

**GENERAL ASSEMBLY OF IOWA**

**LEGAL COUNSELS**

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Susan E. Crowley  
Patricia A. Funaro  
Michael J. Goedert  
Nicole R. Haatvedt  
Leslie E. W. Hickey  
Janet S. Johnson  
Mark W. Johnson  
Timothy C. McDermott  
Joseph E. McEniry  
Richard S. Nelson

**RESEARCH ANALYSTS**

Kathleen B. Hanlon  
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**LEGISLATIVE SERVICE BUREAU**

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**JOHN C. POLLAK**  
COMMITTEE SERVICES ADMINISTRATOR

**LOANNE M. DODGE**  
IOWA CODE EDITOR

**KATHLEEN K. BATES**  
ADMINISTRATIVE CODE EDITOR

**JULIE E. LIVERS**  
LEGISLATIVE INFORMATION OFFICE DIRECTOR

May 27, 1999

**MEMORANDUM**

**TO: TEMPORARY CHAIRPERSON IVERSON AND MEMBERS OF THE SERVICE COMMITTEE**

**FROM: DIANE BOLENDER** *DB*

**RE: JUNE 2 SERVICE COMMITTEE MEETING**

Enclosed are copies of the following materials for the June 2 Service Committee meeting:

Tentative Agenda  
Personnel Reports  
Administrative Report from Citizens' Aide/Ombudsman  
Motion from November 18, 1998, meeting

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

**June 2, 1999**

The Service Committee of the Legislative Council met on June 2, 1999, and makes the following report and recommendations to the Legislative Council:

1. The Service Committee elected Senator Stewart Iverson, Jr. as Chairperson and Representative Christopher Rants as Vice Chairperson of the Service Committee.
2. The Service Committee received and filed the personnel reports from the Legislative Fiscal Bureau, Legislative Service Bureau, Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman. New employees of the Computer Support Bureau and Office of Citizens' Aide/Ombudsman were introduced.
3. The Service Committee discussed the charge of the special personnel committee, established by the Legislative Council at its November 1998 meeting, to review job classifications and salary structures for legislative employees.
4. The Service Committee recommends that the Legislative Council approve the following:
  - That the Citizens' Aide/Ombudsman be authorized to proceed with the sale of case management software, developed by a consultant under contract with the Citizens' Aide/Ombudsman, to other ombudspersons' offices and to explore the establishment of an intergovernmental agreement to share future developmental costs associated with the software.
  - That the Legislative Service Bureau be authorized to carry forward \$50,000 from FY 1998-1999 into FY 1999-2000 for publication of the Fourth Edition of the Iowa Court Rules.
  - That the President of the Senate be designated as the authority to appoint one Senator from the Senate majority caucus to serve as one of the four legislator members of the special personnel committee to review legislative employee job classifications and salary structures.

Respectfully submitted,

Senator Stewart Iverson, Jr.  
Chairperson

**SERVICE COMMITTEE**  
**Motion adopted by the Legislative Council**  
**November 18, 1998**

The Service Committee recommends that the Legislative Council direct that a personnel committee, consisting of representatives from the central nonpartisan staffs and the Senate and House staffs, caucus staff directors, and assistants to leaders, meet to review job classifications and salary structures for legislative employees. The Committee will also include four legislators appointed by the Majority and Minority Leaders of the Senate and the Speaker and Minority Leader of the House. The personnel committee shall report its findings to the Service Committee during the 1999 legislative interim.

LEGISLATIVE FISCAL BUREAU  
PERSONNEL REPORT  
June ??, 1999

PERSONNEL ACTION SINCE LAST REPORT: 11/18/98

**SERVICE COMMITTEE REVIEW**

<u>NAME</u>	<u>TITLE</u>	<u>PREVIOUS GRADE/STEP</u>	<u>DATE ATTAINED</u>	<u>CURRENT GRADE/STEP</u>	<u>DATE ATTAINED</u>
<b>MERIT INCREASES:</b>					
Sue Lerdal	Senior Legislative Analyst	38-5	5/98	38-6	5/99
Dave Kair	Sr. Computer Sys. Analyst	35-3	1/98	35-4	1/99
Shawn Snyder	Legislative Analyst	27-1	10/98	27-2	4/99
Christina Schaefer	Legislative Analyst	27-1	9/98	27-2	3/99
Sherry Weikum	Legislative Analyst	27-2	3/98	27-3	3/99
Jeff Robinson	Senior Legislative Analyst	38-4	5/98	38-5	5/99

**VACANT POSITIONS:**

None

**VACANT POSITIONS FILLED:**

Jennifer Dean      Legislative Analyst      Effective - 12/98

**SICK/FAMILY LEAVE:**

Larry Sigel      Senior Legislative Analyst      5/17 thru 7/23/99

**SERVICE COMMITTEE APPROVAL**

**PROMOTIONS: \***

<u>NAME</u>	<u>FROM</u>		<u>TO</u>	
	<u>TITLE/ DATE ATTAINED</u>	<u>GRADE &amp; STEP/ DATE ATTAINED</u>	<u>TITLE</u>	<u>GRADE &amp; STEP/ DATE ATTAINED</u>

\* Promotions pending satisfactory review prior to implementation.

