

**SUMMARY**

**COMPUTER OVERSIGHT SUBCOMMITTEE OF THE SERVICE COMMITTEE**

**June 14, 1990**

**Members present:**

**Senator Bill Hutchins**

**Representative Harold Von Mannen**

**Senator Joe Welsh**

The Subcommittee convened at 10:43 a.m., June 14, 1990 in Senator Hutchins's office.

The Subcommittee unanimously approved the minutes of its last meeting.

The Subcommittee accepted the bids solicited by Director Scharf of the Computer Support Bureau for an uninterruptible power supply for the Legislature's mainframe computer. Director Scharf recommended the acceptance of the low bid. On the motion of Senator Welsh, the Subcommittee unanimously recommended that the Service Committee accept the low bid of \$62,480.00 from Computer Support Systems of Des Moines, Iowa.

The Subcommittee also accepted Director Scharf's oral progress report on obtaining envelope trays and legal size paper trays for the personal computer laser printers of each caucus staff and agency. Senator Welsh had raised the need for envelope trays at the last meeting of the Subcommittee. Fourteen inch trays (legal size) have already been delivered to each staff and legislative agency. Envelope trays are on back order and are expected shortly. One envelope tray has been delivered.

M I N U T E S

STUDIES COMMITTEE OF THE LEGISLATIVE COUNCIL

June 14, 1990

PRELIMINARY BUSINESS

The Studies Committee of the Legislative Council met on Thursday, June 14, 1990, in Senate Room 22, State House, Des Moines, Iowa. The meeting was called to order by the Chairperson, Speaker of the House Donald Avenson, at 2:25 p.m. Members present in addition to Chairperson Avenson were:

Senator C. Joseph Coleman  
Senator Emil Husak  
Senator Bill Hutchins  
Representative Bob Arnould  
Representative John Connors

Chairperson Avenson noted that roll was being taken and that a quorum was present. Representative Connors moved to dispense with the reading of the minutes of the May 10, 1990, meeting and that those minutes be approved as previously distributed to the members. The motion was approved by unanimous consent.

EXPANSION OF PREVIOUSLY APPROVED INTERIM STUDIES

Chairperson Avenson stated that although a number of additional requests concerning interim studies have been received, he wished to recommend adoption by the Legislative Council of three of these. He pointed out that these three were not new interim studies but expansions of three previously approved studies.

Chairperson Avenson said the first one was to expand the membership of the MediPASS Implementation Oversight Committee from four to six members by adding one member from each house who would represent the Administrative Rules Review Committee.

Chairperson Avenson's next suggestion was to expand the charge of the Health Care Expansion Task Force to include a review of the scope of practice of physician assistants.

The final suggestion from the Chairperson was that the charge of the Redesign Lottery Funded Environmental Initiatives Study Committee be expanded to include oversight of the Ethanol Fueled Brazilian Truck Project and that \$50,000 be authorized to continue

to study ethanol fuel use in Iowa.

Senator Hutchins moved that the expansion in these three studies as stated by Chairperson Avenson be recommended to the Legislative Council. This motion was adopted unanimously. A copy of the Committee's report is attached to these minutes.

ADJOURNMENT

There being no further business to come before the Committee, a motion was made that the Committee arise. Upon adoption of the motion, the Committee adjourned at 2:30 p.m.

Respectfully submitted,

MICHAEL J. GOEDERT  
Senior Legal Counsel

REPORT OF THE STUDIES COMMITTEE  
TO THE LEGISLATIVE COUNCIL

June 14, 1990

The Studies Committee of the Legislative Council met on June 14, 1990, and makes the following recommendations:

1. That approval be given to expand the membership of the MediPASS Implementation Oversight Committee to include one additional member of the House and of the Senate who represent the Administrative Rules Review Committee.

2. That the charge of the Health Care Expansion Task Force be expanded to include a review of scope of practice of physician assistants.

3. That the charge of the Redesign Lottery Funded Environmental Initiatives Study Committee be expanded to include oversight of the Ethanol Fueled Brazilian Truck Project at the University of Iowa and that \$50,000 be authorized to continue study of ethanol fuel use in Iowa.

Respectfully submitted,

SPEAKER DON AVENSON  
CHAIRPERSON

Report, studies614  
jp/dg/20

TENTATIVE AGENDA

STUDIES COMMITTEE

June 14, 1990

1:30 p.m. Call to Order

Roll call

Review of Minutes of May 10 Meeting  
(Previously Distributed)

Consider any requests or reports

Additional Business, if any

Adjournment

REPORT OF THE STUDIES COMMITTEE  
TO THE LEGISLATIVE COUNCIL

June 14, 1990

The Studies Committee of the Legislative Council met on June 14, 1990, and makes the following recommendations:

1. That approval be given to expand the membership of the MediPASS Implementation Oversight Committee to include one additional member of the House and of the Senate who represent the Administrative Rules Review Committee.
2. That the charge of the Health Care Expansion Task Force be expanded to include a review of scope of practice of physician assistants.
3. That the charge of the Redesign Lottery Funded Environmental Initiatives Study Committee be expanded to include oversight of the Ethanol Fueled Brazilian Truck Project at the University of Iowa and that \$50,000 be authorized to continue study of ethanol fuel use in Iowa.

Respectfully submitted,

SPEAKER DON AVENSON  
CHAIRPERSON

Report, studies614  
jp/dg/20



SANFORD B. SCHARF  
DIRECTOR  
515-281-7840

LUCAS STATE OFFICE BUILDING  
DES MOINES, IOWA  
50319

STATE OF IOWA

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LEGISLATIVE COMPUTER SUPPORT BUREAU

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TO: Service Committee of <sup>ABO</sup>The Legislative Council  
FROM: Sanford B. Scharf, Director  
SUBJECT: Personnel Guidelines  
DATE: June 8, 1990

In compliance with the Personnel Guidelines for the Central Legislative Staff Agencies, the Legislative Computer Support Bureau is enclosing the following.

1. Statement of Agency Organization showing Interrelationships of Authorized Positions.
2. Position Classification System Containing Job Titles, Job Descriptions, and Grade Levels for all Authorized Position Classifications.
3. Annual Personnel Report includes the following:  
Employees' Names, Grades and Steps, Merit Increase Eligibility Dates, Annual Accrual Period for Compensatory Time and Compensatory Time Earned, 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.
5. Performance Evaluation Forms.

Legislative Computer Support Bureau

Annual Personnel Report

FY 1990

NAME	POSITION	CURRENT GD/STEP	MERIT INCREASE ELIG. DATES	COMPTIME/OR OVERTIME	COMPTIME HOURS* 1990	OVERTIME HOURS 1990
Damman, Ed	Microcomputer Support Analyst	27/2	10-03-90	CT	372	
Evans, Kay	Mapper Coordinator I	32/4	05-24-91	CT		
Frederick, Sherry	Admin. Secretary	21/3	08-04-90	CT		
Porath, Cheryl	Run Designer I	24/4	05-24-91	CT		
Robinson, David	Computer Operator I	21/5	10-08-89	OT		11.5

\* COMPTIME FROM JANUARY 1, 1990 THRU DECEMBER 31, 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.

## 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.

LEGISLATIVE COMPUTER SUPPORT BUREAU  
LEAVE REQUEST FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

START OF LEAVE:

REQUESTED DATE: \_\_\_\_\_

END OF LEAVE:

REQUESTED DATE: \_\_\_\_\_

TYPE OF LEAVE REQUESTED: \_\_\_\_\_ (enter appropriate number)

- |                    |       |               |
|--------------------|-------|---------------|
| 1. Regular Sick *  | _____ | 2. Vacation   |
| 3. Enforced Sick * | _____ | 4. Comp. time |

\* A reason is required for numbers 1 & 3.

TOTAL HOURS REQUESTED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DIRECTOR  
REVIEW: \_\_\_\_\_

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. Work-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
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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

OUTSTANDING

GOOD

SATISFACTORY

DEFICIENT

UNSATISFACTORY

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.
- TIME EFFECTIVENESS - The ability to meet deadlines and accomplish objectives by efficient allotment of time; assignments completed by deadlines.

### 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.

#### 4. WORK-RELATED ATTITUDINAL FACTORS

OUTSTANDING

GOOD

SATISFACTORY

DEFICIENT

UNSATISFACTORY

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

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. 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: \_\_\_\_\_

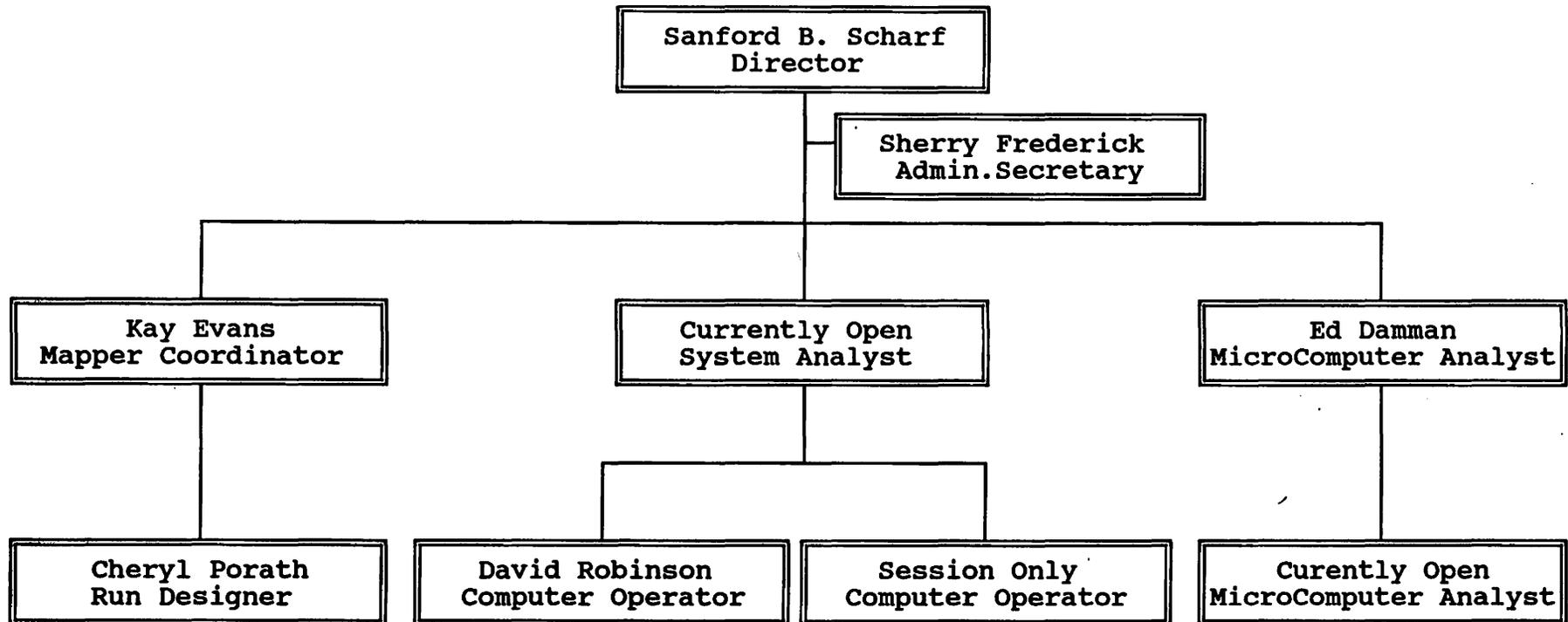
Date: \_\_\_\_\_

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.

Legislative Computer Support Bureau  
as of July 1, 1990



## **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.

## **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.

## **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.

## **RUN DESIGNER III**

Grade 30

### **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 legislative 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 Legislative agencies, 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.

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.

## **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 end user support program, including the following:

- A. Respond to users request for assistance via telephone, computer system messages, or conversations with management level officials of the CSB, or the requesting department.
- B. Research nature of the problem, and seek solution if unknown.
- C. If solution unknown, investigate remedies through personal knowledge and experience, or seek assistance through manuals and/or support services provided by vendor and/or manufacturer.
- D. Provide the user with assistance in implementing the remedy.
- E. Follow up to insure satisfactory results.

Provide application level programming solutions in response to users needs for automation, including the following:

- A. Analyze legislative operations and procedures by identifying and studying components to determine the feasibility of adapting same to microcomputer programming; evaluate potential changes in operations and procedures and subsequent costs.
- B. 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.
- C. Test system by processing sample data to compare output with intended purpose of the system.
- D. Maintain systems and programs by making adjustments as required to allow for changes in operating procedures and/or legislation which affects data processed.

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

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 create programs using application level languages.

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.

## **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.

## 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.

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 8, 1990

Representative John Connors, Chair  
Service Committee, Legislative Council  
LOCAL

Dear Representative Connors:

PERSONNEL REPORT NARRATIVE

Michael J. Ferjak has been reviewed and received a one step merit pay increase on his annual review date. Mr. Ferjak currently holds the position of Assistant II in the office of Citizens' Aide/Ombudsman. His new Grade/Step is 30/3.

Clarence Key, Jr. and Randy A. Meline have been at the end of their grade in the Assistant II position for several years. Each has met the minimal standards for the Assistant III position but I refrained from proposing promotion last year because of the reorganization of the office into an Intake and Rapid Resolution Team and an Investigative Team. With the recent resignation of the former Investigative Team leader; the recommendation of Deputy Ruth L. Mosher that the office return to the "deputy of the day" organization; and upon review of Mr. Key and Mr. Meline; I recommend that Messrs. Key and Meline be promoted to the position of Assistant III at Grade 33, Step 4.

An agency specific Employee Handbook of Policies and Procedures for the office of Citizens' Aide/Ombudsman is currently being revised with full staff participation, and will be submitted upon completion.

The office of Citizens' Aide/Ombudsman does not use a specific form for the performance evaluations. Supervisory staff, including the director, conduct face-to-face oral interviews with staff on scheduled bases. During those meetings, during which employee work performance is

Representative John Connors, Chair  
June 8, 1990  
Page 2

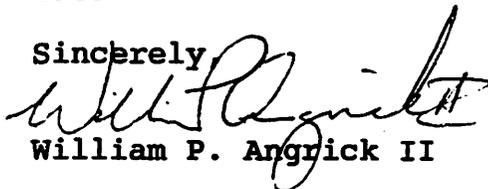
discussed, mutual goals and conclusions are reached and the performance evaluation review is summarized in writing by the supervisor/director to which the employee may append comments or grieve.

It had been one of the objectives during the past year for the office to develop three, more specific, evaluation tools: One for intake and rapid resolution staff, a second for investigative staff, and a third for clerical staff. However the particular distinctions between intake and investigative staff may not be necessary if the two division structuring of the office is ended and staff have concerns about being evaluated by limited categorical objectives. Any changes or modification of the performance evaluation process will be reported to the Service Committee upon re-writing of the employee handbook.

#### ADMINISTRATIVE REPORT

It has been approximately thirteen months since the Service Committee approved restructuring of the office of Citizens' Aide/Ombudsman into an Intake and Rapid Resolution Team and an Investigative Team. I have had the opportunity to observe and work with the reorganized divisions and upon the resignation of the former Investigative Team Leader, Deputy Citizens' Aide/Ombudsman Ruth Mosher was asked to assume the responsibilities of Investigative Team Leader and assess the impact of the two team approach. It is Mrs. Mosher's opinion, and I concur, that division of the office into two teams is not preferable to a deputy-of-the-day approach to complaint receipt, investigation and resolution. Therefore I request permission to return the office structure and operation to the way it was organized from 1970 until May of 1989.

