

MINUTES

COMPUTER SUBCOMMITTEE OF THE SERVICE COMMITTEE

June 13, 1991

PRELIMINARY BUSINESS

The Computer Subcommittee of the Service Committee was called to order at 10:10 a.m., on Thursday, June 13, 1991, in Room 22 of the Statehouse by Senator Welsh, Chairperson. Other Subcommittee members present were:

Senator Jack Rife
Representative Kay Chapman
Representative Harold Van Maanen

Also present were: Ms. Diane Bolender, Director, Legislative Service Bureau; Mr. Richard Johnson, Deputy Director, Legislative Service Bureau; Mr. Sandy Scharf, Director, Computer Support Bureau; Mr. Dennis Prouty, Director, Legislative Fiscal Bureau; Mr. Gary Rudicil, Legislative Service Bureau; and several other legislative staff persons.

LEGISLATIVE MAINFRAME COMPUTER UPGRADE

Mr. Scharf reviewed the "Cost Summary - Unisys 2200 Proposal" provided to the Subcommittee. A copy of the cost summary is attached to and by this reference made a part of these minutes. Mr. Scharf noted that a 20 percent discount from Unisys was included in the computer hardware pricing and that the entire cost was calculated at \$1,836,569. He continued that after taking into account allowances on the current software lease, maintenance reductions, and provisions for 124 free copies of the "Designer Workbench" software and 160 free programming hours, the total cost is reduced to \$1,710,337.

Mr. Scharf responded to Representative Van Maanen that the reduced total cost for the proposed computer system is comparable to the proposed costs discussed during the previous Subcommittee meeting. Mr. Scharf continued that with the proposed price reductions in the overall system cost, the Computer Support Bureau can make the first system lease payment from the already approved 1992 budget without requiring an additional budget increase.

Mr. Scharf responded to Representative Chapman by stating that the first lease payment would not adversely affect the 1992 Computer Support Bureau

budget. Mr. Scharf also stated that the 30 percent discount on the price of additional copies of the "Designer Workbench" software would probably be available to individual legislators.

In response to a question by Representative Van Maanen, Mr. Scharf stated that the current mainframe computer system was installed approximately ten years ago, and that the proposed new system would replace all of the existing system except for the printers and tape drives. He continued that the current system was purchased under a "lease-purchase" agreement and that the current system is now owned outright. He added that the proposal does call for a five year lease-purchase agreement.

In response to a question by Representative Chapman, Mr. Dennis Prouty, Director, Legislative Fiscal Bureau, indicated that the decrease noted between the current proposed system price and the original system price is due to the inclusion of the free software and programming offered by Unisys.

In response to a question by Representative Van Maanen, Chairperson Welsh noted that the proposed 7.65 percent interest rate on the five-year debt was negotiated with Unisys and was originally near 9 percent.

In response to a question by Representative Chapman, Mr. Scharf outlined how the 1991-1992 budget of the Computer Support Bureau will be affected by the purchase. He noted that there will be a reduction in maintenance costs. Mr. Scharf also stated that if the new Unisys computer system is purchased, most of the permanent legislative staff will be using personal computers instead of the Unisys terminals to interface with the mainframe computer.

In response to a question by Representative Van Maanen, Mr. Scharf stated that the proposed computer system will allow two-way transfers of information as well as a messaging capability between the legislative and executive branch computer systems, neither of which is currently possible. Mr. Scharf added that although with the new mainframe files can be transferred between the two computer systems, the executive branch will not be able to run computer programs on the legislative computer system and vice versa due to the incompatibility of the different computers. Mr. Scharf stated that a single computer system for the executive and legislative branches would be very slow and inefficient for all users. Mr. Prouty estimated that approximately 50 percent of computer processing time will be saved by using the proposed new computer system. Mr. Scharf concluded that post-1992 Computer Support Bureau budget increases will probably not be necessary to pay for the proposed new computer system and that the maintenance costs on the proposed computer system will be substantially less than the maintenance costs on the current computer system.

Senator Rife moved that the Subcommittee recommend to the Service Committee the purchase of a mainframe computer system as specified in the "Cost Summary - Unisys 2200 Proposal", and the motion carried unanimously by voice vote.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:40 a.m.

Respectfully submitted,

GARY D. RUDICIL
Research Analyst

2634LC
gr/sw

GENERAL ASSEMBLY OF IOWA

LEGAL AND COMMITTEE SERVICES DIVISION

JOHN C. POLLAK, ADMINISTRATOR

LEGAL COUNSELS

DOUGLAS L. ADKISSON

AIDA AUDEH

MARY M. CARR

JULIE A. SMITH CRAGGS

SUSAN E. CROWLEY

MICHAEL J. GOEDERT

MARK W. JOHNSON

GARY L. KAUFMAN

MICHAEL A. KUEHN

LESLIE E. WORKMAN

RESEARCH ANALYSTS

PATRICIA A. FUNARO

KATHLEEN B. HANLON

THANE R. JOHNSON



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING

DES MOINES, IOWA 50319

(515) 281-3566

FAX (515) 281-8027

DIANE E. BOLENDER, *DIRECTOR*

RICHARD L. JOHNSON, *DEPUTY DIRECTOR*

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING (515) 281-5285

PHYLLIS V. BARRY

ADMINISTRATIVE CODE EDITOR

LEGISLATIVE INFORMATION OFFICE

CAPITOL BUILDING (515)-281-5129

JULIE E. E. LIVERS

DIRECTOR

IOWA CODE DIVISION

LUCAS BUILDING (515) 281-5285

JoANN G. BROWN

IOWA CODE EDITOR

JANET L. WILSON

DEPUTY IOWA CODE EDITOR

June 13, 1991

MEMORANDUM

TO: CHAIRPERSON WELSH AND MEMBERS OF THE SERVICE COMMITTEE

FROM: Diane Bolender, Director

RE: Information for June 13 Meeting

Enclosed are copies of the annual personnel reports from the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Citizens' Aide/Ombudsman.

Ser613

GENERAL ASSEMBLY OF IOWA

LEGAL AND COMMITTEE SERVICES DIVISION

JOHN C. POLLAK, ADMINISTRATOR

LEGAL COUNSELS

DOUGLAS L. ADKISSON

AIDA AUDEH

MARY M. CARR

JULIE A. SMITH CRAGGS

SUSAN E. CROWLEY

MICHAEL J. GOEDERT

MARK W. JOHNSON

GARY L. KAUFMAN

MICHAEL A. KUEHN

LESLIE E. WORKMAN

RESEARCH ANALYSTS

PATRICIA A. FUNARO

KATHLEEN B. HANLON

THANE R. JOHNSON



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING

DES MOINES, IOWA 50319

(515) 281-3566

FAX (515) 281-8027

DIANE E. BOLENDER, *DIRECTOR*

RICHARD L. JOHNSON, *DEPUTY DIRECTOR*

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING (515) 281-5285

PHYLLIS V. BARRY

ADMINISTRATIVE CODE EDITOR

LEGISLATIVE INFORMATION OFFICE

CAPITOL BUILDING (515)-281-5129

JULIE E. E. LIVERS

DIRECTOR

IOWA CODE DIVISION

LUCAS BUILDING (515) 281-5285

JoANN G. BROWN

IOWA CODE EDITOR

JANET L. WILSON

DEPUTY IOWA CODE EDITOR

June 13, 1991

MEMORANDUM

TO: CHAIRPERSON WELSH AND MEMBERS OF THE SERVICE COMMITTEE

FROM: Diane Bolender, Director

RE: Annual Personnel Report

In compliance with the Personnel Guidelines adopted by the Legislative Council, I submit the following as the Annual Personnel Report of the Legislative Service Bureau:

1. Organizational chart showing interrelationships within the Legislative Service Bureau
2. Position classification system
3. Annual personnel report showing employees' names, positions, grades and steps, and merit increase eligibility dates
4. Overtime and compensatory time annual report
5. Work attendance policy
6. Procedures for use of leave time

7. Costs of educational leave

8. Performance evaluation form

Also included is the June personnel report for the Legislative Service Bureau.

Annual

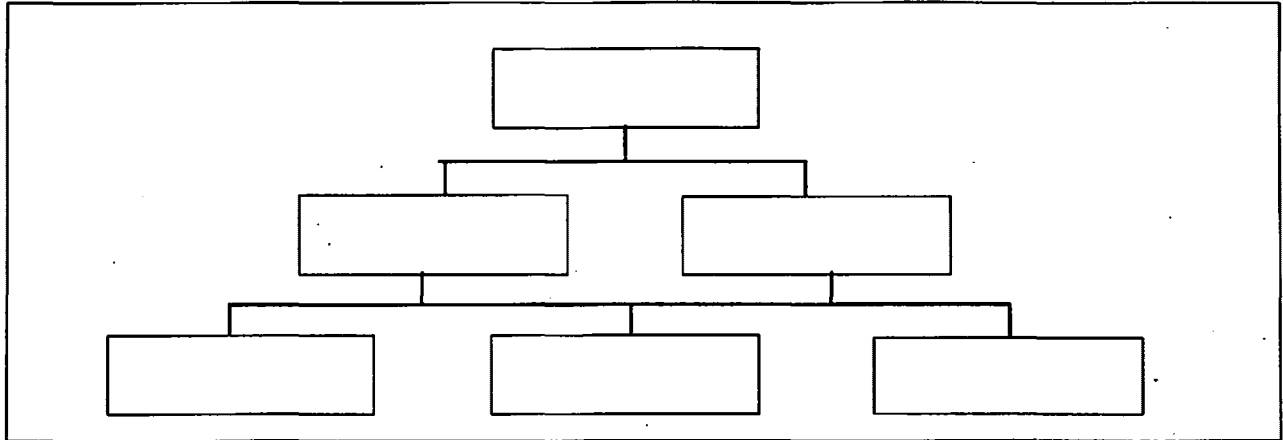
POSITION CLASSIFICATION SYSTEM

and

JOB DESCRIPTIONS

Legislative Service Bureau

Iowa Legislative Service Bureau



Organizational Charts

Prepared by Iowa Legislative Service Bureau
June 1991

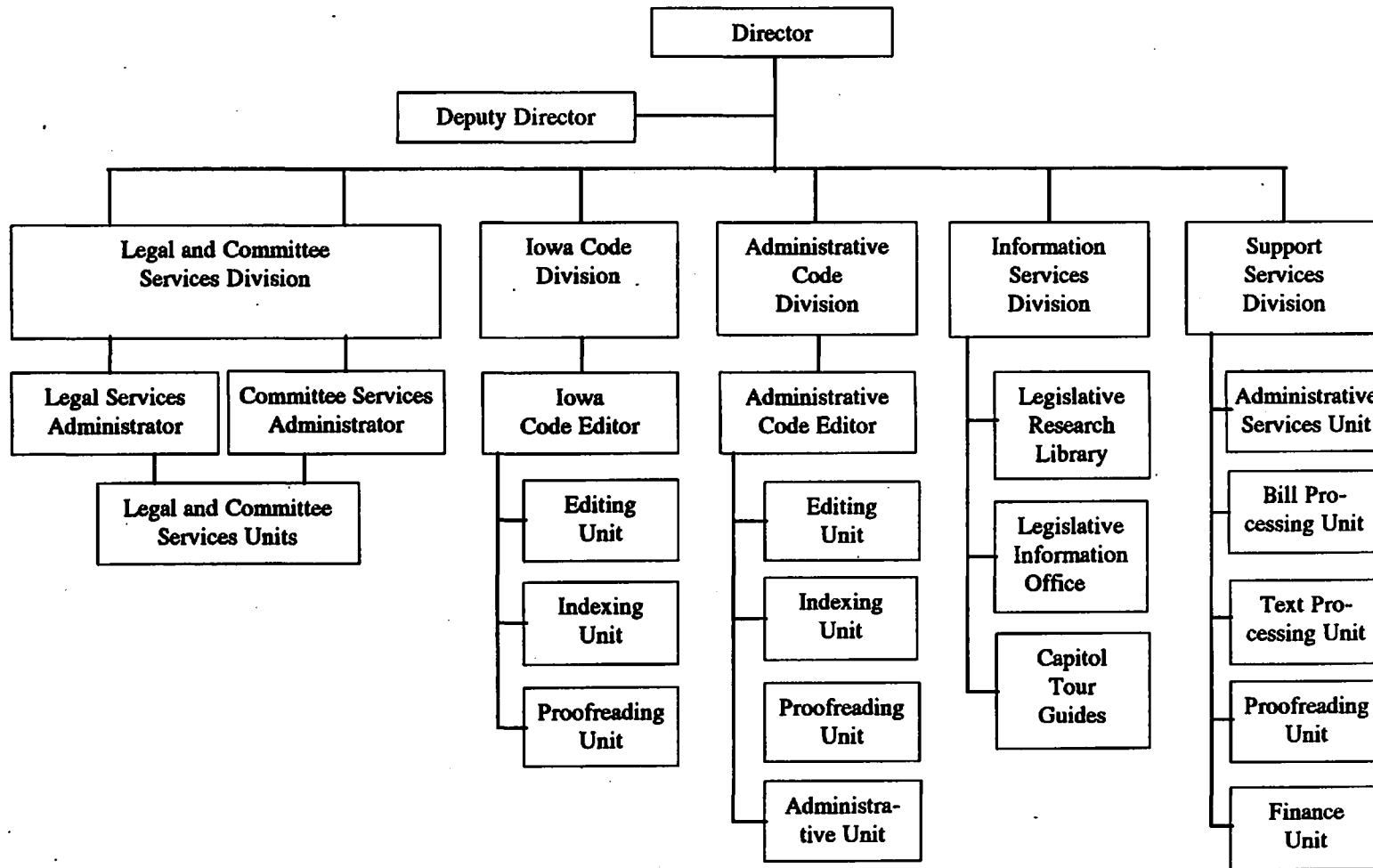
Iowa Legislative Service Bureau

Organizational Charts

Table of Contents:

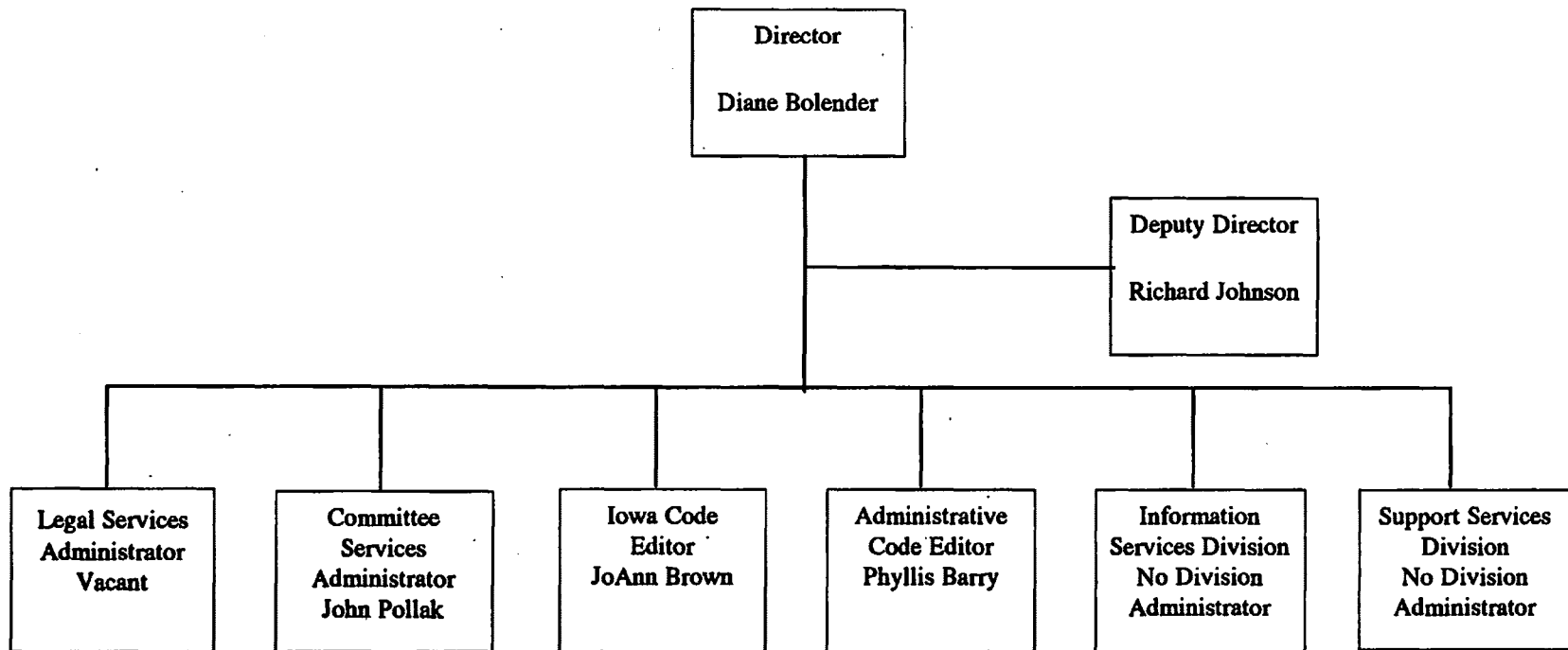
Organization by Division	Page 2
Management Positions	Page 3
Legal and Committee Services Division ...	Page 4
Iowa Code Division	Page 5
Administrative Code Division	Page 6
Information Services Division	Page 7
Support Services Division	Page 8

Legislative Service Bureau Organization Chart



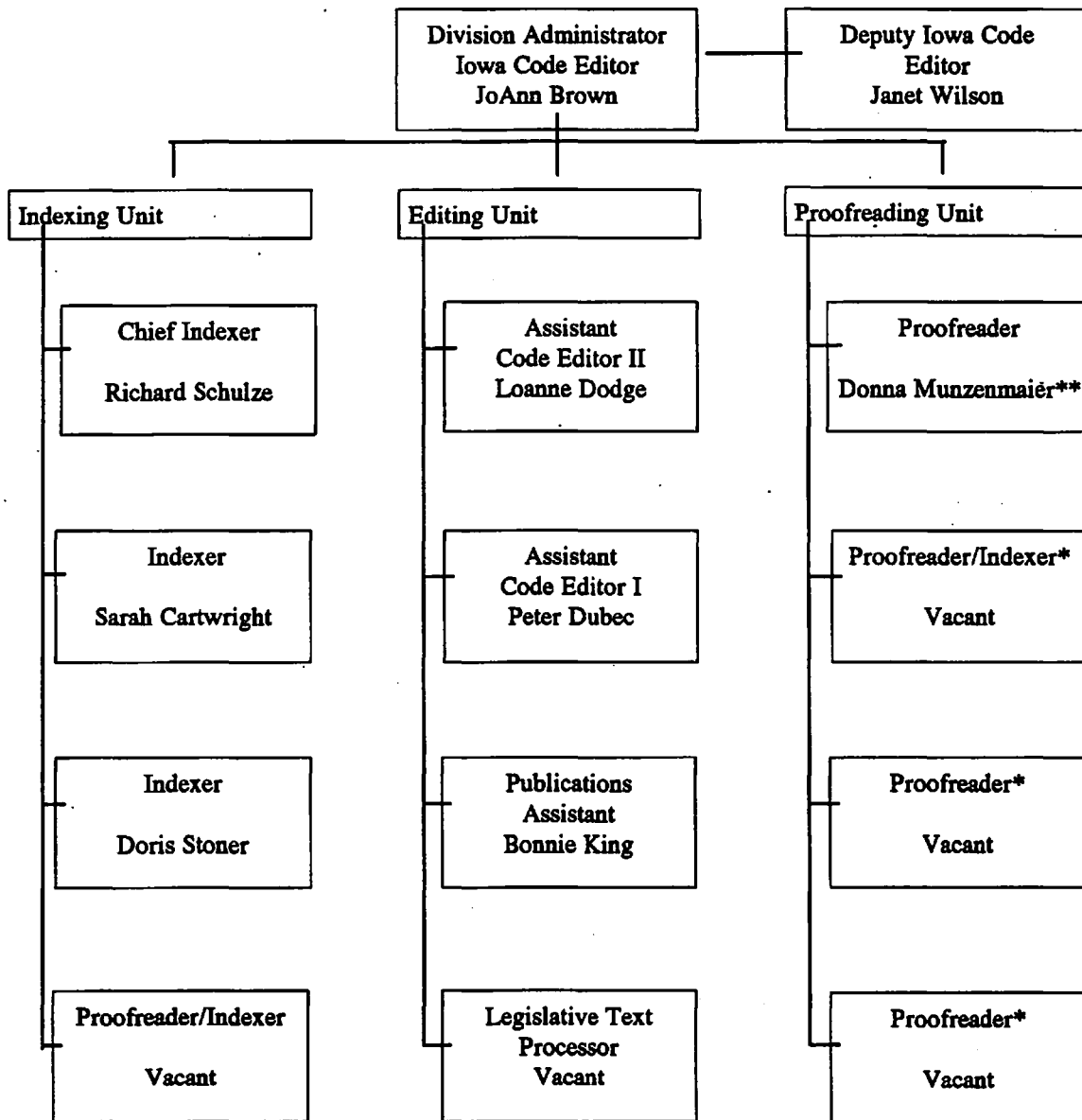
Legislative Service Bureau

Management Positions



Legislative Service Bureau

Iowa Code Division

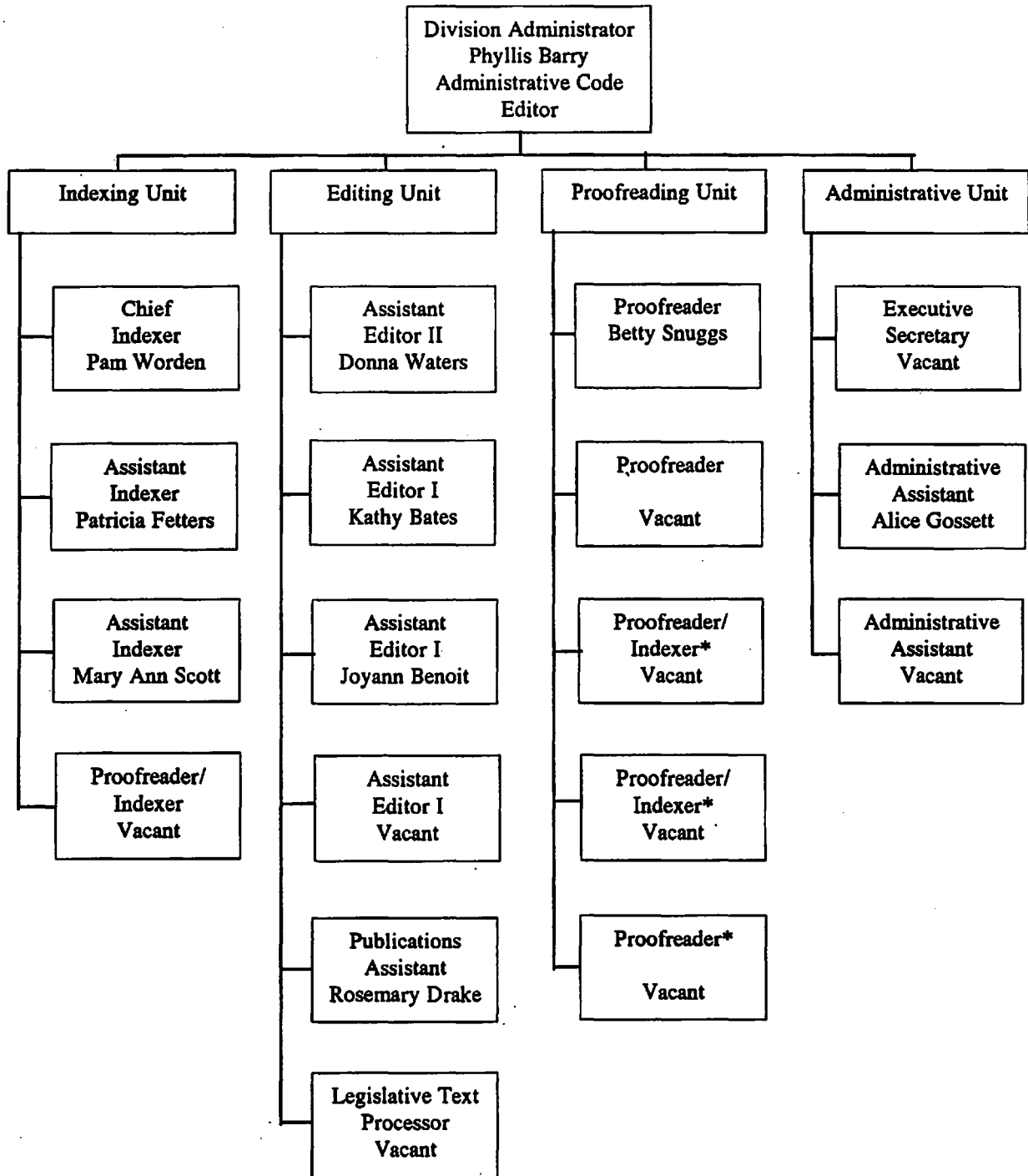


* These positions are not permanent full-time positions.

** This position also performs proofreading functions for the Administrative Code Division and the Legal and Committee Services Division.

Legislative Service Bureau

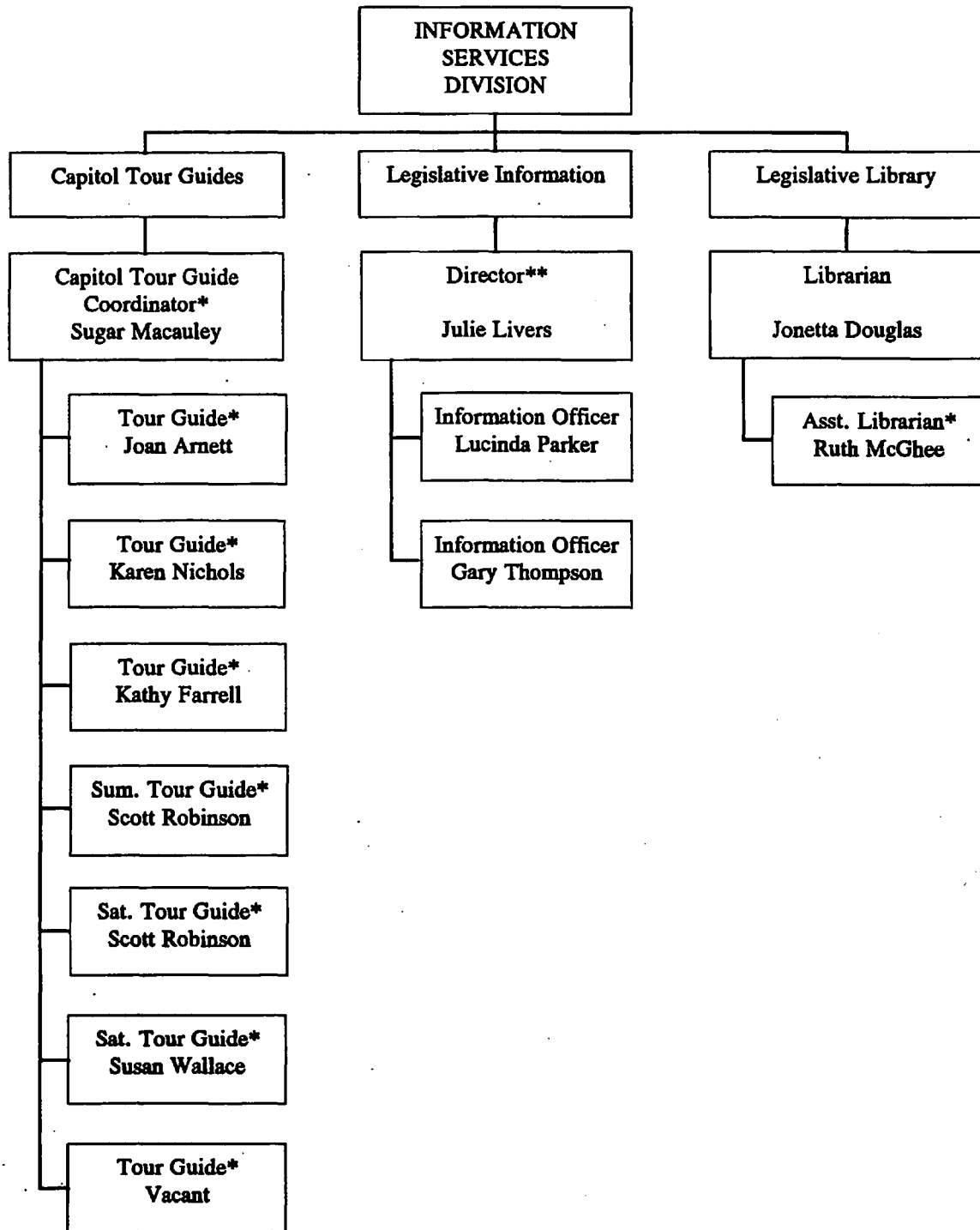
Administrative Code Division



*These positions are not permanent full-time positions.