# LEGISLATIVE SERVICE BUREAU

## Personnel Report

Personnel Actions since Last Report: 11/18/98

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
<i>Merit Increases:</i>					
Cathie Young	Assistant Editor 1	24-4	12/12/97	24-5	12/11/98
Richard Nelson	Legal Counsel 1	32-2	12/12/97	32-3	12/11/98
Janet Johnson	Legal Counsel 1	32-2	12/12/97	32-3	12/11/98
Susan Weddell	Comp.Syst.Analyst 2	29-4	12/12/97	29-5	12/11/98
Heidi Dagner	Finance Officer 1	24-1	06/25/98	24-2	12/25/98
Joanne Page	Assistant Editor 3	30-3	02/20/98	30-4	02/19/99
Cindy Lewis	Proofreader 1	16-3	03/20/98	16-4	03/19/99
Kathleen Bates	Admin. Code Editor	38-3	04/03/98	38-4	04/02/99
Myles Kappelman	LIO Officer	24-1	09/21/98	24-2	04/02/99
Rhonda Fowler	Proofreader 1	16-1	09/30/99	16-2	04/02/99
Cynthia Prigge	Tour Guide	12-1	12/02/96	12-2	04/30/99
Marcia Fisher	Tour Guide	12-1	03/31/97	12-2	05/14/99
Timothy McDermott	Legal Counsel	30-3	05/15/98	30-4	05/14/99
Teri Souer	Supv.Legis.Doc.Tech.	25-1	11/10/98	25-2	05/14/99
Leslie Larson	Legis. Doc. Tech. 1	19-1	11/13/98	19-2	05/14/99

*Vacant Positions Filled:*

Betty Babe	Proofreader 1				12/14/98
Randall Carroll	Proofreader 1				12/21/98
Elizabeth Gatti	Publications Assistant				01/08/99
Bridget O'Brien	LSB Page				01/11/99
Cory Reeves	LSB Page				01/11/99
Julie Goldman	Proofreader 1				05/10/99
Stephanie Cox	Legis. Doc. Tech. 1				06/01/99

*Resignations:*

Christine Claeys	Proofreader 1				11/25/98
Carol Marlin	Tour Guide				01/25/99
Sandra Johnson	Tour Guide				02/26/99
Joyce Lathrum	Text Processor 2				04/29/99

*Parental/Family Leave:*

Ed Cook

**Computer Support Bureau**  
**Personnel Report**  
**June 2, 1999**

**Merit Increase**

<u>Employee Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Matt Eaton	Division Administrator I	35/2	35/3	02/99
John Rafdal	Computer Systems Eng.I	29/3	29/4	04/99

**Resignations**

Sherry Frederick

**Parental Leave**

Jason Hunt

**New Employees**

**Position**

Mary Reed	Executive Secretary
Valarie Van Vlair Hansen	Computer Systems Analyst I
Jeff Van Engelenhoven	Senior Computer Systems Analyst

**CITIZENS' AIDE/OMBUDSMAN  
PERSONNEL REPORT**

Personnel actions since last report: 11/18/98

<b>Name</b>	<b>Position</b>	<b>Previous Grade/Step</b>	<b>Date Attained</b>	<b>Current Grade/Step</b>	<b>Date Effective</b>
<b>MERIT INCREASES:</b>					
Ruth Cooperrider	Deputy/Senior Legal Counsel	38/4	11/28/97	38/5	11/27/98
Wendy Sheetz	Assistant III	35/3	12/12/97	35/4	12/11/98
Judith Milosevich	Assistant III	35/5	12/26/97	35/6	12/25/98
Mary Belieu	CAO Secretary	19/1	7/10/98	19/2	1/8/99
Kyle White	Assistant	27/1	10/19/98	27/2	4/16/99
Kristie Hirschman	Assistant II	32/4	5/15/98	32/5	5/14/99

**VACANT POSITIONS FILLED:**

Rory Calloway	Assistant	27/1			11/30/98
Mary Jo Flynn	Assistant	27/1			11/30/98
Cathleen Schaffner	Assistant	27/1			5/14/99
Don Grove	Assistant	27/1			5/28/99

