 2002**

None

**CITIZENS' AIDE/OMBUDSMAN  
EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES**

A copy of the Citizens' Aide/Ombudsman employee handbook of policies and procedures is on file in the office of the Legislative Service Bureau. The handbook is available to any member of the Service Committee upon request.

Updated or modified policies and procedures:

Overtime and Compensatory Time Policy

## **OVERTIME and COMPENSATORY TIME POLICY**

*See Chapter 3, IV-F (Overtime and Compensatory Time) of the "Personnel Guidelines for the Central Legislative Staff."*

Permanent full-time employees and permanent part-time employees of the office of Citizens' Aide/Ombudsman (Ombudsman) may participate in an overtime and compensatory time program at the discretion of the Ombudsman.

### **Accrual of Overtime**

An employee may accrue overtime for time spent on assigned work in excess of that employee's normal number of work hours in the two-week payroll period. The overtime must equal or exceed one quarter hour and can be accumulated in quarter-hour increments.

An employee shall account for that employee's total work hours for each two-week pay period. Time accounted for on any one day that exceeds that employee's normal workday will be applied in equal quarter-hour increments towards any vacation leave, sick leave, and any unpaid leave taken during the same pay period. The time that is offset will not accrue as overtime.

### **Compensation of Overtime**

Support Staff: Overtime by support staff must be approved in advance by the Ombudsman or the Ombudsman's designee. Overtime shall be compensated by overtime pay or compensatory time at one and one-half hour rate for each hour of overtime accrued. The Ombudsman shall designate whether compensation is by overtime pay or compensatory time.

Service Staff: Overtime by service staff exceeding 15% of an employee's normal number of work hours in a two-week pay period must be approved in advance by the Ombudsman or the Ombudsman's designee. Overtime shall be compensated by compensatory time on an hour-for-hour rate, after an employee has accrued 40 hours of overtime. An employee can accrue up to 120 hours of compensatory time for overtime in excess of the initial 40 hours of overtime.

### **Use of Compensatory Time**

An employee who plans to take compensatory time for a consecutive period of more than one-half day must submit that request on the Leave Request form.

An employee who takes compensatory time or wants to apply compensatory time for other leave taken must indicate the date and amount of compensatory time taken on the time sheet

Compensatory time must be used in the calendar year earned. An employee loses any unused compensatory time after December 31st of the calendar year.

An employee who leaves legislative branch employment is not entitled to transfer any unused compensatory time to another branch of government nor to receive any remuneration for it.

LEGISLATIVE FISCAL BUREAU  
PERSONNEL REPORT  
June 3, 2002

PERSONNEL ACTION SINCE LAST REPORT: December 12, 2001

**SERVICE COMMITTEE REVIEW**

<u>NAME</u>	<u>TITLE</u>	<u>PREVIOUS GRADE/STEP</u>	<u>DATE ATTAINED</u>	<u>CURRENT GRADE/STEP</u>	<u>DATE ATTAINED</u>
<b>MERIT INCREASES:</b>					
Dave Reynolds	Senior Legislative Analyst	38-5	12/00	38-6	12/01
Mary Shipman	Senior Legislative Analyst	38-5	12/00	38-6	12/01
Sam Leto	Senior Legislative Analyst	38-4	2/01	38-5	2/02
Lisa Burk	Legislative Analyst	27-2	4/01	27-3	4/02
Mary Beth Mellick	Legislative Analyst	27-2	4/01	27-3	4/02

**VACANT POSITIONS FILLED:**

None

**SICK/FAMILY LEAVE:**

None

**SERVICE COMMITTEE APPROVAL**

<u>NAME</u>	<u>FROM</u>		<u>TO</u>	
	<u>TITLE</u>	<u>GRADE &amp; STEP/ DATE ATTAINED</u>	<u>TITLE</u>	<u>GRADE &amp; STEP/ DATE ATTAINED</u>
Ron Robinson	Legislative Analyst II	32/3 Sept. - 01	Legislative Analyst III	Pay Grade 35 Sept. - 02
Deb Kozel	Legislative Analyst II	32/3 Oct. - 01	Legislative Analyst III	Pay Grade 35 Oct. - 02
Shawn Snyder	Legislative Analyst I	29/2 Jul-01	Legislative Analyst II	Pay Grade 32 Jul-02
Scott Miller	Computer Systems Analyst III	32/5 Aug. - 01	Senior Computer System Analyst	Pay Grade 35 Sept. - 02