Legislative Service Bureau

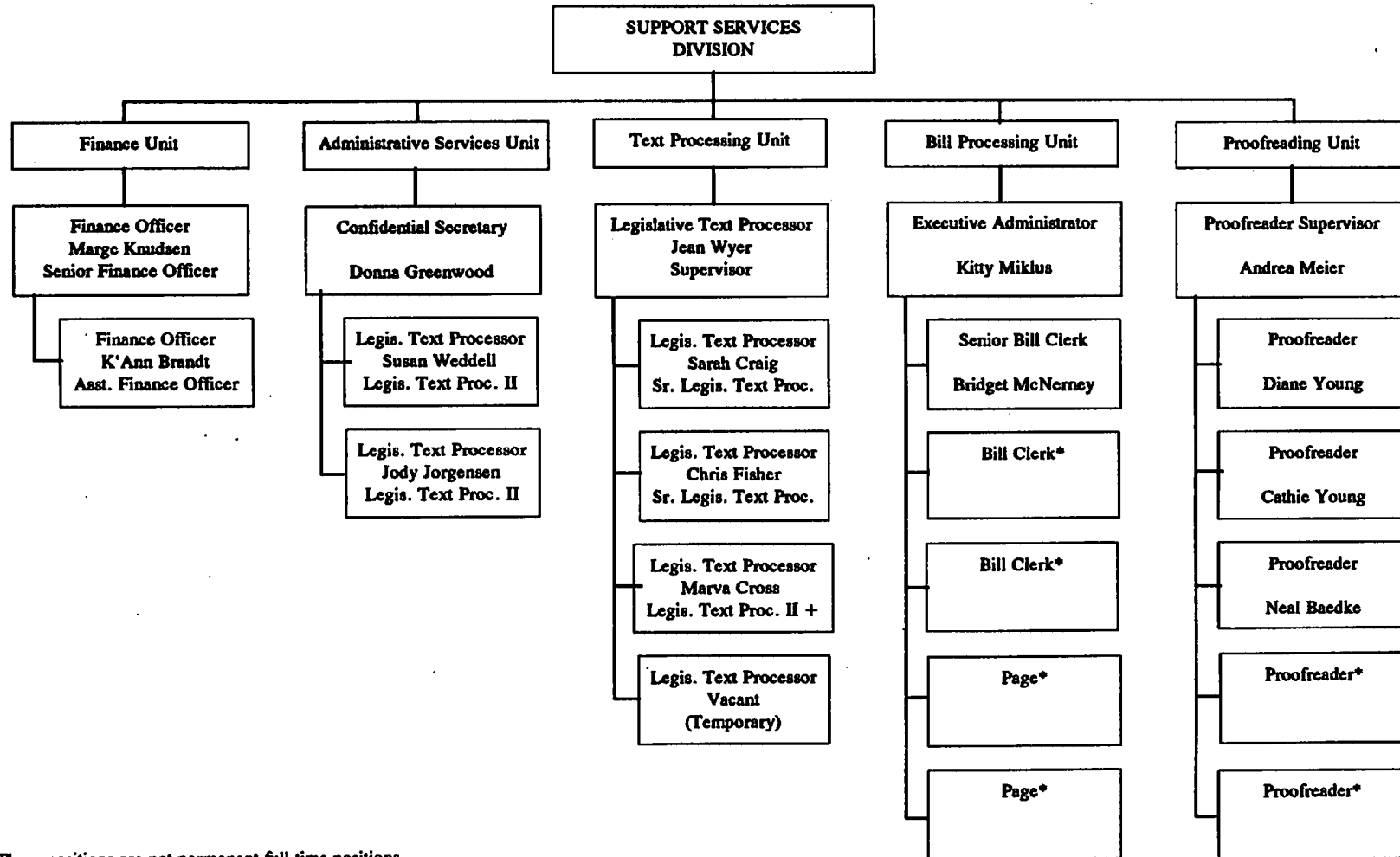
Information Services Division



* These positions are not permanent full-time positions.

** This position assists in personnel work for the Capitol Tour Guides.

Legislative Service Bureau



* These positions are not permanent full-time positions.

NOTE: The specific positions may be transferred among the five work units and other divisions as needed.

+ Subject to the approval of the Legislative Council.

**POSITION CLASSIFICATIONS
AND DESCRIPTIONS**

LEGISLATIVE SERVICE BUREAU

JUNE 1991

DEPUTY DIRECTOR. Salary rate: Grade 39

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Director, assist in the management, administration, supervision, direction, and coordination of the legislative staffing operations of the Bureau.

These legislative staffing operations include:

- drafting of bills, amendments, resolutions, and conference committee reports for the General Assembly;
- conducting of research on questions, topics, and issues of legislative interest;
- performing committee staffing services for the statutory, standing, and interim study committees of the Legislature;
- operating the Legislative Information Office, Legislative Research Library, and Capitol Tour Guides, including the preparation of legislative information publications;
- compilation, editing, and publishing of the Iowa Session Laws, Iowa Code, and Supplement to the Iowa Code; and
- compilation, editing, and publishing of the Administrative Bulletin, Iowa Administrative Code, and Iowa Court Rules.

The position includes work in the areas of personnel, financial, data processing, and support services management necessary to perform legislative staffing operations. The position also includes some professional line staff work in legislative drafting, research, committee staffing, and related work.

MINIMUM QUALIFICATIONS:

Experience: Four years of responsible professional legislative staffing work experience relevant to the duties stated for the position, preferably including supervisory experience.

Education: Law degree from an accredited law school or accredited postgraduate course work in Public Administration, Business Administration, or a related field.

ADDITIONAL QUALIFICATIONS:

Knowledge, attitude, and skills to succeed in management, administration, supervision, coordination, and planning in a state legislative staffing environment. Ability to work successfully within the state's legislative system, to interact and communicate effectively with personnel in other legislative

Page 2

staff agencies, and to be able to take initiative in difficult work situations.

Depdir
db/mc/6

LEGAL SERVICES ADMINISTRATOR - Legal and Committee Services Division
Salary rate: Grade 37

1. **Qualifications, Skills, and Ability:** Must qualify as Senior Legal Counsel. Must possess ability to review legislation drafted by the Legislative Service Bureau employees, teach new employees bill drafting and procedures involved in bill drafting, and allocate bill drafting work load. The Administrator should be a meticulous worker and possess substantial knowledge of the Code of Iowa; be an excellent legal writer; have ability to plan, organize, and carry out complex drafting assignments and other projects assigned by the Director; possess flexibility and willingness to learn and adapt new techniques such as computer processes; be able to delegate, train, and work with others; and be able to meet deadlines.

2. **Duties:** Develop bill drafting and bill flow procedures and review proposed legislation prepared by drafters for accuracy, clarity, form and style. Teach bill drafting techniques to newly employed bill drafters. The Administrator assists the Director in updating the bill drafting manual and provides assistance and coordination for Code and Code Supplement editorial work. Performs administrative duties within specific areas as delegated by the Director. The Division Chief may be assigned bill drafting duties and interim committee work as time permits. Helps staff the Legislative Council and its committees. Overtime is required with partial compensatory time provided.

Admn, Leg
db/sw/29

SENIOR LEGAL COUNSEL. Salary rate: Grade 36

1. **Qualifications, Skills, and Ability:** Same as Legal Counsel II except that a minimum of four years' experience in the Legislative Service Bureau is required and a higher degree of competency, knowledge, and skill is expected to be demonstrated in all areas, with demonstrated expertise in several assigned areas of the law. Some experience elsewhere may be substituted. Senior Legal Counsel should be proficient in all aspects of bill drafting, committee staffing, report writing, legal and nonlegal research and be able to assist less experienced staff in performing the Bureau's duties. Senior Legal Counsel is expected to be capable of officially representing the Bureau and Director before committees or at other meetings when assigned. Senior Legal Counsel is expected to be capable of performing delegated duties normally performed by the Director including the review of legislation drafted by Bureau personnel, responsibility for planning and completion of specific projects, and supervisory duties. Ability to take responsibility for overseeing legislation of certain subject areas or for specific projects.

2. **Duties:** Drafting of revision projects and complex legislation; lead staff for interim committees in the Senior Legal Counsel's areas of expertise. Supervise and coordinate work of others within specific assigned areas and special projects assigned by the Director or Legal Division Chief. Review legislation drafted by others. May be assigned responsibilities relating to publication of the Code and Session Laws and responsibilities relating to the administration of the agency. Overtime is required with partial compensatory time provided.

LEGAL COUNSEL II. Salary rate: Grade 33

1. **Qualifications, Skills, and Ability:** Same as for Legal Counsel I except that a minimum of two years' experience performing duties of a Legal Counsel in the Legislative Service Bureau is required and skills and abilities listed for Legal Counsel I must have been demonstrated. Legal experience elsewhere may be substituted depending upon type of experience, special areas of concentration, and number of years of such experience. Legal Counsel II is expected to be capable of drafting legislative bills of a complex nature and be familiar with all bill drafting techniques and skills and with judicial holdings affecting major issues in Iowa and pending legislation. Legal Counsel II is expected to plan and anticipate future legislative assignments and demonstrate acquired knowledge. Legal Counsel II should be able to staff standing and interim committees with a minimum of guidance except with reference to policy decisions requiring the Director's guidance. Legal Counsel II should have demonstrated a high degree of legal knowledge in certain areas.

2. **Duties:** Draft legislative bills and amendments of a complex nature. Staff legislative committees with a minimum of guidance from the Director except with reference to policy matters. Be knowledgeable in regard to legislative process, rules, policies, publication procedures, and traditions, and to be able to communicate that knowledge to legislators, governmental agencies, and the public. Be knowledgeable about the structure of Iowa state and local government and communicate with officials in various levels of government and work with agencies of and personnel from all three branches of government in the development of legislative proposals and advise such agencies and personnel of legislative procedures and legal requirements. Assume certain administrative duties assigned by the Director and delegate work to persons with less experience as well as assist in training new employees. Overtime is required with partial compensatory time provided.

LEGAL COUNSEL I. Salary rate: Grade 30

1. **Qualifications, Skills, and Ability:** Graduate of approved law school, ability to develop skill in drafting legislative bills and legal research documents; and ability to develop expertise in assigned areas of the law. Knowledge of legal research sources and application of legal research methods. Ability to communicate clearly and concisely, both orally and in writing, and to explain and summarize legislation, court decisions, complex written material, detailed research documents, and administrative rules. Ability to work under pressure and to meet deadlines with a minimum of supervision.

2. **Duties:** Bill drafting, which includes consulting with legislators and others in analyzing problems, identifying objectives, secondary effects, and underlying values and assumptions; assessing information and research needs; considering alternatives, and constructing statutory language, within the context of current statutes, court decisions, and administrative rules and procedures to accomplish the legislative intent; conducting legal research; and preparing summaries and explanations of legislation and court decisions; staffing and advising legislative committees on legislation, law, administrative rules, and opinions of the courts and Attorney General; performing administrative duties and preparing minutes, reports, and other work products for legislative committees; and contacting technical personnel for information. Providing information and assistance on the status of legislation and on specific areas of the law to other governmental agencies and to the public; and assisting in the editing, preparation, and publication of the Code, Code Supplement, and Session Laws. Progress toward and responsibility for more complex projects and independent work projects is dependent upon the Legal Counsel's ability and performance. Overtime is required both to accomplish the required work load and to be available as needed by the legislators and legislative committees. Overtime is required with partial compensatory time provided.

COMMITTEE SERVICES ADMINISTRATOR - Legal and Committee Services Division.
Salary rate: Grade 36

1. **Qualifications, Skills, and Ability:** Must qualify as Senior Research Analyst. Must possess ability to oversee the staffing of legislative committees both during the legislative session and the interim and to review research reports drafted by Bureau employees. The Administrator should be a meticulous worker and possess substantial knowledge of the Code; be an excellent writer; have the ability to plan and organize the committee staffing and research activities of the Bureau; possess flexibility and willingness to learn and adapt new techniques to the functions of the Bureau; be able to delegate, train, and work with others; and be able to meet deadlines.

2. **Duties:** To develop committee staffing procedures and to oversee the interim and session committee work of the Bureau staff. Assign and review research projects, and coordinate research work. Assist in training new employees. Perform bill drafting and staff committees and help staff the Legislative Council and its committees. Perform administrative duties within specific areas as delegated by the Director. Overtime is required with partial compensatory time provided.

Admn, Comm
db/sw/29

SENIOR RESEARCH ANALYST. Salary rate: Grade 35

1. **Qualifications, Skills, and Ability:** Same as for Research Analyst III except five years' experience with Legislative Service Bureau required and skills must have been demonstrated at a higher degree of competence. Experience in similar occupation may be substituted to some degree depending on type of experience, special areas of experience and number of years of such experience. The Senior Research Analyst should be proficient in all aspects of committee staffing, report writing, legal and nonlegal research, bill drafting and be able to assist less experienced staff in performing the Bureau's duties. Should have developed excellent writing and communication skills and an in-depth knowledge of the organization and operation of the General Assembly and state government. Should be capable of performing administrative duties assigned by the Director and representing the Bureau and Director before committees or at other meetings.

2. **Duties:** Lead staff for interim committees in the Senior Research Analyst's areas of expertise; drafting of complex legislation. Supervise and coordinate work of others within specific assigned areas and special projects assigned by the Director or Research Division Chief. Review minutes and committee reports. May be assigned some administrative functions. Overtime is required with partial compensatory time provided.

RESEARCH ANALYST III. Salary rate: Grade 33

1. **Qualifications, Skills, and Ability:** Same as for Research Analyst II except four years' experience with Legislative Service Bureau required and skills must have been demonstrated at a higher degree of competence. Experience in similar occupation may be substituted to some degree depending upon type of experience, special areas of experience, and number of years of such experience. Research Analyst III should be capable of performing independent research and staffing committees except for assistance in special areas. The Research Analyst III should have developed knowledge in specific areas of government and of issues in other states which qualify the person as a staff specialist in such areas. The Research Analyst III should be capable of performing bill drafting functions with a minimum of assistance, and performing other legally related functions especially in those areas where the person has special knowledge, and should be capable of performing administrative duties assigned by the Director. A Research Analyst III should have knowledge of research methodology and sources, legislative procedures and rules, and office policies, and be able to administer and train other staff members.

2. **Duties:** Research Analyst III is expected to be able to perform research, bill drafting, and staffing of committees without supervision except for policy questions that require the decision of the Director. Should be able to coordinate committee staffing duties among staff assigned to a committee and to draft complex bills in specific subject areas. Organize and follow through on projects assigned by the Director, and represent the Bureau before legislative and other committees including those of interstate nature. Overtime is required with partial compensatory time provided.

RESEARCH ANALYST II. Salary rate: Grade 30

1. **Qualifications, Skills, and Ability:** Same as for Research Analyst I except that two years' experience performing duties of a research analyst in the Legislative Service Bureau is required and skills listed for a Research Analyst I must have been demonstrated. Experience in similar occupation may be substituted to some degree depending upon type of experience, special areas of experience, and number of years of such experience. Research Analyst II is expected to be capable of staffing standing and interim committees with a minimum of guidance except with reference to policy decisions requiring the Director's guidance and to draft legislative bills that are complex in nature within the Research Analyst's area of concentration. Be familiar with legislative rules and procedures and office policies, duties, and procedures, as well as the Code of Iowa and other legal resource material. Be familiar with major issues in Iowa and pending legislation. Ability to plan and anticipate legislative assignments and demonstrate acquired knowledge.

2. **Duties:** Research Analyst II is expected to be able to staff legislative committees with a minimum of guidance, have developed a knowledge of structure of state and local government, work with agencies and personnel from other branches of government in the development of legislative proposals and to advise such agencies and personnel of legislative procedure and requirements, and perform complex bill drafting within specific subject areas. Perform more complex editing and publication duties relating to the Code and the summary of enacted legislation. Overtime is required with partial compensatory time provided.

RESEARCH ANALYST I. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Graduate of a college or university with bachelor's or master's degree. Ability to communicate orally and in writing in a clear and concise manner and to explain and summarize detailed documents, administrative rules, legislation, periodicals, and other written materials. Ability to learn research techniques and research sources, and apply research methods; ability to draft legislative bills, to learn legal research techniques and to develop expertise in assigned areas of the Code. Ability to work under pressure and to meet deadlines with a minimum of supervision.

2. **Duties:** Assisting experienced staff in research, staffing committees, minutes, correspondence, committee administrative duties, and bill drafting, which includes consulting with legislators and others in analyzing problems, identifying objectives, secondary effects, and underlying values and assumptions; assessing information and research needs; and considering alternatives, and constructing statutory language, within the context of current statutes and administrative rules and procedures to accomplish the legislative intent. Preparation of summaries of enacted legislation; assisting in the staffing of legislative committees, including preparing minutes, reports, and other work products; and providing information and assistance on the status of legislation and other legislative materials to other government agencies and the public. Initially a Research Analyst I will work under the supervision of an experienced Bureau employee but gradually will progress to a more independent status. Will assist in the editing, preparation, and publication of the Code, Code Supplement, and Session Laws. Overtime is required both to accomplish the required work load and to be available as needed by legislators and legislative committees. Partial compensatory time is provided.

**ResI
db/mc/6**

IOWA CODE EDITOR. Salary Rate: Grade 38

1. **Qualifications, Skills, and Ability:** A minimum of two years of experience as Deputy Code Editor. Comparable experience elsewhere may be substituted. Understanding of the processes involved in editing and publishing the Iowa Acts and Code of Iowa. Knowledge of computer application to publication procedures. Ability to oversee the training of employees. Ability to administer employees and work load. Ability to work with others.

2. **Duties:** Edit and compile the Iowa Acts and the Code of Iowa and its supplements and special editions. Assign duties of staff, plan and implement improvements in procedures, and communicate with the General Assembly and other legislative agencies and with governmental and nongovernmental agencies in regard to the editing and publishing of the various publications of the Division. Perform administrative duties within specific areas as delegated by the Director. Work with computer programmers in upgrading the computerized aspects of the publication system. Assist the Legal Division Chief in reviewing the accuracy of bills and amendments. Overtime is required with partial compensatory time provided.

DEPUTY IOWA CODE EDITOR. Salary rate: Grade 33

1. **Qualifications, Skills, and Ability:** Minimum of two years of experience as Legal Counsel II including skills, abilities, and legal experience relevant to legislative bill drafting, Code editing and indexing, or statute publication. Knowledgeable in regard to legislative process, rules, policies, publication procedures, legislative traditions, structure of Iowa state and local government, and judicial holdings affecting major legislative issues and able to communicate that knowledge to governmental agencies and the public.

2. **Duties:** Assist the Iowa Code Editor in all aspects of the Iowa Code Editor's statutory duties, including submission of Code Editor recommendations to the General Assembly, editing and compilation of the Iowa Acts, and editing and compilation of the Iowa Code and its supplements and special editions. Communicate with officials in various levels of government and advise such officials of legislative and publication procedures. The Deputy Iowa Code Editor should be able to assume certain administrative duties and delegate work to persons with less experience as well as train persons in certain related skills. Maintain knowledge of the state and federal constitutions, specifically those provisions relating to the enactment of legislation, and relevant court cases to legislative enactments, and apply rules of statutory construction to legislation. Assist the Legal Division Chief in reviewing the accuracy of bills and amendments. Overtime is required with compensatory time provided.

ADMINISTRATIVE CODE EDITOR. Salary rate: Grade 38

1. **Qualifications, Skills, and Ability:** Minimum of three years of experience in the Administrative Code Division. Experience elsewhere may be substituted to some degree depending upon the type of experience. Knowledge of administrative procedures and the administrative rules process. Knowledge of procedures for compiling, editing, indexing and publishing of the Iowa Administrative Code, Administrative Bulletin, Iowa Court Rules, and miscellaneous statutory publications. Ability to oversee the training of employees. Ability to administer employees and work load. Ability to work under stress to meet statutory deadlines. Ability to work with others.

2. **Duties:** Compile, edit, and index administrative rules for biweekly publication in the Iowa Administrative Code and Administrative Bulletin. Publish and index the Iowa Supreme Court Rules when ordered by the Court. Coordinate the publication processes with agencies, printers, typesetters, and other vendors. Cooperate with the Governor's Administrative Rules Coordinator and the Administrative Rules Review Committee and Staff. Provide staff for the Administrative Rules Review Committee. Under the direction of the Director, employ and train employees. Perform administrative duties within specific areas as delegated by the Director. Overtime is required with partial compensatory time provided.

ASSISTANT EDITOR II. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Minimum of two years of experience as an Assistant Editor I, or equivalent experience. Ability to assume greater responsibility for publication of the Administrative Code and Administrative Bulletin under the direction of the Administrative Code Editor or the Iowa Acts and Code of Iowa under the direction of the Iowa Code Editor and Deputy Code Editor. Ability to perform under stress. Ability to perform research concerning the Administrative Code and the Code of Iowa. Experience with computer terminals.

2. **Duties:** Primary responsibility is to meet statutory deadlines for publication of the Iowa Administrative Bulletin and the Iowa Administrative Code under the direction of the Administrative Code Editor or to meet deadlines for publication of the Iowa Acts and Code of Iowa under the direction of the Iowa Code Editor and the Deputy Code Editor. Cooperate with the Governor's Administrative Rules Coordinator. Receive and record documents to be published. For Administrative Code, edit rules submitted by executive branch agencies with careful attention to detail; for the Iowa Acts and Code of Iowa, edit laws passed by the General Assembly. Coordinate the publication processes with the printers, typesetters, and other agencies and vendors. Supervise proofreading and compilation of reference tables for the publications. Prepare histories and approve blue lines for press work. Maintain a library of documents. Assist other agencies and the public concerning the publications. Overtime may be required with compensatory time provided.

ASSISTANT EDITOR I. Salary rate: Grade 24

1. **Qualifications, Skills, and Ability:** Graduate of a college or university with a bachelor's degree or equivalent experience. Excellent English spelling and grammar skills, and the ability to quickly gain a knowledge of the legislative process, the Iowa Acts, the Code of Iowa, Administrative Rules, and typesetting and printing procedures. Ability to assume responsibility, to perform under stress, and to work carefully through long and meticulous assignments. Should possess the capability of performing research concerning Administrative Rules and the Code of Iowa and operating computer terminals. A spelling test may be required.

2. **Duties:** Editorial coordination and proofreading responsibilities relating to the editing and publication of the Iowa Administrative Code and Bulletin of the Code of Iowa and related documents. Receive and record all administrative rule documents or Iowa Code documents; edit the documents for publication in the Administrative Bulletin or the Iowa Acts and codify adopted rules or statutes for the Administrative Code Supplement or Code of Iowa; coordinate work with other state agencies; complete editing, proofreading, camera-ready copy preparation, and other assigned projects within the office; prepare instructions for updating the Administrative Code or printing of the Iowa Acts and Code of Iowa; prepare and research the history of rules or laws; and compile reference tables for the publications. Overtime may be required with compensatory time provided.

CHIEF INDEXER. Salary rate: Grade 24

1. **Qualifications, Skills, and Ability:** Same as Indexer, except that three years' experience is required and the highest degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to perform and coordinate all aspects of indexing, under the direction of the Iowa Code Editor, Deputy Code Editor, or Administrative Code Editor.

2. **Duties:** In addition to the duties of an Indexer, the Chief Indexer must assume the responsibility for the completion of all indexing procedures under the direction of the Iowa Code Editor or Administrative Code Editor. Overtime may be required with compensatory time provided.

INDEXER. Salary rate: Grade 21

1. Qualifications, Skills, and Ability: Same as Assistant Indexer, except that a minimum of two years' experience is required and a higher degree of indexing competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to work closely and cooperate with other indexers and to train others in indexing procedures.

2. Duties: In addition to the duties of an Assistant Indexer, the Indexer must assume certain administrative duties, delegate work to persons with less experience, and train persons in certain skills relating to the Iowa Acts, the Code of Iowa, and the Iowa Administrative Code. Overtime may be required with compensatory time provided.

indexer
db/mc/6

ASSISTANT INDEXER. Salary rate: Grade 18

1. **Qualifications, Skills, and Ability:** Graduate of a college or university with a bachelor's degree or equivalent experience. Computer knowledge required. Ability to comprehend Iowa statutes and administrative rules, and to understand the legislative process. Ability to comprehend and summarize technical material and research a project to its completion. Spelling test required. Ability to function well under the stress of deadlines.

2. **Duties:** Read technical administrative rules and statutes and related publications for subject content and analyze that content. Under the supervision of an Indexer or Chief Indexer, write a directive index of the Iowa Acts, the Code of Iowa, or the Iowa Administrative Code in a brief, clear style based on priority, classification, and subject. Include cross-references to related material. Shepherd manuscript and galleys of type through evolving stages of print readiness. Assist with proofreading and recording of the material. Update catalog entries reflecting each index entry or change. Perform other related duties as needed. Overtime may be required with compensatory time provided.

**asstindx
db/mc/6**

PUBLICATIONS ASSISTANT. Salary rate: Grade 21

1. **Qualifications, Skills, and Ability:** Must possess excellent English spelling and grammar skills, and the ability to quickly gain a knowledge of the legislative process, the Code of Iowa, Administrative Rules, and printing procedures. Ability to assume responsibility, to perform under stress, and to work carefully through long and meticulous assignments relating to the publication of legislative documents. A spelling test may be required.

2. **Duties:** Responsible for performing assigned duties relating to the editing and publication of the Iowa Administrative Bulletin and Code, the Iowa Acts, the Code of Iowa, and other state documents. Editing and coordination tasks assigned by the Administrative Code Editor and other supervisors relating to the editing, proofreading, and publication of the Iowa Administrative Bulletin and Code or assigned by the Iowa Code Editor and Deputy Code Editor relating to the Iowa Acts and Code of Iowa. Overtime may be required with compensatory time provided.

PubCoor
db/jj/8

ADMINISTRATIVE ASSISTANT. Salary rate: Grade 20

1. **Qualifications, Skills, and Ability:** Excellent English spelling and grammar skills, and the ability to quickly gain a knowledge of the legislative process, the Code of Iowa, Administrative Rules, and printing procedures. The ability to assume responsibility, to perform under stress, to work carefully through long and meticulous assignments, and to operate computer terminals. A spelling test may be required.

2. **Duties:** Administrative and secretarial responsibilities relating to the editing, proofreading, and publication and compilation of tables relating to the Iowa Administrative Bulletin and Code and other state documents, and other staffing and finance work of the Administrative Code Division and the Iowa Code Division as assigned by the Administrative Code Editor, the Iowa Code Editor, and other supervisors. Overtime may be required with compensatory time provided.

PROOFREADER/INDEXER. Salary rate: Grade 17

1. **Qualifications, Skills, and Ability:** Must have two years of experience as a Code Proofreader. Some experience elsewhere may be substituted. Knowledge of legislative process and its laws and rules. Familiarity with printing procedures and computer commands and coding. Ability to perform proofreading and indexing tasks for technical material. Spelling test is required.

2. **Duties:** Proofread publications of the Administrative Code Division and the Iowa Code Division. Assist with indexing and development of informational reference tables of the publications. Verify work contained in computer tables of the publications. Overtime may be required with compensatory time provided.

CODE PROOFREADER. Salary rate: Grade 15

1. Qualifications, Skills, and Ability: Must possess excellent English grammar and spelling skills. Capable of developing a knowledge of the legislative process and its laws and rules. Ability to work well with others and maintain concentration in performing repetitive work. Must have ability to learn printing procedures and computer commands and coding, as well as editors' markings. Ability to work efficiently. Spelling test is required.

2. Duties: Proofreading in pairs with one proofreader reading aloud from manuscript of any of the publications of the Code office while the other proofreader follows copy and marks galleys, pages, etc. in order to correct all errors. May be required to fill the position of Legislative Service Bureau Proofreader during a legislative session. Overtime may be required with compensatory time provided.

proofer, code
db/mc/6

LEGISLATIVE INFORMATION OFFICE DIRECTOR. Salary rate: Grade 30

1. **Qualifications, Skills, and Ability:** Graduate of a college or university with a bachelor's or master's degree and two years' working experience which emphasized communication skills. Ability to communicate orally and in writing in a clear, concise, and nonpartisan manner and to summarize legislative procedures, detailed documents, administrative rules, legislation, and other legislative materials. Knowledge of or ability to learn legislative and other governmental procedures in this and other states and communicate to the public in writing and orally concerning those procedures. Knowledge of graphic art, printing, photography, and radio and television techniques. Ability to organize conferences, workshops, and other public events.

