

REPORT OF THE SERVICE COMMITTEE TO THE LEGISLATIVE COUNCIL

June 30, 1999

The Service Committee of the Legislative Council met on June 30, 1999, and makes the following report and recommendations to the Legislative Council:

1. The Service Committee received and filed the June 1999 and the annual personnel report from the Legislative Fiscal Bureau.
2. The Service Committee received and filed the June 1999 and the annual personnel report from the Legislative Service Bureau and recommends the following:
 - a. That the following employees be promoted:

Ms. Gina Garrett, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 2, effective June 1999.

Mr. Bruce Carr, from Publications Assistant, grade 21, step 4, to Assistant Editor 1, grade 24, step 3, effective July 1999.

Ms. Susan Weddell, from Computer Systems Analyst 2, grade 29, step 5, to Computer Systems Analyst 3, grade 32, step 3, effective June 1999.

Ms. Kathy Hanlon, from Research Analyst 2, grade 32, step 5, to Research Analyst 3, grade 35, step 4, effective June 1999.

Mr. Timothy McDermott, from Legal Counsel, grade 30, step 4, to Legal Counsel 1, grade 32, step 3, effective June 1999.

Ms. Nicole Haatvedt, from Legal Counsel, grade 30, step 3, to Legal Counsel 1, grade 32, step 3, effective June 1999.

Mr. Richard Nelson, from Legal Counsel 1, grade 32, step 3, to Legal Counsel 2, grade 35, step 1, effective June 1999.

Ms. Janet Johnson, from Legal Counsel 1, grade 32, step 3, to Legal Counsel 2, grade 35, step 1, effective June 1999.

Ms. Susan Crowley, from Legal Counsel 2, grade 35, step 5, to Senior Legal Counsel, grade 38, step 4, effective June 1999.
 - b. That the appointment of Ms. Leslie Hickey as Iowa Code Editor be approved, effective July 1999.
3. The Service Committee received and filed the June 1999 and the annual personnel report from the Legislative Computer Support Bureau and recommends that the following employees be promoted:
 - a. Ms. Cheryl Ritter, from Computer Systems Analyst 3, grade 32, step 6, to Senior Systems Analyst, grade 35, step 5, effective June 1999.
 - b. Mr. Bryan Boyd, from Division Administrator I, grade 35, step 3, to Division Administrator II, grade 38, step 2, effective June 1999.
4. The Service Committee received and filed the June 1999 and the annual personnel report from the Office of Citizens' Aide/Ombudsman.

Respectfully submitted,

Senator Stewart Iverson, Jr.
Chairperson

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERSHIP

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

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

TENTATIVE AGENDA

June 30, 1999
Room 118

1:00 p.m. Call to Order

 Roll Call

 Consideration of Minutes of June 2 Meeting (previously distributed)

 Receipt of Annual Personnel Reports

 Consideration of Personnel Reports

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

 Additional Business?

 Adjournment

LEGAL COUNSELS

Douglas L. Adkisson
Edwin G. Cook
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

GENERAL ASSEMBLY OF IOWA



LEGISLATIVE SERVICE BUREAU

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

June 24, 1999

DIANE E. BOLENDER
DIRECTOR

RICHARD L. JOHNSON
DEPUTY DIRECTOR

JOHN C. POLLAK
COMMITTEE SERVICES ADMINISTRATOR

LOANNE M. DODGE
IOWA CODE EDITOR

KATHLEEN K. BATES
ADMINISTRATIVE CODE EDITOR

RESEARCH ANALYSTS

Kathleen B. Hanlon
Thane R. Johnson

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

TO: CHAIRPERSON IVERSON AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: MATERIALS FOR JUNE MEETING

Enclosed are copies of the following information for the June 30 Service Committee meeting:

Enclosure 1: June personnel reports for the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Citizens' Aide/Ombudsman. These personnel reports include notification of certain personnel actions for all four agencies and requests for promotions and position reclassifications for the Legislative Service Bureau and the Computer Support Bureau.