Sincerely

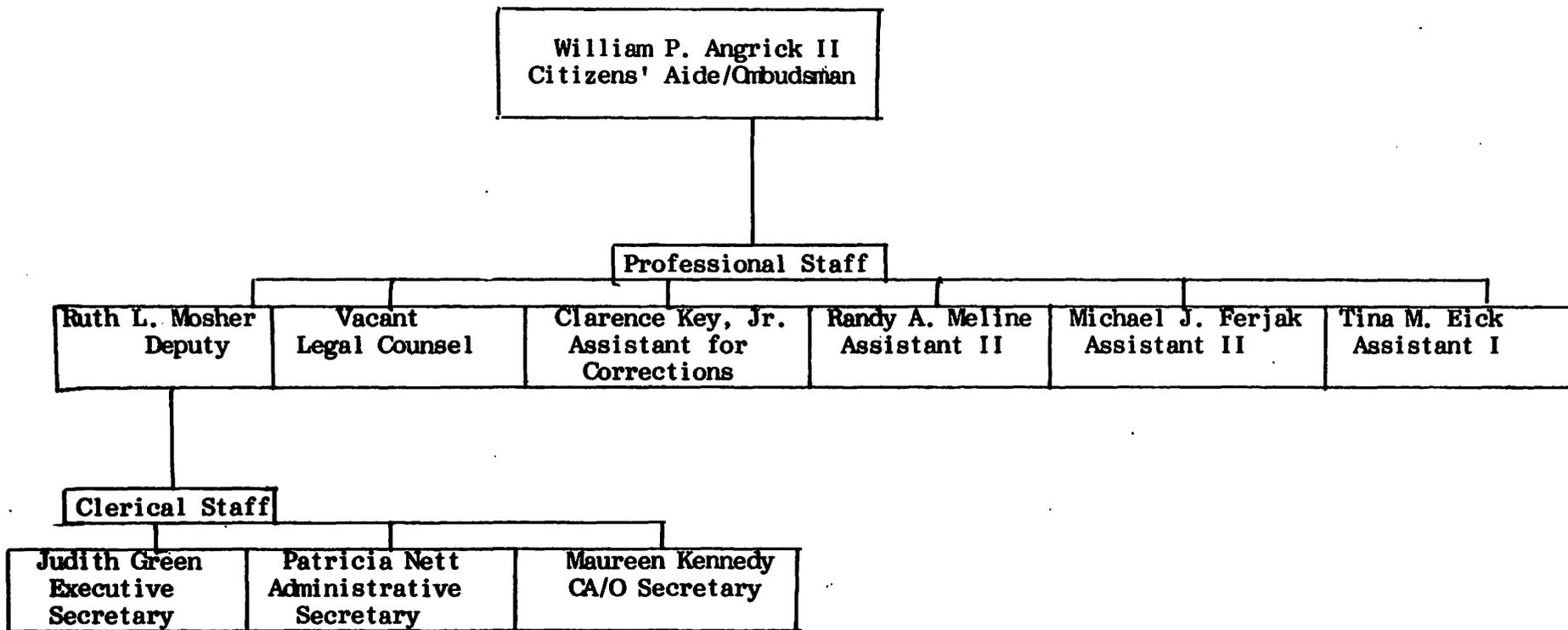


William P. Angrick II

WPA:jg

IOWA OFFICE OF CITIZENS' AIDE/OMBUDSMAN

TABLE OF ORGANIZATION



**INSTITUTIONAL ASSIGNMENTS**

---

**CLARENCE KEY, JR.**

Iowa State Penitentiary (ISP)  
Fort Madison

John Bennett Correctional  
Center (JBCC) & Farms  
Fort Madison

Correctional Treatment Unit  
(CIU)  
Clarinda

Medium Security Unit (MSU)  
Mount Pleasant

Riverview Release Center (RRC)  
Newton

Half-way Houses and Community  
Based Corrections Programs

**RANDY A. MELINE**

Iowa Men's Reformatory (IMR)  
Anamosa

Iowa Medical and Classification  
Center (IM&CC)  
Oakdale

**MICHAEL J. FERJAK**

North Central Correctional  
Facility (NCCF)  
Rockwell City

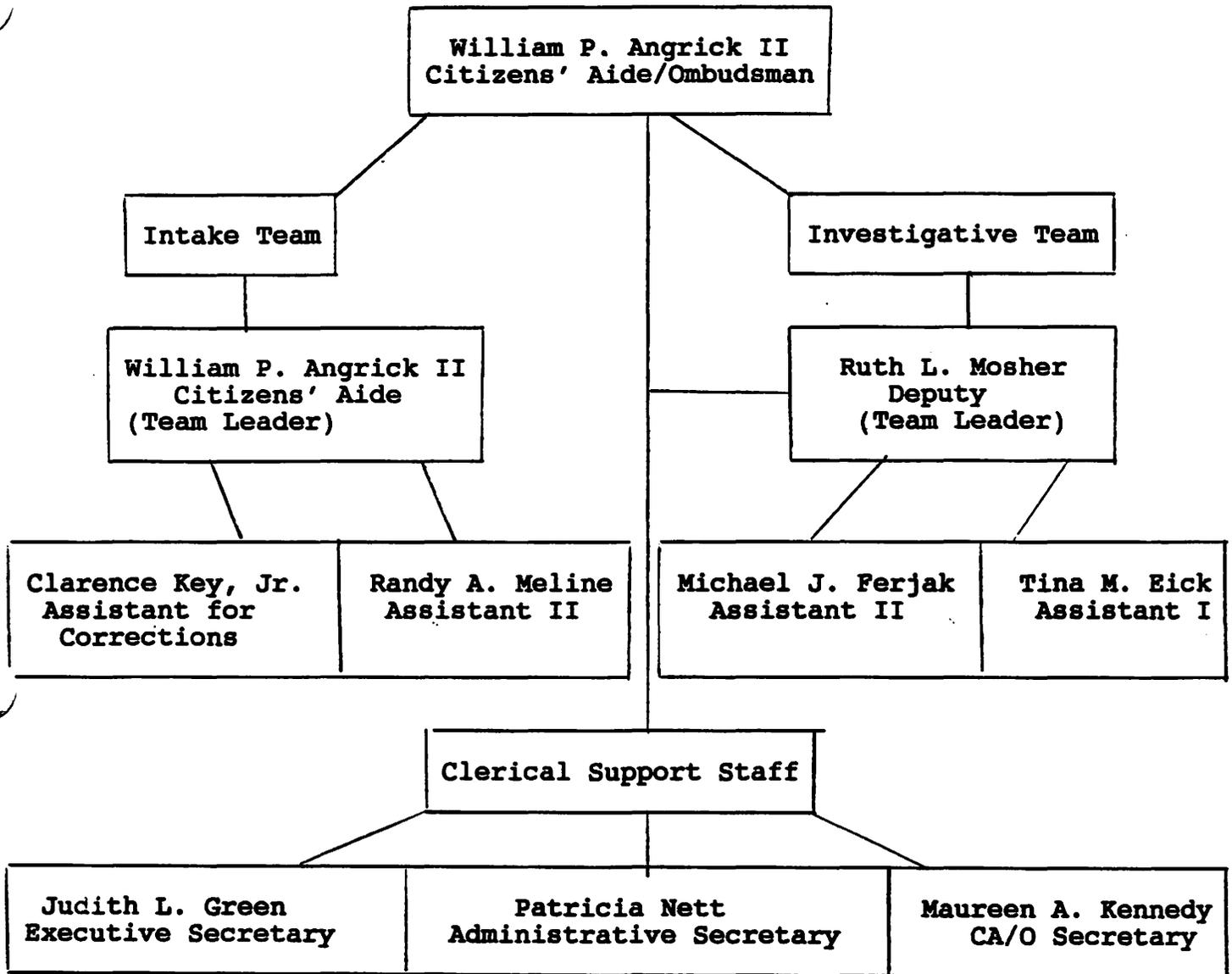
Veteran's Home  
Marshalltown

**RUTH L. MOSHER**

Iowa Correctional Institution  
for Women (ICIW)  
Mitchellville

IOWA OFFICE OF CITIZENS' AIDE/OMBUDSMAN

TABLE OF ORGANIZATION



**INSTITUTIONAL ASSIGNMENTS**

**CLARENCE KEY, JR.**

Iowa State Penitentiary (ISP)  
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**RUTH L. MOSHER**

Iowa Correctional Institution  
for Women (ICIW)  
Mitchellville

**RANDY A. MELINE**

Iowa Men's Reformatory (IMR)  
Anamosa

Iowa Medical and Classification  
Center (IM&CC)  
Oakdale

**MICHAEL J. FERJAK**

North Central Correctional Facility  
(NCCF)  
Rockwell City

Iowa Veteran's Home (IVH)  
Marshalltown

**TEMPORARY ASSIGNMENTS**

Juvenile Trailing School (JTS)  
Eldora

Mental Health Institute (MHI)  
Independence

State Hospital-School (SHS)  
Glenwood

State Hospital-School (SHS)  
Woodward

**CITIZENS' AIDE/OMBUDSMAN  
POSITION CLASSIFICATIONS AND PAY GRADES  
June 8, 1990**

<u>POSITION CLASS</u>	<u>PAY GRADE</u>
Deputy Citizens' Aide/Ombudsman	35
Assistant III	33
Legal Counsel	31
Assistant for Corrections	30
Assistant II	30
Assistant I	27
Executive Secretary	23
Administrative Secretary	21
Citizens' Aide/Ombudsman Secretary	19
Temporary Clerical	\$6.34/hr.

Not all position classes are filled. The agency has 10.3 FTE's authorized (including the Citizens' Aide) and currently employs 9.0 FTE's (including the Citizens' Aide).

posclass

## JOB DESCRIPTION

Position: Deputy  
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 35

### General skills, knowledge, and abilities

Must be able to analyze problems of administration, law, and policy as they pertain to Iowa state and local government. Must be able to communicate effectively, both orally and in writing.

### Duties summarized

The Deputy has all the powers, responsibilities, and duties of the Citizens' Aide/Ombudsman (CA/O) as prescribed by law with the exception of issuing reports to the General Assembly and the Governor. The Deputy acts for the CA/O in his/her absence.

Maintains a regular caseload including intake, investigation, and complaint resolution. Keeps case closures current. Must be willing and able to communicate courteously and effectively with the public. Reports directly to the CA/O. Advises CA/O and assists in the preparation of drafts of Critical, Special, and Annual Reports.

Supervises CA/O clerical staff. Serves as primary training officer for newly appointed Assistants. In so doing, is expected to effectively plan, coordinate, and review the work of other staff members.

Cannot be active in partisan affairs. Cannot enter into and maintain business relationships with individuals in positions over which CA/O has jurisdiction.

May be called upon, from time to time, to make public speeches or appearances in behalf of CA/O. Is expected to, from time to time as needed, attend

workshops, seminars, and/or conferences in order to maintain or expand expertise in governmental law, policy, and administration.

May be required to travel, from time to time, in order to fulfill the duties and responsibilities of office. Shall keep a valid driver's license or be able to provide an alternate ability to travel at no additional cost to the office.

Revised: February 1989

## JOB DESCRIPTION

Position: Legal Counsel  
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 31

### General skills, knowledge, and abilities

Must be able to analyze problems of administration, law, and policy as they pertain to Iowa state and local government. Must be able to communicate effectively, both orally and in writing.

### Special skills, knowledge, and abilities

Must have graduated from an accredited school of law, be licensed to practice law in the State of Iowa, and be admitted to practice before the United States District Court for the Northern and Southern Districts in Iowa. Is expected to acquire continuing legal education credits annually, as required to maintain license to practice.

### Duties summarized

The Legal Counsel has all the powers, responsibilities and duties of the Citizens' Aide/Ombudsman (CA/O) as prescribed by law with the exception of issuing reports to the General Assembly and the Governor.

Serves as the primary legal advisor and attorney to the CA/O and staff in the office. Represents CA/O in all litigation. Must be able to analyze legal problems relating to state and local government and to formulate interpretations and recommendations to the CA/O. In this capacity reports directly to the CA/O.

Reviews all proposed and promulgated rules under the Iowa Administrative Procedures Act. Reviews all proposed and pending legislation affecting the office of CA/O. Reviews all Attorney General's Opinions and Court Decisions affecting the office of CA/O. Maintains such additional responsibilities as, from time to time, are assigned by CA/O.

Maintains a regular caseload including intake, investigation, and complaint resolution. Keeps case closures current. Must be willing and able to communicate courteously and effectively with the public. Advises CA/O and assists in the preparation of drafts of Critical, Special, and Annual Reports.

Cannot be active in partisan affairs. Cannot enter into and maintain business relationships with individuals in positions over which CA/O has jurisdiction.

May be called upon, from time to time, to make public speeches or appearances in behalf of CA/O. Is expected to, from time to time as needed, attend workshops, seminars, and conferences in order to maintain or expand expertise in governmental law, policy, and administration.

May be required to travel, from time to time, in order to fulfill the duties and responsibilities of office. Shall keep a valid driver's license or be able to provide an alternate ability to travel at no additional cost to the office.

Revised: February 1989

## JOB DESCRIPTION

Position: Assistant for Corrections (Prison Ombudsman)  
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 30

### General skills, knowledge, and abilities

Must be able to analyze problems of administration, law, and policy as they pertain to Iowa state and local government. Must be able to communicate effectively, both orally and in writing.

Has at least one year of CA/O or other investigatory agency employment and/or experience. Able to maintain a caseload with little direct supervision.

### Special skills, knowledge, and abilities

Must have knowledge in the area of corrections law and administration.

### Duties summarized

The Assistant for Corrections has all the powers, responsibilities, and duties of the Citizens' Aide/Ombudsman (CA/O) as prescribed by law with the exception of issuing reports to the General Assembly and the Governor.

Maintains a regular caseload including intake, investigation, and complaint resolution limited to those complaints and inquiries coming from, or concerning, the Iowa correctional system. Keeps case closures current. Must be willing and able to communicate courteously and effectively with the public. Is responsible, unless otherwise relieved by the CA/O, for complaints and inquiries emanating from the Iowa maximum, medium, and minimum correctional institutions, community-based and work release facilities, county and municipal jails and the Board of Parole. From time to time may be assigned to special

Assistant for Corrections (Prison Ombudsman)

casework involving juvenile facilities, police departments, and mental health institutes. Is expected to maintain and coordinate regular travel and investigation schedules to the assigned institutions and to meet personally with inmate clientele.

Shall maintain a valid driver's license or be able to provide alternate travel ability at no additional cost to the agency.

Assists CA/O in the preparation of drafts of Critical, Special, and Annual Reports which pertain, in whole or part, to matters involving Iowa corrections.

Advises CA/O on matters involving Iowa corrections and, in this capacity, reports directly to the CA/O.

Cannot be active in partisan affairs. Cannot enter into and maintain business or employment relationships with individuals in positions over which CA/O has jurisdiction.

May be called upon, from time to time, to make public speeches or appearances in behalf of CA/O. Is expected to, from time to time as needed, attend workshops, seminars, and conferences in order to maintain or expand expertise in correctional affairs.

Revised: February 1989

JOB DESCRIPTION

Position: Assistant III  
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 33

General skills, knowledge, and abilities

Must be able to analyze problems of administration, law, and policy as they pertain to Iowa state and local government. Must be able to communicate effectively, both orally and in writing.

Has at least three years of CA/O or other investigatory agency employment and/or experience. Maintains an active caseload with minimal direct supervision.

Duties summarized

The Assistant III has all the powers, responsibilities, and duties of the Citizens' Aide/Ombudsman (CA/O) as prescribed by law with the exception of issuing reports to the General Assembly and the Governor.

Maintains a regular caseload including intake, investigation, and complaint resolution. Keeps case closures current. Must be willing and able to communicate courteously and effectively with the public. Reports to CA/O or Deputy for caseload assignment and case investigation review. Reports directly to CA/O if and when case investigation indicates that extraordinary procedures or findings may result, i.e., the use of a subpoena, a formal hearing, or the possible issuance of a Recommendation, Critical or Special report. Assists CA/O in the preparation of drafts of Critical, Special and Annual reports.

In addition to the duties summarized for the Assistant II position is capable of assuming the responsibilities as field investigation team leader, if assigned. May be called upon to train or supervise other staff investigators.

Assistant III

Cannot be active in partisan affairs. Cannot enter into and maintain business or employment relationships with individuals in positions over which CA/O has jurisdiction.

May be called upon, from time to time, to make public speeches or appearances in behalf of CA/O. Is expected to, from time to time as needed, attend workshops, seminars, and/or conferences in order to maintain or expand expertise in governmental law, policy, and administration.

May be required to travel, from time to time, in order to fulfill the duties and responsibilities of office. Should have valid Iowa driver's license or be able to provide alternate travel ability at no cost to the agency.

May be assigned special responsibilities and duties by the CA/O.

Revised: February 1989

## JOB DESCRIPTION

Position: Assistant II  
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 30

### General skills, knowledge, and abilities

Must be able to analyze problems of administration, law, and policy as they pertain to Iowa state and local government. Must be able to communicate effectively, both orally and in writing.

Has at least one year of CA/O or other investigatory agency employment and/or experience. Able to maintain a caseload with little direct supervision.

### Duties summarized

The Assistant II has all the powers, responsibilities, and duties of the Citizens' Aide/Ombudsman (CA/O) as prescribed by law with the exception of issuing reports to the General Assembly and the Governor.

Maintains a regular caseload including intake, investigation, and complaint resolution. Keeps case closures current. Must be willing and able to communicate courteously and effectively with the public. Reports to CA/O or Deputy for caseload assignment and case investigation review. Reports directly to CA/O if and when case investigation indicates that extraordinary procedures or findings may result, i.e., the use of a subpoena, a formal hearing, or the possible issuance of a Recommendation, Critical or Special report. Assists CA/O in the preparation of drafts of Critical, Special and Annual reports.

In addition to the duties summarized for the Assistant I position may be assigned specific institutional responsibilities. In this capacity is responsible for coordinating travel and investigations stemming from the assignment(s) and caseload.

Assistant II

Cannot be active in partisan affairs. Cannot enter into and maintain business or employment relationships with individuals in positions over which CA/O has jurisdiction.

May be called upon, from time to time, to make public speeches or appearances in behalf of CA/O. Is expected to, from time to time as needed, attend workshops, seminars, and/or conferences in order to maintain or expand expertise in governmental law, policy, and administration.