**RESIGNATIONS:**

Mary Jo Flynn	Assistant	27/1			2/19/99
Connie Bencke	Assistant III	35/5			3/18/99

**PARENTAL/FAMILY LEAVE:**

Jeff Burnham

LEGISLATIVE FISCAL BUREAU  
PERSONNEL REPORT  
June 2, 1999

PERSONNEL ACTION SINCE LAST REPORT: 11/18/98

**SERVICE COMMITTEE REVIEW**

<u>NAME</u>	<u>TITLE</u>	<u>PREVIOUS GRADE/STEP</u>	<u>DATE ATTAINED</u>	<u>CURRENT GRADE/STEP</u>	<u>DATE ATTAINED</u>
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**PROMOTIONS: \***

<u>NAME</u>	<u>FROM</u>		<u>TO</u>	
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**LEGISLATIVE SERVICE BUREAU**  
Personnel Report

June 2, 1999

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*Parental/Family Leave:*

Ed Cook

Computer Support Bureau  
Personnel Report  
June 2, 1999

Merit Increase

<u>Employee Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
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Resignations

Sherry Frederick

Parental Leave

Jason Hunt

New Employees

Position

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Jeff Van Engelenhoven	Senior Computer Systems Analyst

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PERSONNEL REPORT**

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**PARENTAL/FAMILY LEAVE:**

Jeff Burnham

# Memorandum



TO: Service Committee of the Legislative Council  
FROM: Bill Angrick, Ombudsman  
RE: Case Management System (CMS)  
Date: June 2, 1999

Over the past two years, the Citizens' Aide/Ombudsman has contracted with Big Creek Software to develop a Case Management System (CMS). The system became operational on January 1, 1999. Other ombudsman offices from around the country are interested in using the CMS. I raised the idea of licensing the program to you at the November 1998 Service Committee meeting to recover some of the monies Iowa taxpayers have invested in the project. Iowa Code 22.3A allows this office "to enter into agreements for the sale or distribution of its data processing software, including marketing and licensing agreements."

The Ombudsman offices for the states of Hawaii and Alaska, King County (Seattle, Washington), and the newly established Canadian Armed Forces Ombudsman have expressed interest in purchasing the system. Representatives from those offices met in Des Moines earlier this year to inspect the system and meet with its developer, David Body from Big Creek Software.

Three of these offices are fairly committed to purchasing the system. I have set a purchase price of \$15,000 per office. With the assistance of Grant Dugdale of the Attorney General's office, we are drafting a licensing agreement. At a later date an intergovernmental agreement among the purchasers of the CMS may be established to share future development costs associated with the software.

I request Service Committee recommend the Legislative Council adopt a motion for my office to proceed with the sale of this software and exploration of an intergovernmental agreement.

# GENERAL ASSEMBLY OF IOWA

## LEGAL COUNSELS

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ADMINISTRATIVE CODE EDITOR

**JULIE E. LIVERS**  
LEGISLATIVE INFORMATION OFFICE DIRECTOR

June 1, 1999

## MEMORANDUM

**TO:** CHAIRPERSON IVERSON AND MEMBERS OF THE SERVICE COMMITTEE  
**FROM:** DIANE BOLENDER, DIRECTOR  
**RE:** BUDGET AUTHORIZATION FOR FY 2000

The Legislative Service Bureau has been working with the Iowa Supreme Court for the last three years to develop a new format that would provide for electronic publication of the Iowa Court Rules and provide each Court Rule with its own unique number that would allow electronic linkages between Court Rules. The FY 99 budget for the Legislative Service Bureau includes \$50,000 for publication costs. It had been anticipated that final decisions would be made and the publication completed by June 30, 1999. However, the Legislative Service Bureau is still working with representatives from the Iowa Supreme Court to complete this project.

I request that the Service Committee recommend that the Legislative Council approve carrying forward that funding authorization into the fiscal year beginning July 1, 1999, in order that the project may be completed and the new edition of the Court Rules printed by June 30, 2000.

**SERVICE COMMITTEE  
OF THE LEGISLATIVE COUNCIL**

***MEMBERSHIP***

***Senator Stewart Iverson, Jr.,  
Temporary Chairperson  
Senator Michael Gronstal  
Senator Don Redfern***

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

**TENTATIVE AGENDA**

June 2, 1999  
Committee Room 118, State Capitol

11:00 a.m.      Call to Order

Roll Call

Election of Chairperson

Consideration of Personnel Reports

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

Citizens' Aide – Administrative Report

- Sale of Citizens' Aide/Ombudsman Computer Software

Legislative Service Bureau Budget Authorization for FY 2000

Preliminary Discussion about Personnel Committee

Additional Business?