Enclosure 2: Personnel information about each central legislative staff agency required to be transmitted to the members of the Service Committee annually at the June meeting. This information includes the following:

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

The agencies have ^{published} policies and procedures manuals based upon the Personnel Guidelines that have been adopted by the Legislative Council. ~~Included in this mailing are copies of those manuals for Representative Rants and Representative Sukup. Other members have previously received these manuals. If other~~ Committee members would like to receive a copy of an agency's policies and procedures manual, please notify that agency and a copy will be transmitted to you.

and these manuals have previously been provided to Committee members,

I look forward to seeing you on ~~Wednesday, June 30, 1999 at 1:00 p.m.~~

Tuesday, June 27, 2000 at 11:00 a.m.

LEGISLATIVE FISCAL BUREAU

JUNE PERSONNEL REPORT JUNE 1999

**Dennis Prouty
Director**



DENNIS C. PROUTY
DIRECTOR
515/281-5279
FAX 281-8451

STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

Memorandum

TO: Service Committee of the Legislative Council
FROM: Dennis C. Prouty, Director *DCP*
RE: Fiscal Bureau Personnel Report
DATE: June 22, 1999

Attached is the Legislative Fiscal Bureau's Personnel Report for the period June 3, 1999 through June 30, 1999. The Report covers all personnel action since the last report, which was submitted June 2, 1999.

LEGISLATIVE FISCAL BUREAU
PERSONNEL REPORT
June 30, 1999

PERSONNEL ACTION SINCE LAST REPORT: 6/2/99

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>
MERIT INCREASES:					
Jennifer Dean	Legislative Analyst	27-1	12/98	27-2	6/99

VACANT POSITIONS:

VACANT POSITIONS FILLED:

SICK/FAMILY LEAVE:

SERVICE COMMITTEE APPROVAL

PROMOTIONS: *

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

* Promotions pending satisfactory review prior to implementation.

LEGISLATIVE SERVICE BUREAU

JUNE PERSONNEL REPORT JUNE 1999

**Diane Bolender
Director**

LEGISLATIVE SERVICE BUREAU

Personnel Report

June 30, 1999

Personnel Actions since Last Report: 06/02/99

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
------	----------	---------------------	---------------	--------------------	----------------

Merit Increases:

Edwin Cook		35-4	06/26/98	35-5	06/25/99
Joan Arnett		22-2	06/26/98	22-3	06/25/99
John Pollak		41-4	06/26/98	41-5	06/25/99
Diane Ackeman		27-2	06/26/98	27-3	06/25/99
Gary Rudicil		35-5	06/26/98	35-6	06/25/99
Craig Cronbaugh		24-2	06/26/98	24-3	06/25/99

Vacant Positions Filled:

Stephanie Cox	Legis. Doc. Tech. 1				06/01/99
David Huey	Tour Guide				06/02/99
Kathleen Nebel	Tour Guide				06/16/99

Resignations:

Loanne Dodge	Iowa Code Editor				06/10/99
Susan Dove	Proofreader				06/24/99

Parental/Family Leave:

None

**LEGISLATIVE SERVICE BUREAU
PROPOSED PROMOTIONS
June 1999**

Name Hire Date	Current Position Date Attained	Grade/Step Date Attained	Proposed Position	Grade/Step Effective Date
<i>Proposed Promotions:</i>				
Gina Garrett 06/16/95	Legis. Document Tech. 1 06/27/97 (lateral transfer in grade 19 from Proofreader to Text Processor 11/27/98)	19-3 06/26/98	Legis. Docu. Tech. 2	22-2 06/25/99
Bruce Carr 01/26/96	Publications Assistant 01/26/96	21-4 07/24/98	Assistant Editor 1	24-3 07/23/99
Susan Weddell 11/06/87	Comptr. Systems Analyst 2 12/13/96	29-5 12/11/98	Comptr. Syst. An. 3	32-3 06/25/99
Kathy Hanlon 01/21/91	Research Analyst 2 06/28/96	32-5 06/26/98	Research Analyst 3	35-4 06/25/99
Timothy McDermott 11/13/96	Legal Counsel 11/13/96	30-4 05/14/99	Legal Counsel 1	32-3 06/25/99
Nicole Haatvedt 12/18/96	Legal Counsel 12/18/96	30-3 06/26/98	Legal Counsel 1	32-3 06/25/99
Richard Nelson 11/06/95	Legal Counsel 1 12/13/96	32-3 12/11/98	Legal Counsel 2	35-1 06/25/99
Janet Johnson 11/15/95	Legal Counsel 1 12/13/96	32-3 12/11/98	Legal Counsel 2	35-1 06/25/99
Susan Crowley 10/08/90	Legal Counsel 2 06/28/96	35-5 06/26/98	Senior Legal Counsel	38-4 06/25/99