May be required to travel, from time to time, in order to fulfill the duties and responsibilities of office. Should have valid Iowa driver's license or be able to provide alternate travel ability at no cost to the agency.

May be assigned special responsibilities and duties by the CA/O.

Revised: February 1989

## JOB DESCRIPTION

Position: Assistant I  
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 27

### General skills, knowledge, and abilities

Must be able to analyze problems of administration, law, and policy as they pertain to Iowa state and local government. Must be able to communicate effectively, both orally and in writing.

### Duties summarized

The Assistant I has all the powers, responsibilities, and duties of the Citizens' Aide/Ombudsman (CA/O) as prescribed by law with the exception of issuing reports to the General Assembly and the Governor.

Maintains a regular caseload including intake, investigation, and complaint resolution. Keeps case closures current. Must be willing and able to communicate courteously and effectively with the public. Reports to CA/O or Deputy for caseload assignment and case investigation review. Reports directly to CA/O if and when case investigation indicates that extraordinary procedures or findings may result, i.e., the use of a subpoena, a formal hearing, or the possible issuance of a Recommendation, Critical or Special report. Assists CA/O in the preparation of drafts of Critical, Special and Annual reports.

Cannot be active in partisan affairs. Cannot enter into and maintain business or employment relationships with individuals in positions over which CA/O has jurisdiction.

May be called upon, from time to time, to make public speeches or appearances in behalf of CA/O. Is expected to, from time to time as needed, attend workshops, seminars, and/or conferences in order to maintain or expand expertise in governmental law, policy, and administration.

Assistant I

May be required to travel, from time to time, in order to fulfill the duties and responsibilities of office. Should have valid Iowa driver's license or be able to provide alternate travel ability at no cost to the agency.

May be assigned special responsibilities and duties by the CA/O.

Revised: February 1989

## JOB DESCRIPTION

Position: Executive Secretary  
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 23

### General skills, knowledge, and abilities required

Knowledge of, and skill in, general office practices and procedures including: grammar; punctuation; spelling and word usage; office machines and equipment (compact computer, laser printer, typewriter, Displaywriter, Norelco Transcriber, Xerox Copier, and Microfiche); and general bookkeeping principles.

Ability to work independently and organize work according to priorities; deal tactfully and effectively with others; understand governmental structure and process; maintain office confidentiality; interpret rules and procedures which pertain to the duties required of the position.

### Duties summarized

Administrative. Serves as office bookkeeper and personnel secretary. Assists Citizens' Aide/Ombudsman (CA/O) in organizing and coordinating matters relating to the general operation of the office including:

Bookkeeping duties. Maintains books of all CA/O accounts, compares with Comptroller's computer printouts for accuracy, and calls any discrepancies to the immediate attention of the CA/O. Makes up purchase orders. Processes all claims for payment and enter into the IFAS (Iowa Financial Accounting System) via computer onlining and maintains office accounting files. Anticipates needed appropriation allotment and prepares for CA/O's signature any paperwork needed. Types all budget requests. Checks telephone bills for accuracy and brings any discrepancies to the immediate attention of the CA/O. Keeps Comptroller's Procedures Manual and Iowa Financial Accounting System (IFAS) Manual up-to-date.

Maintains employee personnel files. Keeps vacation, sick leave, and comp time records. Processes all payroll information (raises, deductions, etc.),

checks payroll for accuracy and distributes checks. Prepares Employer's Quarterly Contribution and Payroll Report for Gibbons Company. Prepares health insurance, OSHA and worker's compensation reports. Attends payroll and personnel meetings held by Comptroller's office. Types and distributes employee identification cards. Keeps Merit Procedures Manual up-to-date. Maintains recruitment files and correspondence. Assigns and oversees work of Summer youth help with CA/O approval.

Maintains office inventory. Tags all inventory items in office. Prepares annual office inventory for Auditor.

Maintains data base file of CA/O contact statistics on monthly and yearly basis for inclusion in Annual Report.

Access Legislative Computer for information needed by CA/O. Access Job Service Computer as requested by staff for information needed for CA/O case work.

Secretarial Duties. As needed, as backup for CA/O Secretary and Administrative Secretary, types correspondence, memos, reports, forms, summaries, etc. from tapes or written copies. Transcribes sworn testimony when taken. Files case files and does miscellaneous filing. Prepares file folders and file cards to be used as case files. Types Annual, Critical, and Special reports as assigned. Maintains annual report and other mailing lists. Keeps telephone books up-to-date. Does xeroxing as needed. Keeps lists of files opened for each CA/O employee. Answer telephone, route calls, and take telephone messages; make up case file folders.

## JOB DESCRIPTION

Position: Administrative Secretary

Salary Rate: Grade 21

### Basic skills, knowledge, and abilities

Knowledge of, and skill in, general office practices and procedures including: grammar; punctuation; spelling and word usage; office machines and equipment (Displaywriter, Norelco Transcriber, Xerox Copier, phone answering machine, and computer).

Ability to work independently and organize work according to priorities; deal tactfully and effectively with others; understand governmental structure and process; maintain office confidentiality; transcribe and type accurately from handwritten or roughly drafted (typed) copy, and dictation tapes; interpret rules and procedures which pertain to the duties required of the position.

### Duties summarized

Administrative. Assists CA/O in organizing and coordinating matters relating to the general operation of the office including: maintenance of CA/O case files from opening to closure. Orders office supplies and maintains an accurate account of supplies used. Assigns and oversees work of Summer youth employee with CA/O approval.

Opens mail for CA/O's review. Keeps record of calls for case files that are at State Archives and returns same.

Maintains a current and accurate office filing system including: complaint case files; Attorney General's (AG's) Opinions; Iowa Administrative Procedures Act (IAPA) Rules and changes; Iowa Court Rules; and House and Senate Bills, Amendments, Journals, and Enrolled Bills during legislative session. Maintains CA/O press clipping books. Maintains other miscellaneous filing responsibilities such as information regarding agencies under CA/O jurisdiction; newsletters; and other specific filing assignments which, from time to

time, will be made by CA/O. Maintains ISP Policies & Procedures Manual; Department of Corrections Policies and Procedures Manual.

Orders state pool car from State Vehicle Dispatcher when needed. Makes travel and hotel/motel reservations for CA/O staff personnel and maintains a record of staff meetings, speeches, etc. for Outreach file.

Assists other office clerical, when necessary, or provides skills needed to back-up other office clerical when those individuals are on sick leave or vacation.

Receptionist duties. Answers telephone in pleasant manner, routes call to appropriate staff member, takes accurate and clear messages when staff is unavailable. Courteously greets and assists office visitors and directs them to the appropriate staff person.

Revised: February 1989

## JOB DESCRIPTION

Position: CA/O Secretary  
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 19

### Basic skills, knowledge, and abilities

Knowledge of, and skill in, general office practices and procedures including: grammar; punctuation; spelling and word usage; office machines and equipment (typewriter, Displaywriter, Norelco Transcriber, Xerox Copier, phone answering machine, and computer).

Ability to work independently and organize work according to priorities; deal tactfully and effectively with others; understand governmental structure and process; maintain office confidentiality; transcribe and type accurately from handwritten or roughly drafted (typed) copy, and dictation tapes; interpret rules and procedures which pertain to the duties required of the position.

### Duties summarized

Administrative. Assists CA/O in organizing and coordinating matters relating to the general operation of the office including:

Secretarial duties. Types all correspondence, letters, memos, reports, forms, summaries, etc. from tapes or handwritten copy. Types legal documents. Transcribes sworn testimony. Types Annual, Critical and Special reports as assigned. Does xeroxing as needed. Maintains Annual report and other mailing lists.

Assists Executive Secretary as needed in statistical data base entry on computer, typing monthly case lists, online entry into the IFAS (Iowa Financial Accounting System) on computer, Legislative Computer access for legislative information.

Assists Administrative Secretary as needed in making up case files, typing case closures and update of files, press clippings, etc.

Receptionist duties. Serves as backup for Administrative Secretary in answering phone, routing calls and greeting visitors.

**CITIZENS' AIDE/OMBUDSMAN  
ANNUAL PERSONNEL REPORT  
June 8, 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*	06/07/91
Vacant	Legal Counsel		31/1	
Key, C.#	Asst. for Cor.	09/30/82	30/6* (33/4)#	06/07/91
Meline, R.#	Assistant II	11/16/84	30/6* (33/4)#	06/07/91
Ferjak, M.	Assistant II	12/11/87	30/3	06/07/91
Eick, T.	Assistant I	02/05/90	27/1**	08/03/90
Green, J.	Ex. Secretary	07/01/74	23/6*	10/12/90
Nett, P.	Adm. Secretary	01/17/72	21/6*	10/12/90
Kennedy, M.	CA/O Secretary	06/22/89	19/2	12/21/90

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

\*\*Probationary period ends 08/03/90. One step increase to Grade/Step 27/2. New review date is 08/02/91.

#Mr. Key and Mr. Meline are being recommended for promotion to the Assistant III level which would place each of them at Grade 33, Step 4.

perrept

CA/O LEAVE REQUEST

I request leave from work for  
the following inclusive dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ Earned Vacation
- \_\_\_\_\_ Compensatory
- \_\_\_\_\_ Sick
- \_\_\_\_\_ Funeral
- \_\_\_\_\_ Unpaid Leave
- \_\_\_\_\_ Jury Duty
- \_\_\_\_\_ Military/National
- \_\_\_\_\_ Guard
- \_\_\_\_\_ Other (specify)
- \_\_\_\_\_

This leave \_\_\_\_\_ will  
This leave \_\_\_\_\_ will not affect my normal assignments and the  
following arrangements have been made to fulfill agency  
responsibilities.:

\_\_\_\_\_  
\_\_\_\_\_

During this leave I can be reached by telephone at this  
number: \_\_\_\_\_

Date of Request \_\_\_\_\_

Signature \_\_\_\_\_

Date of Approval \_\_\_\_\_

Signature \_\_\_\_\_

CITIZENS' AIDE/OMBUDSMAN  
ANNUAL COMPENSATORY TIME REPORT  
June 8, 1990

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

CALENDAR YEAR 1989

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

<u>NAME</u>	<u>COMPENSATORY TIME EARNED</u>
Mosher, R.	6.00 hours
Elliott, M.	44.50 hours
Key, C.	11.00 hours
Meline, R.	79.50 hours
Ferjak, M.	30.00 hours
Peterson, J.	12.25 hours

CITIZENS' AIDE/OMBUDSMAN  
SUPPORT STAFF ANNUAL OVERTIME REPORT  
June 8, 1990

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 1989

<u>NAME</u>	<u>OVERTIME HOURS</u>	<u>OVERTIME PAY</u>
Nett, P.	25.00 hours	\$425.69
Wilson, K.	4.75 hours	57.78
Kennedy, M.	0	0
Green, J.	0	0

**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:

<u>Years of Employment</u>	<u>Entitlement Vacation</u>	<u>(in hours)</u>		<u>Pay Period</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 (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) staff shall submit written vacation requests to the CA/O for approval. 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)).

**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 office 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 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).

06/12/90 14:10 515 243 2908 H03170001 ER

AUSTIN, GAUDINEER, AUSTIN, SALMONS & SWANSON

SUITE 900

DES MOINES BUILDING

DES MOINES, IOWA 50309

JAMES R. AUSTIN (1908-1981)  
LEE H. GAUDINEER, JR.  
JAMES R. AUSTIN, JR.  
CARLTON G. SALMONS  
JON K. SWANSON  
H. LORRAINE WALLACE  
PATRICK J. HOPKINS

TELEPHONE  
(515) 243-8750  
FAX: (515) 243-8908

June 11, 1990

Mr. William P. Angrick II  
Citizens' Aide/Ombudsman  
215 E. Seventh  
Des Moines, IA 50319

Re: Robert Rolfes v. William P. Angrick, et. al.  
United States District Court, Northern District of Iowa,  
Western Division  
Our File No. 708

Dear Mr. Angrick:

This is a status update in the above-captioned case.

As you are certainly aware, this case originated in June, 1989 and was filed as a Civil Rights action against you and your staff by Plaintiff, Robert Rolfes, as Sheriff of Osceola County, regarding an investigation which had been conducted by your staff a year earlier. My immediate response on behalf of all defendants was to file a motion to dismiss/summary judgment under Federal Rule of Civil Procedure 12(c) and 56 in order to obtain an early exit from this lawsuit. In response to this, Plaintiff amended the Complaint in August 1989 and I renewed and adapted the Defendants' motion to dismiss/summary judgment raising and addressing other different points of law. Along the way, Plaintiff conceded the validity of various of the defenses that I addressed.

One of those defenses raised in the motion papers concerned the effect of the pending Iowa Supreme Court proceeding entitled Citizens' Aide/Ombudsman v. Sheriff Robert Rolfes (Supreme Court No. 107-89-235) upon the above-captioned proceeding. On your behalf, I asserted that whatever the Iowa Supreme Court decided would be res judicata in the above-entitled case. Put differently, Rolfes could not relitigate in federal court those issues and claims decided favorably to you by the Iowa Supreme Court. In November,

AUSTIN, GAUDINEER, AUSTIN, SALMONS & SWANSON

Mr. William P. Angrick II  
Page 2  
June 11, 1990

1989 I was successful in reaching agreement with opposing counsel, Mr. Dekoter, who jointly applied with me to the Northern District Federal Court for a continuation or stay of the Federal Court proceedings while the Iowa Supreme Court matter remained undecided. We both did this to save our respective clients the costs and attorneys' fees which would have arisen for both the Iowa Supreme Court and this Federal Court action to progressed simultaneously.

The Iowa Supreme Court matter was decided in April, 1990 entirely favorable to you. Within approximately two weeks after the Court's decision I discussed with Mr. Dekoter the status of the federal court proceeding and the direction that Sheriff Rolfes intended to pursue. In some candor, I discussed the defensive merits of your case vis a vis Sheriff Rolfes' claims and Mr. Dekoter conceded the difficulty of pursuing the Federal Court action with any serious hope for relief and recovery of costs and attorneys' fees which Sheriff Rolfes sought by pursuing the Federal Court action.

On your behalf, I advised Mr. Dekoter that there could be no settlement of the above-captioned matter since the merits of your case were extremely strong both because of the Iowa Supreme Court decision and because of the other defenses I proposed and that you were entirely willing to litigate this matter if that was to be Sheriff Rolfes' choice. I underscored that the defendants would be unwilling to pay any moneys in an effort to settle this case and were prepared to litigate it if necessary. I indicated only that the Defendants would support a dismissal by Sheriff Rolfes if he chose to end his Federal litigation by filing a voluntary dismissal.

I enclose a copy of the dismissal first executed by Sheriff Rolfes on May 25, along with his counsel, Daniel Dekoter on May 23. While I have not yet received a time-stamped copy back from the federal court, as you can see by the dismissal, this matter has been completed and the costs have been taxed to Sheriff Rolfes.

I was happy to achieve this result for you in obtaining the dismissal we all sought in the most economical means of

06/12/90 14:12 Δ 515 243 2700

AUSTIN, GAUDINEER, AUSTIN, SALMONS & SWANSON

Mr. William P. Angrick II  
Page 3  
June 11, 1990

defense and without the payment of any settlement moneys from the State Treasury. I stand ready to assist you in whatever ways you further require and hope, as well, that you are happy with the result. If you have any questions, comments or concerns, kindly advise.

Sincerely,

*Carlton G. Salmons (HLW)*

Carlton G. Salmons

ke

Enclosure

88/12/90 14:12  
2 115 110 1100

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF IOWA  
WESTERN DIVISION

---

ROBERT ROLFES,  
An Individual,

CIVIL NO. C89-4049

Plaintiff,

DISMISSAL

v.

WILLIAM P. ANGRICK II,  
et al,

Defendants

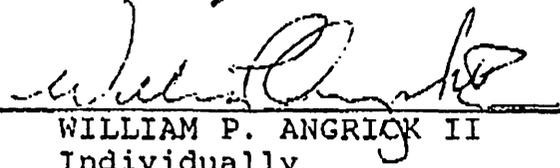
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The undersigned, being all parties to this action,  
dismiss it pursuant to Rule 41(a)(1) of the Federal Rules of  
Civil Procedure. Costs are to be taxed to the plaintiff.

DATED: 5-25, 1990.

  
ROBERT ROLFES

DATED: May 30, 1990.

  
WILLIAM P. ANGRICK II  
Individually

DATED: May 30, 1990.

  
WILLIAM P. ANGRICK II  
As and on behalf of  
Citizen's Aide/  
Ombudsman, An Agency  
of the State of Iowa

DATED: May 30, 1990.

  
WILLIAM P. ANGRICK II  
On behalf of Defendant,  
State of Iowa

DATED: May 30, 1990.

Michael J. Ferjak  
MICHAEL J. FERJAK

DATED: May 30, 1990.