Adjournment

SUMMARY OF THE REPORT  
OF THE  
COMPARABLE WORTH STAFF COMMITTEE

A Comparable Worth Staff Committee was formed by the Service Committee for the purpose of hearing appeals in regard to the Arthur Young Comparable Worth Report. The Arthur Young report developed a point score (and corresponding grade level) for every position in the Legislative Branch by evaluating each position in the light of 13 different factors, each with its own criteria and each with a maximum number of possible points. The Staff Committee began its work by reviewing only the specific factors (of the total of 13) that were appealed by each appellant. In the review of the appealed classes, the Staff Committee found many cases where they felt factors had been misapplied, sometimes misapplied on a consistent basis. In light of this, the Staff Committee decided to review all 13 factors for each appellant, not just the appealed factors. The results of the Staff Committee review of the appealed factors indicated to the Committee that the consultant (Arthur Young) had misunderstood many positions in the Legislative Branch. In light of this, the Staff Committee requested and received the approval of the Service Committee to review all the remaining (unappealed) positions in the Legislative Branch.

The review of each position by the Staff Committee was time-consuming and thorough. Most positions were reviewed at least three times. The final results for each position and background information is contained in the full report of the Staff Committee.

The attached exhibits give an overview of the Committee's work.

Exhibit A indicates the number of times each factor was changed by the Staff Committee from the value that Arthur Young had given it. For example, Factor No. 5 - Personal Contacts, was changed 54 times out of the approximately 100 positions reviewed.

Exhibit B summarizes the Staff Committee action in terms of changes in grade as compared to current grade and the grades proposed by Arthur Young.

Exhibit C gives an overview of all positions indicating their ranking by grade level as proposed by the Staff Committee. Also included are various other items of information, including current grade, Arthur Young proposed grade, total points for the position according to the Staff Committee and according to Arthur Young, and factors changed for each position by the Staff Committee.

Exhibit D provides cost estimates for the implementation of comparable worth.

Exhibit E is the September 3 and September 16 Report of the Service Committee which recommended the Staff Report to the Legislative Council.

comp summary  
dp/dg/20

APPEAL COMMITTEE FREQUENCY OF FACTOR CHANGES

	FACTOR												
	1	2	3	4	5	6	7	8	9	10	11	12	13
	KN	KN	CMP	GUI	PER	PHY	MEN	SUP	SCO	IMP	WK	HAZ	PAC
	ED	EX	JUD	SUP	CON	DEM	VIS	EXR	EFF	ERR	EN	RSK	INT
All Classes	17	30	33	26	54	23	22	15	19	33	12	5	34
Appealed	9	19	26	16	34	13	18	9	13	17	0	5	22
Non-appealed	8	11	7	10	20	10	4	6	6	16	2	-	12

LFB:867c

EXHIBIT A



**APPEAL COMMITTEE ACTION COMPARED TO CURRENT GRADE**

Up/Down From Current Grade

Classes	UP						NO CHANGE	DOWN					
	6 Grades	5 Grades	4 Grades	3 Grades	2 Grades	1 Grade		1 Grade	2 Grades	3 Grades	4 Grades	5 Grades	6 Grades
Appealed (49*)	1	0	2	10	5	10	9	7	3	0	2	0	0
Non-appealed(36)	1	0	0	4	6	10	10	3	2	0	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>14</b>	<b>11</b>	<b>20</b>	<b>19</b>	<b>10</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>

**APPEAL COMMITTEE ACTION COMPARED TO ARTHUR YOUNG'S ASSIGNED GRADE**

Up/Down From Arthur Young's Assigned Grade

Classes	UP						NO CHANGE	DOWN					
	6 Grades	5 Grades	4 Grades	3 Grades	2 Grades	1 Grade		1 Grade	2 Grades	3 Grades	4 Grades	5 Grades	6 Grades
Appealed (51**)	0	0	3	7	12	15	8	4	1	1	0	0	0
Non-appealed(33***)	0	0	0	1	5	4	10	8	4	0	0	0	1
<b>Total</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>8</b>	<b>17</b>	<b>19</b>	<b>18</b>	<b>12</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

- \* 1 class did not have a current grade assigned to it. (Asst. Chief Clerk)
- \*\* 5 of the "appealed" classes currently exist, but were "collapsed" into other classes by Arthur Young.
- \*\*\* 2 of the non-appealed classes were not evaluated by Arthur Young.

Other notes:

The Legislative Branch currently has 105 job classifications.  
 Arthur Young established 95 job classifications but failed to evaluate 2 classes.  
 The Appeals Committee proposed 14 new classes or job class series.  
 (e.g. Administrative Assistant to Leader series)  
 7 classes from the Arthur Young study fit into one of the newly established job class series.  
 1 class needs further review (librarian).  
 3 classes no longer exist  
 In summary, the Appeals Committee proposes 100 job classifications for the Legislative Branch.