LEGISLATIVE SERVICE BUREAU  
 PROPOSED PROMOTIONS  
 June 2002

Name	Current Position Date Attained	Grade/Step Date Attained	Proposed Position	Grade/Step Eligibility Date*
<i>Proposed Promotions:</i>				
Richard Nelson	Legal Counsel 2 06/25/99	35-3 06/22/01	Senior Legal Counsel	38-1 06/21/02
Janet Johnson	Legal Counsel 2 06/25/99	35-3 06/22/01	Senior Legal Counsel	38-1 06/21/02
Timothy McDermott	Legal Counsel 1 06/25/99	32-5 06/22/01	Legal Counsel 2	35-3 06/21/02
Nicole Haatvedt	Legal Counsel 1 06/25/99	32-5 06/22/01	Legal Counsel 2	35-3 06/21/02
Kathy Hanlon	Research Analyst 3 06/25/99	35-6 06/22/01	Senior Research Analyst	38-4 06/21/02
Susan Weddell	Computer System Analyst 3 06/25/99	32-5 06/22/01	Senior Computer System Analyst	35-3 06/21/02
<i>Proposed Reclassification:</i>				
Diane Ackerman	Assistant Editor 3 06/23/00	30-3 06/22/01	Research Analyst 2	32-1 06/21/02

\* All promotions subject to performance review with approval of and effective date set by the director.



**CITIZENS' AIDE/OMBUDSMAN  
PERSONNEL REPORT  
June 2002**

Personnel actions since last report: December 12, 2001

**SERVICE COMMITTEE APPROVAL:**

**PROMOTIONS:\***

Name	FROM		TO	
	Title/ Date Attained	Grade & Step/ Date Attained	Title	Grade & Step/ Date Attained
Maureen Lee	Assistant 11/10/2000	27-6 11/09/2001	Assistant 1	29-5 11/09/2002
Jeffrey E. Burnham	Assistant 3 11/27/98	35-5 11/23/2001	Senior Assistant	38-3 11/22/2002

**SERVICE COMMITTEE REVIEW:**

**MERIT INCREASES:**

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
Elizabeth Hart	Assistant	27-1	06/25/2001	27-2	12/25/2001
Kristie Hirschman	Assistant 3	35-5	05/11/2001	35-6	05/10/2002

**VACANT POSITIONS FILLED:**

Name	Position	Grade & Step	Employment Date
Jeri Burdick Crane	Financial Officer 2	27-2	12/21/2001

**TEMPORARY  
POSITIONS FILLED:**

None

**RETIREMENTS:**

Name	Position	Date Terminated
Judith L. Green	Financial Officer 2	01/17/2002

**RESIGNATIONS:**

None

**TERMINATIONS:**

None

**PARENTAL/FAMILY  
LEAVE:**

None

\*Promotions subject to successful performance evaluation and fiscal resourcing.

LEGISLATIVE COM. TER SUPPORT BUREAU

PERSONNEL REPORT

June 18, 2002

MERIT INCREASE

<u>Employee Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Bryan Boyd	Division Administrator II	38/4	38/5	06/02
Valerie Hansen	Computer Systems Analyst II	29/3	29/4	06/02
Christine Pardee	Computer Systems Analyst I	27/1	27/2	06/02
Mary Reed	Confidential Secretary	27/2	27/3	07/02
Jeff Van Engelenhoven	Senior Computer Analyst	35/4	35/5	05/02

PROMOTIONS

<u>Employee Name</u>	<u>Current Position</u> to <u>Proposed Position</u>	<u>Current Grade/Step</u> to <u>Proposed Grade/Step</u>	<u>Date of Last</u> <u>Merit Increase</u>	<u>Date</u> <u>of Hire</u>	<u>Date of</u> <u>Last</u> <u>Promotion</u>	<u>Effective</u> <u>Date</u>
Jason Koth	Computer Systems Engineer I Computer Systems Engineer II	29/3 32/2	07/01	06/00	N/A	07/02

NEW EMPLOYEES

<u>Employee Name</u>	<u>Proposed Position</u>	<u>Grade/Step</u>	<u>Date of Hire</u>
Christine Pardee	Computer Systems Analyst I	27/1	12/01

RETIREES

Employee Name

Virginia Rowen

06/18/02 07:30 0515 281 6625 LFB LUCAS →→→ LFB CAPITOL