GENERAL ASSEMBLY OF IOWA

LEGAL COUNSELS

Douglas L. Adkisson
Edwin G. Cook
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
Thane R. Johnson



LEGISLATIVE SERVICE BUREAU

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

DIANE E. BOLENDER
DIRECTOR

RICHARD L. JOHNSON
DEPUTY DIRECTOR

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

June 29, 1999

MEMORANDUM

TO: CHAIRPERSON IVERSON AND MEMBERS OF THE SERVICE COMMITTEE
FROM: DIANE BOLENDER, DIRECTOR *DB*
RE: APPOINTMENT OF IOWA CODE EDITOR

Pursuant to Iowa Code section 2B.1, the Director of the Legislative Service Bureau is authorized to appoint an Iowa Code Editor, subject to approval of the Legislative Council. On May 24, 1999, I announced the vacancy and invited inquiries to be made to me regarding the position. Candidates were required to submit their inquiries to me by June 1, 1999.

I am hereby requesting that the Legislative Council approve my appointment of Leslie Hickey to the position of Iowa Code Editor effective July 9, 1999. At this time she will retain her current grade and step.

Ms. Hickey holds a B.A. in Russian from Grinnell College and a J.D. from the University of Iowa. She has performed drafting and staffing work for the Legislative Service Bureau for nine years, principally in the subject matter areas of criminal law, ethics, and education. She has several years of experience in the Iowa Code Division performing the legal editing of the enrolled bills for incorporation into the Iowa Code and in the drafting of the Code editor's bills. This last year she assisted in the editing of the bills and amendments of Bureau drafters during the legislative session. Her knowledge of computer systems and technology is also extensive.

Ms. Hickey also brings to the position practical legal experience as a public defender and corporate attorney. She has knowledge of both contract law and personnel law. I believe Ms. Hickey will prove to be a valuable leader, compassionate supervisor, and an able administrator in overseeing the publication of both the paper and electronic versions of the Iowa Acts and Iowa Code.

LEGISLATIVE COMPUTER SUPPORT BUREAU

JUNE PERSONNEL REPORT JUNE 1999

**Sandy Scharf
Director**

**LEGISLATIVE COMPUTER SUPPORT BUREAU
PERSONNEL REPORT
JUNE 30, 1999**

MERIT INCREASE

<u>Employee Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Jeff Van Engelenhoven	Senior Computer Systems Analyst	35/1	35/2	05/99
Valerie Van Vlair Hansen	Computer Systems Analyst I	27/1	27/2	06/99
Roel Campos	Senior Computer Systems Analyst	35/3	35/4	06/99

PROMOTIONS

<u>Employee Name</u>	<u>Current Position To Proposed Position</u>	<u>Current Grade Step to Proposed Grade Step</u>	<u>Date of Last Merit Increase</u>	<u>Date of Hire</u>	<u>Date of Last Promotion</u>	<u>Effective Date</u>
Cheryl Ritter	Systems Analyst III Senior Systems Analyst	32/6 35/5	6/98	10/85	6/97	6/99
Bryan Boyd	Division Administrator I Division Administrator II	35/3 38/2	6/98	10/90	6/97	6/99

CITIZENS' AIDE/OMBUDSMAN

**JUNE PERSONNEL REPORT
JUNE 1999**

**William P. Angrick II
Citizens' Aide/Ombudsman**

**CITIZENS' AIDE/OMBUDSMAN
PERSONNEL REPORT
1999**

Personnel actions since last report: June 2, 1999

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
MERIT INCREASES:					
Rory Calloway	Assistant	27/1	11/30/1998	27/2	5/28/1999

LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT

June 1999

Dennis C. Prouty
Director

LEGISLATIVE FISCAL BUREAU

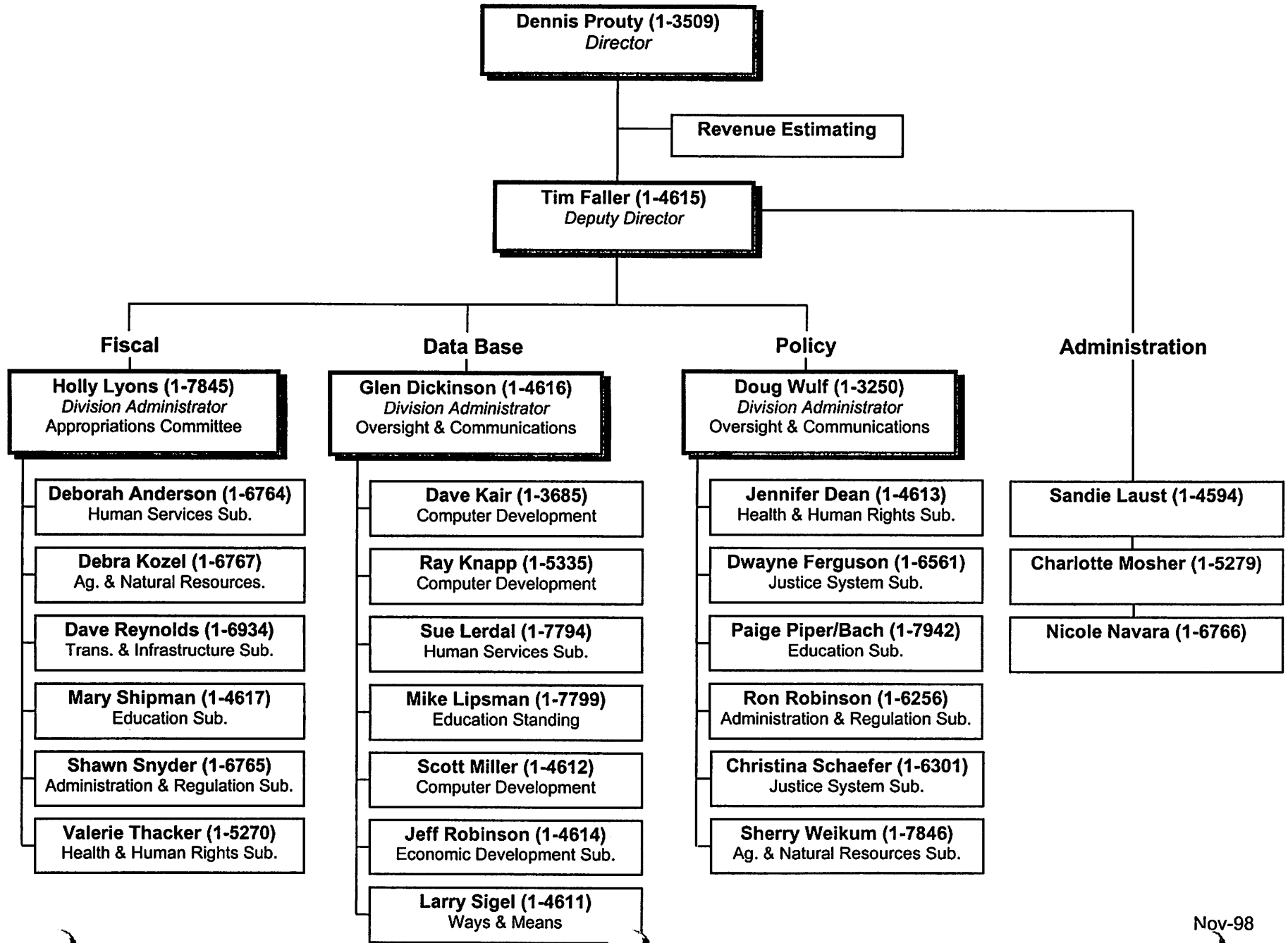
ANNUAL PERSONNEL REPORT JUNE 1999

Reporting Requirement

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

* No changes have been made during FY 1999. Copies of the current schedules are available upon request.