*EXHIBIT B*

.DATE 02 SEP 86 15:59:25 RID 48 16 AUG 86 HML

.CLASSIFICATION SCHEDULE

*GRADE	PT RANGE	PROPOSED TITLE	A	APP		APP		Factors Changed	DIFF FROM CURR	DIFF FROM AY
				CU GR	AY GR	COM GRA	AY PTS			

\* - Indicates point score was appealed

09	126 - 136	Porter	08	--	09	---	130	Not evaluated by AY	1	--
10	137 - 147	Doorkeeper	09	10	10	142	142	None	1	0
11	148 - 158	Bill Collating Clerk	13	11	11	156	153	3,5,6,10,11	-2	0
		Asst Bill Expeditor	13	13	11	174	153	4,5,10,11-Same as Bill Coll.	-2	-2
		Postmaster	10	12	11	163	154	4,5,6,10	1	-1
		Sen Chf Doorkeeper	10	13	11	178	156	2,4,6,10	1	-2
12	159 - 169	Asst Bill Clerk	12	13	12	171	161	4,10	0	-1
		Capitol Tour Guide	* 11	11	12	154	166	2,13	1	1
13	170 - 180	Asst Sgt at Arms	13	13	13	170	170	2,13	0	0
		Switchboard Operator	13	13	13	176	173	2,3,5,13	0	0
		Bill Clerk	13	15	13	199	177	2,4,8,10	0	-2
14	181 - 191	Capitol Guide Coord	* 15	15	14	195	182	3,5,10,13	-1	-1
		Dept Clerk/Prfreader	15	15	14	198	184	3,5,7	-1	-1
		Sec/Indexing Asst	15	15	14	196	189	2,5,7	-1	-1
15	192 - 202	Leg Secretary	* 14	14	15	181	193	4,7,11,13	1	1
		Supply Clerk	15	--	15	---	193	Not evaluated by AY	0	--
		Code Proofreader	16	16	15	198	197	3,5	0	0
		Public Info Asst (S)	13	15	15	202	202	None	2	0
16	203 - 213	Asst to Leg Counsel	17	22	16	282	203	1,3,4,5,6,10,13	-1	-6
		Sergeant-at-Arms	15	16	16	205	208	2,5,8,13	1	0
		Lobbyist Clerk	15	14	16	189	209	2,5,9,13	1	2
		LSB Proofreader	* 15	15	16	200	211	3,6	1	1
17	214 - 224	Leg/Comm Secretary	* 16	16	17	207	216	1,2,4,7,11,13	1	1
		Records & Supply Clk	* 19	15	17	202	216	3,5,13	-2	2
		Leg Text Proc I	16	16	17	203	222	1,2,6,9	1	1
		Indexer/Proofreader	15	18	17	229	222	1,4	2	-1
18	225 - 236	Asst to Leg/Asst FO	* 17	15	18	200	228	5,13	1	3
		Asst Code Indexer	* 15	18	18	229	228	2,4,7	3	0
		Bill Expeditor	* 15	16	18	211	233	5,7,9,11,13	3	2
		Public Info Asst	* 22	20	18	261	234	1,3	-4	-2
		Indexing Clerk	* 18	18	18	229	236	1,5,6,7	0	0
		Proofreader Supv	15	19	18	243	236	5,6,8	3	-1
19	237 - 248	Ldr's Sec (Session)	19	20	19	256	242	formerly Min Ldr Sec	0	-1
		CAO Secretary	* 16	18	19	230	243	3,4	3	1
20	249 - 261	Adm. Asst. (Code)	19	20	20	255	249	8,10 form. Adm. Assistant	1	0
		Recording Clerk	* 20	18	20	230	252	3,5,11,13	0	2
		Compositor	* 18	18	20	228	260	6,7,10,11,12	2	2
		Leg Text Proc II	N 20	--	20	---	260	New Class	0	--
21	262 - 275	Admin Sec (CAO)	N 16	--	21	230	262	New Class	5	--
		Admin Sec (CSB)	18	19	21	241	264	2,5,13-formerly DP coord	3	2
		Indexer/Publ Coord	* 21	21	21	262	266	3	0	0