2. **Duties:** The duties are to be performed under general supervision of the Director of the Legislative Service Bureau. Supervise the operation of the office as the primary source to assist the Senate and House of Representatives and other legislative agencies in providing information to the public relating to actions and procedures of the General Assembly. Assist in the dissemination of nonpartisan legislative materials developed by the Legislative Information Office, the Senate and House, and other legislative agencies. Develop a legislative information program designed to inform the general public about the activities and operations of the General Assembly through the use of written and photographic materials, workshops and other public events, and audio and video presentations. Supervise and coordinate session only employees or interns in gathering of information designed to inform the public about legislative actions and procedures. Supervise and coordinate the work of the Legislative Information Officers. Overtime is required with compensatory time provided.

LEGISLATIVE INFORMATION OFFICER. Salary rate: Grade 22

1. Qualifications, Skills, and Ability: Graduate of a college or university with a bachelor's or master's degree or equivalent experience, which emphasizes the ability to communicate. Ability to communicate orally and in writing in a clear, concise, and nonpartisan manner and to summarize legislative procedures, detailed documents, administrative rules, legislation, and other legislative materials. Ability to understand legislative and other governmental procedures in this and other states and explain to the public in writing and orally those procedures. Ability to develop informational publications including ability to write copy, design layout, and print the material. Organizational skills.

2. Duties: Under general supervision of the Director of the Legislative Service Bureau and the Legislative Information Office Director, be a primary contact for the Senate and House of Representatives and other legislative agencies to provide information to the public relating to actions and procedures of the General Assembly. Assist in the development and dissemination of nonpartisan legislative materials and in the dissemination of nonpartisan materials developed by the Senate and House and other legislative and government agencies. Assist interns in gathering of information designed to inform the public about legislative actions and procedures. Assist the Legislative Information Office Director in carrying out the duties of the Legislative Information Office. May be assigned to assist Legislative Service Bureau personnel with interim studies. Overtime is required with compensatory time provided.

LIO
db/jj/8

TOUR GUIDE COORDINATOR. Salary rate: Grade 14

1. **Qualifications, Skills, and Abilities:** Same qualifications as Tour Guides except that a minimum of two years' experience as a Tour Guide is required. Experience elsewhere may be considered depending upon the type and degree of experience. Must possess the ability to perform administrative duties, including coordinating the work of the Tour Guides and training new Tour Guides. Must possess the ability to develop new material concerning the State Capitol and assist the other Tour Guides in using it.

2. **Duties:** Conduct tours of the State Capitol in the same manner as the Tour Guides. Supervise, schedule work hours, and verify time sheets of the other Tour Guides. In consultation with the Director, hire Tour Guides and provide training for them. Communicate with convention groups and others in providing information and establishing tours, and communicate with other governmental offices in establishing policies for tours. Work with Capitol Security Police in maintaining the security of the Capitol.

TOUR GUIDE. Salary rate: Grade 12

1. **Qualifications, Skills, and Ability:** Knowledge or ability to learn about the history of the State Capitol, artworks, display items, functions and responsibilities of government offices, legislative process, and Iowa and related national history. Able to present tours in clear, audible, and pleasant voice. Knowledge of current events. Able to create a positive impression of the State Capitol and state government. Able to communicate with people of various ages and backgrounds and relate to large groups of people.

2. **Duties:** Conduct tours of State Capitol building, emphasize key offices and art displays, explain architecture, and provide historical facts and anecdotes. Cooperate with various offices and branches of government while conducting tours so as not to unduly disturb their work. Maintain records of number of tours, tour persons, and visitors. Maintain and be responsible for United Nations flags. Schedule tours of State Capitol building and coordinate tours with those of other buildings. Provide information relating to parking, arrival times, and tour times. Serve as receptionist for Capitol Complex and provide general information as to events, parks, shopping areas, hotels, and restaurants within the metropolitan area of Des Moines. Contact legislators regarding groups from their respective districts who will be touring the State Capitol.

SENIOR LEGISLATIVE LIBRARIAN. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Three years' experience as a legislative librarian. Must possess ability to analyze the library needs of the General Assembly and the various legislative agencies and devise and implement a process for fulfilling those needs.

2. **Duties:** Senior Legislative Librarian is expected to be able to perform the duties of Legislative Librarian in a very competent manner. Must work with the various legislative agencies to determine the library needs of the General Assembly and make sure those needs are met. Must be able to maintain and update the computerized listings of library materials. Overtime may be required with compensatory time provided.

**srleplib
db/mc/6**

LEGISLATIVE RESEARCH LIBRARIAN. Salary rate: Grade 24

1. Qualifications, Skills, and Ability: Same as for Assistant Librarian except that two years' experience in the Bureau is required and a higher degree of competency, knowledge, and skill is expected. A master's degree in library science or library experience elsewhere may be substituted. Knowledge of computer systems and ability to develop and maintain a computerized indexing system of library holdings.

2. Duties: Professionally organize the Bureau library; index all incoming documents; update library materials and indexes; ensure that bill books are posted; file past bill drafts; order, index, and distribute research documents of current interest to staff and General Assembly; maintain a newspaper clipping service; and maintain records relating to legislative studies in Iowa and other states. Compile bibliographies of Iowa interim study reports and other documents to submit to the libraries of the National Conference of State Legislatures, the Council of State Governments, and the legislative libraries of the 50 states and the territories. Assist legislative staff, the courts, attorneys, and other interested persons in their search for legislative history. Overtime may be required with compensatory time provided.

ASSISTANT LIBRARIAN. Salary rate: Grade 22

1. **Qualifications, Skills, and Ability:** Graduate of college or university with bachelor's degree or equivalent experience. Ability to classify, file library materials consisting of local, state, and interstate reports and research documents. Ability to keep legislative books and records of past legislative sessions. Ability to quickly gain knowledge of present Bureau library and knowledge of past and present legislative studies. Knowledge of library reference and research methods and materials and other sources of information, and ability to establish index systems.

2. **Duties:** Maintain present Bureau library, index all incoming documents, update library materials and indexes, post bill books, file past bill drafts, order, index, and distribute research documents of current interest to staff and General Assembly, maintain a newspaper clipping service, and maintain records relating to legislative studies in Iowa and other states. Compile bibliographies of Iowa interim study reports and other documents to submit to the libraries of the National Conference of State Legislatures, the Council of State Governments, and the legislative libraries of the 50 states and the territories. Assist legislative staff, the courts, attorneys, and other interested persons in their search for legislative history.

asstlib
db/mc/6

LEGISLATIVE TEXT PROCESSOR SUPERVISOR. Salary rate: Grade 28

1. Qualifications, Skills, and Ability: The Legislative Text Processor Supervisor must qualify as a Senior Legislative Text Processor or function as a supervisor of text processors. Must have ability to supervise other Legislative Text Processors and to delegate the text processing work load to other text processors.

2. Duties: Coordinating text processing workload, acting as liaison between Senate and House of Representatives divisions and with the data processing personnel in regard to data processing program problems, training new Bureau Text Processors, and supervising and allocating work and advising the Director in regard to text processing work load. Assisting in implementing data processing programs.

Additional duties of the Legislative Text Processor Supervisor include either of the following:

a. Overseeing the preparation of text for the Session Laws; communicating and planning with the Iowa Code Editor in regard to preparation of the text for the Session Laws; supervision of the internal update of the Code and Code Supplement; working closely with the Iowa Code Editor regarding computer programs necessary for Code and Code Supplement publication; assisting in the training of Senate and House text processors and aiding in devising solutions to problems that occur with computer equipment and programs; answering technical questions submitted from proofreaders and drafters; formatting text for special projects; and acting as liaison with the Director in regard to bill and amendment drafting problems. Act as a backup for the Senate and House text processors upon request.

b. Overseeing the preparation of all types of documents which relate to the interim study committees, including agendas, member and mailing lists, minutes, memoranda, and final reports; supervising the preparation of all types of documents which relate to the Legislative Council and its committees; devising and supervising the Bureau's central office filing system; coordinating the implementation of new word processing methods and dealing with computer equipment and program problems; and dealing with computer equipment and program problems; and acting as liaison with the Director in regard to all functions of the administrative services unit of the support services division.

Overtime is required and compensatory time is provided.

Ltpsup
db/jj/15

SENIOR LEGISLATIVE TEXT PROCESSOR. Salary rate: Grade 25

1. **Qualifications, Skills, and Ability:** Same as for Legislative Text Processor II except a minimum of four years with Legislative Service Bureau is required. Experience elsewhere can be substituted depending upon degree and type of experience. Complete knowledge of office and legislative procedures, Session Laws procedures, and Code publication procedures expected as well as ability to work closely with professional staff of the Legislative Service Bureau.

2. **Duties:** Typing and entering of bills, amendments, enrolled bills, reports and editorial work of very complex nature, including implementing computer programs and publication work, as well as typing other documents. Delegates the work load in the absence of the Legislative Text Processor Supervisor and helps train more inexperienced text processors including the Senate and House text processors. Must be able to act as a backup for the Senate and House text processors upon request. Enter Supreme Court Rules and prepare them for Session Laws. Assist the front office when work load is heavy or in the absence of one or more of the employees in that office. Answer technical questions submitted from the proofreaders and drafters and be able to handle entering and formatting of special projects. Work closely with the Legislative Text Processor Supervisor and perform a number of duties of the Legislative Text Processor Supervisor in the Supervisor's absence or when the work load is heavy. Is involved in implementing data processing programs and the design of new computer software and terminals. Overtime is required and compensatory time is provided.

LEGISLATIVE TEXT PROCESSOR II. Salary rate: Grade 22

1. **Qualifications, Skills, and Ability:** Same as for Legislative Text Processor I except a minimum of two years' experience in Legislative Service Bureau is required. Experience elsewhere may be substituted to some degree depending upon type of experience. Skills and ability specified for Legislative Text Processor I must be demonstrated through typing of complex documents between and during legislative sessions. Knowledge of office and legislative procedure expected as well as ability to work closely with professional staff of the Bureau. Must have knowledge of computer programs and applications and understanding of Code and Session Laws procedures and applications and assist in implementing computer applications.

2. **Duties:** Typing and entering of documents specified for Legislative Text Processor I on computer terminal. It is expected that documents of a complex nature can be typed or entered by Legislative Text Processor II. A Text Processor II will assist in publication duties and the implementation of computer systems and procedures. Also perform other office duties specified for Legislative Text Processor I with a high degree of competence and independence. Help train newly employed Legislative Text Processors and perform some editorial work. Overtime is required and compensatory time is provided.

LtpII
db/mc/6

LEGISLATIVE TEXT PROCESSOR I. Salary rate: Grade 19

1. Qualifications, Skills, and Ability: Excellent typing skills required. Experience with word processing equipment or electric typewriters and ability to operate or learn to operate computer terminals. Ability to transcribe from dictating machine. Good oral and written communication skills. Ability to learn to use Code of Iowa and Session Laws and to learn proper forms for bill drafts, amendments, research documents, committee work products, and administrative rule documents. Ability to learn appropriate filing systems. Ability to learn functions of computer programs, and aptitude for working with various office machines. Ability to work skillfully under pressure. Must be able to work and cooperate with others.

2. Duties: Typing of bills, amendments, research memorandums, reports, charts, committee minutes, letters, and administrative rule documents on computer terminals. Some administrative, secretarial, proofreading, xeroxing, and mailing duties. Filing of bill drafts and research memorandums. Learn and apply operator commands for computer applications for use in transcribing minutes, processing bills, and building data base for publications. Overtime is required and compensatory time is provided.

tpl
db/jj/15

CONFIDENTIAL SECRETARY. Salary rate: Grade 26

1. **Qualifications, Skills, and Ability:** Excellent typing or word processing skills. Experience of at least five years' administrative support work and three years in the Legislative Service Bureau. Experience elsewhere may be considered depending upon type and degree of experience. Experience with electric typewriters, computer terminals and applications, and other office machines required. Must possess broad knowledge of Bureau office policies, procedures, past and present projects, as well as subject matter areas in which Bureau professional staff members work. Must have knowledge of bill drafting procedures, publications, and bill drafting subjects. Must be able to answer questions from legislators and the public by letter, telephone, or in writing. Knowledge of jurisdiction of other state departments desired. Ability to establish and oversee office indexing for all documents and procedures. Must know areas of work of other clerical staff and be able to delegate and oversee work of front office staff. Must know state government procedures in many areas as well as legislative procedures and traditions. Excellent oral and written communication abilities are essential. Must be able to assume supervisory responsibility.

2. **Duties:** Responsible for typing correspondence and memorandums of Director, keeps Director informed as to progress of projects being processed by front office clerical staff, as well as informing Director of other work projects within the office. Assists the Director in responding to research questions in which a quick response is needed. Prepares or coordinates the preparation of Legislative Council material.

In addition, the Confidential Secretary maintains permanent files for all study committees; develops and oversees the systematic retention, transfer, or disposal of agency records (other than budget, purchasing, personnel, bill drafts, amendments, and library materials); monitors incoming and outgoing mail; signs recurring or standard forms and correspondence as delegated; maintains appointment schedules; screens calls and callers by either disposing personally of matters or referring them to appropriate officials; acts as office receptionist and directs legislators and members of the public to the appropriate staff member or personally answers their requests; makes travel arrangements; prepares agendas; and reviews work of front office personnel. The Confidential Secretary oversees communication with other state departments and the two houses of the General Assembly. Overtime is required with compensatory time provided.

EXECUTIVE ADMINISTRATOR OF BILL ROOM. Salary rate: 23

1. **Qualifications, Skills, and Ability:** A minimum of three years of experience in the Legislative Service Bureau, preferably in the bill room. Experience elsewhere may be substituted to some degree depending upon the type of experience. Knowledge of the legislative computer system and the legislative process. Good typing skills and other office skills. Ability to train and manage employees. Ability to analyze work products and the processes by which they are completed and develop forms and procedures to track them. Ability to work well with others under stressful situations.

2. **Duties:** Supervise the computer tracking of work products of the Legislative Service Bureau and the filing and delivery of those products. Assist in the hiring of and manage the employees of the bill room. Work with the Computer Support Bureau to modify and improve the computer tracking system. Design forms and files for legislative work products. Assist professional and support staff in identifying the location of legislative work products. Communicate with Senate and House Legal Counsels concerning the status of legislative work products. Assist the Personnel Coordinator with correspondence related to personnel matters. Overtime is required and compensatory time is provided.

SENIOR BILL CLERK. Salary rate: Grade 18

1. **Qualifications, Skills, and Ability:** Knowledge of the functions of the bill room and knowledge of legislative procedures. A minimum of two years of experience as Bill Clerk. Similar experience elsewhere may be substituted to some degree depending upon the type of experience. Knowledge of the legislative computer system. Ability to assist in training the Bill Clerk and Pages. Ability to direct the work of the bill room when the Executive Administrator is not present. Ability to work under stressful situations.

2. **Duties:** Make entries through the legislative computer system to track the flow of legislative bills and documents, prepare the proper folders and forms for filing legislative documents, respond to questions about the status of the work of the office, package legislative documents for delivery, and make sure that those documents are properly delivered on a timely basis. Assist in training the Bill Clerk and Pages. Assist the Executive Administrator in the operation of the bill room. Overtime is required and compensatory time is provided.

BILL CLERK. Salary rate: Grade 13

1. **Qualifications, Skills, and Ability:** Ability to file documents, answer the telephone, use the legislative computer system to track the flow of legislative documents and reports, and package legislative bills for delivery. Ability to operate a copy machine, and ability to work well with others.

2. **Duties:** Under the direction of the Executive Administrator of the Bill Room or the Senior Bill Clerk, make entries through a computerized processing program to track the flow of legislative bills and documents, file folders containing bills and other legislative documents, respond to questions concerning the status of the work of the office, and make multiple copies of legislative documents and package them for delivery. Overtime may be required with compensation provided.

SENIOR FINANCE OFFICER. Salary rate: Grade 31

1. **Qualifications, Skills, and Ability:** Same as for Finance Officer II except that six years' experience is required and the highest degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to assume the responsibility for completion of all finance work under and with minimal direction from the Director.

2. **Duties:** Maintains all records relating to Bureau personnel and finances with minimal guidance from the Director. Monitors meetings conducted by state agencies which relate to personnel programs and records as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes all forms connected with them and similar items. In cooperation with the Director, prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of budget during quarterly periods or more frequently. Signs recurring or standard forms and correspondence as delegated. Is responsible for informing employees of new or revised policies and procedures relating to employee benefits.

FINANCE OFFICER II. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Same as for Finance Officer I except that four years' experience is required and a higher degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to assume the responsibility for completion of all finance work under the direction of the Director.

2. **Duties:** Maintains all records relating to Bureau personnel and finances with guidance from the Director. Monitors meetings conducted by state agencies which relate to personnel programs and records as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes all forms connected with them and similar items. In cooperation with the Director prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of the budget during quarterly periods or more frequently. Informs employees of new or revised policies and procedures relating to employee benefits. Shows a higher level of understanding of financial, accounting, and attendance records of the Bureau than the Finance Officer I.

FINANCE OFFICER I. Salary rate: Grade 24

1. **Qualifications, Skills, and Ability:** Same as for Assistant Finance Officer except that two years' experience is required and a higher degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to train and supervise other finance officers.

2. **Duties:** Maintains all records relating to Bureau personnel and finances with guidance from the Director. Monitors meetings conducted by state agencies which relate to personnel programs and records, as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes all forms connected with them and similar items. In cooperation with the Director, prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of the budget during quarterly periods or more frequently. Signs recurring or standard forms and correspondence as delegated. Informs other employees of new or revised policies and procedures relating to employee benefits.

ASSISTANT FINANCE OFFICER. Salary rate: Grade 21

1. **Qualifications, Skills, and Ability:** A knowledge of accounting principles, ability to classify accounting transactions, prepare reports and statements, acquire knowledge of changes or specialized procedures of state accounting, instruct and advise employees in the operation of the state accounting system, and instruct and advise employees of the Bureau regarding benefits for staff. Able to establish and maintain effective working relationships with employees of the Bureau and other state agencies. Experience with computer terminals, adding machines, calculators, knowledge of data processing applications, and skills on other office machines required. Ability to quickly gain knowledge of state government personnel policies, rules, and procedures; state budget and purchasing procedures; financial forms and procedures; state merit system procedures, forms, and policies; employees' benefit programs; and affirmative action programs. Good English and mathematical skills required. Good oral and written communication ability required.

2. **Duties:** Assists the Finance Officer in typing, filing, and maintaining records relating to Bureau personnel and finances. Attends meetings conducted by state agencies which relate to personnel programs and records, as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes forms connected with them and similar items. Assists the Finance Officer in the preparation of the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Finance Officer of ongoing status of certain budget items. Informs other employees of new or revised policies and procedures relating to employee benefits.

LEGISLATIVE PROOFREADER SUPERVISOR. Salary rate: Grade 18

1. Qualifications, Skills, and Ability: At least two years' experience as a Legislative Proofreader. Skills and abilities listed for Legislative Proofreader must be excellent. Requires administrative skills to coordinate work of several teams of proofreaders and ability to coordinate proofreading work with work of other Bureau employees.

2. Duties: Perform duties of a Legislative Proofreader. Allocate proofreading work load among several teams of proofreaders. Work with text processors, bill room, and legislative drafters for completion of proofreading assignments. Overtime is required with compensatory time provided.

lrs
db/jj/15

LEGISLATIVE PROOFREADER. Salary rate: Grade 16

1. **Qualifications, Skills, and Ability:** Must possess excellent English grammar and spelling skills. Aptitude and ability to concentrate and perform meticulous and repetitive work. Capable of developing a knowledge of the legislative process and legislative publications. Ability to work well with other persons. Understanding of some data processing commands and print codes. Able to work efficiently in stressful situations.

2. **Duties:** Proofreading rough drafts of legislative documents against typed version; correction of errors; proofing against Code, Supplements, and Session Laws; and proofreading bills, amendments, final drafts, enrolled bills, research documents, and publication documents. Overtime may be required with compensatory time provided. For session only proofreaders, overtime is paid. May be required to fill the position of Code Proofreader during the legislative interim.

**Proofer
db/mc/6**

LEGISLATIVE SERVICE BUREAU
Eligibility Report for Merit Increases
FY 1992

	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Director</u> Bolender	00-0	09/11/67	00/00/00
<u>Deputy Director</u> Johnson, R.	39-4	07/10/78	06/21/91
LEGAL DIVISION			
<u>Legal Services Admin.</u> Vacant	37		
<u>Senior Legal Counsel</u> Goedert	36-5	07/14/76	06/21/91
Kaufman	36-4	12/27/78	06/21/91
<u>Legal Counsel II</u> Johnson, M.	33-3	01/24/87	07/19/91
Adkisson	33-4	12/22/86	06/21/91
Workman	33-4	02/01/88	07/19/91
<u>Legal Counsel I</u> Audeh	30-3	07/17/89	01/17/92
Carr	30-3	10/09/89	04/10/92
Craggs	30-3	12/07/89	06/05/92
Crowley	30-2	10/08/90	04/10/92
Kuehn	30-2	10/22/90	04/24/92
RESEARCH DIVISION			
<u>Committee Services Admin.</u> Pollak	36-2	11/16/87	05/08/92
<u>Senior Research Analyst</u> Johnson, T.	35-6	08/01/69	00/00/00
<u>Research Analyst II</u> Funaro	30-4	12/17/86	12/20/91
<u>Research Analyst I</u> Rudicil	27-3	07/05/89	01/03/92
Karl	27-2	06/18/90	12/20/91
Hanlon	27-1	01/21/91	08/02/91

IOWA CODE DIVISION

<u>Code Editor</u> Brown	38-6	07/24/78	00/00/00
<u>Deputy IA Code Editor</u> Wilson	33-6	12/01/83	00/00/00
<u>Assistant Editor II</u> Dodge	27-5	01/14/80	06/21/91
<u>Assistant Editor I</u> Dubec	24-5	10/09/87	03/27/92
<u>Iowa Code Indexer</u> Schulze	24-6	06/27/86	00/00/00
<u>Indexer</u> Cartwright	21-4	06/20/86	06/21/91
Stoner	21-5	11/29/85	05/22/92

ADMINISTRATIVE CODE DIVISION

<u>Administrative Code Editor</u> Barry	38-3	10/01/64	06/21/91
<u>Assistant Editor II</u> Waters	27-6	06/07/76	00/00/00
<u>Assistant Editor I</u> Benoit	24-5	05/12/80	06/21/91
Bates	24-4	06/13/86	06/21/91
Vacant	24		
<u>Publication Coordinator</u> Drake	21-3	10/14/88	02/14/92
King	21-6	05/18/84	00/00/00
<u>Executive Secretary</u> Vacant	23		
<u>Administrative Code Indexer</u> Worden	24-6	04/27/72	00/00/00
<u>Administrative Assistant</u> Gossett	20-3	08/18/89	02/14/92
Vacant	20		
<u>Assistant Indexer</u> Scott	18-3	11/23/90	08/02/91
Fettters	18-6	04/16/84	00/00/00
<u>Code Proofreader/Asst. Indexer</u> Vacant	17		
Vacant	17		

<u>Code Proofreader</u>			
Snuggs	15-6	03/25/85	00/00/00
Munzenmaier	15-3	08/04/89	11/22/91
Vacant	15		

INFORMATION SERVICES DIVISION

<u>Public Information Director</u>			
Livers	30-2	04/09/90	10/11/91
<u>Public Information Officer</u>			
Parker	22-3	09/05/89	03/13/92
Thompson	22-2	01/08/90	07/19/91
<u>Legis. Research Librarian</u>			
Douglas	24-3	10/23/89	04/24/92
<u>Assistant Librarian</u>			
Vacant	22		
<u>Capitol Guide Coordinator</u>			
Macauley	14-X	05/09/69	00/00/00
<u>Capitol Tour Guide</u>			
Arnett	12-6	10/15/76	00/00/00
Nichols	12-6	10/15/76	00/00/00
Farrell	12-6	01/31/86	00/00/00

SUPPORT SERVICES DIVISION

<u>Confidential Secretary</u>			
Greenwood	26-6	12/16/72	00/00/00
<u>Senior Finance Officer</u>			
Knudsen	31-4	11/29/66	06/21/91
<u>Executive Administrator</u>			
Miklus	23-5	06/27/86	06/21/91
<u>Assistant Finance Officer</u>			
Brandt	21-2	06/01/90	12/06/91
<u>Senior Bill Clerk</u>			
McNerney	18-3	12/08/89	01/17/92
<u>Legis. Text Processor Super.</u>			
Wyer	28-5	01/01/67	06/21/91
<u>Senior Legis. Text Processor</u>			
Craig	25-5	11/06/78	06/21/91
Fisher	25-5	11/16/74	06/21/91
<u>Legis. Text Processor II</u>			
Weddell	22-3	11/06/87	04/24/92
Jorgensen	22-2	11/11/88	05/08/92

Legis. Text Processor I

Cross	19-4	09/06/88	02/28/92
Vacant	19		
Vacant	19		

Proofreader Coordinator

Meier	18-4	12/30/87	06/21/91
-------	------	----------	----------

LSB Proofreader

Young, D.	16-4	12/22/89	09/13/91
Young, C.	16-3	01/03/89	07/05/91
Baedke	16-1	01/07/91	07/19/91

06/06/91
153e

OVERTIME AND COMPENSATORY TIME ANNUAL REPORT

LEGISLATIVE SERVICE BUREAU

I. Annual Accrual Period for Compensatory Time.

- A. The annual accrual period for compensatory time is the calendar year for all Bureau employees officed in the Capitol Building and for the Iowa Code Editor, the Deputy Iowa Code Editor, the Senior Finance Officer, and the Assistant Finance Officer.
- B. The annual accrual period for compensatory time is the fiscal year for all Bureau employees officed in the Lucas Building except for the employees referred to in the preceding paragraph.

II. Compensatory Time and Overtime Pay Policy. Pursuant to the Legislative Council Resolution relating to the compensation of employees of the central legislative staff agencies, adopted May 17, 1989:

- A. Employees in the following positions may accrue up to 120 hours of compensatory time for overtime worked through the legislative session on an hour-for-hour basis, provided that the 120 hours do not accrue until after the employees have worked 40 hours of overtime: Director, Deputy Director, Iowa Code Editor, Deputy Iowa Code Editor, Administrative Code Editor, Legal Services Administrator, Committee Services Administrator, Legal Counsels, Research Analysts, Legislative Information Office Director, and Senior Finance Officer.
- B. Employees in the following permanent full-time positions accrue one and one-half hours of compensatory time for every hour of overtime worked: Legislative Text Processors, Proofreaders, Confidential Secretary, Executive Administrator, Senior Bill Clerk, Legislative Information Officers, Legislative Research Librarian, Assistant Editors, Publications Assistants, Chief Indexers, Indexers, Assistant Indexers, Administrative Assistants, Proofreader/Indexers, Code Proofreaders, and Assistant Finance Officer.
- C. Employees in the following temporary or part-time positions receive one and one half hours of overtime pay for every hour of overtime worked: Assistant Librarian, Capitol Tour Guides, Bill Clerks, temporary Proofreaders, temporary Proofreader/Indexers, temporary Code Proofreaders, and Pages.

III. Compensatory Time Earned for the 1991 Legislative Session.

The following pages list the total overtime hours worked and maximum compensatory time allowed for all permanent, full-time Bureau employees officed in the Capitol Building and the overtime hours worked for temporary or part-time support staff.

**LEGISLATIVE SERVICE BUREAU
PROFESSIONAL STAFF OVERTIME**

01/01/91 - 05/23/91

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	410.75	40.00	370.75	120.00
2	383.00	40.00	343.00	120.00
3	362.25	40.00	322.25	120.00
4	340.25	40.00	300.25	120.00
5	330.25	40.00	290.25	120.00
6	322.00	40.00	282.00	120.00
7	308.75	40.00	268.75	120.00
8	279.75	40.00	239.75	120.00
9	246.75	40.00	206.75	120.00
10	244.50	40.00	204.50	120.00
11	244.00	40.00	204.00	120.00
12	212.25	40.00	172.25	120.00
13	208.75	40.00	168.75	120.00
14	200.25	40.00	160.25	120.00
15	166.25	40.00	126.25	120.00
16	165.75	40.00	125.75	120.00
17	165.25	40.00	125.25	120.00
18	158.00	40.00	118.00	118.00
19	154.00	40.00	114.00	114.00
Total Hours	4,902.75	760.00	4,142.75	2,272.00
Average	258.04		218.04	119.58

LEGISLATIVE SERVICE BUREAU
PERMANENT FULL-TIME SUPPORT STAFF OVERTIME

01/01/91 - 05/23/91

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	218.00	327.00
2	164.75	247.13
3	158.25	237.38
4	157.00	235.50
5	150.50	225.75
6	146.00	219.00
7	142.75	214.13
8	128.25	192.38
9	113.00	169.50
10	100.75	151.13
11	96.25	144.38
12	91.75	137.63
13	78.50	117.75
14	77.25	115.88
15	62.00	93.00
16	54.25	81.38
17	39.50	59.25
18	34.75	52.13
Total Hours	2,013.50	3,020.30
Average	111.86	167.79

**LEGISLATIVE SERVICE BUREAU
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME**

01/01/91 - 05/23/91

<u>Employee</u>	<u>Total Overtime Worked</u>
1	146.75
2	76.00
3	75.75
4	73.75
5	53.00
Total Hours	425.25

06/05/91

WORK ATTENDANCE POLICY

1. The regular office hours for employees of the Legislative Service Bureau are from 8:00 a.m. to 4:30 p.m. As a result of the workload demands placed upon the Service Bureau, it is expected that all employees will work a minimum of forty hours per week when the General Assembly is in session. Flextime arrangements are acceptable during the interim 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 for a significant amount of time, the employee is expected to notify the employee's immediate supervisor, division administrator, or front office personnel concerning the absence.