Susan E. Voss  
SUSAN E. VOSS

DATED: June 1, 1990.

James Peterson  
JAMES PETERSON

DATED: May 23, 1990.

Daniel E. Dekoter  
DANIEL E. DEKOTER  
CORCORAN, SKIVER, ZITO,  
DEKOTER & THOLE  
315 Ninth Street  
Sibley, Iowa 51249  
(712)754-4601  
ATTORNEYS FOR PLAINTIFF

DATED: June 1, 1990.

Carlton G. Salmons  
CARLTON G. SALMONS  
AUSTIN, GAUDINEER, AUSTIN,  
SALMONS & SWANSON  
900 Des Moines Bldg.  
Des Moines, Iowa 50309  
ATTORNEYS FOR DEFENDANTS

CERTIFICATE OF SERVICE

The undersigned hereby certifies that a true copy of the foregoing instrument was served upon each of the attorneys of record of all persons to be served by this certificate by causing the same to be deposited in the United States Mail by first class registered mail, postage prepaid, to the address of each of the persons to be served, at Des Moines, Iowa on the 1st day of June, 1990.

Keith D. Emig

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

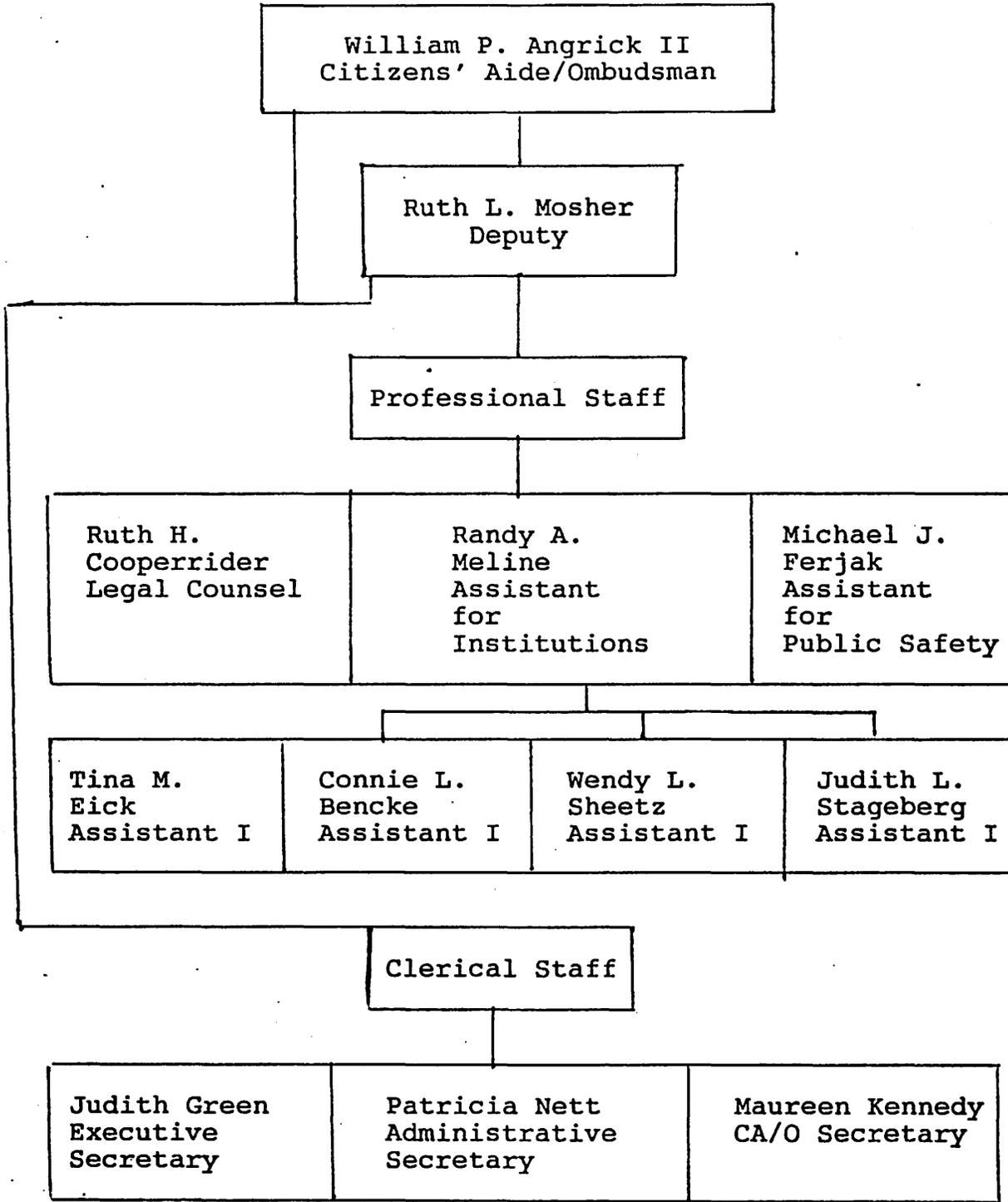
\*These individuals are at the top of the Grade/Step and are not eligible for merit increases in their present positions.

\*\*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]

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
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	
<b>Professional</b>					
<b>Staff on Duty</b>	6	8	8	8	4
Nett	9XC	9XC	9XC	9XC	9XC
Green		10C	10C	10C	10C
Kennedy	11C	11C	11C	11C	
<b>Clerical</b>					
<b>Staff on Duty</b>	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:

<u>Years of Employment</u>	<u>Entitlement Vacation</u>	<u>(in hours)</u> <u>Holidays*</u>		<u>Pay Period</u>		
				<u>1st</u>	<u>2nd</u>	<u>3rd</u>
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)).

**SUMMARY**

**COMPUTER OVERSIGHT SUBCOMMITTEE OF THE SERVICE COMMITTEE**

**June 14, 1990**

**Members present:**

**Senator Bill Hutchins**

**Representative Harold Von Mannen**

**Senator Joe Welsh**

The Subcommittee convened at 10:43 a.m., June 14, 1990 in Senator Hutchins's office.

The Subcommittee unanimously approved the minutes of its last meeting.

The Subcommittee accepted the bids solicited by Director Scharf of the Computer Support Bureau for an uninterruptible power supply for the Legislature's mainframe computer. Director Scharf recommended the acceptance of the low bid. On the motion of Senator Welsh, the Subcommittee unanimously recommended that the Service Committee accept the low bid of \$62,480.00 from Computer Support Systems of Des Moines, Iowa.

The Subcommittee also accepted Director Scharf's oral progress report on obtaining envelope trays and legal size paper trays for the personal computer laser printers of each caucus staff and agency. Senator Welsh had raised the need for envelope trays at the last meeting of the Subcommittee. Fourteen inch trays (legal size) have already been delivered to each staff and legislative agency. Envelope trays are on back order and are expected shortly. One envelope tray has been delivered.

M I N U T E S

STUDIES COMMITTEE OF THE LEGISLATIVE COUNCIL

June 14, 1990

PRELIMINARY BUSINESS

The Studies Committee of the Legislative Council met on Thursday, June 14, 1990, in Senate Room 22, State House, Des Moines, Iowa. The meeting was called to order by the Chairperson, Speaker of the House Donald Avenson, at 2:25 p.m. Members present in addition to Chairperson Avenson were:

Senator C. Joseph Coleman  
Senator Emil Husak  
Senator Bill Hutchins  
Representative Bob Arnould  
Representative John Connors

Chairperson Avenson noted that roll was being taken and that a quorum was present. Representative Connors moved to dispense with the reading of the minutes of the May 10, 1990, meeting and that those minutes be approved as previously distributed to the members. The motion was approved by unanimous consent.

EXPANSION OF PREVIOUSLY APPROVED INTERIM STUDIES

Chairperson Avenson stated that although a number of additional requests concerning interim studies have been received, he wished to recommend adoption by the Legislative Council of three of these. He pointed out that these three were not new interim studies but expansions of three previously approved studies.

Chairperson Avenson said the first one was to expand the membership of the MediPASS Implementation Oversight Committee from four to six members by adding one member from each house who would represent the Administrative Rules Review Committee.

Chairperson Avenson's next suggestion was to expand the charge of the Health Care Expansion Task Force to include a review of the scope of practice of physician assistants.

The final suggestion from the Chairperson was that the charge of the Redesign Lottery Funded Environmental Initiatives Study Committee be expanded to include oversight of the Ethanol Fueled Brazilian Truck Project and that \$50,000 be authorized to continue

to study ethanol fuel use in Iowa.

Senator Hutchins moved that the expansion in these three studies as stated by Chairperson Avenson be recommended to the Legislative Council. This motion was adopted unanimously. A copy of the Committee's report is attached to these minutes.

ADJOURNMENT

There being no further business to come before the Committee, a motion was made that the Committee arise. Upon adoption of the motion, the Committee adjourned at 2:30 p.m.

Respectfully submitted,

MICHAEL J. GOEDERT  
Senior Legal Counsel

REPORT OF THE STUDIES COMMITTEE  
TO THE LEGISLATIVE COUNCIL

June 14, 1990

The Studies Committee of the Legislative Council met on June 14, 1990, and makes the following recommendations:

1. That approval be given to expand the membership of the MediPASS Implementation Oversight Committee to include one additional member of the House and of the Senate who represent the Administrative Rules Review Committee.

2. That the charge of the Health Care Expansion Task Force be expanded to include a review of scope of practice of physician assistants.

3. That the charge of the Redesign Lottery Funded Environmental Initiatives Study Committee be expanded to include oversight of the Ethanol Fueled Brazilian Truck Project at the University of Iowa and that \$50,000 be authorized to continue study of ethanol fuel use in Iowa.

Respectfully submitted,

SPEAKER DON AVENSON  
CHAIRPERSON

Report, studies614  
jp/dg/20

TENTATIVE AGENDA

STUDIES COMMITTEE

June 14, 1990

1:30 p.m. Call to Order

Roll call

Review of Minutes of May 10 Meeting  
(Previously Distributed)

Consider any requests or reports

Additional Business, if any

Adjournment

REPORT OF THE STUDIES COMMITTEE  
TO THE LEGISLATIVE COUNCIL

June 14, 1990

The Studies Committee of the Legislative Council met on June 14, 1990, and makes the following recommendations:

1. That approval be given to expand the membership of the MediPASS Implementation Oversight Committee to include one additional member of the House and of the Senate who represent the Administrative Rules Review Committee.
2. That the charge of the Health Care Expansion Task Force be expanded to include a review of scope of practice of physician assistants.
3. That the charge of the Redesign Lottery Funded Environmental Initiatives Study Committee be expanded to include oversight of the Ethanol Fueled Brazilian Truck Project at the University of Iowa and that \$50,000 be authorized to continue study of ethanol fuel use in Iowa.

Respectfully submitted,

SPEAKER DON AVENSON  
CHAIRPERSON

Report, studies614  
jp/dg/20

OVERTIME AND COMPENSATORY TIME ANNUAL REPORT

LEGISLATIVE SERVICE BUREAU

A. Annual Accrual Period for Compensatory Time.

1. 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, and the Finance Officer.

2. The annual accrual period for compensatory time is the fiscal year for all Bureau employees officed in the Lucas Building except for the three employees referred to in the preceding paragraph.

B. 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:

1. 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, Administrative Code Editor, Legal Division Chief, Research Division Chief, Legal Counsels, and Research Analysts.

2. 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 Office Director, Legislative Information Officers, Legislative Research Librarian, Assistant Editors, Publication Coordinators, Chief Indexers, Assistant Indexers, Administrative Assistants, Executive Secretary, Proofreader/Indexers, Code Proofreaders, and Finance Officer.

3. 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.

C. Compensatory Time Earned for the 1990 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 for the Iowa Code Editor, the Deputy Iowa Code Editor, and the Finance Officer.

overtime  
rj/dg/20

LEGISLATIVE SERVICE BUREAU  
 PROFESSIONAL STAFF OVERTIME  
 01/01/90 - 04/14/90

ELIGIBLE FOR PARTIAL COMPENSATION

Name	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
D. Bolender	234.75	40.00	194.75	120.00
D. Adkisson	240.50	40.00	200.50	120.00
A. Audeh	117.00	40.00	77.00	77.00
M. Carr	160.75	40.00	120.75	120.00
J. Craggs	146.00	40.00	106.00	106.00
P. Funaro	241.75	40.00	201.75	120.00
M. Goedert	222.75	40.00	182.75	120.00
M. Johnson	171.75	40.00	131.75	120.00
R. Johnson	244.50	40.00	204.50	120.00
T. Johnson	195.00	40.00	155.00	120.00
G. Kaufman	201.75	40.00	161.75	120.00
J. Pollak	230.75	40.00	190.75	120.00
G. Rudicil	132.25	40.00	92.25	92.25
J. Wilson	182.00	40.00	142.00	120.00
D. Winegarden	258.00	40.00	218.00	120.00
L. Workman	256.00	40.00	216.00	120.00
Total Hours	3,235.50	640.00	2,595.50	1,835.25
Average	202.22		162.22	114.70

6/14/90

106e

LEGISLATIVE SERVICE BUREAU  
PERMANENT FULL-TIME SUPPORT STAFF OVERTIME  
01/01/90 - 04/14/90

ELIGIBLE FOR FULL COMPENSATION

Name	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
S. Craig	166.25	249.38
M. Cross	159.00	238.50
J. Douglas	93.50	140.25
C. Fisher	158.25	237.38
D. Greenwood	145.25	217.88
J. Jorgensen	90.50	135.75
M. Knudsen	68.25	102.38
B. McNerney	153.50	230.25
A. Meier	167.25	250.88
K. Miklus	141.00	211.50
D. Munzenmaier	53.00	79.50
S. Weddell	96.00	144.00
J. Wyer	171.25	256.88
C. Young	174.50	261.75
D. Young	178.75	268.13
L. Parker	34.25	51.38
G. Thompson	25.00	37.50
Total Hours	2,075.50	3,113.29
Average	122.09	183.13

6/14/90

107e

LEGISLATIVE SERVICE BUREAU  
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME  
1990 SESSION

Name	Total Overtime Worked
R. Burgin	3.50
B. Colonno	75.25
C. Cox	102.00
S. Feters	180.50
B. Garland	78.25
C. Nowels	120.75
Total Hours	560.25

6/14/90

110e

LFB PERSONNEL REPORT

June 14, 1990

Personnel actions since last report:

Service Committee review -

Merit Increases

Dwayne Ferguson, Principal Legislative Analyst - 5/25/90  
Holly Lyons, Principal Legislative Analyst - 6/8/90

Vacant Positions

Nona Livingston, Executive Secretary -  
Retiring as of June 21, 1990

Paul Accola, Legislative Analyst I -  
Resigning as of June 29, 1990

Filled Positions

No Action

Service Committee approval -

Promotions

FROM

TO

Ray Knapp

Run Designer III,  
Pay Grade 30

Software Analyst I,  
Pay Grade 34

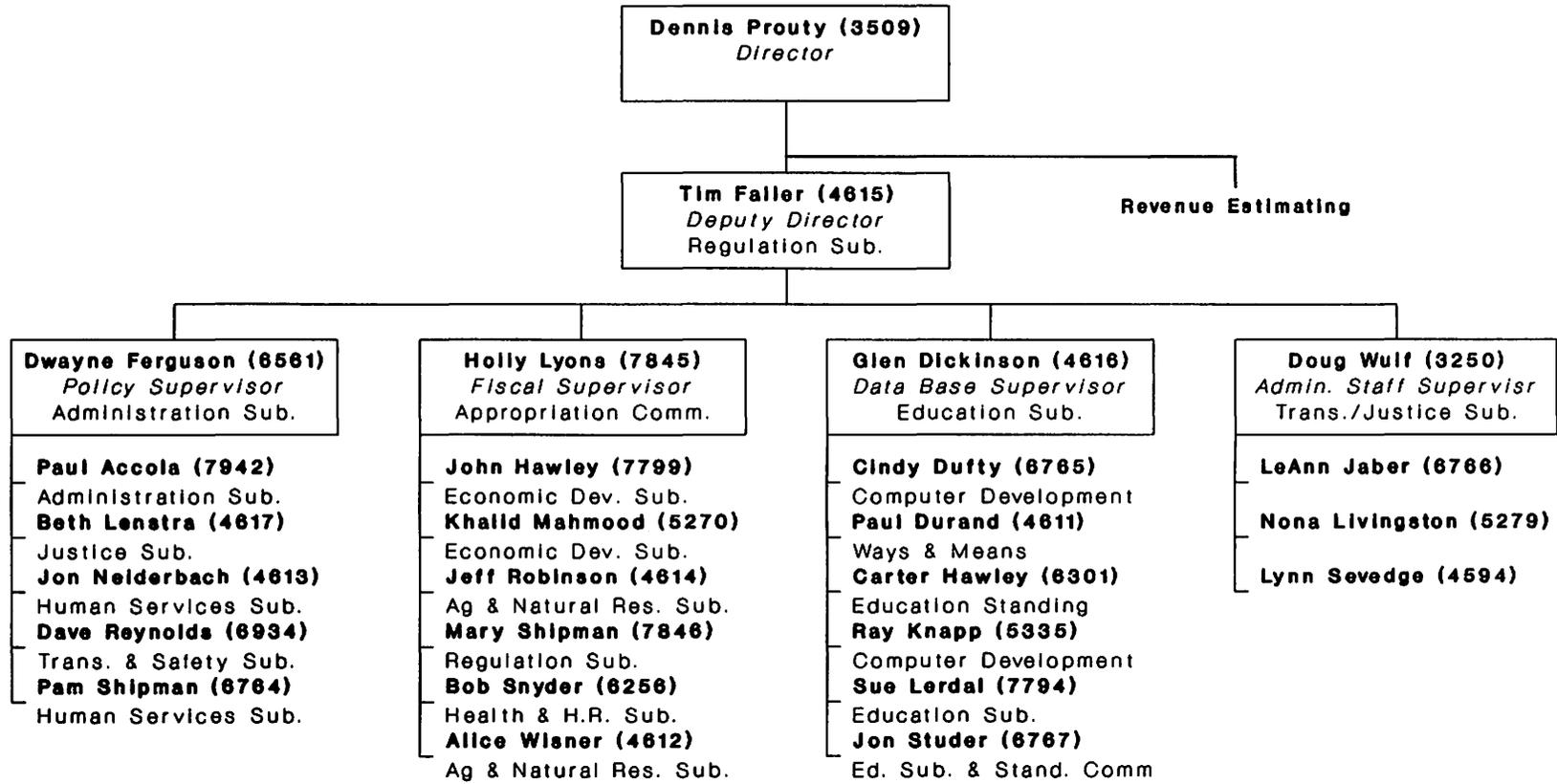
LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT  
JUNE 1990