EXHIBIT C

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 CLASSIFICATION SCHEDULE

*GRADE	PT RANGE	PROPOSED TITLE	A	CU GR	AY GR	APP COM GRA	APP COM PTS	Factors Changed	DIFF FROM CURR	DIFF FROM AY
		Computer Operator	*	21	21	21	262 267	2,4,6,8,11	0	0
		Leg Indexer	*	20	20	21	256 267	2,6,8	1	1
		Admin Sec (Caucus)	*	20*	19	21	242 270	3,5,13 form. Caucus Sec	1	2
		Admin Sec to Leader	N	--	--	21	242 270	New class	--	--
		Admin Sec (LFB)		19	21	21	271 270	1,5,6,10	2	0
		Asst. Journal Edit	*	20	20	21	252 271	2,4,11,12,13	1	1
		Asst. Fin. Officer	*	18	18	21	230 274	3,4,5,6,7,10	3	3
		Journal Recorder	*	21	19	21	244 275	1,5,6,7,11,12,13	0	2
22	276 - 289	House Supv of Sec	*	20	20	22	261 281	3,5,6,7,8,10,13	2	2
		Admin Code Indexer		22	24	22	318 284	1,2,4,7	0	-2
23	290 - 304	Asst Jrnl Ed/Fin Off	*	22	21	23	263 293	5,10,11,12	1	2
		Exec. Secretary	*	24	22	23	282 299	3,6	-1	1
		Admin Coord	*	23	22	23	288 301	8,9,10,13	0	1
		Sr. Leg Text Proc	*	23	20	23	251 302	3,7,9,13	0	3
24	305 - 320	Public Info Officer	*	25	24	24	317 307	2,8,13	-1	0
		Engr/Enrolling Clerk	*	21	20	24	255 315	5,6,9,13	3	4
25	321 - 336	Fin/Personnel Admin	*	26	24	25	308 324	2,5,6,7,13	-1	1
		Senate Journal Edit	*	25	26	25	349 324	5,7,9,11,12,13	0	-1
26	337 - 354	Asst. Legal Counsel		23	24	26	307 345	1,6,9	3	2
		Leg Text Proc Supv	*	26	24	26	317 347	5,7,9,10,13	0	2
		Confidential Sec	*	22	22	26	278 350	2,3,5,9,13 form. Maj Ldr Sec	4	4
27	355 - 372	Finance Officer	*	27*	25	27	326 359	3,5,7	0	2
		Asst Cit Aide I		24	25	27	333 365	5,9	3	2
		Adm. Code Assistant	*	28	25	27	321 369	1,3,5,7,8,9	-1	2
		Adm Asst to Ldr I	N	--	--	27	375 371	New class	--	--
		Leg Res Analyst I	*	24	26	27	342 371	2,4,5,9	3	1
		LSB Res Analyst I	*	24	28	27	375 371	2,3,4,5,10	3	-1
		Fiscal Analyst I	*	24	27	27	368 371	2,4,5,10	3	0
28	373 - 392	Systems Analyst	*	32	29	28	410 379	2,4,6,10	-4	-1
		Sr Run Designer		26	27	28	370 379	1,4,6,10,13	2	1
29	393 - 412									
30	413 - 433	Adm Asst to Ldr II	N	--	--	30	402 413	New class	--	--
		Leg Res Analyst II	*	26*	27	30	365 413	3,4,5,8,9	4	3
		LSB Res Analyst II	*	31	29	30	402 413	3,4,5,10	-1	1
		Fiscal Analyst II	*	27	29	30	402 413	3,4,5,10	3	1
		Asst CA for Corr.	*	28	27	30	371 415	3,5,13	2	3
		Asst Cit Aide II		24	27	30	371 415	3,5,13	6	3
		LSB Legal Counsel I	*	32*	33	30	481 423	1,2,3,4,5,10	-2	-3
31	434 - 456	Legal Analyst (CAO)		29	31	31	435 447	2,3,4,5,10,13	2	0
32	457 - 480									
33	481 - 504	LSB Legal Counsel II	N	32*	--	33	--- 486	New class	1	--
		Asst Cit Aide III	N	--	--	33	--- 490	New class	--	0
		Adm Asst to Ldr III	N	--	--	33	--- 502	New class	--	--
		Leg Res Analyst III	N	28	--	33	--- 502	New class thru appeal	5	--
		LSB Res Analyst III	N	31	--	33	--- 502	New class	2	--
		Fiscal Analyst III	N	30	--	33	--- 502	New class thru appeal	3	--

EXHIBIT C,  
 CONT'D.