2. One-half hour (unpaid) is allowed for lunch. An employee shall normally take the one-half hour lunch period between 11:30 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 two 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, unless the employee is required to remain at the employee's work station during the entire lunchtime period as verified by the employee's supervisor.

In order to assure that staffing requirements within a particular functional area of the Service Bureau are met, it may be necessary to schedule lunchtimes and break times for those functional areas.

3. Each employee is to complete the employee's timesheet at the end of each working day or the following morning. Time sheets should be submitted for approval by the employee's immediate supervisor by 9:00 a.m. on the Friday following the end of the pay period.

4. It is anticipated that Service Bureau employees will be required to be in attendance during work days in excess of eight hours while the General Assembly is in session and periodically during the interim period depending upon workload and staffing requirements. In order to meet the workload demands of the Service Bureau, it may be necessary to require overtime hours of employees on short notice.

attend

GENERAL ASSEMBLY OF IOWA

LEGAL AND COMMITTEE SERVICES DIVISION

JOHN C. POLLAK, ADMINISTRATOR

LEGAL COUNSELS

DOUGLAS L. ADKISSON

AIDA AUDEH

MARY M. CARR

JULIE A. SMITH CRAGGS

SUSAN E. CROWLEY

MICHAEL J. GOEDERT

MARK W. JOHNSON

GARY L. KAUFMAN

MICHAEL A. KUEHN

LESLIE E. WORKMAN

RESEARCH ANALYSTS

PATRICIA A. FUNARO

KATHLEEN B. HANLON

THANE R. JOHNSON



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING

DES MOINES, IOWA 50319

(515) 281-3566

FAX (515) 281-8027

DIANE E. BOLENDER, *DIRECTOR*

RICHARD L. JOHNSON, *DEPUTY DIRECTOR*

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING (515) 281-5285

PHYLLIS V. BARRY

ADMINISTRATIVE CODE EDITOR

LEGISLATIVE INFORMATION OFFICE

CAPITOL BUILDING (515)-281-5129

JULIE E. E. LIVERS

DIRECTOR

IOWA CODE DIVISION

LUCAS BUILDING (515) 281-5285

JoANN G. BROWN

IOWA CODE EDITOR

JANET L. WILSON

DEPUTY IOWA CODE EDITOR

June 13, 1991

MEMORANDUM

TO: CHAIRPERSON WELSH AND MEMBERS OF THE SERVICE COMMITTEE

FROM: Diane Bolender, Director

RE: June Personnel Report

Notification is made of the following personnel actions:

Julie Craggs, Legal Counsel, and Doris Stoner, Iowa Code Indexer, have received merit step increases.

Gerry Rydell has been reemployed in the Administrative Code Division as a temporary Proofreader/Indexer at grade 17, step 6.

Approval is requested for the following reclassification of a Legislative Service Bureau employee:

Marva Cross from Legislative Text Processor I (grade 19, step 4) to Legislative Text Processor II (grade 22, step 3), effective for the pay period ending June 20, 1991. Ms. Cross has been employed by the Legislative Service Bureau since September 1988. She was first employed as a Senior Bill Clerk and has now completed two legislative sessions as a Legislative Text Processor.

Perjune

PROCEDURES FOR USE OF LEAVE TIME

1. Regular office hours for employees of the Legislative Service Bureau are from 8:00 a.m. until 4:30 p.m., except that additional hours may be required during the legislative session.

2. Employees shall file the computerized Leave Request Form with the Finance Officer at least 24 hours in advance of the starting time of a leave of any time if the request is for leave of more than eight hours.

3. A request for use of leave of eight hours or less need not be submitted in advance. At a minimum, the employee should orally notify the main office in advance of taking the leave and file the Leave Request Form upon return to work.

4. Use of leave time during a legislative session is subject to the prior approval of the Director or the employee's designated supervisor, or both. Leave time during the legislative interim should be scheduled, to the extent possible, so that the employee does not miss scheduled committee meetings and is able to complete work assignments.

5. An employee who will arrive at work more than 20 minutes after the scheduled arrival time must notify the main office and file the Leave Request Form upon arrival.

6. An absence from work which 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.

Leave

RECORD OF LEAVE/REQUEST FOR LEAVE

NAME: Marge Knudsen DATE: JUNE 12, 1991

START OF LEAVE:

REQUESTED DATE: THU, JUNE 20, 1991 at 08:00

END OF LEAVE:

REQUESTED DATE: THU, JUNE 20, 1991 at 04:30

TYPE OF LEAVE REQUESTED: Vacation

Purpose: _____

TOTAL HOURS REQUESTED: 08.00

SIGNATURE _____

SUPERVISOR REVIEW (OPT.) _____

DIRECTOR REVIEW _____

ATTENTION: Richard Johnson

(KNUDSEN)

COSTS OF EDUCATIONAL LEAVE

1991 FISCAL YEAR

John Pollak

Drake University	Health Care Regulation & Quality Assurance	3 Credit Hrs	\$363.00
------------------	---	--------------	----------

Edlv

PERFORMANCE EVALUATION FORM

Iowa Legislative Service Bureau

Employee: _____

Date: _____

PERFORMANCE EVALUATION FORM

Explanation of Ratings:

- | | |
|----------------|--|
| OUTSTANDING | - Consistently exceeds performance standards; outstanding performance |
| GOOD | - Frequently exceeds performance standards; good performance |
| SATISFACTORY | - Consistently meets performance standards and requirements; competent performance |
| DEFICIENT | - Frequently fails to meet performance standards; performance improvement necessary |
| UNSATISFACTORY | - Significantly fails to meet performance standards; unacceptable level of performance |

EVALUATION FACTOR GROUPINGS

1. General Performance Characteristics
2. General Work Skills and Communication Skills
3. Work-related Interpersonal Skills
4. Work-related Attitudinal Factors
5. Decision-making Ability
6. Work Output: Quality
7. Work Output: Quantity
8. Work Output: Timeliness

2. GENERAL WORK SKILLS AND COMMUNICATION SKILLS

OUTSTANDING GOOD SATISFACTORY DEFICIENT UNSATISFACTORY

Comment (optional):

- a. COMMUNICATION, AURAL - The ability to learn from the words of others how they think or feel; the ability to pick up cues from others.
- b. COMMUNICATION, ORAL - The ability to orally develop and convey thoughts clearly and concisely to others, with acceptable English usage.
- c. COMMUNICATION, WRITTEN - The ability to convey written thoughts clearly and concisely, with little difficulty regarding interpretation, and with acceptable English usage.
- d. CONCENTRATION - The ability to stick with a given task to the end of the task; ability to renew concentration after interruption.
- e. FOLLOW-THROUGH - Timely follow-up and aggressive pursuit of assignments and issues to see each matter through to a satisfactory disposition.
- f. INITIATIVE - The extent to which the individual pursues important work without close supervision and generates ideas helpful to the organization; the extent to which the individual is a "self-starter".
- g. INQUIRING MIND - The ability to ask the right questions at the right time.
- h. JOB KNOWLEDGE - Possesses a clear knowledge of the responsibilities and the task to be performed; proficient in skills required to perform job.
- i. PERCEPTION, UNDERSTANDING, and INSIGHT - The ability to comprehend information, situations, circumstances, and complex problems; the ability to grasp larger issues while not losing sight of details.
- j. PLANNING - Setting realistic goals and organizing resources to achieve them; ability to schedule and organize time and effort for short-range or long-range assignments; predicting problems or questions before they occur.

3. WORK-RELATED INTERPERSONAL SKILLS

OUTSTANDING GOOD SATISFACTORY DEFICIENT UNSATISFACTORY

Comment (optional):

- a. COOPERATION OUTSIDE BUREAU - The willingness and spirit with which the individual works with others toward a common goal. The ability to develop and maintain a working relationship that is characterized by open communication enhancing the work flow among the units of the legislative branch and between the executive and legislative branches.
- b. COOPERATION WITH COWORKERS - The willingness with which the individual works with colleagues in a common effort; reaction to coworker suggestions or requests.
- c. COOPERATION WITHIN BUREAU - Takes direction well; works well with others; promotes team effort; willingly assists other employees within bureau.
- d. DELEGATION - The ability to entrust responsibility and authority to others while retaining control and fixing accountability for unexpected results.
- e. INTERPERSONAL SKILLS - Communicates and listens effectively; keeps others informed when necessary; promotes favorable relations with others in and outside the bureau.
- f. LEADERSHIP - The ability to inspire confidence, productivity and teamwork; fair and consistent use of discipline and authority; respect for the individual.
- g. MOTIVATING OTHERS - The ability to positively affect an organization and stimulate others through personal conduct and example.
- h. WORKING WITH SUPERIORS - The ability to accept direction and perform tasks in a friendly and businesslike manner.

5. DECISION-MAKING ABILITY

OUTSTANDING GOOD SATISFACTORY DEFICIENT UNSATISFACTORY

Comment (optional):

a. DECISIVENESS - The ability to resolve problems encountered in daily work and to properly complete work assignments without excessive reliance upon supervision or interruption of others.

b. INDEPENDENCE - The ability not only to work alone, i.e., without close supervision, but to be free from dependence upon sole sources for information and others in making analyses or recommendations.

c. JUDGMENT - The ability to resolve work problems by applying the accumulated training, experience, and understanding the individual has acquired; application of such training, experience, and understanding; achieving balanced and fair solutions to problems.

d. KEEPING OTHERS INFORMED - Knowing when to bring matters to the attention of others, particularly supervisors, so that adequate information is made available at the proper levels in the organization.

7. WORK OUTPUT: Quantity

WORK PRODUCT QUANTITY - The amount of usable work accomplished in a given period of time. Produces expected volume consistently; willing to go beyond normal production requirements. Providing information not necessarily requested but useful once received.

In general:	OUT	GOOD	SAT	DEF	UNSAT
Bill drafting	X	X	X	X	X
Amendment drafting	X	X	X	X	X
Session committee staffing	X	X	X	X	X
Interim committee staffing	X	X	X	X	X
Minutes	X	X	X	X	X
Reports	X	X	X	X	X
Research	X	X	X	X	X
Special projects	X	X	X	X	X
Code publication duties	X	X	X	X	X
Code editing or indexing	X	X	X	X	X
Public information	X	X	X	X	X
Tour guiding	X	X	X	X	X
Library services	X	X	X	X	X
Fiscal services	X	X	X	X	X
Legislative text or word processing	X	X	X	X	X
Secretarial and receptionist duties	X	X	X	X	X
Clerical and filing duties	X	X	X	X	X
Work product tracking	X	X	X	X	X
Final work product preparation and delivery	X	X	X	X	X
Proofreading	X	X	X	X	X
Miscellaneous	X	X	X	X	X

COMMENT (optional):

CONCLUSION -- FINAL COMMENTS

Designated time/month for next evaluation _____

Date _____

Employer's signature _____

Employee's signature* _____

*The signature of the employee indicates receipt of the evaluation. It does not necessarily indicate agreement with the evaluation. An employee may file written comments in response to an evaluation within seven days of receiving such evaluation.

LFB PERSONNEL REPORT

June 13, 1991

Personnel actions since last report:

Service Committee review -

Merit Increases

Raymond L. Knapp, Software Analyst I	- 6/07/91
Dwayne Ferguson, Prin. Legislative Analyst	- 5/24/91
Holly M. Lyons, Prin. Legislative Analyst	- 6/07/91
Pamela N. Shipman, Legislative Analyst I	- 6/07/91
Mary A. Shipman, Legislative Analyst I	- 6/07/91

Vacant Positions

None

Filled Positions

None

Parental/Sick Leave

None

Service Committee approval -

Promotions

FROM

TO

None

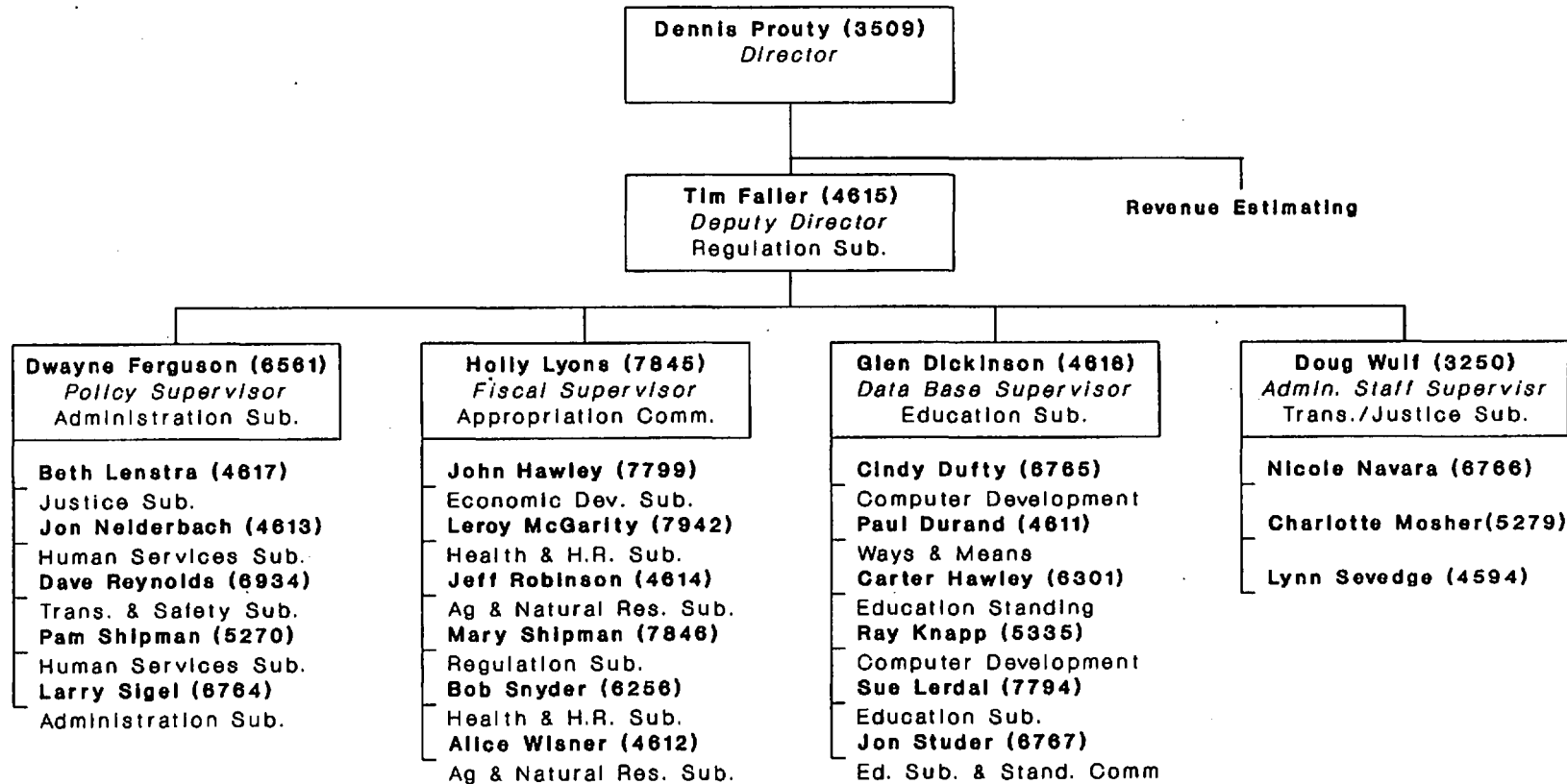
LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT
JUNE 1991

Reporting Requirement

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

Legislative Fiscal Bureau



June, 1991

Attachment #1

Legislative Fiscal Bureau

<u>Position Classification</u>	<u>Pay Grade</u>
Legislative Analyst I	27
Legislative Analyst II	30
Legislative Analyst III	33
Senior Legislative Analyst	35
Principal Legislative Analyst	36
Deputy Director	39
Run Designer I	24
Run Designer II	27
Run Designer III	30
Software Analyst I	34
Administrative Secretary	21
Executive Secretary	23
Page	minimum wage

Source: Pay resolution adopted by Legislative Council

Job descriptions for these classifications are contained in Chapter 1 of the Legislative Fiscal Bureau Policies and Procedures Manual.

LEGISLATIVE FISCAL BUREAU
 Eligibility Report for Merit Increases
 FY 1992

Attachment #3a

	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Legislative Analyst I</u>			
Shipman, M.	27-3	12/22/89	06/07/92
Shipman, P.	27-3	12/13/89	06/07/92
Reynolds	27-3	09/18/89	03/13/92
Studer	27-3	09/05/89	02/28/92
McGarity	27-2	08/01/90	01/31/92
Sigel	27-2	08/20/90	02/14/92
<u>Legislative Analyst II</u>			
Durand	30-3	01/20/87	07/05/91
Hawley, J.	30-3	01/22/87	07/05/91
Lenstra	30-3	01/21/87	07/05/91
Hawley, C.	30-3	02/09/87	07/05/91
Wisner	30-3	05/04/87	10/11/91
Robinson	30-3	11/17/87	12/20/91
<u>Legislative Analyst III</u>			
Snyder	33-3	11/19/84	07/05/91
Lerdal	33-3	02/17/89	08/16/91
<u>Senior Legislative Analyst</u>			
Neiderbach	35-4	12/21/81	04/24/92
<u>Principal Legislative Analyst</u>			
Wulf	36-6	02/11/83	00/00/00
Lyons	36-6	01/03/84	00/00/00
Ferguson	36-5	11/27/87	05/24/92
Dickinson	36-5	07/08/88	01/03/92
<u>Deputy Director</u>			
Faller	39-6	07/01/74	00/00/00
<u>Administrative Secretary</u>			
Navara	21-2	11/13/90	05/08/92
<u>Executive Secretary</u>			
Sevedge	23-5	03/25/80	07/05/91
Mosher	23-2	07/03/90	01/03/92
<u>Run Designer II</u>			
Dufty	27-3	08/18/89	01/31/92
<u>Software Analyst I</u>			
Knapp	34-5	01/02/76	06/07/92

LEGISLATIVE FISCAL BUREAU
OVERTIME and COMPENSATORY TIME
Fiscal Year 1991

ELIGIBLE FOR PARTIAL COMPENSATION***Professional Staff***

Name	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
Employee 1	602.75	40.00	562.75	120.00
Employee 2	558.00	40.00	518.00	120.00
Employee 3	553.00	40.00	513.00	120.00
Employee 4	458.70	40.00	418.70	120.00
Employee 5	281.00	40.00	241.00	120.00
Employee 6	276.50	40.00	236.50	120.00
Employee 7	258.50	40.00	218.50	120.00
Employee 8	257.25	40.00	217.25	120.00
Employee 9	225.75	40.00	185.75	120.00
Employee 10	221.25	40.00	181.25	120.00
Employee 11	221.00	40.00	181.00	120.00
Employee 12	211.50	40.00	171.50	120.00
Employee 13	209.25	40.00	169.25	120.00
Employee 14	205.50	40.00	165.50	120.00
Employee 15	195.00	40.00	155.00	120.00
Employee 16	193.45	40.00	153.45	120.00
Employee 17	181.75	40.00	141.75	120.00
Employee 18	177.75	40.00	137.75	120.00
Employee 19	174.00	40.00	134.00	120.00
Employee 20	170.00	40.00	130.00	120.00
Employee 21	163.00	40.00	123.00	120.00
Employee 22	96.00	40.00	56.00	56.00
Employee 23	70.00	40.00	30.00	30.00
Total Hours	5,960.90	920.00	5,040.90	2,606.00
Average	259.17		219.17	113.30

ELIGIBLE FOR FULL COMPENSATION***Administrative Support Staff***

Employee 1	74.00	111.00
Employee 2	44.50	66.75
Employee 3	38.50	57.75
Total Hours	157.00	235.50
Average	52.33	78.50

Compensatory Time Policy for Support Staff

Chapter 4 of the LFB Policies and Procedures Manual (Attachment #7 of this document) outlines the LFB policy on support staff positions and compensatory time.

Work Attendance Policy & Leave Procedures

Chapter 3 of the LFB Policies and Procedures Manual (Attachment #7 of this document) outlines the LFB policy on work attendance and leave procedures.

Performance Evaluation Forms

Chapter 8 of the LFB Policies and Procedures Manual (Attachment #7 of this document) contains a copy of the LFB Performance Evaluation Forms.

Educational Leave - Direct & Indirect Costs

No Educational Leave was requested or granted during FY 1990.

Legislative Fiscal Bureau
Policies and Procedures*

* These policy and procedures were first established in Fall, 1985 and have been updated periodically. They are intended to supplement and expand the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 8, 1990

TOC-1

CONTENTS

1. JOB DESCRIPTIONS	1-1
2. EQUAL EMPLOYMENT OPPORTUNITY	2-1
3. WORK ATTENDANCE	3-1
4. OVERTIME & COMPENSATORY TIME	4-1
5. EMPLOYEE PROBATIONARY PERIOD	5-1
6. PROMOTIONS	6-1
7. SALARY INCREASES - MERIT STEPS	7-1
8. PERFORMANCE EVALUATIONS	8-1
9. DEMOTIONS & TERMINATION	9-1
10. GRIEVANCE PROCEDURES	10-1
11. PARTICIPATION IN PARTISAN POLITICS	11-1
12. OUTSIDE EMPLOYMENT	12-1
13. PROFESSIONAL CONDUCT & LEGISLATIVE PROTOCOL	13-1
14. DRESS CODE & OFFICE PROTOCOL	14-1
15. PAYCHECKS	15-1
16. LEAVE APPLICATION	16-1
17. SICK LEAVE	17-1
18. VACATION & HOLIDAY LEAVE	18-1
19. OTHER TYPES OF LEAVE	19-1
20. EDUCATIONAL LEAVE & FINANCIAL ASSISTANCE	20-1
21. WORKER'S COMPENSATION - INJURIES ON THE JOB	21-1

Legislative Fiscal Bureau
Policies and Procedures

JUNE 8, 1990

TOC-2

CONTENTS

22. HEALTH & DENTAL INSURANCE	22-1
23. DISABILITY INSURANCE	23-1
24. LIFE INSURANCE	24-1
25. OTHER VOLUNTARY DEDUCTIONS	25-1
26. IPERS (Iowa Public Employees Retirement System)	26-1
27. DEFERRED COMPENSATION PROGRAM	27-1
28. AFTER HOURS ACCESS TO CAPITOL & LUCAS BUILDINGS	28-1
29. PARKING REGULATIONS	29-1
30. STATE CARS, USE OF PERSONAL CARS, & TRAVEL REIMBURSEMENTS	30-1

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-1

1. JOB DESCRIPTIONS

Job descriptions are maintained for each classification within the Fiscal Bureau (See the following job descriptions). These job descriptions are established in accordance with the Chapter 3.A of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-2

LEGISLATIVE ANALYST I

NATURE OF WORK

Under immediate to general supervision, performs analysis for budget and revenue proposals, conducts program and policy evaluations and analyses, and interacts with legislators and become familiar with the legislative intent for any agency or program to which the employee is assigned for budgetary and program evaluation purposes. Work includes the performing of analysis of management and organization structures and analysis of budgetary and fiscal considerations to develop an effective program or agency within state government. Work is accomplished with the guidance of a section supervisor.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Analyzes and assists in the analysis of budget request of assigned state agencies; meets with department directors, program managers, and agency budget personnel to determine budgetary needs as they relate to program operations and objectives.

Establishes and maintains information on the statutory provisions and departmental rules authorizing and implementing departmental programs.

Establishes and maintains awareness of private and federal efforts related to assigned area of responsibility.

Provides alternatives for recommendations to a legislative committee for consideration.

Evaluates agency performance to ensure effective operation and optimal compliance with legislative intent.

Conducts and assists in program evaluations and other studies as necessary and develops proposals for operational and legislative changes.

Prepares analysis of legislative proposals for fiscal and other impact.

Performs related work as assigned.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-3

REQUIREMENTS OF WORK

Knowledge of practices, principles, methods and techniques of budget analysis, bill analysis, public administration, program evaluation or related fields.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to gather, organize, and analyze facts, and exercise judgement regarding recommended action.

Ability to learn and apply new technical knowledge as required.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with executive, judicial and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-4

LEGISLATIVE ANALYST 2

NATURE OF WORK

Under general supervision, performs analysis for budget and revenue proposals, conducts program and policy evaluations and analyses, and interacts with legislators and legislative committees. An employee must become familiar with the legislative intent for any agency or program to which the employee is assigned for budgetary and program evaluation purposes. Work includes the performing of analysis of management and organization structures and analysis of budgetary and fiscal considerations to develop an effective program or agency within state government. Work is accomplished with the guidance of a section supervisor.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Analyzes budget requests of assigned state agencies; meets with department directors, program managers, and agency budget personnel to determine budgetary needs as they relate to program operations and objectives.

Keeps informed on the statutory provisions and departmental rules authorizing and implementing programs in assigned areas of responsibility.

Maintains awareness of private and federal efforts related to assigned area of responsibility.

Provides alternatives for recommendations to a legislative committee for consideration.

Develops and updates resource data for assigned projects.

Conducts and assists in program evaluations and other studies as necessary and develops proposals for operational and legislative changes.

Prepares analysis of legislative proposals for fiscal and other impact.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-5

May assist in training analysts and student interns.

Performs related work as assigned.

REQUIREMENTS OF WORK

Knowledge of the practices, principles, methods and techniques of budget analysis, bill analysis, public administration, program evaluation and related fields.

Knowledge of the funding practices and procedures of Iowa state agencies.

Knowledge of the organization and operation of state government.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to gather, organize, and analyze facts, and exercise judgement in the formulation of recommended action.

Ability to learn and apply new technical knowledge as required.

Ability to carry out major project activities.

Ability to communicate effectively, both orally and in writing.

Ability to plan, direct and coordinate the work of project team members.

Ability to establish and maintain effective working relationships with executive, judicial, and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

Two years of progressively responsible analytic and evaluative work experience, preferably including budget preparation. A Master's Degree in one of the above fields may be substituted for one year of work experience.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-6

LEGISLATIVE ANALYST 3

NATURE OF WORK

Under general supervision, performs analysis for budget and revenue proposals, conducts program and policy evaluations and analyses, and interacts with legislators and legislative committees. An employee must become familiar with the legislative intent for any agency or program to which the employee is assigned for budgetary and program evaluation purposes. Work includes the performing of analysis of management and organization structures and analysis of budgetary and fiscal considerations to develop an effective program or agency within state government. Work is accomplished with the guidance of a section supervisor.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Analyzes budget requests of assigned state agencies; meets with department directors, program managers, and agency budget personnel to determine budgetary needs as they relate to program operations and objectives.

Keeps informed on the statutory provisions and departmental rules authorizing and implementing departmental programs in assigned areas of responsibility.

Maintains an awareness of private and federal efforts related to assigned area of responsibility.

Provides alternatives for recommendations to a legislative committee for consideration.

Conducts and assists in program evaluations and other studies as necessary and develops proposals for operational and legislative changes.

Develops and updates resource data for assigned projects.

May assist in training analysts and student interns.

Prepares analysis of legislative proposals for fiscal impact.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-7

Performs related work as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the practices, principles, methods and techniques of budget analysis, bill analysis, public administration, program evaluation, or related fields.

Considerable knowledge of the funding practices and procedures of Iowa state agencies.

Considerable knowledge of the organization and operation of state government.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to gather, organize, and analyze facts, and exercise judgement in the formulation of recommended action.

Ability to learn and apply new technical knowledge as required.

Ability to carry out major project activities.