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



December, 1989

## 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  
May, 1989.

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 1991

Attachment #3a

	<u>Present Grade &amp; Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Legislative Analyst I</u>			
Accola	27-1	12/26/89	06/26/90
Shipman, M.	27-1	12/22/89	06/22/90
Shipman, P.	27-1	12/13/89	06/13/90
Reynolds	27-2	09/18/89	03/16/91
Studer	27-2	09/05/89	03/03/91
<u>Legislative Analyst II</u>			
Durand	30-2	01/20/87	07/06/90
Hawley, J.	30-2	01/22/87	07/06/90
Lenstra	30-2	01/21/87	07/06/90
Hawley, C.	30-2	02/09/87	07/06/90
Mahmood	30-2	11/30/87	12/22/90
Wisner	30-2	05/04/87	10/13/90
Robinson	30-2	11/17/87	12/22/90
<u>Legislative Analyst III</u>			
Snyder	33-2	11/19/84	07/06/90
Lerdal	33-2	02/17/89	08/17/90
<u>Senior Legislative Analyst</u>			
Neiderbach	35-3	12/21/81	04/28/91
<u>Principal Legislative Analyst</u>			
Wulf	36-6	02/11/83	00/00/00
Lyons	36-4	01/03/84	06/08/90
Ferguson	36-3	11/27/87	05/25/90
Dickinson	36-4	07/08/88	01/05/91
<u>Deputy Director</u>			
Faller	39-6	07/01/74	00/00/00
<u>Administrative Secretary</u>			
Sevedge	21-6	03/25/80	00/00/00
Dunne-Jaber	21-2	12/28/88	06/29/90
<u>Executive Secretary</u>			
Livingston	23-6	08/01/73	00/00/00
<u>Run Designer III</u>			
Knapp	30-6	01/02/76	00/00/00
<u>in Designer II</u>			
Dufty	27-2	08/18/89	02/08/91

**LEGISLATIVE FISCAL BUREAU  
OVERTIME and COMPENSATORY TIME  
Fiscal Year 1990**

**ELIGIBLE FOR PARTIAL COMPENSATION**

Name	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
T Faller	415.50	40.00	375.50	120.00
H Lyons	338.25	40.00	298.25	120.00
D Prouty	338.00	40.00	298.00	120.00
G Dickinson	325.50	40.00	285.50	120.00
D Ferguson	307.00	40.00	267.00	120.00
D Reynolds	243.75	40.00	203.75	120.00
S Lerdal	237.50	40.00	197.50	120.00
B Lenstra	225.50	40.00	185.50	120.00
J Studer	222.00	40.00	182.00	120.00
J Neiderbach	217.00	40.00	177.00	120.00
J Robinson	210.00	40.00	170.00	120.00
D Wulf	199.25	40.00	159.25	120.00
P Accola	196.50	40.00	156.50	120.00
K Mahmood	191.50	40.00	151.50	120.00
P Shipman	186.50	40.00	146.50	120.00
C Hawley	185.00	40.00	145.00	120.00
B Snyder	185.00	40.00	145.00	120.00
J Hawley	182.00	40.00	142.00	120.00
M Shipman	160.25	40.00	120.25	120.00
P Durand	140.75	40.00	100.75	100.75
A Wisner	136.50	40.00	96.50	96.50
C Dufty	80.25	40.00	40.25	40.25
R Knapp	72.00	40.00	32.00	32.00
<b>Total Hours</b>	<b>4,995.50</b>	<b>920.00</b>	<b>4,075.50</b>	<b>2,549.50</b>
<b>Average (Analyst)</b>	<b>230.63</b>		<b>190.63</b>	<b>117.96</b>
<b>Average (Data Proc.)</b>	<b>76.13</b>		<b>36.13</b>	<b>36.13</b>

**ELIGIBLE FOR FULL COMPENSATION**

L Sevedge	56.70		85.05
L Dunne-Jaber	23.50		35.25
N Livingston	23.50		35.25
<b>Total Hours</b>	<b>103.70</b>		<b>155.55</b>

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

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Legislative Fiscal Bureau  
Policies and Procedures

JUNE 8, 1990

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Legislative Fiscal Bureau  
Policies and Procedures

JUNE 8, 1990

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 8, 1990

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 8, 1990

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 8, 1990

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 8, 1990

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 8, 1990

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.

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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.

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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.

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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.

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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.

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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

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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.

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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

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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

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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.

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## 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.

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## 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.

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### 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.

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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.

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## 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.

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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.

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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.

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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.

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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.

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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.

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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

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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.

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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

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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.

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#### 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.

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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.

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6. PROMOTIONS

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

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7. SALARY INCREASES - MERIT STEPS

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

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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.

## PERFORMANCE EVALUATION WORKSHEET

NAME \_\_\_\_\_

CLASSIFICATION TITLE \_\_\_\_\_

PERIOD COVERED BY THIS EVALUATION: Beginning \_\_\_\_\_ through \_\_\_\_\_

### GUIDELINES FOR PERFORMANCE EVALUATIONS

The purpose of performance evaluation is to provide a systematic evaluation of a staff members with respect to their job performance for future development. The primary objectives are:

- To provide a factual basis for determining the job performance of probationary and permanent staff members.
- To inform a staff member of how well they are doing and/or to suggest changes in behavior, attitudes, skills, or job knowledge.
- To coach and counsel staff members in identifying areas of concern and opportunities for growth and development.
- To provide a means to assure that Fiscal Bureau objectives are being met.

This evaluation worksheet provides an opportunity for the supervisor and staff member to mutually review and discuss performance criteria standards and evaluations. The process provides the opportunity to continually review performance and to communicate whether the performance standards are being met. The staff member's performance is evaluated according to the following guidelines:

Performance is poor... The staff member is generally not fulfilling job requirements. The employee is to be counseled regarding job expectations and advised of specific methods of improvement.

Performance is below average...The staff member's job performance is deficient in specific areas. The employee will be advised of the steps that are necessary to fully meet expectations.

Performance is average...The staff member is meeting the requirements of the position. The employee will be informed of ways in which performance could exceed expectations.

Performance is very good...The staff member is meeting the requirements of the position and often goes beyond the basic requirements. The employee will be informed of the strengths and accomplishments which have been observed.

Performance is excellent...The staff member generally exceeds the requirements of the position. The employee will be informed of the strengths and accomplishments which have been observed, and commended on performance.

The completed form is signed by the supervisor and staff member and retained in departmental files.

Section 1

**PERFORMANCE STANDARDS WORKSHEET**

	Excel- lent	Very Good	Average	Below Average	Poor
<b>PLANNING</b> Establishes objectives and goals; anticipate future developments; formulate effective plans to achieve stated goals; set priorities; creative approach to solutions. <u>Comments:</u>					
<b>ADMINISTRATION</b> Executes plans; exhibit organizational skills; implement decisions; utilize staff resources effectively. <u>Comments:</u>					
<b>DECISION MAKING</b> Formulates sound, logical decisions; exercise good judgement. <u>Comments:</u>					
<b>PROBLEM ANALYSIS/INVESTIGATION</b> Conducts appropriate inquiries and identifies essentials and relevant detail. Identifies important issues. <u>Comments:</u>					
<b>INITIATIVE</b> Displays drive, self-starting ability; strives to attain goals, innovative & imaginative approaches; independent action. <u>Comments:</u>					

Section 1

**PERFORMANCE STANDARDS WORKSHEET**

	Excel- lent	Very Good	Average	Below Average	Poor
<b>ATTITUDE</b> Demonstrates enthusiasm & loyalty; accepts responsibility, suggestions & constructive criticism. <u>Comments:</u>					
<b>COMMUNICATION</b> Formulates reports & correspondence in a clear & concise manner; participates in discussions & meetings; shares information; keeps colleagues informed. <u>Comments:</u>					
<b>WORK PRODUCT</b> A. Meets timeframes and deadlines; work is completed in a timely manner.  B. Assigned tasks (routine and specific) are completed accurately and according to directions.  C. Work product requires minimal editing, is easy to understand, and contains the pertinent information. <u>Comments:</u>					
<b>WORKING RELATIONSHIPS</b> Generates trust by staff and legislators; helps others and serves as a reference source; facilitates attainment of team goals. <u>Comments:</u>					

**A. Supervisor's Comments:**

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**B. Staff Member:**

I have had an opportunity to read the contents of this evaluation and have discussed it with my supervisor.  
I wish to make additional comments:

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I do not wish to make additional comments.

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Staff Member \_\_\_\_\_ Date \_\_\_\_\_







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## 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.

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**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.

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10. GRIEVANCE PROCEDURES

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

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11. PARTICIPATION IN PARTISAN POLITICS

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

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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.

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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.

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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.

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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

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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.

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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.

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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.

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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.

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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 employees 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.

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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.

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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.

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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).

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## 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.

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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.

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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.

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## 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.

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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).

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## 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.

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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.

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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.

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## 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.

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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.

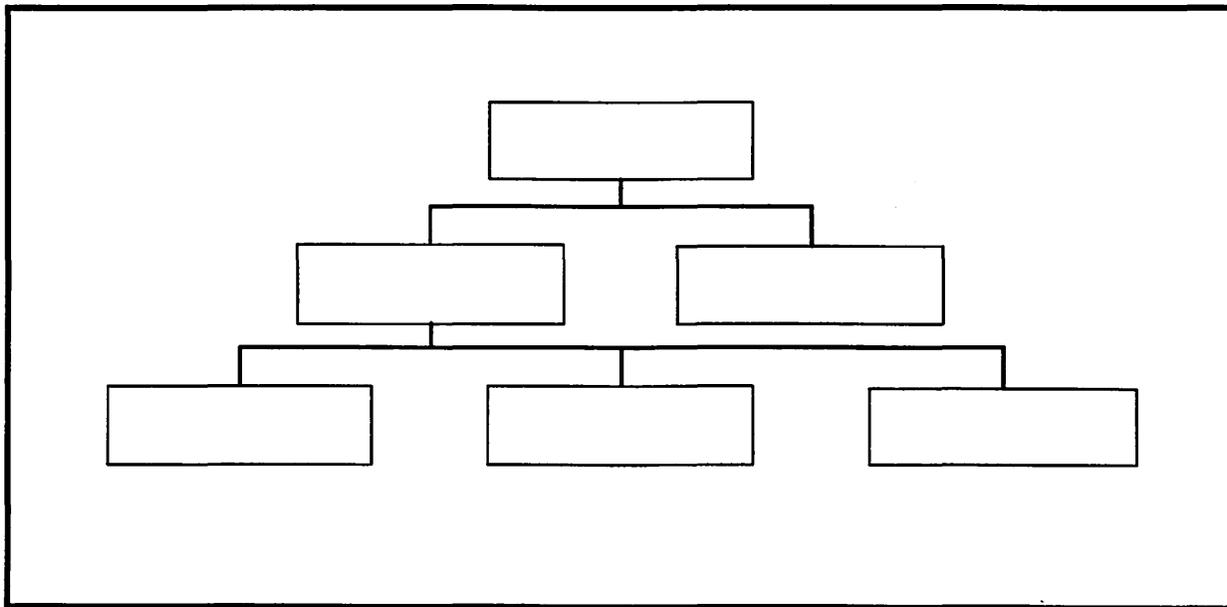
**POSITION CLASSIFICATION SYSTEM**

and

**JOB DESCRIPTIONS**

Legislative Service Bureau

# Iowa Legislative Service Bureau



## Organizational Charts

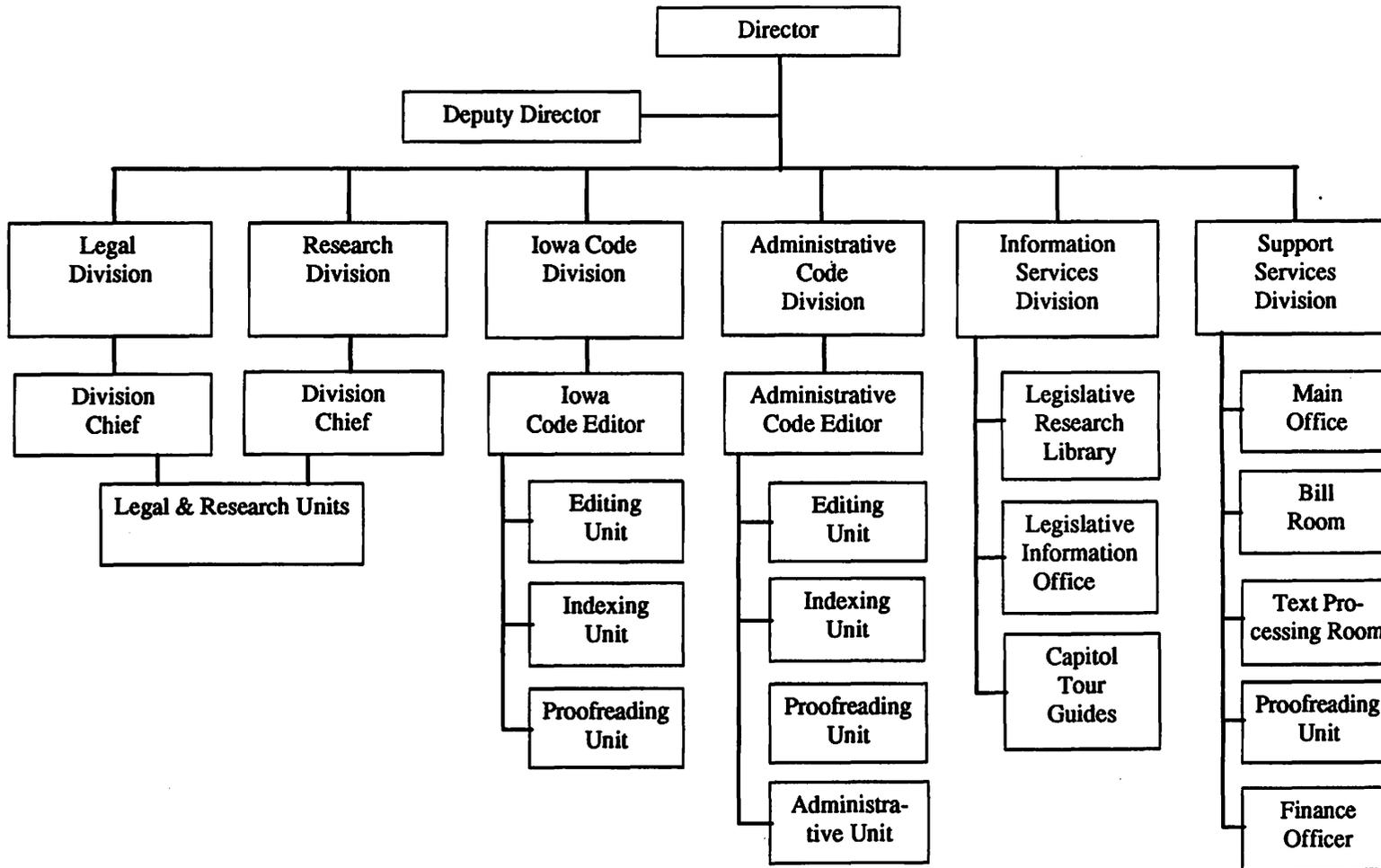
Prepared by Iowa Legislative Service Bureau  
June 1990