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.CLASSIFICATION SCHEDULE

*GRADE	PT RANGE	PROPOSED TITLE	CU		APP		APP		Factors Changed	DIFF FROM CURR	DIFF FROM AY
			A	GR	AY	COM	AY	COM			
		Asst Sec Senate	* 27	29	33	401	503	1,2,3,5,7		6	4
		Asst. Chief Clerk	* ANN	31	33	442	503	1,2,3,5,7,8,9,10		--	2
34	505 - 531	Ad Rule Comm Leg Cns	* 32	33	34	494	508	2,5,6,10,13		2	1
		Caucus Staff Dir	* 31*	31	34	449	516	2,3,4,5,9		3	3
35	532 - 558	Dep. Cit. Aide/Gen	* 33	32	35	480	533	3,5,9		2	3
		Sr. Adm Asst to Ldr	--	--	35	---	554	New class		--	--
		Sr. Leg Res Analyst	--	--	35	510	554	New class		--	--
		Sr. LSB Res Analyst	* 37	34	35	510	654	1,2,3,5,8,10		-2	1
		Sr. Fiscal Analyst	34	34	35	519	554	5,9,10,13		1	1
36	559 - 587	Sr Fis. Anlyt-PE Sup	34	34	36	519	560	5,9,10,13 form. Sr. Fisc Anlyt		2	2
		Sr. LSB Leg Counsel	* 35	36	36	569	575	5,10		1	0
		Sr. Caucus Staff Dir	N --	--	36	---	580	New class		--	--
37	588 - 618										
38	619 - 650	Leg Edit/Act Code Ed	38	39	38	673	627	5,6,8,10,13		0	-1
		Deputy Direct - LFB	37	37	38	589	638	1,5,7,8,10		1	1
39	651 - 684	Deputy Director LSB	* 40	39	39	659	659	None		-1	0
*			*								
*			*								
*			*								
*			*								
*		Speaker's Secretary	* 23	22		278	---	See secr. series			
*		Senate Sec Coord	* 20	20		253	---	Position no longer exists			
*		Librarian	* 22	20		256	---	Further review by director			
*		Leg Sec/CAO Clk Typt	16	14		182	---	Class no longer exists			
*		Adm Asst to Maj Ldr*	* 31*	30		420	---	See AA series			
*		Leg Cnsl I/Parlmntrn	33	32		468	---	Class no longer exists			
*		Adm Asst to Speaker*	* 28	29		402	---	See AA series			
*		Admin Assistant(LTG)	30	29		402	---	Apply the AA I,II or III series			
*		Adm Asst to Min Ldr*	* 30	28		391	---	See AA series			
*		Code Consultant	* 32	34		505	---	Elim title-refer to Leg Cnsl series			
*		Leg Cnsl/System Coor	* 34	35		536	---	Elim title-refer to Leg Cnsl series			

EXHIBIT C,

CONT'D.

LEGISLATIVE BRANCH COMPARABLE WORTH IMPLEMENTATION  
FISCAL ESTIMATE

ASSUMPTIONS:

1. No reduction in current salaries. Persons in positions which are "downgraded" are assumed to be placed in the new paygrade at their current salary.
2. Administrative Assistants: assigned all of the Administrative Assistants to the second classification in the series.
3. In cases where the consultant indicated that an Analyst I should be classified as an Analyst II, the higher classification and pay grade was used in the estimates, however, the employee is assumed to be placed at step one of the new grade and classification. (Otherwise, an Analyst I at grade 24 step 4 would be adjusted to the Analyst II position at grade 30 step 3 and would be at a higher step than a current Analyst II at step 1, 2, or 3.) This happens in several instances since the consultant indicated that a number of Analyst I's should be Analyst II's. If an employee appealed their classification (ex. Arthur Young Research Analyst II appealed that a Research Analyst III position should exist), the higher classification was used in the estimates. However, it should be noted that management will need to decide the correct classification for each employee.
4. Salary information used in the estimate was the same as that provided to the consultant in January. Some salaries have changed since that time and some employees may have terminated their employment.
5. Estimates do not include any provision for retro-activity.
6. Estimates are calculated using the 1985-1986 legislative pay matrix.

Implementation scenarios:

1. Appeal committee decisions;  
All grades adjusted on a "grade/step to grade/step minus one step" basis. \$181,000

SERVICE  
COMMITTEE  
DECISION

9/15/86

EXHIBIT D, <sup>-2-</sup>CONT'D.

- 2. Appeal committee decisions;  
 Grades adjusted on a "grade/step to  
 grade/step minus one step" basis.  
 No adjustments over pay grade 32 \$167,000

Note: Comparable worth was implemented in the Executive and Judicial branches and at the Regents institutions on this basis (#2 above). However, the appeals process is not yet complete or implemented in the Executive branch or at the Regents institutions. Legislation passed during the 1985 session (Chapter 152, 1985 Iowa Acts) guarantees the restoration of the "lost" step by fiscal year 1988.