Ability to establish and maintain effective working relationships with executive, judicial, and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

Four years of progressively responsible analytic and evaluative work experience, preferably including budget preparation or a Master's Degree in one of the above fields, and three years of work experience.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-8

SENIOR LEGISLATIVE ANALYST

NATURE OF WORK

Under general administrative direction, performs analysis for budget and revenue proposals, conducts program and policy evaluations and analyses, and interacts with legislators and legislative committees. An employee must become familiar with the legislative intent for any agency or program to which the employee is assigned for budgetary and program evaluation purposes. Work includes the performing of analysis of management and organization structures and analysis of budgetary and fiscal considerations to develop an effective program or agency within state government. Work is accomplished with the guidance of a section supervisor.

EXAMPLES OF WORK (Any one position may not include all of the duties which may be performed.)

May consult with and assist in training less experienced analysts and student interns.

Analyzes budget requests for assigned state agencies; meets with department directors, program managers, and agency budget personnel to determine budgetary needs as they relate to program operations and objectives.

Conducts and assists in program evaluations and other studies as necessary and develops proposals for operational and legislative changes.

Prepares analyses of bills for fiscal impact and related matters for either the House of Senate.

Provides alternatives for recommendations to legislative committees for consideration.

Develops and updates resource data for assigned projects.

Maintains a working knowledge of the statutory provisions and administrative rules authorizing and implementing state programs.

May assist in training analysts and student interns.

Maintains awareness of private and federal efforts which affect state operations.

Performs related work as assigned.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-9

REQUIREMENTS OF WORK

Thorough knowledge of the practices, principles, methods, and techniques of budget analysis and program evaluation.

Considerable knowledge of the organization and operation of state government.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to plan, direct and coordinate the work of subordinates.

Ability to learn and apply new technical knowledge as required.

Ability to carry out major project activities.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with executive, judicial, and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

Five years of progressively responsible analytic and evaluative work experience preferable including budget preparation or a Master's Degree in one of the above fields and four years work experience.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-10

PRINCIPAL LEGISLATIVE ANALYST

NATURE OF WORK

An employee in this class may perform analysis for budget and revenue proposals, conduct program and policy analyses and evaluations, and interact with legislators and legislative committees. An employee must become familiar with the legislative intent for any agency or program to which the employee is assigned for budgetary and program evaluation purposes. Work includes the directing and performing of analysis of management and organization structures and analysis of budgetary and fiscal considerations to develop an effective program or agency within state government. In addition, an employee in this class will assume the responsibilities of a section supervisor as assigned by the director. Work is accomplished with general direction from the director.

EXAMPLES OF WORK (May not include all the duties performed.)

Assists in planning and coordinating the activities of the Legislative Fiscal Bureau with the Director, Deputy Director and other section supervisors.

Supervises staff as assigned by the Director.

Prepares reports for the Legislative Council, or one of its committees as assigned by the Director.

Selects, assigns, instructs and evaluates staff members.

Develops detailed guidelines to be used by staff in their analysis.

Analyzes budget requests for assigned state agencies; meets with department directors, program managers, and agency budget personnel to determine budgetary needs as they relate to program operations and objectives.

Reviews and coordinates program analysis of departmental and state-wide activities; reviews evaluation and analysis study designs, evaluates programs for effectiveness, identifies causes of effective and ineffective operation; establishes suggested program priorities, and ensures compliance with legislative intent.

Meets with members of the General Assembly and leadership regarding planning and coordinating activities of the Legislative Fiscal Bureau.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-11

Reviews and coordinates staff proposed alternatives to committees which may include detailed proposals for program deletion, revision or the implementation of new programs to better achieve legislative intent.

Maintains a working knowledge of the statutory provisions and administrative rules authorizing and implementing state programs.

Maintains awareness of private and federal efforts which affect state operations.

Review analysis of legislative proposals for fiscal and other impact and possible further evaluation for the House and Senate.

Prepares appropriation, program evaluation, and fiscal note status reports.

Performs related work as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of the practices, principles, methods, and techniques of budget, management, and organizational analysis.

Knowledge of the funding practices and procedures of Iowa state agencies.

Knowledge of the organization and operation of state government.

Thorough knowledge of the principles and the practices of administration and supervision.

Ability to organize, direct, coordinate, and review the legislative budget analysis work of the staff.

Ability to make oral and written reports and presentations clearly and concisely.

Ability to learn and apply new technical knowledge as required.

Ability to speak effectively in public.

Ability to establish and maintain effective working relationships with legislators, high-level government officials, special interest groups, and the mass media.

Ability to identify staff training needs and recommend to the Director alternatives to accomplish the training.

MINIMUM PREPARATION FOR WORK

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-12

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration or related field.

Five years of progressively responsible analytic work experience preferably including budget preparation or analysis or a Master's Degree in one of the above fields and four years work experience.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-13

DEPUTY DIRECTOR

NATURE OF WORK

An employee in this class may perform analysis for budget and revenue proposals, conduct program and policy analysis and evaluations, and interact with legislators and legislative committees. An employee must become familiar with the legislative intent for any agency or program to which the employee is assigned for budgetary and program evaluation purposes. Work includes the directing and performing of analysis of management and organization structures and organization structures and analysis of budgetary and fiscal considerations to develop an effective program or agency within state government. Work is accomplished with general direction from the director and acts for the director when necessary.

EXAMPLES OF WORK (May not include all the duties performed.)

Assists in planning and coordinating the activities of the Legislative Fiscal Bureau.

Performs the functions of the Director in the Director's absence.

Selects, assigns, advises, and evaluates staff.

Serves as liaison and meet regularly with section supervisors.

Assists the Director with the revenue estimating conference.

Develops detailed guidelines to be used by staff in their analysis.

Analyzes budget requests for assigned state agencies; meets with department directors, program managers, and agency budget personnel to determine budgetary needs as they relate to program operations and objectives.

Reviews and coordinates program analysis of departmental and state-wide activities; reviews evaluation and analysis, study designs, evaluates programs for effectiveness; identifies causes of effective and ineffective operation; establishes suggested program priorities, and ensures compliance with legislative intent.

Meets with members of the General Assembly and leadership regarding planning and coordinating activities of the Legislative Fiscal Bureau.

Reviews and coordinates staff proposed alternatives to committees

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-14

which may include detailed proposals for program deletion, revision or the implementation of new programs to better effect legislative intent.

With the director, assigns special projects to the applicable section and monitor progress of each section on assigned projects.

Prepares reports for the Legislative Council, or one of its committees, as assigned by the Director.

Maintains a working knowledge of the statutory provision and administrative rules authorizing and implementing state programs.

Maintains awareness of private and federal efforts which affect state operations.

Reviews analysis of legislative proposals for fiscal impact and possible further evaluation for the House and Senate.

Prepares appropriation, program evaluation and fiscal note status reports.

Performs related work as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of the practices, principles, methods, and techniques of budget, management, and organizational analysis.

Knowledge of the funding practices and procedures of Iowa state agencies.

Knowledge of the organization and operation of state government.

Thorough knowledge of the principles and practices of administration and supervision.

Ability to organize, direct, coordinate, and review the legislative budget analysis work of the staff.

Ability to learn and apply new technical knowledge as required.

Ability to make oral and written reports and presentations clearly and concisely.

Ability to establish and maintain effective working relationships with legislators, high-level government officials, special interest groups, and the mass media.

Ability to identify staff training needs and recommend to the

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-15

Director alternatives to accomplish the training.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration or related field.

Seven years of analytic work experience preferably including budget preparation or analysis or a Master's Degree in one of the above fields and five years work experience.

Five years managerial work experience preferably including personnel organization and direction.

JUNE 11, 1991

1-16

RUN DESIGNER I

General Description

Entry level position with six to twelve months data processing experience. Under immediate supervision, acquires the basic skills and techniques used in writing mapper application runs; performs related work as required.

Job Duties

Undergo formal mapper run design training to learn to write mapper application runs.

Make minor changes in established runs to adapt them to new requirements.

Assist in analyzing a run to ascertain if other combinations of statements would achieve greater flexibility or more dependable results.

Execute test runs and corrects run errors by altering run statements and sequences.

Job Skills

General knowledge of data processing theory.

Ability to learn and to apply basic run design techniques.

Ability to analyze run problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

JUNE 11, 1991

1-17

RUN DESIGNER II

General Description

One to three years data processing and/or run design experience. Under general supervision, develops appropriate mapper application programs for the solution of business, statistical, legislative, or other problems to be processed on an electronic computer in the mapper language; performs related work as required. May confer with technical personnel in analysis and application planning. May assist in determining the causes of run malfunctions.

Job Duties

Plan and develop detailed run procedures and instructions for converting specific application problems to a logical sequence of run statements; establishes proper coding for conversion of data.

Analyze, modify, and revise established runs to adapt to changes in need and requirements.

Analyze test results with end users to detect technical run errors, to isolate factors causing abnormal run behavior, and to determine reasons for malfunctions.

Prepare written instructions to guide end user personnel during production; compile documentation of run development and revisions.

Job Skills

Knowledge of data processing theory

Knowledge of mapper manual functions and run design statements

Knowledge of mapper run design techniques

Some knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Ability to analyze run problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-18

RUN DESIGNER III

General Description

One to three years data processing and one to three years run design experience. Under general supervision, performs technical analytical work in the formulation and development of computer systems and/or the development of mapper application runs for the solution of business, statistical, legislative, or other data associated with agency operations; performs related work as required. Confers with technical personnel in analysis and application planning. Determines causes of run malfunctions.

Job Duties

Analyze Fiscal Bureau operations and procedures by identifying and studying components to determine the feasibility of adapting same to computer processing; evaluate potential changes in operations and procedures and subsequent costs.

Develop systems by specifying their purpose and function, and illustrating operational characteristics; prepare flow charts and layouts to depict the flow of forms and documents through the system and the sequence of significant actions.

Test system by processing sample data to compare output with intended purpose of the system.

Maintain systems and programs by making adjustments as required to allow for changes in operating procedures and/or legislation which affects data processed.

Develop run procedures and standards for converting specific problems to logical sequence of computer operations.

Working with users, develop or revise programs based on analysis of agency needs to ensure adaptability of runs; analyze problem definition activities relative to run planning, run timing, run limitations, additional data requirements, changes in reporting methods, and other factors affecting the approval of a specific run.

Job Skills

Knowledge of data processing theory.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-19

Knowledge of methods and techniques of systems analysis and development.

Knowledge of mapper manual functions and run design statements.

Knowledge of mapper run design techniques.

Knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Ability to analyze systems and/or run problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-20

SOFTWARE ANALYST I

General description

Three to five years experience in systems analysis. Under general direction, performs research, specification, and support work in the development and maintenance of complex computer systems; performs related work as required.

Job duties

Ability to direct, coordinate, and supervise project staff. This requires setting timeframes and meeting deadlines

Documentation and testing of projects. This requires the establishing and implementing of procedures for documentation and testing prior to releasing the run to the users.

Position will require more than 40 hours per week in many instances. Additional time can not always be scheduled and will require the ability to stay and complete projects on an as-needed basis

Position will require ability to maintain effective working relations with LFB and other legislative employees as necessitated by work assignments.

Provide staff training and consulting.

Act as a liaison between CSB and vendors and the Fiscal Bureau.

Advise and assist in development and/or selection of software used in communication between the mainframe and microcomputers.

Design large-scale application systems; develop specifications for run designers' use in writing runs.

Job skills

Knowledge of data processing theory, principles, standards, and techniques of operation, systems support work, and computer programming.

Knowledge of methods and techniques of systems analysis and development.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-21

Knowledge of programming languages used by the Fiscal Bureau.

Knowledge of information management principles, methods, and procedures.

Ability to advise or instruct run designers as required.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-22

ADMINISTRATIVE SECRETARY

NATURE AND EXAMPLES OF WORK

Serves as secretary to the employees of the Legislative Fiscal Bureau.

Serves as receptionist. Provides general information about the office to the public and routes such calls to the appropriate staff member.

Greets and assists callers and visitors and obtains necessary information before directing them to the appropriate staff person for assistance.

Maintains general correspondence files, department and fiscal files and library materials.

Performs related work as assigned.

Performs varied office administrative tasks such as ordering and maintaining bill books.

Types and edits the typing of a variety of materials including reports for reproduction and distribution.

REQUIREMENTS OF WORK

Knowledge of functions and duties of the Legislative Fiscal Bureau, interest in state government and ability to work on a non-partisan basis is required.

Knowledge of office practices and procedures; grammar, punctuation, spelling and word usage.

Knowledge of the application and uses of modern office equipment including word and data processing equipment.

Knowledge of business arithmetic: addition, subtraction, multiplication and division, including fractions and percentages.

Knowledge of basic public relations techniques.

Ability to handle confidential work with tact and discretion; to perform complex clerical tasks and make decision requiring interpretation and judgment.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-23

Ability to follow oral and written instructions accurately and efficiently.

MINIMUM PREPARATION OF WORK

Three years of general office or stenographic experience, one year of which involved secretarial or related program support duties.

or

Satisfactory completion of post high school course work in an accredited secretarial, business or closely related curriculum may be substituted for up to two years work experience on a month to month basis.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-24

EXECUTIVE SECRETARY

NATURE AND EXAMPLES OF WORK

Serves as secretary to the employees of the Legislative Fiscal Bureau. Coordinates and maintains a schedule of appointments and meetings for director.

Serves as receptionist. Provides general information about the office to the public and routes such calls to the appropriate staff member.

Greets and assists callers and visitors and obtains necessary information before directing them to the appropriate staff person for assistance.

Maintains general correspondence files, department and fiscal files and library materials.

Maintains personnel records.

Performs related work as assigned.

Performs varied office administrative tasks such as ordering, office accounting records and maintaining bill books.

Types and edits the typing of a variety of materials including reports for reproduction and distribution.

REQUIREMENTS OF WORK

Knowledge of functions and duties of the Legislative Fiscal Bureau, interest in state government and ability to work on a non-partisan basis is required.

Knowledge of office practices and procedures; grammar, punctuation, spelling and word usage.

Knowledge of the application and uses of modern office equipment including word and data processing equipment.

Knowledge of business arithmetic: addition, subtraction, multiplication and division, including fractions and percentages.

Knowledge of basic public relations techniques.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

1-25

Ability to handle confidential work with tact and discretion; to perform complex clerical tasks and make decision requiring interpretation and judgment.

Ability to follow oral and written instructions accurately and efficiently.

May supervise other clerical staff.

MINIMUM PREPARATION OF WORK

Five years of general office or stenographic experience, three years of which involved secretarial or related program support duties.

or

Satisfactory completion of post high school course work in an accredited secretarial, business or closely related curriculum may be substituted for up to two years work experience on a month to month basis.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

2-1

2. EQUAL EMPLOYMENT OPPORTUNITY

This policy is established in accordance with the Chapter 7.B of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council. In establishing the policies and procedures pertaining to equal employment opportunity, the Legislative Council and the Legislative Fiscal Bureau have as their goal complete compliance with the civil rights law of Iowa as expressed in Chapter 601A of the Code of Iowa.

The Legislative Fiscal Bureau's policy is to provide equal employment opportunities to all qualified employees and applicants for employment regardless of race, religion, color, sex, national origin, age, or physical or mental disability. The Legislative Fiscal Bureau has adopted a program of affirmative action designed to provide employment opportunities on the basis of individual capabilities, motivation and merit, and also designed to encourage women and minorities to seek employment and promotion on these bases.

The Bureau recognizes that effective implementation of non-discriminatory hiring, classification and promotion policies involves strong administrative involvement and commitment. The Director of the Legislative Fiscal Bureau, who is in charge of personnel, in conjunction with the Legislative Council, which sets policy for and approves hiring, salary and promotion actions, will oversee the efforts of the Bureau to provide equal employment opportunity.

The Legislative Fiscal Bureau seeks qualified applicants and will assist underqualified persons to become qualified within the terms of the job classifications of the Bureau. The Legislative Fiscal Bureau seeks applications from qualified women and minorities when vacancies or new positions are filled.

The following procedures are designed to encourage the recruitment, hiring and promotion of employees without intentionally or inadvertently screening out members of minority groups or women.

- A. A position announcement will be developed by the Director and the supervisor of the position based upon the appropriate job description. Position announcements will be distributed to current Legislative Fiscal Bureau employees, and interested and qualified staff may apply.
- B. In order that the diversity of the applicant pool may be better assessed, all applicants shall be asked to complete a short questionnaire indicating their race/national origin, sex, age, and whether they have a physical or mental handicap. The questionnaire responses shall be immediately

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

2-2

separated from any substantive application materials, and shall not be seen by any person involved in screening or interviewing applicants. The questionnaire responses shall be tabulated.

- C. The Director shall periodically review the above announcement procedures to determine whether a well qualified and diverse pool of applicants is being attracted.
- D. Interviews shall be scheduled with the most qualified applicants. In screening applicants and in conducting interviews, care should be exercised that only bona fide occupational qualifications are considered.

The Legislative Fiscal Bureau will not favor or discriminate against any person in training, professional development, promotional opportunities, pay, compensation or working conditions because of race, religion, color, sex, national origin, age, or physical or mental disability. The Director of the Bureau will periodically review the rates of pay and working conditions of state employees with duties equivalent to those of Bureau employees. If discrepancies are found, the Director will develop and recommend appropriate adjustments to the Legislative Council.

Any person who believes that they have experienced discrimination in hiring, promotion, termination, or other matters pertaining to this equal employment opportunity policy, should report their concerns to the Legislative Council, which will advise the complainant of their rights under the employment policies of the Legislative Council and the laws of Iowa (see also GRIEVANCE PROCEDURE). Any person aggrieved by the decision of the Legislative Council may initiate appropriate action with the Iowa Civil Rights Commission, pursuant to Chapter 601A of the Code of Iowa.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

3-1

3. WORK ATTENDANCE

Pursuant to Chapter 6.A of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council, the following work attendance policies are established.

Work Day

All staff are expected to work a minimum of 8 hours a day. The basic work day is as follows:

- four hours work in the morning,
- one-half hour (unpaid) for lunch, and
- four hours work in the afternoon.

Within the eight total paid work hours, one-half hour is allowed for two fifteen minute breaks. These breaks may be added to the lunch time break for a one hour lunch. If a staff member does not use the two fifteen minute break times, either during the day or at lunch, this time is lost; it does not accrue to any overtime totals.

The normal lunch period is one-half hour between 11:30 A.M. and 1:30 P.M. Employees should not leave before 11:30 A.M. or return after 1:30 P.M. without prior approval from the employees direct supervisor. However, if a staff member does not use any break time and also misses the lunch break, one-half hour of overtime should be indicated on the timesheet.

Office Hours

The following are the office hours expected of all employees except when variations are granted by the Director on an individual basis:

Legislative Session - All employees must work from 8:00 A.M. to 4:30 P.M.

Interim Period - During this period a professional employee may request to work any 8.5 hour period between 7:00 A.M. and 5:30 P.M. This request must be made in writing and approved by the employee's direct supervisor. The request, if approved, is expected to be the working hours for the duration of the interim. During the interim period administrative staff must work from 8:00 A.M. to 4:30 P.M.

Timesheets

For each day during the pay period an employee should enter the amount of time spent on various activities. It is expected that an employee will complete their time sheet at the end of the working day or the following morning.

Timesheets should be finalized and approved by the employee and turned in to their section supervisor by 9:00 A.M. on the Friday following the end of a pay period. If the employee will be on

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

3-2

scheduled leave on the Friday following the end of the pay period, the time sheet will be finalized before the leave is taken.

Employee Location

All employees must indicate their location on the Mapper IN/OUT board provided by the office. If the employee is on scheduled leave, the date of return should be indicated on the IN/OUT board.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

4-1

4. OVERTIME & COMPENSATORY TIME

Employees are expected to account for 80 hours per pay period and any additional time as required by their jobs. An employee may be required to work more than 8 hours a day depending upon the various staff assignments. The following overtime policies are established in accordance with the Chapter 4.F of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Administrative Staff

The Administrative Secretary and Executive Secretary job classifications are designated as eligible for full compensation of overtime. These positions shall receive compensatory time at a one and one-half hour rate for each hour of overtime accrued. Compensatory time is calculated on a weekly basis and requires 40 hours to be worked before it applies.

Professional Staff

During the interim, when an employee works more than 8 hours a day, this time can be taken off within the same pay period on a one-for-one basis, if their schedule allows and approval from their supervisor is obtained. During the session, when an employee works more than 8 hours a day, this time can be taken off on a one-for-one basis within the same pay period, if their schedule allows and the General Assembly has adjourned for the day.

Hours worked during a pay period in excess of 80 hours per pay period are used to compute compensation time. The policy for compensation time is as follows:

1. Compensatory time is accumulated yearly from the end of a legislative session until the end of the following session.
2. Accumulated compensatory time cannot be converted into salary.
3. Compensatory time earned for overtime accrued will be on an hour for hour basis.
4. Compensatory time is accrued only after the accumulation of 40 hours of overtime and is limited to an accrual of 120 hours.
5. Compensatory time not used prior to the next legislative session is lost.

All time off is to be requested as outlined in Leave Request procedures.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

5-1

5. EMPLOYEE PROBATIONARY PERIOD

To evaluate staff members after their initial employment and to ensure satisfactory performance of duties and responsibilities, there is a probationary period. The length of the probationary period will be six months after the start of employment or through one legislative session if the time from the start of employment through one session is greater than six months in length. Employees will be evaluated in writing at the end of their probationary period by their supervisor or the Director with a recommendation to continue or terminate the staff member. During the probationary period, employees may be terminated at will and the grievance procedure is not applicable to them.

This probationary period is established in accordance with the Chapter 7.C of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

6-1

6. PROMOTIONS

See Chapter 10 of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

7-1

7. SALARY INCREASES - MERIT STEPS

See Chapter 4.D of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

8-1

8. PERFORMANCE EVALUATIONS

Employee evaluations are established and held in accordance with Chapter 9 of the Personnel Guidelines for the Central Legislative Staff Agencies adopted by the Legislative Council. Each position is evaluated in terms of its duties and responsibilities. Attached is the current form used for the annual employee evaluation.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

9-1

9. DEMOTIONS & TERMINATION

DISCIPLINE PROCEDURES

These procedures are established in accordance with Chapter 11 of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council. A discipline procedure is in effect to ensure a consistent and fair policy for dealing with employee disciplinary matters. All disciplinary actions are taken to correct an existing problem and to create an environment that will promote a satisfactory performance level. The procedure is a four-step process that progresses an employee through several counseling steps which ultimately could result in termination if the employee does not respond to disciplinary action. Depending upon the severity of the problem(s) the timeframe for improvement can vary and the discipline procedure can be initiated at any level. The four steps are:

Informal Discussion - between the employee and their immediate supervisor to inform the employee of the supervisor's concern over an existing performance problem(s). The supervisor should note in the employee's file the date and reasons for the meeting. No other documentation is necessary. If the employee is not performing satisfactorily at the end of x calendar days, the next step will be initiated.

Formal Discussion - will be used when the employee is not performing satisfactorily within x days following the date of the informal discussion. This meeting must be documented as to the date, subject discussed, and a complete statement of the performance problem(s), solution(s), and the consequences of non-compliance with the performance requirements must be stated. The employee must sign the document. The employee is given x days from the date of the formal discussion to comply with the performance standards, or the next step will be initiated.

Probation Step and/or Suspension - if the employee has not complied with the performance requirements within the x day time limit, the employee may be placed on probationary status or suspended without pay. This notice of probation or suspension must be in writing and signed by the Director prior to communicating it to the employee. The employee should be fully informed of the reason(s) for the probation or suspension and of the proposed solution(s) to the performance problem(s). The dates of the probation or suspension period's length must be indicated. Normally, the employee will have 30 days from the date of formal probation or suspension notice to meet the performance requirements.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

9-2

Termination/Demotion - if the employee has not complied with the performance requirements and/or responded to the probation or suspension period, termination or demotion may result.

Termination & Resignation

Termination is a separation from the Bureau initiated by the Bureau Director. Termination may result from:

1. Failure to meet required work standards of performance or attendance.
2. Inability to maintain proper working relationships.
3. Insubordination constituting a serious breach of conduct.
4. Unauthorized absence or abuse of leave privileges.
5. Falsification of any state records.
6. Reduction in work force or elimination of a position.
7. Conversion or taking of state property for personal benefit.
8. Willful violation of the law or of any of these policies.

Every effort will be made to provide the employee two weeks advance notice of termination. However, no notice is required if termination occurs during the probationary period and no notice is required if termination is due to misconduct.

Resignation is a separation from the Legislative Fiscal Bureau initiated by the staff member. Employees who resign their positions shall give two weeks notice and submit a written statement of intent to the Director. The Director or supervisor will conduct an exit interview before the employee's final working day.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

10-1

10. GRIEVANCE PROCEDURES

See Chapter 12 of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

11-1

11. PARTICIPATION IN PARTISAN POLITICS

See Chapter 13 of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

12-1

12. OUTSIDE EMPLOYMENT

Employees shall devote all their attention during working hours to Legislative Fiscal Bureau related activities. Employees may engage in outside employment so long as it does not interfere with the employee's job or the performance thereof, including the extra hours and late nights often required of employees during the legislative session. Any employment which could be viewed as an extension of Legislative Fiscal Bureau activities will not be allowed as private employment for remuneration. State resources of any kind cannot be used in connection with outside employment. Employees shall notify the Director of all outside employment.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

13-1

13. PROFESSIONAL CONDUCT & LEGISLATIVE PROTOCOL

All staff members shall conduct themselves in a professional manner during the normal work day at the office or while attending meetings or conferences away from their work location. Employees shall fulfill to the best of their ability the responsibilities of their position.

The principal activity of this office involves providing services to the General Assembly. All materials and information should be provided to legislators and committees on a confidential basis unless authorized differently. Similarly, in working on a request from a legislator, no mention of the member's name is to be made without specific permission.

When present at, or participating in a committee meeting, staff members should avoid behavior which could be interpreted as indicating approval or disapproval of testimony or committee action. Further, staff members should not interject themselves in committee deliberations except upon the request of the chairperson or a member.

Analysts should strive to be objective in their work. Analysts should never be perceived as an advocate or antagonist of an agency, issue, or program.

In responding to an inquiry for information in a committee meeting, if an analyst does not know the answer, the analyst should say so and get the answer as quickly as possible.

Due to the nature of the budget process, many times Fiscal Bureau staff is required to spend time with the chairpersons of the subcommittee during the budget development process. Once the initial bill is drafted and at each stage of the process, the Fiscal Bureau staff should give extra effort in seeking out the ranking members and other subcommittee members to determine if they need additional explanations of the bill, have additional information requests, or would like to discuss the implications of alternative scenarios.

As public employees, staff of the Legislative Fiscal Bureau are to meet the requirements in Chapters 68B and 721, Code of Iowa. Chapter 68B deals with the Gift law and Chapter 721 deals with the using of state property or equipment for private purposes or personal gain.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

13-2

In all cases Fiscal Bureau staff should avoid the acceptance of gifts from any person whom they work with as a Fiscal Bureau employee. In those situations where receiving a gift is unavoidable Chapter 14 of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council establishes gift reporting requirements.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

14-1

14. DRESS CODE & OFFICE PROTOCOL

Uniform Dress Code

When the General Assembly is in session, employees of the Fiscal Bureau shall wear appropriate attire. For male employees, appropriate attire means slacks, jackets, and ties; for female employees, appropriate attire means suits, dresses, skirts, or dress slacks.

During the legislative interim, if a legislative employee is required to be present at a legislative meeting or to meet with employees of other public or private agencies, the employee shall wear the attire required for the legislative session. Otherwise, the employee may wear less formal attire. Jeans, shorts, tee shirts, and rubber soled sports shoes are not acceptable work attire.

The Director may grant exceptions to the Uniform Dress Code when special circumstances exist.

Stereo/radio Headphones

Stereo/radio headphones may be worn only at the employee's assigned work area within the Fiscal Bureau office. (i.e., desk) The volume level must be low enough so the employee can hear the telephone ring at their work site and adjacent work sites. In addition, the volume level must be low enough so as not to disturb co-workers.

Smoking

Chapter 98A, 1989 Code of Iowa, prohibits smoking in any of the current Fiscal Bureau offices.

PC Laptop Take Home Procedures

The LFB laptop computer is available to all staff for general training or work related projects during the nights and weekends. The laptop is stationed at the Capitol Building. The administrative staff at the Capitol is responsible for reservation and checking out the laptop.

A reservation book will be maintained at the Capitol Building. Do not reserve the machine for more than two concurrent days. In all cases, work related projects will take priority over general training. When you pick up the laptop to take it home, you will need to sign it out and indicate the time and date taken. When you return the laptop, you need to sign it back in with an administrative staff person or supervisor. (Do not just drop it off.)

The laptop must be returned to the administrative staff each work day morning even if you check it out for two days. This will ensure availability for training needs during the work day. Times when the laptop is not in use it is the responsibility of the administrative

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

14-2

staff. The laptop will be secured in the supply cabinet when not checked out on weekends or an evening.