# **Iowa Legislative Service Bureau Organizational Charts**

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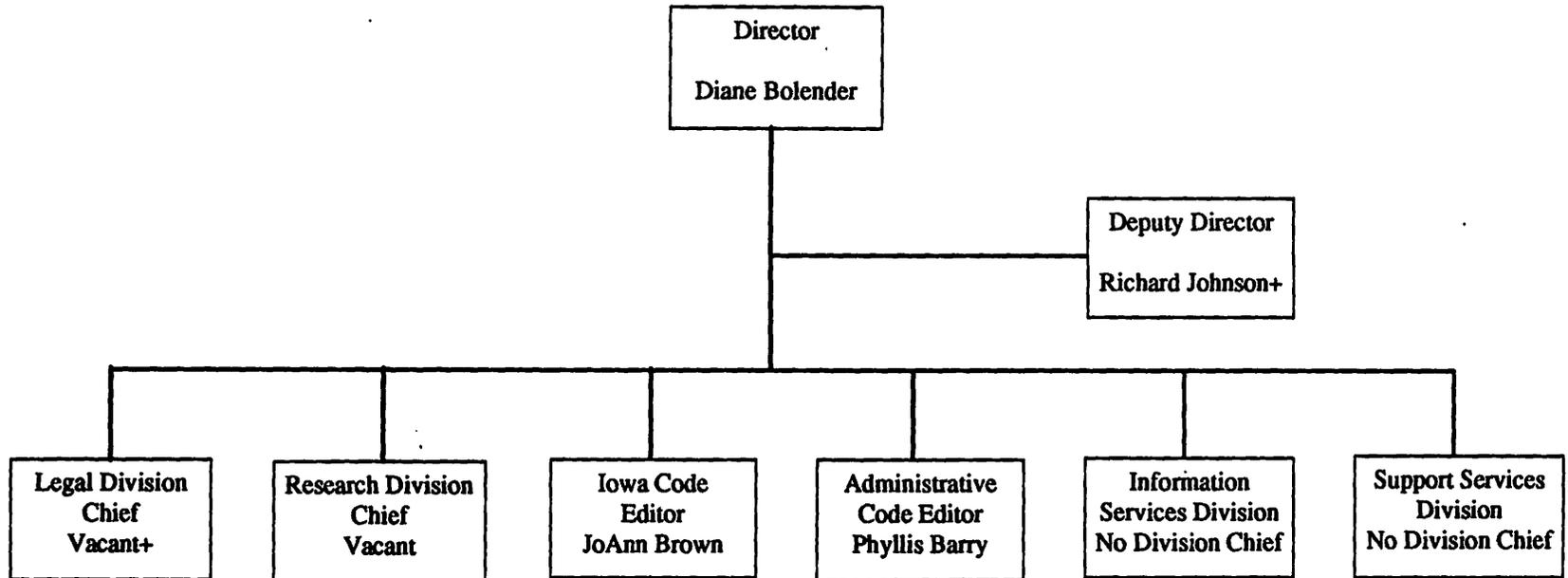
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# Legislative Service Bureau Organization Chart



# Legislative Service Bureau

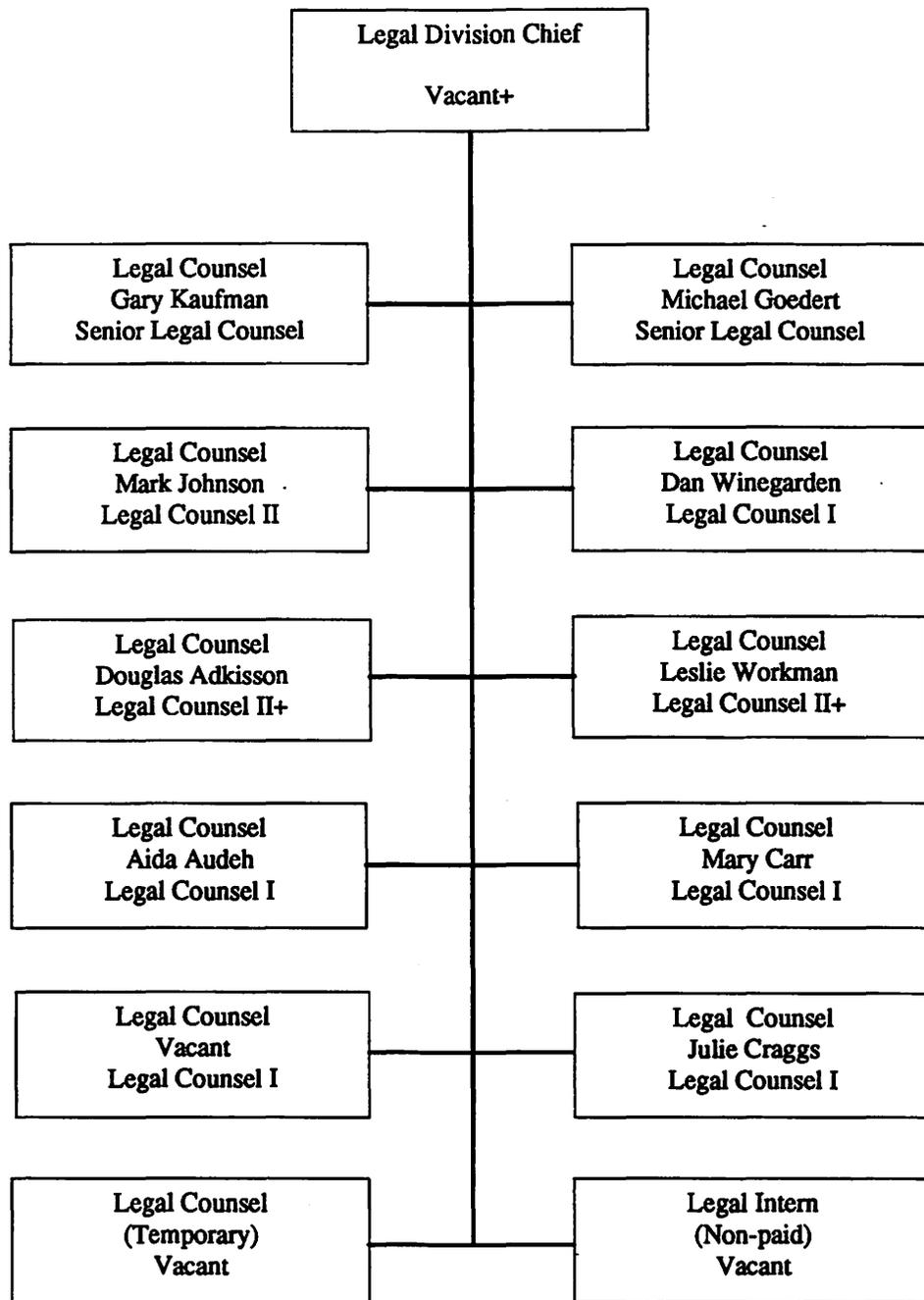
## Management Positions



+Subject to the approval of the Legislative Council.

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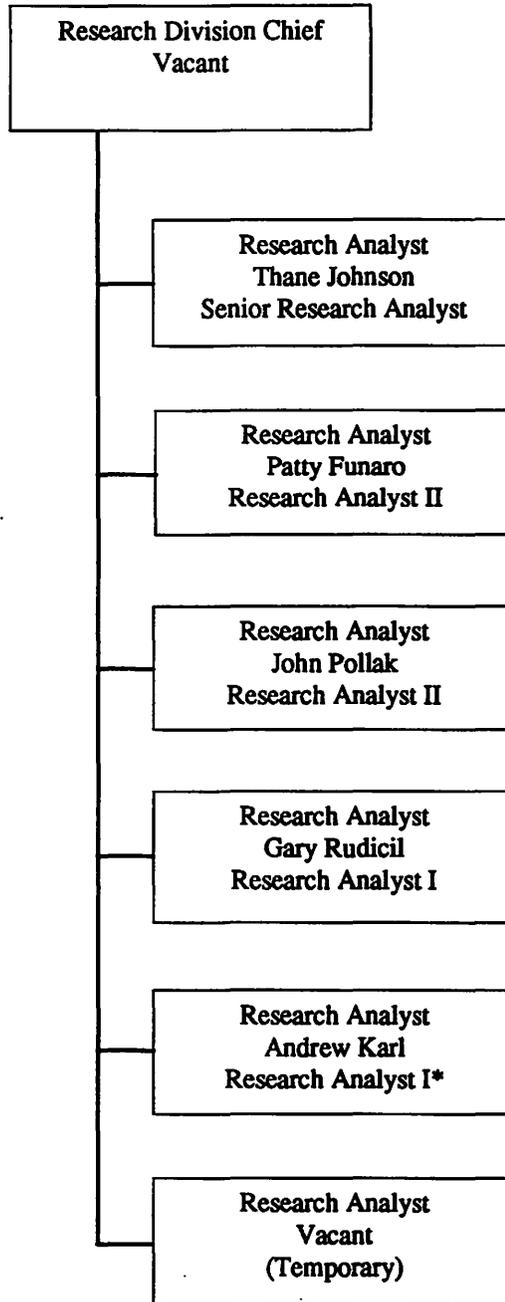
## Legal Division



+Subject to the approval of the Legislative Council.

# Legislative Service Bureau

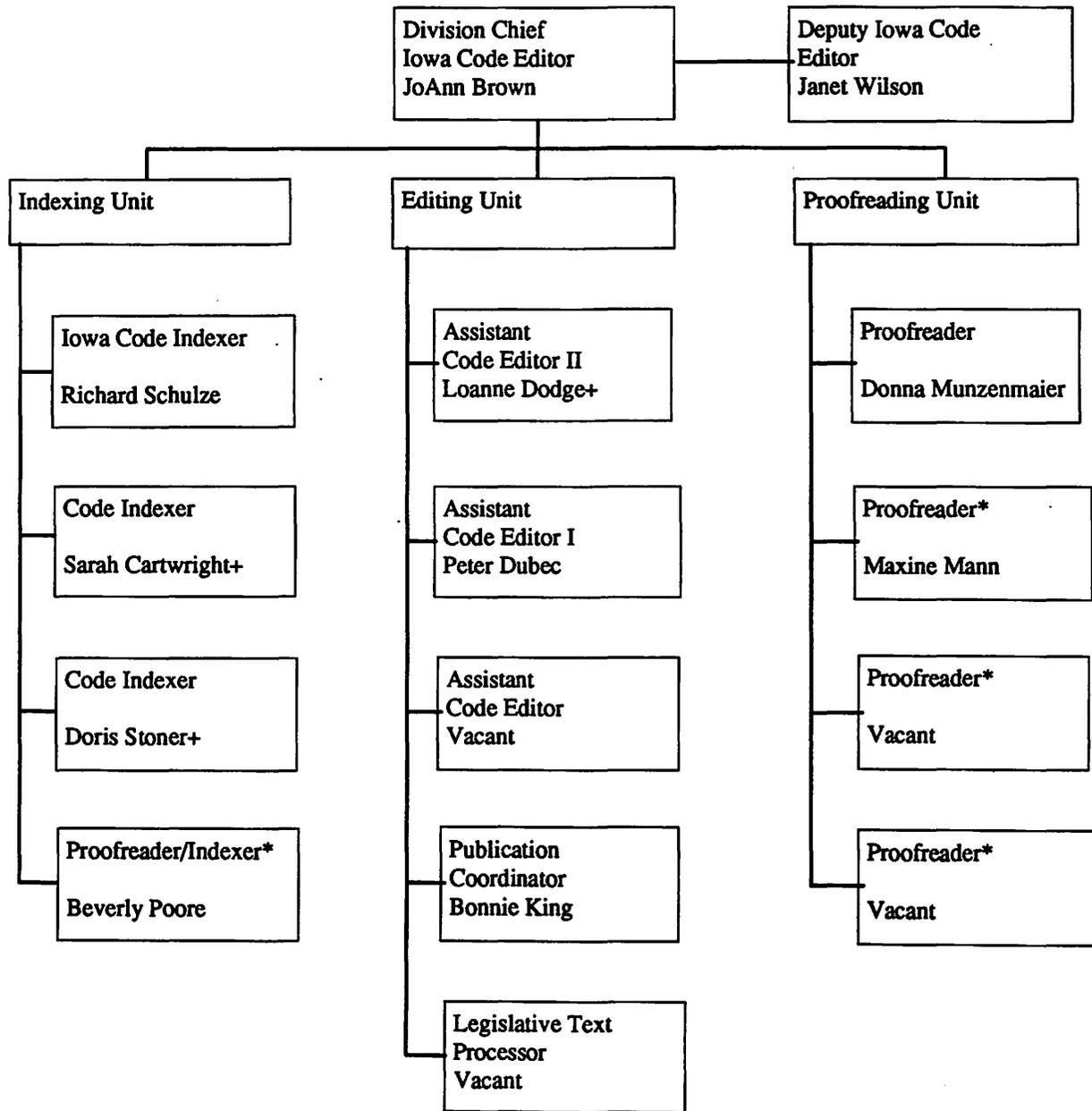
## Research Division



\* This position is not a permanent full-time position.

# Legislative Service Bureau

## Iowa Code Division

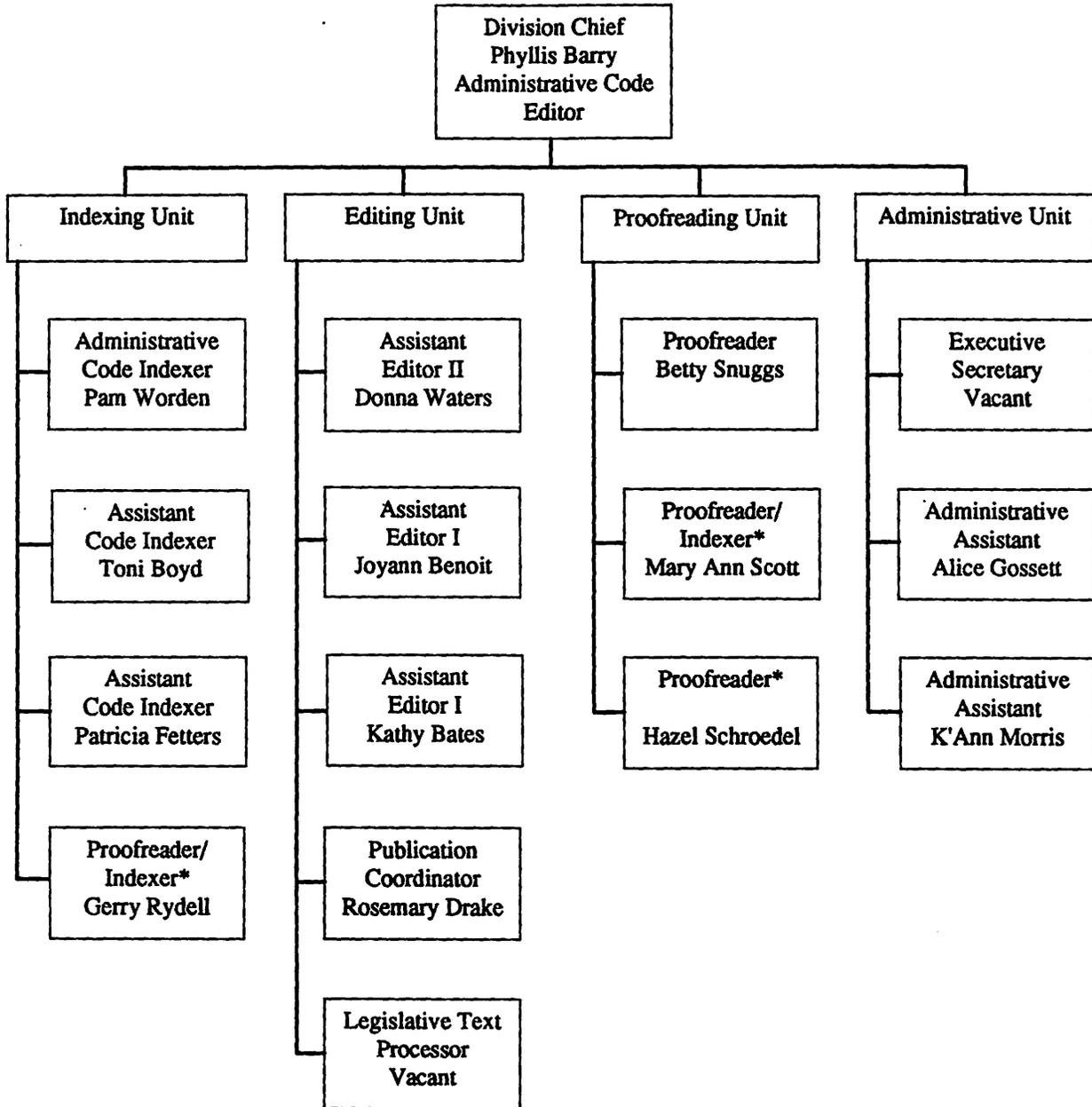


\*These positions are not permanent full-time positions.