- 3. Appeal committee decisions;  
 All grades adjusted per Arthur Young's  
 implementation recommendations. \$141,000
- 4. Appeal committee decisions;  
 Adjusted per Arthur Young's implementation  
 recommendations.  
 No adjustments over pay grade 32. \$118,000
- 5. Appeal committee decisions;  
 All grades step to step. \$260,000
- 6. Arthur Young's pay grade assignments;  
 All grades adjusted per Arthur Young's  
 implementation recommendations. \$ 54,000
- 7. Arthur Young's pay grade assignments;  
 Adjustments made per Arthur Young's  
 implementation recommendations.  
 No adjustments made over pay grade 32. \$ 51,000
- 8. Arthur Young's pay grade assignments;  
 All grades adjusted on step to step basis \$142,000
- 9. Arthur Young's pay grade assignments;  
 Adjusted on step to step basis  
 No adjustments over pay grade 32 \$127,000

Total legislative payroll, excluding legislators, but including session only employees, is approximately \$3,450,000.

Revised draft/9/3/86  
 LFB:2g

# EXHIBIT E

## REPORT OF THE SERVICE COMMITTEE

September 3, 1986 and September 16, 1986

The Service Committee met on September 3, 1986 and September 16, 1986 and makes the following report to the Legislative Council:

### I. COMPARABLE WORTH REPORT

1. The Service Committee carefully reviewed the Comparable Worth Report submitted by the consultant from Arthur Young & Co., and the Comparable Worth Report submitted by the Comparable Worth Staff Committee.

The Service Committee accepted and reviewed written and oral comments in regard to the Comparable Worth Staff Committee Report from legislative employees before making a decision in regard to the reports.

The Committee recommends the adoption of the Comparable Worth Staff Committee Report.

2. In connection with its recommendation that the Legislative Council adopt the Comparable Worth Staff Committee Report, the Service Committee makes the following recommendations relating to its implementation:

a. That those employees who are placed by the Report in grades that are below the grades to which they are presently assigned and who are receiving annual salaries in excess of the maximum salaries for their newly-assigned pay grades, will continue to receive their current salaries without any increase until the maximum salaries in the grades to which they are assigned are increased above the annual salaries being received by the employees.

b. That in cases where job series have been established, the directors of the agencies will determine the specific position classifications into which the employees will be assigned based upon criteria to be developed by each agency for each position classification and the employee's performance in regard to those criteria, subject to review by the appropriate authority.

c. That the comparable worth pay plan be implemented on the same date for all legislative employees after adoption of the pay resolution by the Seventy-second General Assembly.

d. That the legislative employees assigned to higher grades under the comparable worth plan be assigned to their higher grades at one step less than the step they occupy in the lower grade, except for those employees on step 1.

# EXHIBIT E, CONT'D.

e. That an ongoing Job Evaluation Committee be established to maintain internal equity within the personnel system of the Legislative Branch; to ensure that pay grades are determined with regard to the skill, effort, responsibility, and working conditions required for positions; and to continue the application of the comparable worth system.

f. That the Service Committee and the Comparable Worth Staff Committee meet jointly to develop recommendations for a legislative pay matrix and for developing overtime pay and compensatory time policies.

3. For background information it should be noted that the Comparable Worth Staff Committee reviewed the Arthur Young & Co. Report and received both written and oral appeals to that Report from legislative employees and developed its own Report. Members of the Comparable Worth Staff Committee are:

- Mr. Donovan Peeters, Director, Legislative Service Bureau,  
Chairperson
- Mr. Joe O'Hern, Chief Clerk of the House,  
Vice Chairperson
- Mr. Bill Angrick, Citizens' Aide
- Ms. Cynde Clingan, Acting Secretary of the Senate
- Ms. Cathy Sears, Executive Secretary to the Speaker,  
representing House Partisan Staff
- Ms. Judy Bertelsen, Executive Secretary to the Minority Leader  
of the Senate, representing Senate Partisan Staff
- Mr. Sandy Scharf, Director, Computer Support Bureau
- Ms. Phyllis Barry, Deputy Code Editor, Iowa Code Office
- Mr. Dennis Prouty, Director, Legislative Fiscal Bureau.

## II. CENTRAL STAFF AGENCIES PERSONNEL POLICIES

1. The Service Committee recommends that the implementation of any merit step increases beyond step 6 of a grade for an employee of a central legislative staff agency will require the recommendation of the Service Committee and the approval of the Legislative Council.

2. The Service Committee has directed the Legislative Service Bureau to review the minutes of the Service Committee to determine all outstanding Service Committee personnel guidelines. The Service Committee will be reviewing these guidelines and developing formal personnel rules for legislative employees of the central staff agencies for adoption by the Legislative Council.

Respectfully submitted,

REPRESENTATIVE JOHN H. CONNORS  
Chairman