The time working on the laptop PC at home is not to be counted as hours worked. The only exception to this rule shall be those instances where a employee is required by their supervisor to work on the laptop PC at home.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

15-1

15. PAYCHECKS

Paychecks are distributed every other Friday and contain information on deductions from salary, vacation hours accrued and used, and sick leave hours accrued and used. Employees who desire to have their pay deposited directly into their financial institution account should complete the appropriate form available from the administrative staff in the Capitol Building.

There are a number of voluntary deductions available to an employee. These include the state employees' credit union, United States savings bonds, health and dental insurance, life insurance, pre-tax dependent care, charities, and deferred compensation. More information on the deductions is available in Chapters 22-27 of this document or from the administrative staff in Capitol Building.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

16-1

16. LEAVE APPLICATION

Pursuant to Chapter 6.B of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council, the following leave application procedure applies to all employees.

All employees are required to fill out a leave application for vacation time, sick leave, leave without pay, and compensatory time. The application is made to the employee's direct supervisor. If the employee's direct supervisor is unavailable, the employee shall request another supervisor approve the leave application.

Scheduled leave such as vacation time, leave without pay, compensatory time, and sick leave for doctor appointments shall be approved at the discretion of the employee's supervisor. All scheduled leave must be approved by a supervisor prior to the leave. **Unscheduled** leave such as sick leave must be reported to the employee's work site by 8:00 A.M. **Unscheduled** sick leave also requires a leave application to be filled out upon the employee's return.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

17-1

17. SICK LEAVE

Sick leave with full pay accumulates at the rate of 18 days annually for full-time employees. The bi-weekly accrual rate is 5.54 for the first and second pay periods in a month and 5.52 for the third pay period. Sick leave cannot be used in excess of the amount accrued. The allowed use of sick leave is established by Chapter 6.C(1.b) of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Sick leave may be converted to vacation leave by an employee who has accumulated 240 hours (30 days) of sick leave and who has not used any sick leave during the month. Commonly known as "flip-time," 12 hours of sick leave converts to 4 hours of vacation leave. Employees who have accumulated 240 hours of sick leave and wish to "flip" their future accumulations to vacation must indicate this in writing to the Deputy Director. See Code of Iowa section 79.1 and 79.23, and Iowa Department of Personnel Administrative Rules, chapter 14, for more information.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

18-1

18. VACATION & HOLIDAY LEAVE

Vacation Leave

Employees are entitled to vacation leave, with the rate of accrual depending upon the number of years of employment with the state, as follows:

Annual Years of Employment	Hourly Accumulation Per Entitlement (in hours)		Pay Period		
	<u>Vacation</u>	<u>Holidays</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
0-4	80 (10 da)	16 (2 da)	3.69	3.69	3.72
5-11	120 (15 da)	16 (2 da)	5.23	5.23	5.24
12-19	160 (20 da)	16 (2 da)	6.77	6.77	6.76
20-24	176 (22 da)	16 (2 da)	7.39	7.38	7.38
25+	200 (25 da)	16 (2 da)	8.31	8.31	8.28

These bi-weekly accumulations include both vacation hours and two days of personal holiday received by every employee. Vacation leave may not be accumulated in excess of twice the employee's annual rate of accrual, except that any vacation time obtained through conversion of sick leave ("flip-time") adds to the maximum vacation accumulation (up to a maximum of 96 additional hours). See Code of Iowa, section 79.1 for more information.

Accrued vacation time may be taken only if approval is granted by the employee's supervisor. Requests for vacation time must be submitted and approved by the employee's supervisor prior to the start of the vacation. Vacations are not to be scheduled while the General Assembly is in session.

Holidays

Employees are granted nine fixed holidays. The fixed holidays are New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas.

Holidays that fall during the legislative session shall be taken after the session, on a date agreed to between the supervisor and the employee. This policy is established in accordance with Chapter 6.C(1.d), of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

19-1

19. OTHER TYPES OF LEAVE

Other types of leaves are addressed in Chapter 6 of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council. The additional leave established are: sick leave without pay, family death leave, leave of absence without pay, leave of absence for purposes of family/maternity, educational leave, military leave, voting leave, court/jury service leave, business leave, and olympic leave.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

20-1

20. EDUCATIONAL LEAVE & FINANCIAL ASSISTANCE

The educational leave policy is established in Chapter 6.C(3.a), of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Before financial educational assistance can be considered for Legislative Fiscal Bureau employees, the following information must be submitted to the Director: course title and description, how the course will improve the employee's ability to perform their job, benefits the Legislative Fiscal Bureau will receive, including a brief cost/benefit analysis, amount of time to be used during the work day for classes or study, and the total cost for the course. After this information is received and reviewed, the employee will be notified if the assistance will be granted.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

21-1

21. WORKER'S COMPENSATION - INJURIES ON THE JOB

An employee should immediately notify their supervisor of any work-related injuries requiring medical treatment, and should next contact First Aid at 281-5266 for instructions. The state doctor or nurse will either provide care, refer the employee to their own physician, or may direct the employee to a local hospital for out-patient care. Medical bills for unauthorized care will not be paid by the state unless the nature of the injury, or where it occurred, prevented the employee from securing authorization.

If an employee is injured at work during other than normal hours, the employee should immediately attempt to notify their supervisor, and should next go to the nearest facility providing appropriate medical services.

The first report of a work related injury must be completed and filed by the employee's department within 16 working hours after the injury occurs.

Employees who are injured or become ill while at work may seek assistance from the Capitol complex nurse (located on the ground floor of the Capitol building).

JUNE 11, 1991

22-1

22. HEALTH & DENTAL INSURANCE

Health Insurance

Employees may choose from several types of health insurance coverages: three Blue Cross/Blue Shield programs and many health maintenance organizations. A detailed explanation of coverage, a comparison of coverage between plans, and the cost of each coverage is available from the administrative staff in the Capitol Building.

A permanent employee who works 20 hours or more per week is eligible for health insurance. New employees must complete an enrollment form within thirty days of employment. This form is available from the administrative staff. The insurance is effective the first of the month following thirty days of continuous employment.

The State pays a portion of the monthly cost of health insurance coverage for eligible employees. The State's contribution to the cost of the premium is based on a single or family plan selection and whether the eligible employee is full-time (30 or more hours per week) or part-time (20-29 hours per week). Employees may choose not to have income taxes or FICA taxes withheld for that portion of their pay that is deducted for health insurance.

An employee who does not wish health insurance coverage must sign the declination section of the application form and return it to the administrative staff in the Capitol Building.

Dental Insurance

The State's dental insurance administrator is Delta Dental, a subsidiary of Blue Cross and Blue Shield of Iowa. A permanent employee who works 20 hours or more per week is eligible for dental insurance. New employees must complete an enrollment form within thirty days of employment. This form is available from the administrative staff. The insurance is effective the first of the month following thirty days of continuous employment.

The State contributes the entire cost of the premium for single coverage. Family coverage is available with the employee contributing a portion of the premium. Employees may choose not to have income taxes or FICA taxes withheld for that portion of their pay that is deducted for health insurance.

An employee who does not wish dental insurance coverage must sign the declination section of the application form and return it to the administrative staff in the Capitol Building.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

23-1

23. DISABILITY INSURANCE

Permanent employees are insured by a long-term disability program. This program pays a monthly income benefit to employees unable to work due to prolonged sickness or accident. There is a waiting period; this is the greater of ninety working days of continuous sickness/accident disability, or the expiration of accrued sick leave time. Benefits can be paid until age 65. The benefits are computed by multiplying the monthly earning by 20% if employed less than one year, 40% if employed between one and two years, and 60% if employed two years or more. There is a minimum monthly benefit of \$50 and a maximum monthly benefit of \$2,000. Benefits are reduced by the amount of social security or worker's compensation benefits paid to the employee.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

24-1

24. LIFE INSURANCE

State-sponsored life insurance is available to permanent, full-time (30 hours or more per week) employees. Basic coverage of \$10,000 is provided at no cost to the employee and no underwriting is required. Additional coverage, up to \$40,000 may be purchased in units of \$5,000 and \$10,000 at nominal cost through payroll deduction. Employees may apply at any time for optional life insurance by completing a Statement of Health. More information is available from the administrative staff in the Capitol Building.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

25-1

25. OTHER VOLUNTARY DEDUCTIONS

Credit Union

Employees may join the State Employees Credit Union. Information about the Credit Union and its services is available from the administrative staff person in the Capitol Building.

Combined Charitable Campaign

Employees who wish to make a charitable contribution may do so at any time, either through direct contribution or payroll deduction. A list of those charitable agencies to which contributions may be made is included in the brochure distributed annually by the campaign administrator. The One Gift charitable campaign is held in the fall of each year. Employees may elect to contribute to the campaign through payroll deduction.

Savings Bonds

Employees may elect to have payroll deductions for the purchase of U.S. Savings (Series EE) Bonds.

Dependent Care Plan

Employees have the opportunity to use pre-tax dollars to pay for day care expenses for their children or other dependent adult(s) while they and their spouse work. An employee may set aside a designated amount of salary (in pre-tax dollars) in a Dependent Care Account and then be reimbursed for qualifying expenses. Pre-tax dollars are not subject to state, federal, or social security taxes. Some restrictions apply, but eligible expenses include: in-home day care, in-home nursing care, nursery school or day care center, adult day care, household services in conjunction with day care.

The federal government has placed restrictions on this benefit program, therefore an employee's decision to participate in this plan will be based on their individual tax situation. Once money has been allocated to your Dependent Care Account, the amount cannot be changed for the entire year, unless you have a change in family status.

More information on all voluntary deduction programs is available from the administrative staff in the Capitol Building.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

26-1

26. IPERS (Iowa Public Employees Retirement System)

All full-time employees are required to join IPERS. The deduction is 3.7% of the bi-weekly salary for the employee contribution (the state contributes 5.75%). This deduction is only on the first \$28,000 for calendar year 1990, the first \$31,000 for calendar year 1991, and \$34,000 for calendar year 1992. A statement of wages paid and amounts deducted for IPERS contribution is furnished annually to employees. Information on retirement benefits and refunds of contributions upon separation from covered employment can be found in the IPERS brochure (available from the administrative staff in the Capitol Building).

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

27-1

27. DEFERRED COMPENSATION PROGRAM

The Deferred Compensation Program is a method whereby State employees can defer the receipt of a portion of their salary until retirement. The portion deferred is not subject to federal or state income taxes until the money is actually received.

The amount the employee elects to defer is deducted from the employee's pay and invested in an annuity program or life insurance with a financial institution, licensed by the State of Iowa, of the employee's choice. The State of Iowa is the owner of the contract or policy; however, the State executes an agreement with the employee as to the disposition of the proceeds of the policy, "Deferred Compensation Agreement" (Form CFN 552-0371).

This program is primarily an additional retirement income and income tax savings program rather than an ordinary savings plan. Rigid restrictions have been established on withdrawal requirements prior to retirement. Funds can be withdrawn prior to retirement only in the case of death of the employee, termination of employment, or financial hardship.

All permanent or probationary employees of the State of Iowa, except the Board of Regents Institutions, who regularly work twenty hours or more per week and expect to be paid each payday of the year, are eligible to participate in the program. It is a program for employees who anticipate continuous employment with the State.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

27-2

Employees can enroll in the program during the open enrollment periods. The open enrollment periods will be from August 1 until August 31, and February 1 until February 28 of each year. The policies shall become effective on the first day of the third month following open enrollment and the premiums shall be deducted from the pay warrants received beginning with the second month following open enrollment. Once the employee has authorized a deduction, the amount cannot be changed until the next open enrollment; however, the deduction can be discontinued on thirty days written notice (Form CFN 552-0367). The minimum deduction is \$25.00 monthly; however, the maximum deduction is an amount not in excess of 25% of the employee's gross annual salary not to exceed \$7,500 per year. A participating employee may elect to catch-up during the employee's last three tax years before reaching normal retirement age. This catch-up could amount to the lesser of the following: a) \$7,500, b) 75% of the employee's previous year's base salary less the amount actually deferred during that employee's previous taxable year. During this catch-up period, the participating employee must have participated for twelve months during the employee's previous tax year.

Employees who discontinue their deduction cannot re-enroll in the plan until the next open enrollment period. Employees who have been on leave without pay, including military leave, are considered to have discontinued their participation in the program.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

28-1

28. AFTER HOURS ACCESS TO CAPITOL & LUCAS BUILDINGS

Capitol Access

Employees may request a pass allowing after hours access to the Capitol offices by completing an after hours pass application, available from the administrative staff in the Capitol Building. This pass should be shown to Capitol security officers upon request. Employees who enter or leave the building after hours should sign the register book, located in the cafeteria area in the Capitol.

Lucas Access

An employee parking card is required for after hours access to the Lucas Building. A card reader is located outside the east side entrance doors.

Office keys can be issued to employees. Contact the administrative staff in the Capitol Building to obtain or return keys.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

29-1

29. PARKING REGULATIONS

All permanent employees who park any vehicle within the Capitol complex must, within 48 hours, register the vehicle and obtain a parking decal and lot assignment; forms are available from the administrative staff in the Capitol Building. Decals should be affixed as specified without additional tape or adhesives. If for any reason an employee is unable to find a space in the assigned parking space or lot, or an individual who is a visitor drives a vehicle with a decal, they may park in another space or lot provided they notify Capitol security (281-5608).

Access cards are issued to employees and are encoded with the lot to which the employee has been assigned. Cards are to be inserted into readers when the red lamp indicator is off. The card should be inserted face up, red arrow first, with one continuous motion. The red lamp indicates that a read is being attempted. If the gate fails to go up, the card should be removed, wiped off and reinserted when the red light has gone out. During busy times several attempts may be needed. Dirty cards may not read; mild soap will remove any dark marks that may be causing interference with the reader.

Further information is contained in the parking regulations brochure, available from the administrative staff in the Capitol Building.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 11, 1991

30-1

30. STATE CARS, USE OF PERSONAL CARS, & TRAVEL REIMBURSEMENTS

All travel on Fiscal Bureau business requires the prior approval of a supervisor. The accrual of work hours while away from the usual workplace for work-related reasons is established in Chapter 6.C(1.i) of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

State Cars

Employees who plan to undertake authorized travel on Bureau business should use a state car obtained from the vehicle dispatcher. Requests should be submitted on the appropriate form and if possible, should be submitted three days in advance. The vehicle dispatcher is located at 301 East 7th Street (down the hill from the Capitol).

Business Use of Personal Cars

Employees who use their own cars on authorized Bureau business can receive reimbursement at \$.21 per mile. Specific authorization from a supervisor is required prior to the use of a personal car. Travel reimbursement forms are available from the administrative staff in the Capitol Building.

Travel Reimbursements

Employees who undertake authorized travel on Bureau business may receive reimbursement for expenses. Receipts are required for lodging and parking expenses, but are not required for meals. Lodging and meals are reimbursable at a reasonable rate. Reimbursements for meals that are not associated with an overnight trip away from Des Moines are taxable income. Forms to apply for reimbursement are available from the administrative staff in the Capitol Building.

LEGISLATIVE COMPUTER SUPPORT BUREAU

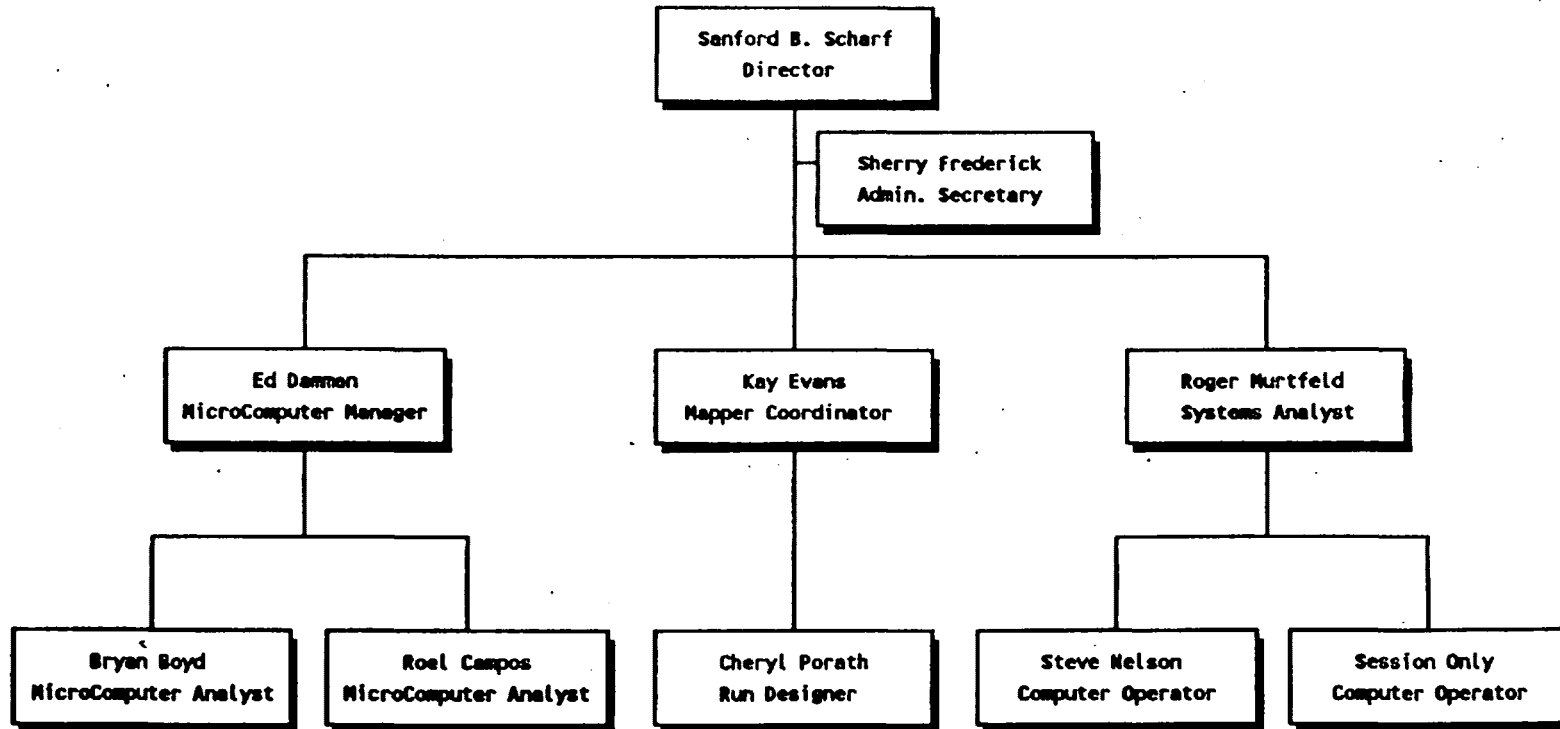
ANNUAL PERSONNEL REPORT

JUNE 1991

Reporting Requirement

- | | | |
|----|---|--------------|
| 1. | Organizational Chart | Attachment 1 |
| 2. | Position Classification System | Attachment 2 |
| 3. | Annual Personnel Report to include:
a. Employee names, grades/steps
b. Compensatory time earned | Attachment 3 |
| 4. | Work Attendance Policy & Leave Procedures | Attachment 4 |
| 5. | Performance Evaluation Forms | Attachment 5 |
| 6. | Educational Leave - Costs | Attachment 6 |

Legislative Computer Support Bureau as of July 1, 1991



Legislative Computer Support Bureau

<u>Position Classification</u>	<u>Pay Grade</u>
Run Designer I	24
Run Designer II	27
Mapper Coordinator I	32
Mapper Coordinator II	35
Computer Operator I	21
Computer Operator II	24
Software Analyst I	34
Software Analyst II	36
Microcomputer Support Analyst I	27
Microcomputer Manager I	33
Administrative Secretary	21
Executive Secretary	23
Computer Operator-Session Only	21

Source: Pay resolution adopted by Legislative Council

Job Descriptions are attached

RUN DESIGNER I

Grade 24

General Description

Entry level position with six to twelve months data processing experience. Under immediate supervision, acquires the basic skills and techniques used in writing mapper application runs; performs related work as required.

Job Duties

Undergo formal mapper run design training to learn to write mapper application runs.

Make minor changes in established runs to adapt them to new requirements

Assist in analyzing a run to ascertain if other combinations of statements would achieve greater flexibility or more dependable results

Execute test runs and corrects run errors by altering run statements and sequences

Job Skills

General knowledge of data processing theory

Ability to learn and to apply basic run design techniques

Ability to analyze run problems and develop satisfactory solutions

Ability to establish and maintain effective working relations as necessitated by work assignments

RUN DESIGNER II

Grade 27

General Description

One to three years data processing and/or run design experience. Under general supervision, develops appropriate mapper application programs for the solution of business, statistical, legislative, or other problems to be processed on an electronic computer in the mapper language; performs related work as required. May confer with technical personnel in analysis and application planning. May assist in determining the causes of run malfunctions.

Job Duties

Plan and develop detailed run procedures and instructions for converting specific application problems to a logical sequence of run statements; establishes proper coding for conversion of data.

Analyze, modify, and revise established runs to adapt to changes in need and requirements.

Analyze test results with end users to detect technical run errors, to isolate factors causing abnormal run behavior, and to determine reasons for malfunctions

Prepare written instructions to guide end user personnel during production; compile documentation of run development and revisions

Job Skills

Knowledge of data processing theory

Knowledge of mapper manual functions and run design statements

Knowledge of mapper run design techniques

Some knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Ability to analyze run problems and develop satisfactory solutions

Ability to establish and maintain effective working relations as necessitated by work assignments.

MAPPER COORDINATOR I

Grade 32

General Description

One to three years data processing and three to five years run design experience. Under general direction, performs technical analytical work in the total Mapper computer environment; oversees the daily activities performed on the Mapper system; performs related work as required.

Job Duties

Undergo formal Mapper coordinator training to learn all aspects of coordination.

Establish and administer Mapper data base security procedures.

Register Mapper system users and Mapper runs.

Establish local policies and procedures for obtaining user manuals and local documentation.

Develop training programs for users, using both manual functions and run design.

Monitor all Mapper software applications and act to ensure efficient use according to plan.

Monitor utilization of Mapper system resources.

Plan, test, and introduce new levels of Mapper software.

Interact with the user community.

Provide guidance and direction to subordinate run designers as required.

Job Skills

Knowledge of data processing theory.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of Mapper manual functions and run design statements.

Knowledge of Mapper run design techniques.

Knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Knowledge of coordinator runs to help monitor the system.

Knowledge of Mapper computer operations.

Must possess excellent communication skills both oral and written.

Ability to establish and maintain effective working relations as necessitated by work assignments.

MAPPER COORDINATOR II

Grade 35

General Description

Three to five years run design experience and one to three years Mapper coordination. Under general direction, performs advanced technical analytical work in the total Mapper computer environment; determines causes of Mapper system malfunctions and suggests solutions and alternate courses of action; oversees the daily activities performed on the Mapper system; performs related work as required.

Job Duties

Help support groups to define the software enhancements they need.

Plan Mapper hardware enhancements and expansion requirements by comparing known Mapper system storage with daily and monthly reports that reflect Mapper system efficiency, response time, and growth patterns.

Determine economic justification for new applications, evaluate layout of form types for efficiency and use, and generate new form types.

Establish and administer Mapper data base security procedures.

Register Mapper system users and Mapper runs.

Establish local policies and procedures for obtaining user manuals and local documentation.

Develop training programs for users, using both manual functions and run design.

Monitor all Mapper software applications and act to ensure efficient use according to plan.

Monitor utilization of Mapper system resources.

Plan, test, and introduce new levels of Mapper software.

Interact with the user community.

Provide guidance and direction to subordinate run designers as required.

Job Skills

Knowledge of data processing theory.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of Mapper manual functions and run design statements.

Knowledge of Mapper run design techniques.

Knowledge of Mapper coordination techniques.

Knowledge of capabilities and limitations of the current level of Mapper software.

Knowledge of modern information management principles, methods and procedures.

Knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Knowledge of coordinator runs to help monitor the system.

Knowledge of Mapper computer operations.

Must possess excellent communication skills both oral and written.

Ability to establish and maintain effective working relations as necessitated by work assignments.

COMPUTER OPERATOR I

Grade 21

General Description

Entry level position with three to twelve months data processing experience. Under immediate supervision, operates a computer system and peripheral equipment; performs related work as required.

Job Duties

Operate a computer system and related peripheral equipment including disk drives, tape drives, communication devices, and system printers.

Start up the Mapper system.

Mount and switch recovery tapes and history tapes.

Execute functions to update and copy report data bases.

Pack and recover report files.

Execute cycle merge and purge procedures.

Maintain tape library and storage.

Job Skills

Knowledge of the operation and maintenance of computers and peripheral equipment.

Some general knowledge of data processing theory

Ability to reason and think logically.

Ability to understand and execute run instructions.

Ability to interpret computer malfunctions.

Ability to maintain appropriate records.

COMPUTER OPERATOR II

Grade 24

General Description

One to three years computer operations experience. Under general supervision, monitors and controls computer by operating the central console; performs related work as required.

Job Duties

Operate a computer system and related peripheral equipment including disk drives, tape drives, communication devices, and system printers.

Confers with technical staff in the event errors require a change in instructions or sequence of operations.

Perform initial program load procedure and start the operating system; monitor the console for errors; observe elements of operation for evidence of incorrect operation.

Start up the Mapper system.

Restart the Mapper system in event of Mapper or system malfunction.

Mount and switch recovery tapes and history tapes.

Execute functions to update and copy report data bases.

Pack and recover report files.

Execute cycle merge and purge procedures.

Maintain tape library and storage.

Job Skills

Knowledge of the operation and maintenance of computers and peripheral equipment.

Knowledge of Mapper error recovery procedures.

Knowledge of the functional characteristics of computer equipment.

Knowledge of basic data processing principles.

Knowledge of operating systems.

Knowledge of online real-time concepts.

Ability to reason and think logically.

Ability to understand and execute a variety of oral and written run instructions.

Ability to interpret computer malfunctions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to operate assigned equipment skillfully and in conformance with applicable procedures.

SOFTWARE ANALYST I

Grade 34

General description

Three to five years experience in systems analysis. Under general direction, performs research, specification, and support work in the development and maintenance of complex computer systems; performs related work as required.

Job duties

Undergo formal training in software generation and communications support and assist with such installations. Does some systems programming and debugging.

Work with MCSS staff to resolve software problems and install solutions and fixes.

Design, test, implement, and maintain all programs not written in Mapper.

Assist in development and selection of mainframe software.

Advise and assist in development and/or selection of software used in communication between the mainframe and microcomputers.

Write system documentation, both internal (program documentation) and external (user manuals). Maintain all vendor-supplied documentation.

Analyze user needs and act as liaison to user departments; make formal and informal presentations to users and potential users.

Design large-scale application systems; develop specifications for run designers' use in writing runs.

Provide project leadership; direct, coordinate, and supervise project staff. Test system and resolve problems.

Provide staff and user training and consulting.

Job skills

Knowledge of data processing theory, principles, standards, and techniques of operation, systems support work, and computer programming.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of programming languages used by the Computer Support Bureau.

Knowledge of information management principles, methods, and procedures.

Ability to advise or instruct run designers as required.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

SOFTWARE ANALYST II

Grade 36

General description

Three to five years experience in systems analysis and one to three years experience in software analysis. Under administrative direction, performs planning, research, specification, and support work in the development and maintenance of complex computer systems; performs related work as required.

Job duties

Perform systems software generation and installation; provide communications support. Do systems programming and debugging.

Work with MCSS staff to resolve software problems and install solutions and fixes.

Coordinate outside software help for specific software malfunctions.

Design, test, implement, and maintain all programs not written in Mapper.

Develop software and policies for use of PC's and other microcomputers.

Responsible for public subscribers and legislative access programs.

Provide user training and consulting.

Write system documentation, both internal (program documentation) and external (user manuals). Maintain all vendor-supplied documentation.

Analyze user needs and act as liaison to user departments; make formal and informal presentations to users and potential users.

Suggest particular software solutions for projects and applications.

Design large-scale application systems; develop specifications for run designers' use in writing runs.

Provide project leadership; direct, coordinate, and supervise project staff. Test system and resolve problems.

Job skills

Knowledge of data processing theory, principles, standards, and techniques of operation, systems support work, and computer programming.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of programming languages used by the Computer Support Bureau.

Knowledge of hardware and software configurations used in the legislative computer system.

Knowledge of information management principles, methods, and procedures.

Ability to interface all system software.

Ability to advise or instruct run designers as required.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

MICROCOMPUTER SUPPORT ANALYST I

Grade 27

General description

One to three years professional experience with Microcomputers. Under general direction, provides microcomputer user support, performs research, specification, and support work in the development and maintenance of microcomputer systems; performs related work as required.