+Subject to the approval of the Legislative Council.

# Legislative Service Bureau

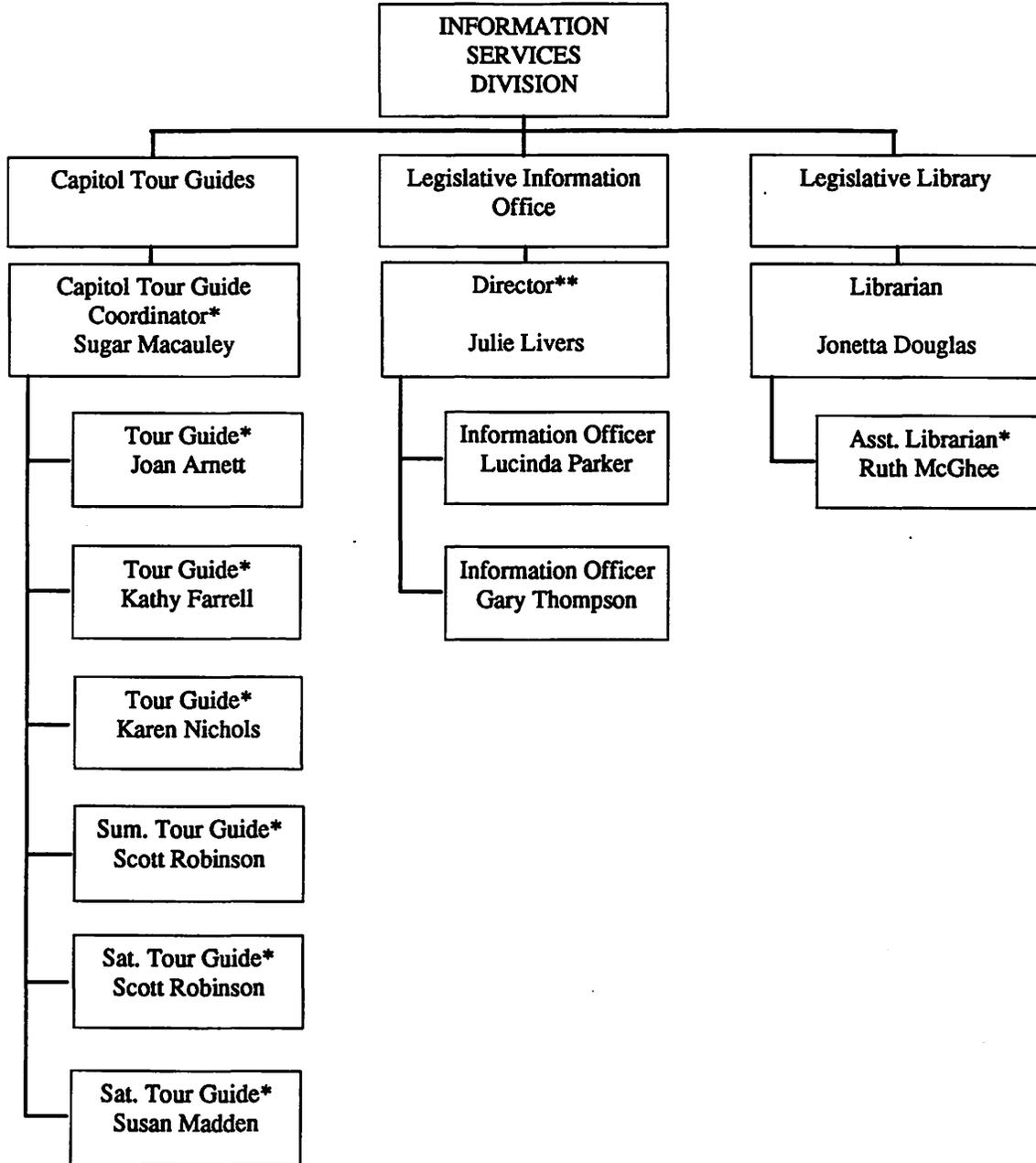
## Administrative Code Division



\*These positions are not permanent full-time positions.

# Legislative Service Bureau

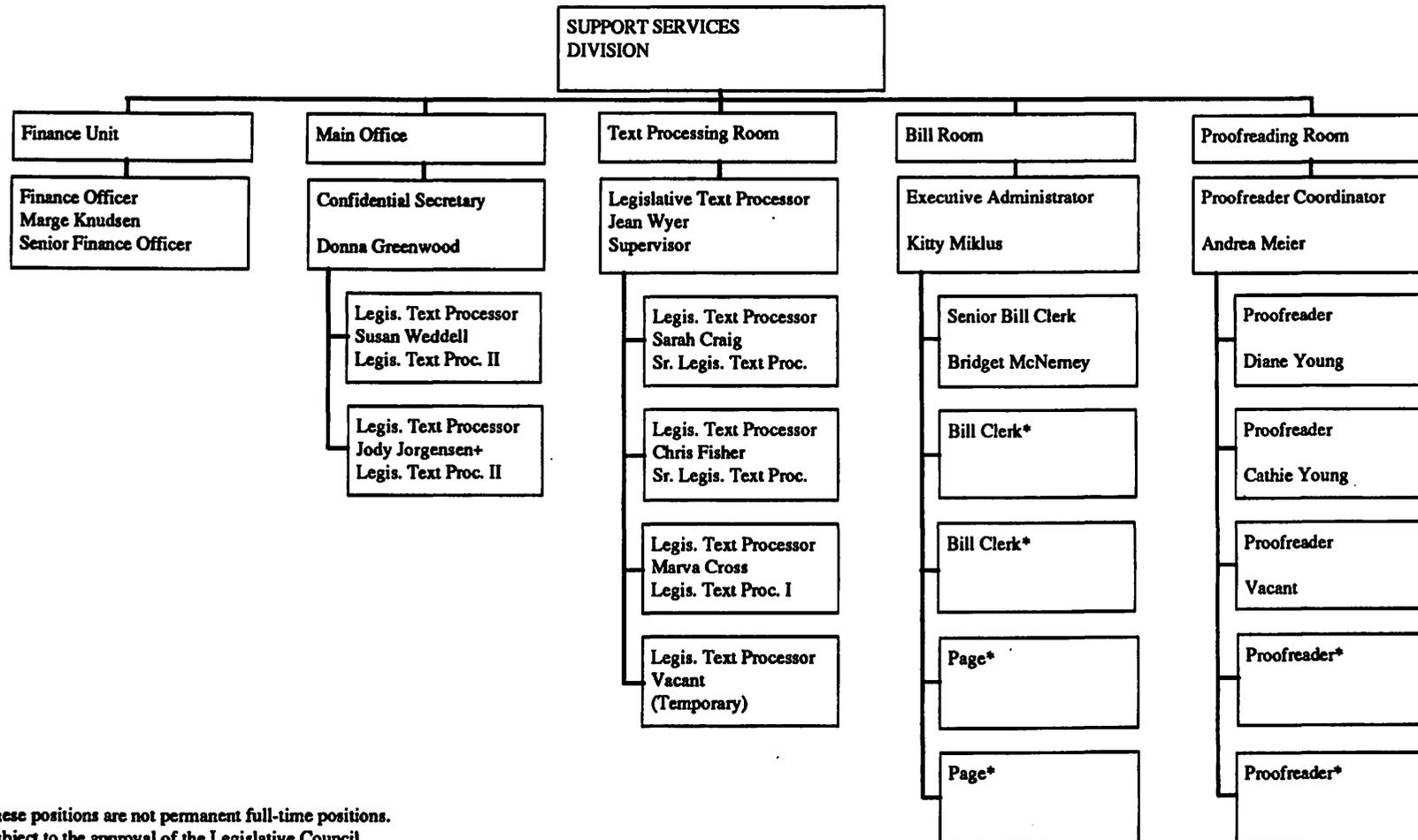
## Information Services Division



\*These positions are not permanent full-time positions.

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

# Legislative Service Bureau Support Services Division



\*These positions are not permanent full-time positions.  
+Subject to the approval of the Legislative Council.

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

**POSITION CLASSIFICATIONS  
AND DESCRIPTIONS**

**LEGISLATIVE SERVICE BUREAU**

**JUNE 1990**

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

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

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DIVISION CHIEF - Legal 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 Division Chief 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 Division Chief 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.

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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.

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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.

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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.

**DIVISION CHIEF - Research 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 Division Chief 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.

Chief, res  
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**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.

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**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.

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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.

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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.

DCeditor  
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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.

AEII  
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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.

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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  
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**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.

PUBLICATION COORDINATOR. 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 administration and coordination 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.

**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.

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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  
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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 24

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.

**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.

Guide  
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**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.

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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. Must have ability to supervise other Legislative Text Processors and to delegate the text processing work load.

2. Duties: Coordinating the bill typing, acting as liaison between Senate and House of Representatives engrossing and enrolling 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 bill and amendment typing work load. Assisting in implementing data processing programs.

Additional duties of the Legislative Text Processor Supervisor include 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. Overtime is required and compensatory time is provided.

Ltpsup  
db/mc/6

**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.

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, and committee work products. 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, and letters 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.

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.

ConSec  
db/mc/6

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.

eabr  
db/mc/6

**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.

sbc  
db/mc/6

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.

bc  
db/mc/6

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.

Sfinance  
db/mc/6

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.

AFinance  
db/mc/6

LEGISLATIVE PROOFREADER COORDINATOR. 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.

lrc  
db/mc/6

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

May be required to travel, from time to time, in order to fulfill the duties and responsibilities of office. Should have valid Iowa driver's license or be able to provide alternate travel ability at no cost to the agency.

May be assigned special responsibilities and duties by the CA/O.

# GENERAL ASSEMBLY OF IOWA



## ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING 515 281-5285

PHYLLIS V. BARRY  
ADMINISTRATIVE CODE EDITOR

## PUBLIC INFORMATION OFFICE

CAPITOL BUILDING 515-281-5129

JULIE E. LIVERS  
DIRECTOR

## IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285

JOANN G. BROWN  
IOWA CODE EDITOR

JANET L. WILSON  
DEPUTY IOWA CODE EDITOR

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DIVISION CHIEF  
DOUGLAS L. ADKISSON  
AIDA AUDEH  
MARY M. CARR  
JULIE A. SMITH CRAGGS  
MICHAEL J. GOEDERT  
MARK W. JOHNSON  
GARY L. KAUFMAN  
DANIEL PITTS WINEGARDEN  
LESLIE E. WORKMAN

## RESEARCH DIVISION

PATRICIA A. FUNARO  
THANE R. JOHNSON  
JOHN C. POLLAK

## LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING  
DES MOINES, IOWA 50319  
515 281-3566  
DIANE E. BOLENDER, DIRECTOR

June 8, 1990

## MEMORANDUM

**TO:** CHAIRMAN CONNORS AND MEMBERS OF THE SERVICE COMMITTEE  
**FROM:** Diane Bolender, Director *DB*  
**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. Annual accrual periods for compensatory time and overtime
5. Overtime worked and compensatory time and overtime earned
6. Work attendance policy
7. Leave procedures
8. Direct and indirect costs of educational leave

June 8, 1990  
Page 2

9. Performance evaluation form

The Legislative Service Bureau has not finalized an Employee Handbook. The previous director had begun developing a Handbook and we are revising and adding to it this summer. An Employee Handbook will be submitted to the Service Committee prior to the beginning of the 1991 legislative session.

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

Annual  
db/dg/20

# GENERAL ASSEMBLY OF IOWA

## LEGAL DIVISION

HARD L. JOHNSON  
DIVISION CHIEF  
DOUGLAS L. ADKISSON  
AIDA AUDEH  
MARY M. CARR  
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JoANN G. BROWN  
IOWA CODE EDITOR  
JANET L. WILSON  
DEPUTY IOWA CODE EDITOR

June 8, 1990

## MEMORANDUM

**TO:** CHAIRMAN CONNORS AND MEMBERS OF THE SERVICE COMMITTEE  
**FROM:** Diane Bolender, Director *DB*  
**RE:** Information for June 14 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. Also enclosed is a copy of a proposed uniform dress code for the central staff agencies that the central staff agencies were directed to develop and submit.

Service2  
db/dg/20

# GENERAL ASSEMBLY OF IOWA



## LEGAL DIVISION

RICHARD L. JOHNSON  
DIVISION CHIEF  
DOUGLAS L. ADKISSON  
AIDA AUDEH  
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## LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING  
DES MOINES, IOWA 50319  
515 281-3566  
DIANE E. BOLENDER, DIRECTOR

June 8, 1990

## MEMORANDUM

TO CHAIRMAN CONNORS AND MEMBERS OF THE SERVICE COMMITTEE

FROM: Diane Bolender, Director *DB*

RE: June Personnel Report

Approval is requested for the following reclassifications of Legislative Service Bureau employees:

1. Richard Johnson from Legal Division Chief (Grade 37, step 4) to Deputy Director (Grade 39, step 3). Mr. Johnson has been fulfilling the duties of the Deputy Director for the last year. He has nearly 12 years of experience with the Legislative Service Bureau, understands legislative procedures, and has performed administrative and legal drafting duties in an extremely competent manner.
2. Douglas Adkisson from Legal Counsel I (Grade 30, step 4) to Legal Counsel II (Grade 33, step 3). Mr. Adkisson has been a Legal Counsel I since December 22, 1986. He has become very knowledgeable about issues and legislation concerning agriculture and economic development and has worked on many complex pieces of legislation with minimal supervision.
3. Leslie Workman from Legal Counsel I (Grade 30, step 4) to Legal Counsel II (Grade 33, step 3). Ms. Workman has been employed as a Legal Counsel since February 1, 1988. She has become very knowledgeable about issues and legislation concerning education and ethics and has worked on many complex pieces of legislation with minimal supervision.

June 8, 1990

Page 2

4. LoAnne Dodge from Iowa Code Assistant Editor I (Grade 24, step 5) to Iowa Code Assistant Editor II (Grade 27, step 4). Ms. Dodge has been employed on a full-time basis in the Iowa Code Division since January 14, 1980. She meets the qualifications of Assistant Editor II and has responsibility for performing many of the duties relating to the publication of the Code of Iowa with minimal supervision.

5. Sarah Cartwright from Assistant Indexer (Grade 18, step 4) to Indexer (Grade 21, step 3). Ms. Cartwright has been an Assistant Indexer since June 20, 1986. She has become proficient in indexing the Iowa Acts and Iowa Code and meets the qualifications of Indexer.

6. Doris Stoner from Assistant Indexer (Grade 18, step 5) to Indexer (Grade 21, step 4). Ms. Stone has been an Assistant Indexer since November 29, 1985. She also is a proficient indexer who requires minimal review and supervision. She meets the qualifications of Indexer.

7. Jody Jorgensen from Legislative Text Processor I (Grade 19, step 2) to Legislative Text Processor II (Grade 22, step 1). Ms. Jorgensen has been employed by the Legislative Service Bureau since February 1988. She was first employed on a temporary basis and became a permanent full-time employee on November 11, 1988. In addition to her other main office duties, during the 1990 legislative session she learned the process for and typed bills, amendments, and other legislative documents.

The following items not requiring approval of the Legislative Council are reported to the Service Committee:

1. Ms. Julie A. Smith Craggs, Legal Counsel I, completed her probationary period of employment.

2. Mr. Daniel Pitts Winegarden, Legal Counsel I, resigned to become Executive Assistant to the Commissioner of the Insurance Division of the Department of Commerce.

3. Ms. K'Ann M. Morris was employed as an Administrative Assistant in the Iowa Administrative Code Division at Grade 20, step 1.

4. Mr. Andrew J. Karl will commence employment on June 18, 1990, as a Research Analyst I for redistricting purposes at Grade 27, step 1.

5. Merit salary increases were granted since the May Service Committee meeting to Marva Cross, Legislative Text Processor I; John Pollak, Research Analyst II; Jody Jorgensen, Legislative Text Processor I; Daniel Winegarden, Legal Counsel I; Doris Stoner, Assistant Indexer; Betty Snuggs, Code Proofreader; and Julie A. Smith Craggs, Legal Counsel I.

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LEGISLATIVE SERVICE BUREAU  
Eligibility Report for Merit Increases  
FY 1991

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

\* Where position classification changes have been proposed, the new grade and step have been included in parentheses.