Job duties

Coordinate with the General Assembly, and the Legislative Council and its agencies the installation of microcomputers.

Work with the General Assembly, and the Legislative Council and its agencies to resolve hardware problems and recommend solutions.

Work with the General Assembly, and the Legislative Council and its agencies to resolve software problems and install solutions and fixes.

Assist the General Assembly, and the Legislative Council and its agencies the selection and testing of microcomputer hardware and software.

Advise and assist in selection of software used in communication between the mainframe and microcomputers.

Analyze the needs of the General Assembly, and the Legislative Council and its agencies and act as liaison to user departments; make formal and informal presentations to users and potential users.

Provide staff and user training and consulting.

Job skills

Knowledge of general microcomputing, principles, standards, and techniques of operation, and systems support work, as related to microcomputers.

Knowledge of application programs used by the Computer Support Bureau.

Knowledge of Local Area Networks.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

MICROCOMPUTER MANAGER I

GRADE 33

General Description

One to three years professional experience with Microcomputers. Under general direction, performs research, specification, and support work in the development and maintenance of microcomputer systems; performs related work as required.

Job Duties

Interact with the user community in a leading role as it relates to the support of PC application software.

Plan overall needs of PC application software and hardware for the entire user community, and the implications to present hardware/software platform, user knowledge, and training requirements.

Undergo formal training on PC application level integration software to learn all aspects required to automate and integrate PC applications.

Coordinate purchasing activities including the following:

a) Maintain contract price information b) Purchase PC hardware and application software c) Provide order assistance to user department purchasing and finance officers d) Approve PC hardware and application software purchases and coordinate payment through CSB Secretary e) Maintain billing information and inventory data base information.

Establish local policies and procedures for installing approved PC application software on users PC's. Register and maintain upgrade information on PC application software. Help users maintain users documentation libraries.

Develop and conduct training programs for users, and coordinate contract training of PC application software. Develop, conduct, and/or coordinate training programs for computer contacts in the user departments on advanced PC computing topics.

Plan, assist users with testing, and coordinate new versions of PC applications software.

Provide guidance and direction to subordinate Microcomputer Support Analyst as required.

Job Skills

Knowledge of data processing theory, principles, standards, and techniques of operation, and systems support work, as related to microcomputers.

Knowledge of application programs used by the Computer Support Bureau.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

ADMINISTRATIVE SECRETARY

Grade 21

General Description

One to three years experience involving secretarial duties, performs related work as required.

Job Duties

Serves as secretary to the employees of the Legislative Computer Support Bureau.

Serves as receptionist. Provides general information about the office to the public and routes such calls to the appropriate staff member.

Greets and assists callers and visitors and obtains necessary information before directing them to the appropriate staff person for assistance.

Responsible for the processing of Claim vouchers and all Internal vouchers and for recording and maintaining various transactions in the departmental budget book. Also monthly balancing of the budget book against the IFAS report.

Maintains general correspondence and accounts payable files.

Maintains all personnel records.

Teaches Mapper Word Processing to any legislative staff member and is available for any follow-up word processing questions. Also maintains and updates any Mapper Word Processing material for classes.

Performs varied office administrative tasks such as supply ordering and distribution of mail.

Types and edits the typing of a variety of materials including reports for reproduction and distribution.

Maintains and updates inventory.

Job Skills

Knowledge of functions and duties of the Legislative Computer Support Bureau, interest in state government and ability to work on a non-partisan basis is required.

Knowledge of office practices and procedures; grammar, punctuation, spelling and word usage.

Knowledge of the application and uses of modern office equipment including word and data processing equipment.

Knowledge of the business arithmetic: addition, subtraction, multiplication and division, including fractions and percentages.

Knowledge of basic public relations techniques.

Ability to handle confidential work with tact and discretion; to perform complex clerical tasks and make decision requiring interpretation and judgment.

Ability to follow oral and written instructions accurately and efficiently.

EXECUTIVE SECRETARY

Grade 23

General Description

Three to five years experience involving secretarial duties, performs related work as required.

Job Duties

Serves as secretary to the employees of the Legislative Computer Support Bureau. Coordinate and maintains a schedule of appointments and meeting for the Director and other staff employees.

Serves as receptionist. Provides general information about the office to the public and routes such calls to the appropriate staff member.

Greets and assists callers and visitors and obtains necessary information before directing them to the appropriate staff person for assistance.

Responsible for the processing of Claim vouchers and all Internal vouchers and for recording and maintaining various transactions in the departmental budget book. Also monthly balancing of the budget book against the IFAS report.

Maintains general correspondence and accounts payable files.

Maintains all personnel records.

Teaches Mapper Word Processing to any legislative staff member and is available for any follow-up word processing questions. Also maintains and updates any Mapper Word Processing material for classes.

Performs varied office administrative tasks such as supply ordering and distribution of mail.

Types and edits the typing of a variety of materials including reports for reproduction and distribution.

Maintains and updates inventory.

Job Skills

Knowledge of functions and duties of the Legislative Computer Support Bureau, interest in state government and ability to work on a non-partisan basis is required.

Knowledge of office practices and procedures; grammar, punctuation, spelling and word usage.

Knowledge of the application and uses of modern office equipment including word and data processing equipment.

Knowledge of the business arithmetic: addition, subtraction, multiplication and division, including fractions and percentages.

Knowledge of basic public relations techniques.

Ability to handle confidential work with tact and discretion; to perform complex clerical tasks and make decision requiring interpretation and judgment.

Ability to follow oral and written instructions accurately and efficiently.

Legislative Computer Support Bureau

Annual Personnel Report

FY 1991

NAME	POSITION	CURRENT GD/STEP	MERIT INCREASE ELIG. DATES	COMPTIME/OR OVERTIME	OVERTIME HOURS 1991
Damman, Ed	Microcomputer Manager	33/2	05-22-92	CT	N/A
Boyd, Bryan	Microcomputer Support Analyst	27/2	04-10-92	CT	N/A
Campus, Roel	Microcomputer Support Analyst	27/2	02-28-92	CT	N/A
Evans, Kay	Mapper Co-Ordinator II	35/3	11-22-91	CT	N/A
Frederick, Sherry	Admin. Secretary	21/4	08-02-91	OT	NONE
Porath, Cheryl	Run Designer II	27/3	11-22-91	CT	N/A
Nelson, Steve	Computer Operator I	21/1	08-16-91	OT	27.5
Murtfeld, Roger	Software Analyst I	34/2	01-17-92	CT	N/A

Total comptime hours from January 1, 1991 thru May 23, 1991:

	COMP WORKED	ADJUST 1ST 40 HOURS	COMP/LESS ADJUSTMENT	COMPENSATORY ALLOWED	COMPTIME NOT USED
Employee 1	365.25	-40	325.25	120	205.25
Employee 2	53.00	-40	13.00		
Employee 3	115.00	-40	75.00		
Employee 4	56.00	-40	16.00		

11 00

ATTACHMENT #3

JUNE 5, 1990

LEGISLATIVE COMPUTER SUPPORT BUREAU
WORK ATTENDANCE POLICY

1. 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.
2. 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.
3. 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.
4. 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.
5. In order to assure that staffing requirements are met, it may be necessary to schedule lunchtimes and break times.
6. Each employee is to complete the employee's timesheet at the end of each working day or the following morning. Time sheets should be submitted to the Bureau Secretary by 9:00 a.m. on the Friday following the end of the pay period.
7. 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.

JUNE 5, 1990

LEGISLATIVE COMPUTER SUPPORT BUREAU
PROCEDURES FOR USE OF LEAVE TIME

1. 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.
2. A request for use of leave of 8 hours or less need not be submitted in advance.
3. 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.
4. 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.
5. 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.
6. An absence from work which 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.

PERFORMANCE EVALUATION FORM
LEGISLATIVE COMPUTER SUPPORT BUREAU

Employee: _____

Date: _____

PERFORMANCE EVALUATION FORM

Explanation of Ratings:

- | | |
|---------------|--|
| EXCELLENT | - Consistently exceeds performance standards; outstanding performance |
| VERY GOOD | - Frequently exceeds performance standards; good performance |
| SATISFACTORY | - Consistently meets performance standards and requirements; competent performance |
| BELOW AVERAGE | - Frequently fails to meet performance standards; performance improvement necessary |
| POOR | - Significantly fails to meet performance standards; unacceptable level of performance |

EVALUATION FACTOR GROUPINGS

1. General Performance Characteristics
2. General Work Skills and Communication Skills
3. Work-related Interpersonal Skills
4. Word-related Attitudinal Factors
5. Decision-making Ability

EMPLOYEE: Based upon the descriptions for each factor grouping, please rate your performance by circling ONE rating per grouping and entering a comment if necessary. At the end of this Performance Evaluation Form you can make additional comments.

1. GENERAL PERFORMANCE CHARACTERISTICS

EXCELLENT VERY GOOD SATISFACTORY BELOW AVERAGE POOR

COMMENT (optional):

- A. ATTENDANCE AND PUNCTUALITY - Record of work attendance, with emphasis on important work periods; timeliness of attendance.
- B. OBSERVANCE OF RULES - Familiarity with and acceptance of guidelines, regulations, and procedures; considerate of coworkers.
- C. PERSONAL APPEARANCE - The selection of personal business attire; grooming and cleanliness.
- D. PERSONAL INTEGRITY - Adherence to a code of moral values and principles which impact the organization; does not abuse privileges.
- E. PERSONAL ORGANIZATION - The order, appearance, and overall condition of an individual's work area; coordination of personal matters to minimize disruption of work duties and responsibilities; uses time efficiently.
- F. PROFESSIONALISM - The individual's ability to order one's conduct in such a manner that all persons dealing with the individual are aware of the individual's maturity, integrity, and commitment to job.
- G. RELIABILITY - The confidence which may be placed in the individual's professional opinions, recommendations, and analyses.

2. GENERAL WORK SKILLS AND COMMUNICATION SKILLS

EXCELLENT	VERY GOOD	SATISFACTORY	BELOW AVERAGE	POOR
-----------	--------------	--------------	------------------	------

COMMENT (optional):

- A. COMMUNICATION, ORAL - The ability to orally develop and convey thoughts clearly and concisely to others, with acceptable English usage.
- B. COMMUNICATION, WRITTEN - The ability to convey written thoughts clearly and concisely, with little difficulty regarding interpretation, and with acceptable English usage.
- C. CONCENTRATION - The ability to stick with a given task to the end of the task; ability to renew concentration after interruption.
- D. INITIATIVE - The extent to which the individual pursues important work without close supervision and generates ideas helpful to the organization; the extent to which the individual is a "self-starter".
- E. JOB KNOWLEDGE - Possesses a clear knowledge of the responsibilities and the task to be performed; proficient in skills required to perform job.
- F. PLANNING - Setting realistic goals and organizing resources to achieve them; ability to schedule and organize time and effort for short-range or long-range assignments; predicting problems or questions before they occur.
- G. PROBLEM SOLVING/CREATIVITY - Uses sound judgment in analyzing problem situations; generates ideas; provides constructive suggestions towards solution; independent recognition of problems and proposal of solutions.
- H. RESOURCEFULNESS - The degree of originality of ingenuity of ideas; independence of thinking; ability to connect ingenuity with work-related projects.
- I. TIME EFFECTIVENESS - The ability to meet deadlines and accomplish objectives by efficient allotment of time; assignments completed by deadlines.

3. WORK-RELATED INTERPERSONAL SKILLS

EXCELLENT VERY GOOD SATISFACTORY BELOW AVERAGE POOR

COMMENT (optional):

- A. COOPERATION OUTSIDE BUREAU - The willingness and spirit with which the individual works with others toward a common goal. The ability to develop and maintain a working relationship that is characterized by open communication enhancing the work flow among the units of the legislative branch and between the executive and legislative branches.
- B. COOPERATION WITH COWORKERS - The willingness with which the individual works with colleagues in a common effort; reaction to coworker suggestions or requests.
- C. COOPERATION WITHIN BUREAU - Takes direction well; works well with others; promotes team effort; willingly assists other employees within bureau.
- D. DELEGATION - The ability to entrust responsibility and authority to others while retaining control and fixing accountability for unexpected results
- E. INTERPERSONAL SKILLS - Communicates and listens effectively; keeps others informed when necessary; promotes favorable relations with others in and outside the bureau.
- F. LEADERSHIP - The ability to inspire confidence, productivity and teamwork; fair and consistent use of discipline and authority; respect for the individual.
- G. MOTIVATING OTHERS - The ability to positively affect an organization and stimulate others through personal conduct and example.
- H. WORKING WITH SUPERIORS - The ability to accept direction and perform tasks in a friendly and businesslike manner.

4. WORK-RELATED ATTITUDINAL FACTORS

EXCELLENT VERY GOOD SATISFACTORY BELOW AVERAGE POOR

COMMENT (optional):

- A. ACCEPTANCE OF CRITICISM - The personal and professional reaction of the individual to constructive suggestions which may improve performance or effectiveness of the individual.
- B. COMMITMENT TO JOB - The individual's overall attitude toward the job and the individual's expression of responsibility and dedication to duty; an involvement "above and beyond" the call of duty when required.
- C. COMPOSURE AND SELF-CONTROL - The ability to work under pressure, to maintain a level temper, to refrain from showing emotion under stress, to react in a good-natured manner under adverse conditions.
- D. CONFIDENCE - The ability to deal fairly and directly with facts, establish a rapport with other individuals, develop a reliable and consistent performance that enables others to depend upon the individual for advice, analysis, and recommendations.
- E. COURTESY - The characteristic of dealing with fellow employees, members of the legislative community, and the general public in accordance with the principles of common courtesy and consideration.
- F. FLEXIBILITY - The personal and professional willingness to accept new assignments and increased responsibility; attitude toward change; willing to master new duties and methods.
- G. TACT - The ability to work with others in a manner that is not offensive, that builds a base of cooperative participation, and that results in achievement of basic purpose; listens to input before making a decision.

5. DECISION-MAKING ABILITY

EXCELLENT VERY GOOD SATISFACTORY BELOW AVERAGE POOR

COMMENT (optional):

- A. DECISIVENESS - The ability to resolve problems encountered in daily work and to properly complete work assignments without excessive reliance upon supervision or interruption of others.
- B. JUDGMENT - The ability to resolve work problems by applying the accumulated training, experience, and understanding the individual has acquired; application of such training, experience, and understanding; achieving balanced and fair solutions to problems.
- C. KEEPING OTHERS INFORMED - Knowing when to bring matters to the attention of others, particularly supervisors, so that adequate information is made available at the proper levels in the organization.

EMPLOYEES -- FINAL COMMENTS (optional) - Additional sheets may be attached

DIRECTOR'S RESPONSE (optional) - Additional sheets may be attached

Designated time/month for next evaluation: _____

Date: _____

Director's Signature: _____

Employee's Signature: _____

*The signature of the employee indicates discussion of the evaluation with the Director. It does not necessarily indicate agreement with the evaluation. An employee may file additional comments in response to an evaluation or the Director's response within seven days of receiving such evaluation.

EDUCATIONAL LEAVE - COSTS FOR 1991

NAME

Kay Evans
Upper Iowa University
Organizational Communication
Grade: A
Cost: \$319.00

NAME

Sherry Frederick
Des Moines Area Community College
Intro to Computer Literacy
Grade: B
Cost: \$155.25

CITIZENS' AIDE/OMBUDSMAN
ANNUAL PERSONNEL REPORT
June 13, 1990

<u>NAME</u>	<u>POSITION</u>	<u>EMP. DATE</u>	<u>CURRENT GRADE/ STEP</u>	<u>REVIEW DATE</u>
Mosher, R.	Deputy	10/01/73	35/6*	06/05/92
Cooperrider, R	Legal Counsel	07/09/90	31/2	01/03/92
Meline, R.	Assistant III (Assistant for Institutions)	11/16/84	33/5	06/05/92
Ferjak, M.	Assistant II (Assistant for Public Safety)	12/11/87	30/4	06/05/92
Eick, T.	Assistant I	02/05/90	27/2	08/02/91
Bencke, C.	Assistant I	08/22/90	27/2	02/14/92
Sheetz, W.	Assistant I	09/14/90	27/2	03/14/92
Stageberg, J.	Assistant I	01/16/91	27/1	07/05/91**
Green, J.	Ex. Secretary	07/01/74	23/6*	10/11/91
Nett, P.	Adm. Secretary	01/17/72	21/6*	10/11/91
Kennedy, M.	CA/O Secretary	06/22/89	19/3	12/20/91

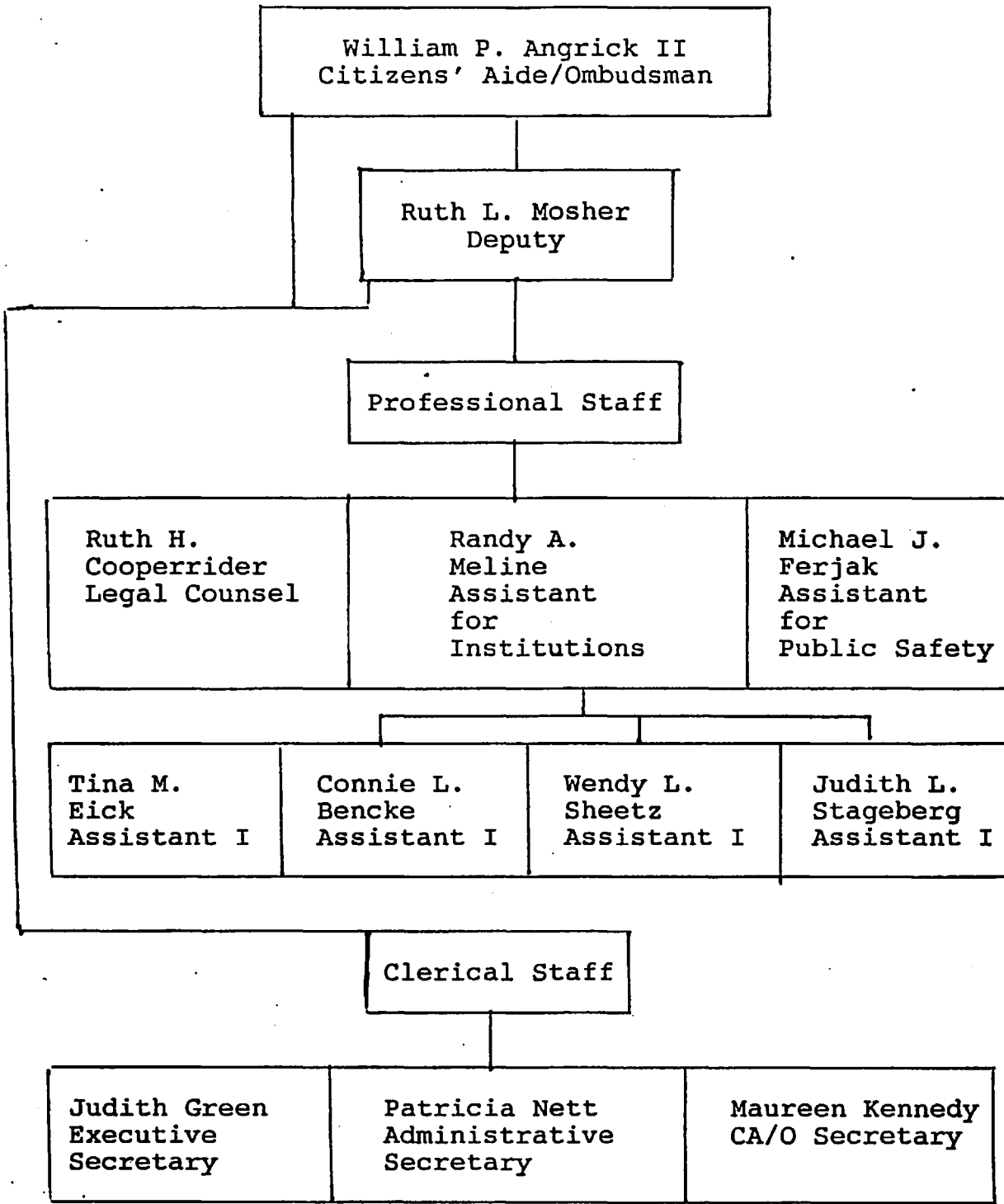
*These individuals are at the top of the Grade/Step and are not eligible for merit increases in their present positions.

**Six month probationary period review date. One step increase to Grade/Step 27/2. New review date is 07/03/92.

perrept

IOWA OFFICE OF CITIZENS' AIDE/OMBUDSMAN

TABLE OF ORGANIZATION



INSTITUTIONAL and PUBLIC SAFETY ASSIGNMENTS

RUTH L. MOSHER

Iowa Correctional Institution
for Women (ICIW)
Mitchellville

RANDY A. MELINE

Iowa State Penitentiary (ISP)
Fort Madison
John Bennett Correctional
Center (JBCC) & Farms
Fort Madison
Correctional Treatment Unit
(CTU)
Clarinda
Medium Security Unit (MSU)
Mount Pleasant
Riverview Release Center (RRC)
Newton
Luster Heights (LH)
Harper's Ferry
Board of Parole
Community Based Corrections
Facilities and Programs
Probation Officers
Iowa School for the Deaf
Council Bluffs
Iowa Braille & Sight Saving School
Vinton

JUDITH A. STAGEBERG

Iowa Men's Reformatory (IMR)
Anamosa
Iowa Medical and Classification
Center (IM&CC)
Oakdale
North Central Correctional Facility
(NCCF)
Rockwell City

CONNIE L. BENCKE

Mental Health Institute (MHI)
Cherokee
Mental Health Institute (MHI)
Clarinda
Mental Health Institute (MHI)
Independence
Mental Health Institute (MHI)
Mount Pleasant
Iowa Veterans' Home (IVH)
Marshalltown

WENDY L. SHEETZ

Glenwood State Hospital/School (SHS)
Glenwood
Woodward State Hospital/School (SHS)
Woodward
Iowa Juvenile Home (IJH)
Toledo
State Training School (STS)
Eldora

MICHAEL J. FERJAK

Local Marshals and Police
County Sheriffs and Jails
Department of Public Safety (DPS)
State Patrol
Capitol Police
Division of Criminal
Investigation
Fire Marshal
Department of Natural Resources (DNR)
Conservation Officers
Department of Transportation (DOT)
Enforcement Officers
State Fair Security Police
Law Enforcement Academy

June 1991

CITIZENS' AIDE/OMBUDSMAN
POSITION CLASSIFICATIONS AND PAY GRADES
June 13, 1990

<u>POSITION CLASS</u>	<u>PAY GRADE</u>
Deputy Citizens' Aide/Ombudsman	35
Assistant III (Assistant for Institutions)	33
Legal Counsel	31
Assistant II (Assistant for Public Safety)	30
Assistant I	27
Executive Secretary	23
Administrative Secretary	21
Citizens' Aide/Ombudsman Secretary	19

All permanent position classes are filled. The agency has 12.0 FTE's authorized (including the Citizens' Aide) and currently employs 12.0 FTE's (including the Citizens' Aide).

posclass

CITIZENS' AIDE/OMBUDSMAN
ANNUAL COMPENSATORY TIME REPORT
June 13, 1991

Employees of the office of Citizens' Aide/Ombudsman accrue compensatory time on a calendar year basis (January 1 to December 31).

CALENDAR YEAR 1990

Compensatory time accrued after the accumulation of forty hours of overtime.

<u>EMPLOYEE</u>	<u>COMPENSATORY TIME EARNED</u>
1	6.50 hours
2	111.75 hours

comptime

CITIZENS' AIDE/OMBUDSMAN
SUPPORT STAFF ANNUAL OVERTIME REPORT
June 13, 1991

Support staff of the office of Citizens' Aide/Ombudsman are eligible for overtime pay on a calendar year basis (January 1 to December 31).

CALENDAR YEAR 1990

No overtime hours were paid during calendar year 1990.

overtime

WORK ATTENDANCE POLICY
OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Each employee is expected to report to work on a regularly and timely basis and to utilize the appropriate leave request policies when necessary. The normal work schedule for the office is 8:00 a.m. to 4:30 p.m., Monday through Friday, except for designated state holidays or declared weather emergencies. This is an eight hour day, five day work week, yielding 80 hours per pay period. For the period June 21, 1991 through September 26, 1991 employees may elect to participate in a ten hour day, four day work week during which the work day begins at 7:00 a.m. and ends at 5:30 p.m.

During a work day each employee is entitled to two fifteen minute breaks, one to be taken in the a.m., the other in the p.m. and a thirty minute lunch break. The two fifteen minute breaks and the lunch break may be combined and taken as a sixty minute lunch break.

The CA/O reserves the right to request employees to work outside of the normal or elected work schedule for which the employee will receive compensatory time credit or, if eligible, overtime pay.

If an employee fails to show up for scheduled work on three consecutive days without having notified either the CA/O or Deputy, that employee shall be deemed to have abandoned his/her employment.

(TRIAL) FOUR DAY WORK SCHEDULE
OFFICE OF CITIZENS' AIDE/OMBUDSMAN

In an attempt to respond to employee requests and to extend the hours the office is available to the public the CA/O will establish a trial four day work schedule commencing June 21, 1991 through September 26, 1991.

Staff participation in this work schedule will be voluntary, however if a sufficient number of staff elect to not participate or drop out from participation the optional four day work schedule may have to be cancelled.

Individuals opting to participate will work four ten hour days. Starting time will be 7:00 a.m., end time will be 5:30 p.m. The office will remain open and responsive to telephone and in-person contacts from 7:00 a.m. until 5:30 p.m. Monday through Friday. On those intake days when the intake assistant has elected to work five eight hour days staff on the four day work schedule will be responsible to receive intake contacts during the two hours not covered by the daily intake staff person. Similar adjustments will be made among the clerical staff.

The model four day work schedule option, coordinated with those staff who elect to remain on a five day work week will allow ten (10) additional hours per week (or one additional week [40 hours] per month) when complainants can access the office outside the traditional "business" hours which will allow complainants more flexibility in deciding when they contact the office.

TRIAL STAFF SCHEDULE

Start time: 0700/0800 End time: 1730/1630

[X = 5 day schedule] [I = intake duty] [C = clerical duty]

	Monday	Tuesday	Wednesday	Thursday	Friday
Angrick	1	1	[1I]	1	
Mosher	2X	2X	[2XI]	2X	2X
Cooperrider	3	3	[3I]	3	
Meline		4	[4I]	4	4
Ferjak	5	[5I]	5	5	
Bencke		6	6	[6I]	6
Sheetz	7X	7X	7X	7X	[7XI]
Stageberg	[8I]	8	8	8	
<hr/>					
Professional					
Staff on Duty	6	8	8	8	4
Nett	9XC	9XC	9XC	9XC	9XC
Green		10C	10C	10C	10C
Kennedy	11C	11C	11C	11C	
<hr/>					
Clerical					
Staff on Duty	2	3	3	3	2

SICK LEAVE POLICY
OFFICE OF CITIZENS' AIDE/OMBUDSMAN

The current annual accrual rate for all state employees is eighteen (18) days. The bi-weekly accrual rate is as follows:

<u>Pay date</u>	<u>Hourly Accrual</u>
1st	5.54
2nd	5.54
3rd	5.52

Any Citizens' Aide/Ombudsman (CA/O) staff member who becomes ill shall have a call made to the CA/O or Deputy by 8:30 a.m. of the day the sick leave is to be used. To the extent possible, staff members shall indicate the expected hours or days to be used when making this initial call. Sick leave which shall be taken under a physician's direction for exhaustion or similar recuperative conditions shall be substantiated by a written communication from the physician. Staff members suffering from serious debilitating conditions, or who are recovering from surgery, must have a physician's statement indicating that they are able to return to work full-time before they will be allowed to return to their full-time responsibilities.

When a staff member is ill, he/she is expected to use sick leave. This is a small office and we cannot afford lengthy absences resulting from one not taking the necessary sick leave when a condition requires rest and treatment, nor can we afford contagious infections being spread among other staff members. If this directive is not followed voluntarily, it shall be enforced by the CA/O or the Deputy.

Extended sick leave is available without pay if the staff member expends all of his/her accrued sick leave. Individuals so stricken shall inform the CA/O or the Deputy of anticipated sick leaves of this duration and he/she shall attempt to work out a suitable arrangement for continued employment, if possible. Accrued vacation time may be used to afford the staff member with the longest possible employment period prior to these special circumstances being considered.

Vacation time and sick leave are separate situations. Staff members shall not use sick leave to extend vacation periods. Such situations will be dealt with as unauthorized absences from employment.