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 I</u>			
Dubec	24-4	10/09/87	03/29/91
Dodge	24-5 (27-4)	01/14/80	06/22/90
<u>Iowa Code Indexer</u>			
Schulze	24-6	06/27/86	00/00/00
<u>Assistant Indexer</u>			
Cartwright	18-4 (21-3)	06/20/86	06/22/90
Stoner	18-5 (21-4)	11/29/85	05/24/91

ADMINISTRATIVE CODE DIVISION

<u>Administrative Code Editor</u>			
Barry	38-2	10/01/64	06/22/90
<u>Assistant Editor II</u>			
Waters	27-6	06/07/76	00/00/00
Vacant			
<u>Assistant Editor I</u>			
Benoit	24-4	05/12/80	06/22/90
Bates	24-3	06/13/86	06/22/90
<u>Publication Coordinator</u>			
Drake	21-2	10/14/88	02/15/91
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	20-2	08/18/89	02/15/91
Vacant	20		
<u>Assistant Indexer</u>			
Boyd	18-4	01/05/88	06/22/90
Fetters	18-6	04/16/84	00/00/00
<u>Code Proofreader/Asst. Indexer</u>			
Vacant	17		
Vacant			

<u>Code Proofreader</u>			
Snuggs	15-6	03/25/85	00/00/00
Munzenmaier	15-2	08/04/89	11/23/90
Vacant			

INFORMATION SERVICES DIVISION

<u>Public Information Director</u>			
Livers	30-1	04/09/90	10/12/90
<u>Public Information Officer</u>			
Parker	22-2	09/05/89	03/15/91
Thompson	22-1	01/08/90	07/20/90
<u>Legis. Research Librarian</u>			
Douglas	24-2	10/23/89	04/26/91
<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	12-5	01/31/86	06/22/90

SUPPORT SERVICES DIVISION

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

Legis. Text Processor I

Cross

19-3

09/06/88

03/01/91

Jorgensen

19-2 (22-1)

11/11/88

05/10/91

Vacant

Vacant

Proofreader Coordinator

Meier

18-3

12/30/87

06/22/90

LSB Proofreader

Young, D.

16-3

12/22/89

09/14/90

Young, C.

16-2

01/03/89

07/06/90

Vacant

06/14/90

4e

REPORT ON PERSONS EMPLOYED FOR THE INTERIM

Temporary Code Proofreader/Indexer

Gerry L. Rydell	17-6
Beverly D. Poore	17-6
Mary Ann Scott	17-4

Temporary Code Proofreader

Hazel E. Schroedel	15-6
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Temporary Assistant Librarian

Ruth D. McGhee	22-1
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Saturday Capitol Tour Guides

Scott D. Robinson	12-1
Susan J. Madden	12-1

06/14/90

72e

**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

## 1. GENERAL PERFORMANCE CHARACTERISTICS

OUTSTANDING      GOOD      SATISFACTORY      DEFICIENT      UNSATISFACTORY

COMMENT (optional):

- a. ATTENDANCE AND PUNCTUALITY - Record of work attendance, with emphasis on important work periods; timeliness of attendance.
- b. CAREER DEVELOPMENT - Interests and actions regarding self-improvement and professional enrichment, either formal or informal.
- c. CARE OF PROPERTY - Care of work materials and government property.
- d. JOB STAMINA - The physical and mental ability to stay abreast of the demands of the job.
- e. KNOWLEDGE - The total accumulation of education and experience applied to work situations.
- f. LOYALTY - Conduct which reflects a commitment to the basic purpose for which the individual is employed.
- g. OBSERVANCE OF RULES - Familiarity with and acceptance of guidelines, regulations, and procedures; considerate of coworkers.
- h. PERSONAL APPEARANCE - The selection of personal business attire; grooming and cleanliness.
- i. PERSONAL INTEGRITY - Adherence to a code of moral values and principles which impact the organization; does not abuse privileges.
- j. 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.
- k. 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.
- l. RELIABILITY - The confidence which may be placed in the individual's professional opinions, recommendations, and analyses.

## 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.

k. 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.

l. RESOURCEFULNESS - The degree of originality or ingenuity of ideas; independence of thinking; ability to connect ingenuity with work-related projects.

m. TIME EFFECTIVENESS - The ability to meet deadlines and accomplish objectives by efficient allotment of time; assignments completed by deadlines.

### 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.

#### 4. WORK-RELATED ATTITUDINAL FACTORS

OUTSTANDING      GOOD      SATISFACTORY      DEFICIENT      UNSATISFACTORY

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. OBJECTIVITY - The ability to remain impartial in dealing with others, within and outside the bureau.

h. 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

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.

## 6. WORK OUTPUT: Quality

WORK PRODUCT QUALITY - Work products are thorough, precise, clear, and well documented. Sets high standards of neatness and accuracy and achieves high quality results.

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
Proofreading .....	x	x	x	x	x
Miscellaneous .....	x	x	x	x	x

COMMENT (optional):

## 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
Proofreading .....	x	x	x	x	x
Miscellaneous .....	x	x	x	x	x

COMMENT (optional):

## 8. WORK OUTPUT: Timeliness

WORK PRODUCT TIMELINESS - Proper completion of assigned work within applicable and appropriate time frames.

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
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.

PROPOSED UNIFORM DRESS CODE  
FOR CENTRAL LEGISLATIVE STAFF AGENCIES

When the General Assembly is in session, employees of the central legislative staff agencies 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 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 of a central legislative staff agency may grant exceptions to the Uniform Dress Code when special circumstances exist.

Dress  
db/dg/20

## SUMMARY OF FINDINGS AND RECOMMENDATIONS

**These are the findings and recommendations excerpted from the salary comparison report requested by the Legislative Service Committee. Appendices referred to on this page refer to the appendices in the original report.**

### **Findings**

- **The analyst positions (LSB research analyst, LFB legislative analyst, and partisan staff legislative research analyst) and administrative assistant positions are comparable in scope of job responsibilities and required experience to the Public Service Executive 1, 2 and 3 positions (pay grades 29, 32, and 35) in the Executive Branch.**
- **The pay grades for attorneys in the Attorney General's Office (Grades 29, 34, 39) are greater than those for the attorneys in the Legislative Branch (Grades 30, 33, 36).**
- **Senior level positions and management staff positions in the Legislative Branch are comparable in scope of job responsibilities and required experience to the Public Service Executive 4 and 5 positions (pay grade 38 and 41, respectively) in the Executive Branch.**
- **The range of salaries in which a director is allowed to compensate employees in senior level and management staff positions is greater within the Executive Branch.**
  - **Executive Branch range: Grade 38 - 44 (\$44,720 to \$74,880 annually). This does not include certain technical professional positions in the Executive Branch such as physicians, dentists, psychiatrists, and actuaries that are compensated at pay grades 46-52.**
  - **Legislative Branch range: Grade 35 - 38 (\$38,834 to \$56,534 annually).**
- **The majority (66%) of Executive Branch deputy director positions are assigned pay grade 41 (\$51,501 to \$65,083) or higher. Legislative central staff agency deputy director positions are grade 35 (\$38,834 to \$49,150) or grade 39 (\$46,883 to \$59,280). There are no comparable positions in the partisan staffs.**
- **Salary increases granted to the directors of central legislative staff agencies have been at a lower percent than average salary increases granted to Executive Branch department heads. Moreover, the legislative director salaries, when compared as a percentage to the top of the highest and second highest Executive Branch department director range, have declined significantly since Fiscal Year 1987, the year state government reorganization was implemented.**

## **Recommendations**

Based on the above findings, the factors used in comparable worth, and a concern that the Legislature has lost and will continue to lose valued, experienced staff due to pay inequities in comparison to the Executive Branch, the following recommendations are made:

- In order to maintain competitive salaries with the Executive Branch, the Legislative Council and the Senate and House Rules and Administration Committees should adjust the grades assigned to the analyst, administrative assistant to legislative leader, and attorney positions in the Legislative Branch. Appendix 4 contains specific reclassification recommendations for analyst and attorney positions in the LFB and LSB.
- The Legislative Council and the Senate and House Rules and Administration Committees should implement a job class series comparable to the Public Service Executive (PSE) job class series for senior level and management staff positions within the central legislative staff agencies, caucus staff offices and leadership offices. Agency directors for the central staff agencies and leadership for the caucus director and administrative assistant positions, with the proper Legislative Council or Rules and Administration Committee approval, should determine where these senior level and management staff positions fall within the job class series. Appendix 4 contains specific reclassification recommendations for staff in senior level and management staff positions within the Legislative Fiscal (LFB) and Service Bureaus (LSB).
- Central legislative staff deputy directors currently compensated at pay grade 39 should be compensated at a minimum of the PSE 5 level (Grade 41).
- Central legislative agency director salaries and salary increases should be comparable to department director salaries in the Executive Branch. The Service Committee should review the salaries of the directors of central legislative staff agencies in relation to other director salaries in the Executive Branch as outlined further on Page 11..

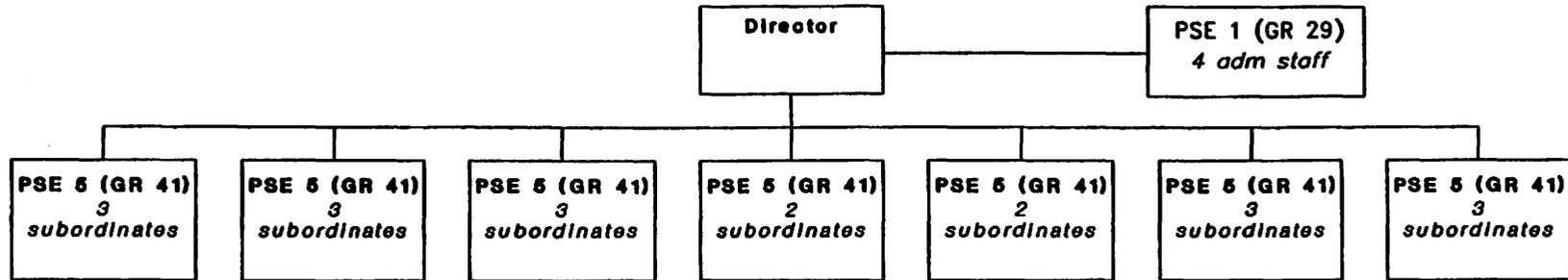
**MANAGEMENT, ATTORNEY, AND ANALYST POSITIONS IN THE LFB AND LSB**

<u>Legislative Branch</u>		<u>Executive Branch</u>		<u>Recommended Legislative Branch Position</u>		
<b>Current Position</b>	<b>GR</b>	<b>Comparable Position</b>	<b>GR</b>	<b>Position</b>	<b>GR</b>	<b>Comments</b>
Deputy Director	39	18 of 27 deputy director positions are at or above pay grade 41. (e.g. deputy directors of DES, DED, Auditor's Office, DORF, DIA, Atty General, DOT, Commerce, DHS, DOC)	43 & 41	Deputy Director 2  Deputy Director 1	43 & 41	Compensate at a minimum of Public Service Executive (PSE) 5 in Executive Branch
LSB Iowa Code Editor	38	PSE 4 and PSE 5	38 & 41	LSB Iowa Code Editor	38 & 41	Compensate comparable to PSE 4
LSB Admin Code Editor	38	PSE 4 and PSE 5	38 & 41	LSB Admin Code Editor	38 & 41	Compensate comparable to PSE 4
LSB Legal Division Chief	37	PSE 4 and PSE 5	38 & 41	LSB Legal Services Administrator	41	Compensate comparable to PSE 4
LFB Principal Legislative Analyst	36	PSE 4 and PSE 5	38 & 41	Division Administrator 1 & 2	38 & 41	Create two classes for this management position comparable to PSE 4 & PSE 5 in Exec. Branch, based on responsibility & scope of duties.
LSB Research Division Chief	36	PSE 4 and PSE 5	38 & 41	LSB Committee Services Administrator 1 & 2	38 & 41	Same rationale as above
LSB Senior Legal Counsel	36	Asst. Attorney General 3	39	LSB Senior Legal Counsel	38	One grade below Asst. Attorney General 3
LFB Sr. Legislative Analyst	35	PSE 4	37	Senior Legislative Analyst	37	One grade below PSE 4
LSB Sr. Research Analyst	35	PSE 4	37	Senior Legislative Analyst	37	One grade below PSE 4

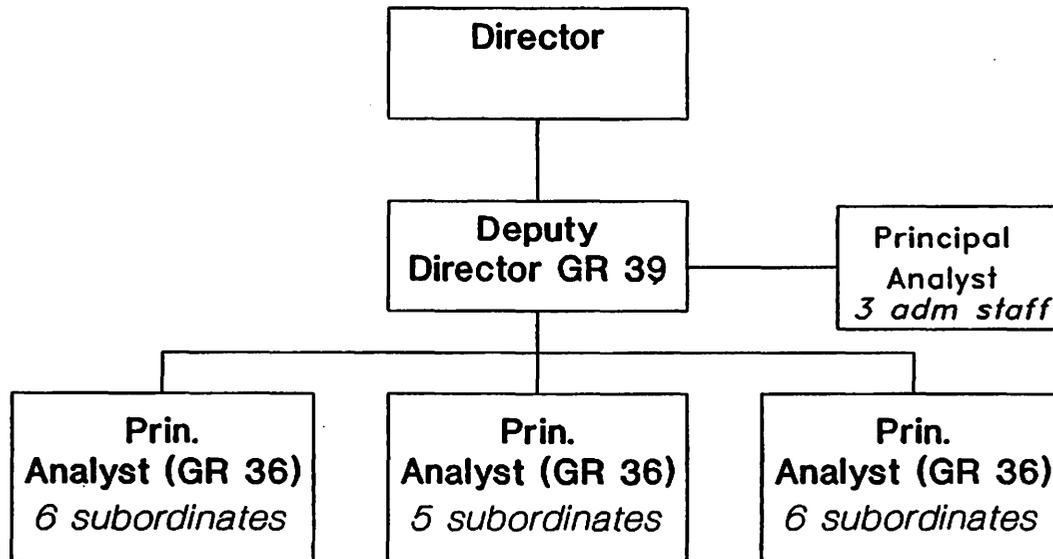
<u>Legislative Branch</u>		<u>Executive Branch</u>		<u>Recommended Legislative Branch Position</u>		
<u>Current Position</u>	<u>GR</u>	<u>Comparable Position</u>	<u>GR</u>	<u>Position</u>	<u>GR</u>	<u>Comments</u>
LSB Legal Counsel 2	33	Asst. Attorney General 2	34	LSB Legal Counsel 2	34	Same grade as Asst. Attorney General 2
LFB Legislative Analyst 3	33	PSE 3	35	Legislative Analyst 3	34	One grade below PSE 3
LSB Research Analyst 3	33	PSE 3	35	Legislative Analyst 3	34	One grade below PSE 3
LFB Legislative Analyst 2	30	PSE 2	32	Legislative Analyst 2	31	One grade below PSE 2.
LSB Research Analyst 2	30	PSE 2	32	Legislative Analyst 2	31	One grade below PSE 2
LSB Legal Counsel 1	30	Asst. Attorney General 1	29	LSB Legal Counsel 1	30	Maintain at current level
LFB Legislative Analyst 1	27	PSE 1	29	Legislative Analyst 1	27	Maintain at current level
LSB Research Analyst 1	27	PSE 1	29	Legislative Analyst 1	27	Maintain at current level

LFB SALSUML.SAM

# Department of Management



# Legislative Fiscal Bureau



## 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., attendance during these hours. 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 chief, 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.

Attendance  
mj/dg/20

## 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 standard Request for Leave form with the Finance Officer at least 24 hours in advance of the starting time of a leave of any type if the request is for leave of more than 8 hours.

3. A request for use of leave of 8 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 written request form upon return to work.

4. 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 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 appropriate leave 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  
db/dg/20

Costs of Educational Leave

1990 Fiscal Year

John Pollak

Drake University

Intergovernmental Relations - 3 semester hours

Health Policy - 3 semester hours

Total Direct Cost - \$822.62

No Indirect Cost

Susan Weddell

Simpson College

Business and Technical Writing - 3 semester hours

Total Direct Cost - \$360.00

No Indirect Cost

Ed  
db/dg/20



SANFORD B. SCHARF  
DIRECTOR  
515-281-7840

LUCAS STATE OFFICE BUILDING  
DES MOINES, IOWA  
50319

STATE OF IOWA

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LEGISLATIVE COMPUTER SUPPORT BUREAU

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TO: Service Committee of the Legislative Council  
FROM: Sanford B. Scharf, <sup>NSA</sup> Director - Leg. Computer Support Bureau  
SUBJECT: Personnel Report - Merit Increase  
DATE: June 13, 1990

The following employees have received a one step merit increase:

Kay Evans

Cheryl Porath

TENTATIVE AGENDA  
SERVICE COMMITTEE  
Room 22, State House  
June 14, 1990

11:00 a.m. Call to Order  
Roll call  
Consideration of Minutes of May 10  
(Previously Distributed)  
Personnel Reports  
- Citizens' Aide/Ombudsman  
- Computer Support Bureau  
- Legislative Fiscal Bureau  
- Legislative Service Bureau  
Administrative Report  
- Citizens' Aide/Ombudsman  
Legal Report  
- Citizens' Aide/Ombudsman  
Uniform Dress Code Report  
Employee Assistance Program Eligibility  
- Dennis Prouty  
Report of the Computer Oversight Subcommittee  
Additional Business, if any  
Adjournment