The CA/O may also permit a permanent employee to transfer vacation leave accrued to another permanent employee for use as sick leave as described in the Vacation Leave Sharing Policy of the Personnel Guidelines for the Central Legislative Staff Agencies (Chapter 6 D).

slpol

June, 1991

**CITIZENS' AIDE/OMBUDSMAN
EDUCATIONAL LEAVE
June 13, 1991**

FISCAL YEAR 1990

**No educational leave was taken by Citizens' Aide/Ombudsman
staff during Fiscal Year 1990.**

edleave

VACATION POLICY
OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Vacation leave shall be accrued according to the number of years employed in Iowa state government. The current amounts of vacation time which can be earned are as follows:

Years of Employment	Entitlement Vacation	(in hours) Holidays*		Pay Period		
				1st	2nd	3rd
0-4	80 (10 da)	16 (2 da)	3.69	3.69	3.72 (hrs)	
5-11	120 (15 da)	16 (2 da)	5.23	5.23	5.24 "	
12-19	160 (20 da)	16 (2 da)	6.77	6.77	6.76 "	
20-24	176 (22 da)	16 (2 da)	7.39	7.38	7.38 "	
25+	200 (25 da)	16 (2 da)	8.31	8.31	8.28 "	

*In addition to regularly scheduled holidays granted by the Executive Council yearly, state employees have been granted two (2) additional unscheduled holidays a year. These additional days of paid leave will be accrued as vacation and scheduled by employees in the same way as vacation.

Citizens' Aide/Ombudsman (CA/O) professional staff shall submit written vacation requests to the CA/O for approval. Clerical staff vacation requests are to be submitted to the Deputy in the same manner. Staff are urged to submit these requests as soon as they know their anticipated vacation plans. Final approval for the dates of vacation rests with the CA/O. Requests will be given consideration as received and those with the earlier date will be given priority in the event of schedule conflicts.

The following prohibitions shall be in force: The CA/O and his/her Deputy should not schedule concurrent vacations. Normally, no more than three staff members will be allowed concurrent vacations.

In the event of a vacation schedule change from a previously approved vacation plan, the staff member shall inform the CA/O as soon as possible; however, his/her request for alternative vacation dates becomes subservient to any other submitted requests for the same time period.

Staff members shall leave information concerning vacation schedules and, if possible, telephone numbers and dates where the individual can be reached, if necessary. Interruptions of vacations shall be only for extremely important matters. Before an Assistant leaves for vacation longer than three (3) working days, he/she shall provide the CA/O or Deputy with a listing of open cases and anticipated responses. During that period of time, another staff member will assume responsibility for monitoring and/or acting upon the open case files. At no time shall a vacationing Assistant take his/her open case files with him/her during the vacation.

Under extreme circumstances the CA/O reserves the managerial discretion to alter staff vacation plans if the needs of the

office so warrant.

Vacation time is expected to be used during the year earned. It should not be "banked." If a staff member fails to use all of his/her annual vacation time during the year earned, he/she must specifically request that time from the CA/O. All "banked" vacation time requests remain subservient to current year requests regardless of the date requested.

(NOTE: All accruals automatically stop when employees reach twice their annual entitlement in addition to the non-designated holidays.)

Staff members may take vacation time accrued as part of their termination arrangements, however, all necessary caseload and other office business must be complete prior to this vacation time being granted.

Under the provisions of the Code of Iowa (Chapter 79.1) and the Department of Personnel Rules (Chapter 14.2(5)) it is a requirement that any employee eligible to accrue vacation time is paid for the time accrued but not taken at his termination of employment.

Employees who have accrued over thirty (30) days (240 hours) sick leave may convert that into vacation leave (if no sick leave was used during the previous month) at the rate of twelve (12) hours sick leave to four (4) hours vacation. Employees will be allowed to accumulate up to an additional twelve (12) days (96 hours) beyond twice their annual vacation and unscheduled holiday entitlement. Such requests to convert shall be made in writing to the CA/O and will be given to the office clerical staff responsible for keeping vacation and sick leave records.

The CA/O may also permit a permanent employee to transfer vacation leave accrued to another permanent employee for use as sick leave as described in the Vacation Leave Sharing Policy of the Personnel Guidelines for the Central Legislative Staff Agencies (Chapter 6(D)).

PROPOSED AMENDMENT TO THE
PERSONNEL GUIDELINES
FOR THE
CENTRAL LEGISLATIVE STAFF AGENCIES

Compensation Policy for Legislative Librarians.

Amend Chapter 4, paragraph F, subparagraph 1, fourth sentence, as follows:

Legislative librarians library employees are compensated with overtime-pay pursuant to the requirements of federal law.

Explanation: Following a 1985 United States Supreme Court decision which subjected state employees to the requirements of the federal Fair Labor Standards Act, Congress passed an amendment to the federal Act exempting legislative employees from the requirements of the federal Act. However, legislative library employees were not exempted. The Personnel Guidelines were then written to require overtime pay for legislative librarians.

This requirement of overtime pay is too restrictive since the federal law allows Library of Congress employees in professional grades (GS 9 and above) to choose either compensatory time or overtime pay at the rate of one and one-half hours for each hour of overtime worked; employees at grade GS 8 and below are paid overtime pay at the same rate. As the amendment to the federal Act relating to legislative library employees parallels the treatment of Library of Congress employees, the Legislative Service Bureau should treat its legislative library employees in the same manner as the Library of Congress treats its employees. The above change in the Personnel Guidelines would allow the Legislative Librarian in the Legislative Service Bureau to choose either compensatory time or overtime pay at the rate of one and one-half hours for each hour of overtime worked.

RJ/80c

REPORT

April 24, 1991

VENTILATION AT THE STATE MICROGRAPHICS BUILDING 215 EAST 7TH STREET DES MOINES, IOWA 50319

PREPARED BY
DEPARTMENT OF GENERAL SERVICES
PROPERTY MANAGEMENT DIVISION
Donald Ashwill, Facilities Engineer

There are three systems which provide heating, cooling, and ventilation for the Micrographics building. These systems have been installed at different times and all the systems have been modified over time. Also, the use of the building has changed with time so the original designs are not always adequate for the current occupants of the building.

The west end of the building is occupied by the State Ombudsman's Office and is served by a natural gas furnace with a direct expansion air conditioner. This unit has an outdoor air intake to provide fresh air. This system is more than adequate to serve the office spaces in the west end of the building.

The east end of the building consists of storerooms used by General Services Micrographics Section. This area is served by a small air handler using steam from the Records and Property Center for heating and a direct expansion air conditioner for cooling. There is an outdoor air intake to provide a minimum ventilation rate. This unit is quite old and uses combination supply air/return air diffusers which tend to cause short looping of ventilation air. However, since this space is used for storage the air handler is adequate for the current use of the space.

The center section of the building houses three offices for the State Ombudsman's Office and the offices and work areas for General Services Micrographics Section. This area includes the processing and darkroom areas where photographic chemicals are used. The system serving this area is an air handler using steam from the Records and Property Center for heating and a direct expansion air conditioner for cooling. The unit has an outdoor air intake which has a damper controlled by an outdoor air economizer. This unit has several problems which prevent it from adequately handling the area served. When the outdoor air damper is fully open the unit provides 470 cfm of outdoor air to the space. This is not adequate for the space, because the processing and darkroom areas need more fresh air than office spaces require. Also, when the thermostatic

controls shut the fresh air damper there is almost no fresh air being supplied to the space. Furthermore, the combination supply air/return air diffusers cause short looping of ventilation air, particularly in the large low velocity diffusers in the Micrographics work room. Finally, the system mixes return air from all the spaces, including the processing and darkroom areas, and redistributes the air to all the spaces. Even if the other problems were solved the mixing of return air steams would result in an unacceptable odor problem.

RECOMMENDATIONS

I would recommend removing the air handler serving the center section of the Micrographics Building and replacing it with three fan coil units. These units would be fed with steam from the Records and Property Center for heating. Each unit would be provided with a direct expansion air conditioner for cooling. One of the fan coil units would serve the area occupied by the Ombudsman's Office, one unit would serve the processing and darkroom areas, and the other unit would serve the offices and work areas of the Micrographics section. A total of 800 cfm of fresh air would be brought in to supply the three fan coil units with outdoor air. An air to air heat exchanger would be installed to recover the heat from the exhaust air. A new exhaust fan for the film processing machines would also be installed. All existing supply air/return air diffusers would be removed and replaced with separate supply air and return air diffusers. The total cost of this project would be \$29,000. Of this total \$5,700 would be for equipment serving the area occupied by the State Ombudsman's staff.

STATE OF IOWA
LEGISLATIVE COMPUTER SYSTEM
PROPOSAL FOR PROCESSOR UPGRADE

Present:

- 1 - Current Processor is being phased out by Unisys for software upgrades and maintenance.
- 2 - Current maintenance costs are being increased due to age of current equipment and the new developed technology.
- 3 - Current long-term software lease agreement will expire. Cost advantage of current long-term agreements will not be able to be renegotiated.
- 4 - Current front-end processor will not support all current software and new connections.

Proposal:

- 1 - Proposed upgrade will provide direct PC support and programming capabilities with mainframe. Users will be able to create graphical environment on the mainframe with the PC environment.
- 2 - Proposed upgrade will provide increased communications speed between mainframe and PC interfaces.
- 3 - Proposed upgrade will increase throughput in part due to using large scale integration. LSB and LFB will realize less processing time for all production runs.
- 4 - Proposed upgrade will reduce over-all maintenance costs and environmental cost.
- 5 - Proposed upgrade will support two-way communications with Executive Branch (including the Regents).

Total outright proposed upgrade cost \$1,713,000

Assuming 5 year lease/purchase plan:

	Year 1	Year 2	Year 3
Existing System	\$278,000	\$393,900	\$444,400
Proposed Upgrade	<u>\$451,200</u>	<u>\$445,500</u>	<u>\$446,500</u>
Net Difference	\$173,200	\$ 52,600	\$ 2,100

**COST SUMMARY
UNISYS 2200 PROPOSAL**

2200 Processor (Less 20% Discount)	\$526,706
DISK (Less 20% Discount)	338,782
DCP/35 (Less 20% Discount)	149,864
HOST LAN CONTROLLER (Less 20% Discount)	17,102
SOFTWARE	684,956
INSTALLATION SERVICES	19,200
VALUE ADDED END-USER SERVICES	99,960
TOTAL	<u>\$1,836,569</u>
LESS ALLOWANCE CURRENT SOFTWARE LEASE	(31,896)
LESS ESTIMATED MAINTENANCE REDUCTION	(30,000)
LESS 124 COPIES OF DESIGNER WORKBENCH	(45,136)
LESS PROVISION OF 160 PROGRAM HOURS	(19,200)
TOTAL	<u><u>\$1,710,337</u></u>

STATE OF IOWA
 2200/424 UPGRADE
 ADDITIONAL DESIGNER WORKBENCH ALLOWANCE

Designer Workbench Pricing:

<u>Style and Description</u>	<u>Per Copy One-Time Charge</u>	<u>Per Copy Annual SSP-4</u>	<u>Per Copy Annual Surety</u>
DW100-XPC DWB Non-Unisys PC	\$520	\$40	
DW100-PC DWB Unisys PC	520		36

A. Unisys will extend a 30% discount off the list price of Designer Workbench to the State of Iowa for up to 200 copies. All copies (Above those outlined in B. below) must be ordered by 3/31/92.

$$\$520 - 30\%(\$156) = \$364/\text{copy}$$

B. Unisys will extend an additional allowance off the 2200/423 configuration as a value-added discount to allow the State to acquire 124 copies of Designer Workbench with the 2200 order.

$$\$363 \times 124 \text{ copies} = \$45,136 \text{ (Allowance Value)}$$

STATE OF IOWA
SUMMARY OF UNISYS 2200/423
UPGRADE PROPOSAL, CONCESSIONS, AND CONDITIONS

I. Hardware:

2200/423 Processor	\$ 658,382.00
Disk Subsystem	423,477.00
Host IAN Controller	21,377.00
DCP/35 Communications Processor	<u>187,330.00</u>
Subtotal Hardware	\$1,290,566.00
Less 20% Value Added Trade-In Discount	<u>258,113.00*</u>
Total Hardware	\$1,032,453.00

- * Notes: A. DCP/35 Trade-In Discount raised from \$20,000 to 20% (\$37,466) for \$17,466 increase.
B. The 20% discount is directly tied to the State purchasing \$100K of Value Added End-User Services to complement the 2200 upgrade.

II. Software:

2200/423 Operating System Software, Compilers, MAPPER	\$ 601,768.00
TELCON DCP/35 Operating System	51,500.00
SNA and TCP/IP Open Systems Software	<u>63,375.00</u>
Subtotal Software	\$ 716,643.00
Less 50% Open Systems Software Discount	31,688.00
Less Allowance for Current Software Lease (UFC)	<u>31,896.00*</u>
Total Software	\$ 653,059.00

- * Note: A. The credit on the outstanding balance of the current 1100 software is directly tied to the State financing the 2200 upgrade through Unisys Finance Company. (See Item VI.)

III. Services:

Installation Services (160 Hours - 2200/DCP/SNA)	\$ 19,200.00
Value Added End-User Services (833 Hours)	<u>99,960.00*</u>
	\$ 119,160.00

In addition to the above purchased services, Unisys will give an additional 160 hours of Value Added End-User Services at no charge to the State to provide assistance, within the constraints of the 160 hours, in the planning and implementation of:

- a) Multiple concurrent MAPPER 35 and 36 (excluding local code)
- b) Initial Pilot for Designer Workbench
- c) Initial Host IAN Controller and DCP connectivity
- d) An initial position paper on updating the Text Processing applications.

This Services concession equates to \$19,200.

IV. Maintenance:

A. New Components:

New 2200/423, DCP/35, Disk Subsystem Surety Year 1	\$ 27,312.00
Less Free Maintenance (Surety) on Processor and Disk Subsystem Year 1	<u>21,960.00</u>

Total Maintenance (Surety) Year 1	\$ 5,352.00*
-----------------------------------	--------------

- * Unisys will also cap the Surety contract on Hardware and Software Support Plans at 7% per year providing the State signs a three or five year Maintenance contract.
- * The maintenance on the existing Tape Subsystem, Printer, and medium speed line modules which will remain will be converted to Surety and fall under the same 7% annual cap.

V. Transportation:

Unisys Will Cancel Pay Outgoing Transportation Charges on 1100 Processor, Disk, DCP/40	\$ 2-5,000.00 (Approximation)
---	----------------------------------

VI. Unisys Finance Corporation (UFC):

UFC offers financing on all hardware, software, and services.

Assuming the purchase of the hardware and software total is financed, the current UFC financing rate is .01998 (7.65%) on a 60-Month Finance Purchase, i.e. the State owns the equipment at the end of the term.)

Example:

Hardware	\$ 1,032,453.00
Software	653,059.00
Value Added End-User Services	<u>99,960.00</u>
	\$ 1,785,472.00

\$1,785,472.00 x .01998 = \$35,673.73/Month

Incremental hardware, software, and services can be added as additional schedules to this finance purchase at the then current rates, making all items cotermious to the original term, if the State so desires.

VII. Designer Workbench Preliminary Pricing:

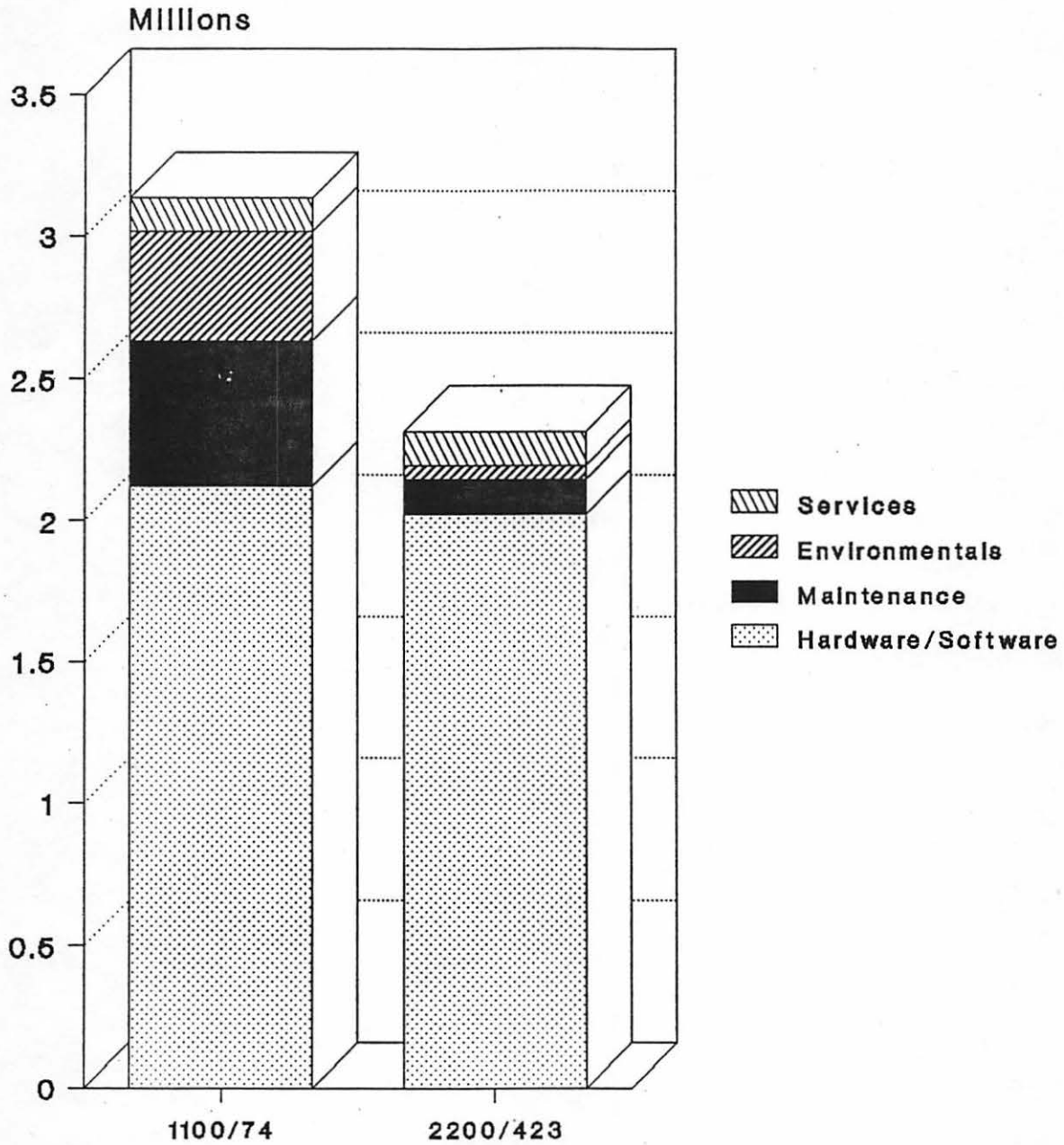
The following is preliminary pricing on the Designer Workbench software. The product is currently scheduled for First Customer Shipment August 26, 1991.

		<u>5 Year ETP</u>
Unisys PC	DW100-PC	\$520/copy
Non-Unisys PC	DW100-XPC	520/copy
Multiple Unit - 400 Units	DW900-PC	\$180,000

VIII. All concessions stated by Unisys are subject to an order placed by the State before Friday, June 28 with shipment of hardware and software by the same date for delivery within the first 10 days of July.

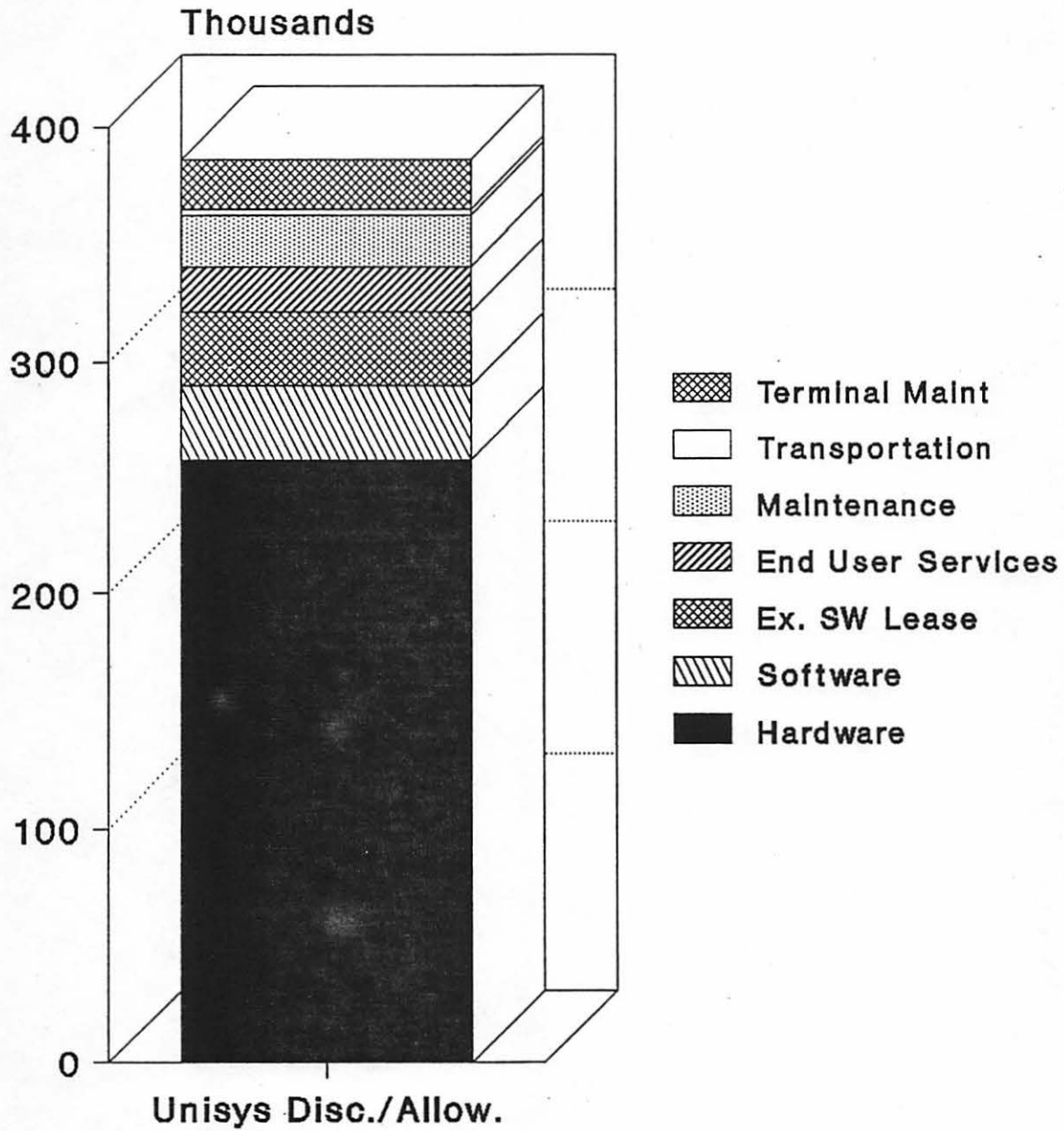
State of Iowa Legislature

5 Year Total Cost of Ownership



1100/74 w/2200/423 Upgrade In Year 3
 Vs.
 Upgrade to 2200/423 July 1

State of Iowa Legislature Unisys Discounts and Allowances



2200/423 Upgrade

STATE OF IOWA



CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592

WILLIAM P. ANGRICK II
CITIZENS AIDE OMBUDSMAN

In reply, please refer to:

June 12, 1991

Senator Joseph Welsh, Chair
Service Committee
Legislative Council
Capitol Building
LOCAL

Dear Senator Welsh:


Administrative Report

Enclosed is a copy of a building air flow and ventilation report and recommendations which were completed for the building we share with the micrographics function of General Services. During the recent space remodelling project pieces of pipe wrap containing asbestos were discovered and certain staff members housed in the remodelled office space began raising respiratory complaints. One chemically sensitive staff member was relocated to the front office area, which has reduced her complaints. However, I requested a more exhaustive consideration of the circumstances and a meeting was held with representatives from Property Management, Labor Services, Micrographics, and interested CA/O staff. The April 24, 1991 document is one result of that meeting. Also raised during that meeting and during a subsequent State Fire Marshal's inspection was the question whether General Services is required to sign the exterior of the building since it contains anhydrous ammonia and methylchloroform tanks which may require certain precautions by fire fighters should they ever respond to a fire alarm at this location.

Senator Joseph Welsh, Chair
June 12, 1991
Page 2

I have spoken with Ralph Oltman, Property Management Administrator of the Department of General Services. He acknowledges a need to pursue this ventilation system remodelling project. However, funds may not be available for this project. If possible he would like to commit current fiscal year resources to the project and estimates the portion of the estimated \$29,000 cost affecting CA/O would be between \$5,000 and \$6,000. I currently estimate an end of fiscal year reversion of \$15,000 to \$17,000. Service Committee approval to earmark \$6,000 of that anticipated reversion to realize the project, if all necessary coordination can be achieved, is requested.

Sincerely,



William P. Angrick II

WPA:jg

Enclosure

Copy to: Service Committee

welslc6

STATE OF IOWA



CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592

WILLIAM P. ANGRICK II
CITIZENS AIDE - OMBUDSMAN

In reply, please refer to:

June 12, 1991

Senator Joseph Welsh, Chair
Service Committee
Legislative Council
Capitol Building
LOCAL

Dear Senator Welsh:

Enclosed please find the following reports:

Monthly Personnel Report

Service Committee approval is requested for the promotion of Connie Bencke and Wendy Sheetz each from Assistant I, Grade 27, Step 2, to Assistant II, Grade 30, Step 1, effective with the pay period beginning June 21, 1991. Both Ms. Bencke and Ms. Sheetz successfully completed their probationary employment periods and during that time each has assumed the multiple institutional assignments. Also please be aware that anticipating successful completion of Judi Stageberg's probationary employment period on July 5, 1991 it is my intention to recommend her for a similar promotion. As currently described, an Assistant II position is one which includes institutional assignment responsibilities.

Please be advised that Randy Meline and Michael Ferjak were considered for their annual evaluations and each awarded a one step merit increase effective June 7, 1991.

Annual Agency Report including:

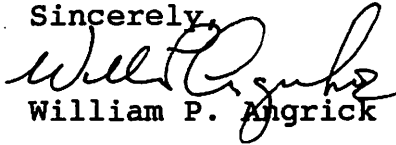
1. organizational chart showing the interrelationships of the authorized positions;
2. position clarification system containing job titles, job descriptions, and grade levels for all authorized position classifications;

3. annual personnel report including:
 - a. employees' names, grades and steps, and merit increase eligibility dates,
 - b. annual accrual period for compensatory time and compensatory time earned,
 - c. support staff positions designated as eligible for full compensation for overtime accrued and whether the compensation is overtime pay or compensatory time;
4. work attendance policy and leave procedures* (see also report of trial four day work week/ten hour work day schedule);
5. performance evaluation forms: as reported last year, the office of Citizens' Aide/Ombudsman does not use a specific form for the performance evaluations. The director and deputy conduct face-to-face oral interviews with individual staff on scheduled bases. During those meetings, the employee's work performance is discussed, mutual goals and conclusions are reached and the performance evaluation review is summarized in writing by the director or deputy to which the employee may append comments or grieve. Routine, monthly, case status and other work load reviews are conducted individually with each staff member by the deputy to insure timely casework. These reviews are summarized and copies provided to the staff person and the director. Counselling sessions between director and staff are held when needed or requested and written summaries are prepared on each session held;
6. Direct and indirect costs of educational leave during the preceding fiscal year;
7. Employee handbook of policies and procedures: an agency specific handbook of policies and procedures for the office of Citizens' Aide/Ombudsman has not been completed due to the significant number of replacement staff members (four) who joined the agency when the handbook was scheduled for revision with full staff participation. Situations not covered by the Central Legislative Staff Employment Policy Handbook are dealt with in written policies or during regular staff meetings.

Senator Joseph Welsh, Chair
June 12, 1991
Page 3

Approval for the promotions in the Monthly Personnel Report is respectfully requested. If you or any member of the Service Committee have questions, I am prepared to respond.

Sincerely,


William P. Angrick II

WPA:jg

Enclosures

Copy to: Service Committee

welshlc6

WPA

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERS

Senator Joe Welsh, Chairperson
Senator Bill Hutchins
Senator Jack Rife

Representative John Connors, Vice Chairperson
Representative Kay Chapman
Representative Harold Van Maanen

TENTATIVE AGENDA

Thursday, June 13, 1991
Committee Room 22

9:30 a.m.

Call to Order

Roll Call

Approval of Minutes of May 22
(Previously Distributed)

Receipt of Annual and Monthly Personnel Reports

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

Administrative Report

- Citizens' Aide/Ombudsman

Amendment to Personnel Guidelines re Overtime for
Library Employees

Report of Computer Subcommittee

Additional Business, if any

Adjournment