Iowa Legislative Fiscal Bureau (515) 281-5279



LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 2000

Attachment 2a

<u>CLASS/EMPLOYEE NAME</u>	<u>PRESENT GRADE & STEP</u>	<u>EMPLOYMENT DATE</u>	<u>REVIEW DATE</u>
<u>DEPUTY DIRECTOR</u>			
Faller	41 - 6	01-Jul-74	N/A
<u>DIVISION ADMINISTRATOR II</u>			
Dickinson	41 - 6	08-Jul-88	N/A
Lyons	41 - 6	03-Jan-84	N/A
Wulf	41 - 6	11-Feb-83	N/A
<u>SENIOR LEGISLATIVE ANALYST</u>			
Lerdal	38 - 6	17-Feb-89	N/A
Robinson, J.	38 - 5	17-Nov-87	May-00
Ferguson	38 - 6	27-Nov-87	N/A
Reynolds	38 - 3	18-Sep-89	Nov-99
Shipman	38 - 3	22-Dec-89	Nov-99
Sigel	38 - 2	20-Aug-90	Sep-99
<u>LEGISLATIVE ANALYST II</u>			
Thacker	32 - 3	04-Oct-93	Nov-99
<u>LEGISLATIVE ANALYST I</u>			
Piper/Bach	29 - 3	03-Nov-95	Nov-99
Robinson, R.	29 - 2	20-Sep-96	Sep-99
Anderson	29 - 2	20-Sep-96	Sep-99
Kozel	29 - 2	04-Oct-96	Oct-99
<u>LEGISLATIVE ANALYST</u>			
Weikum	27 - 3	01-Oct-97	Mar-00
Snyder	27 - 2	26-Oct-98	Apr-00
Schaefer	27 - 2	28-Sep-98	Mar-00
Dean	27 - 1	23-Dec-98	Jun-99
<u>SR. COMPUTER SYS. ANALYST</u>			
Knapp	35 - 6	02-Jan-76	N/A
Kair	35 - 4	26-Jan-96	Jan-00
<u>COMPUTER SYSTEM ANALYST I</u>			
Miller	29 - 4	06-Sep-96	Sep-99
<u>EXECUTIVE SECRETARY</u>			
Mosher	24 - 6	03-Jul-90	N/A
Navara	24 - 6	13-Nov-90	N/A
<u>ADMINISTRATIVE SECRETARY</u>			
Laust	21 - 6	08-Jul-93	N/A

**LEGISLATIVE FISCAL BUREAU
OVERTIME and COMPENSATORY TIME
Fiscal Year 1999**

Attachment 2b

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Name</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
Employee 1	352.00	40.00	312.00	120.00
Employee 2	342.00	40.00	302.00	120.00
Employee 3	297.50	40.00	257.50	120.00
Employee 4	284.00	40.00	244.00	120.00
Employee 5	270.00	40.00	230.00	120.00
Employee 6	218.75	40.00	178.75	120.00
Employee 7	207.25	40.00	167.25	120.00
Employee 8	204.75	40.00	164.75	120.00
Employee 9	204.50	40.00	164.50	120.00
Employee 10	204.00	40.00	164.00	120.00
Employee 11	203.00	40.00	163.00	120.00
Employee 12	182.00	40.00	142.00	120.00
Employee 13	181.50	40.00	141.50	120.00
Employee 14	177.75	40.00	137.75	120.00
Employee 15	173.00	40.00	133.00	120.00
Employee 16	170.50	40.00	130.50	120.00
Employee 17	165.00	40.00	125.00	120.00
Employee 18	164.50	40.00	124.50	120.00
Employee 19	157.50	40.00	117.50	117.50
Employee 20	152.75	40.00	112.75	112.75
Employee 21	86.75	40.00	46.75	46.75
Employee 22	65.50	40.00	25.50	25.50
Employee 23	56.00	40.00	16.00	16.00
Employee 24	45.00	40.00	5.00	5.00
Total Hours	4,565.50	960.00	3,605.50	2,483.50
Average	190.23		150.23	103.48

LEGISLATIVE SERVICE BUREAU

ANNUAL PERSONNEL REPORT JUNE 1999

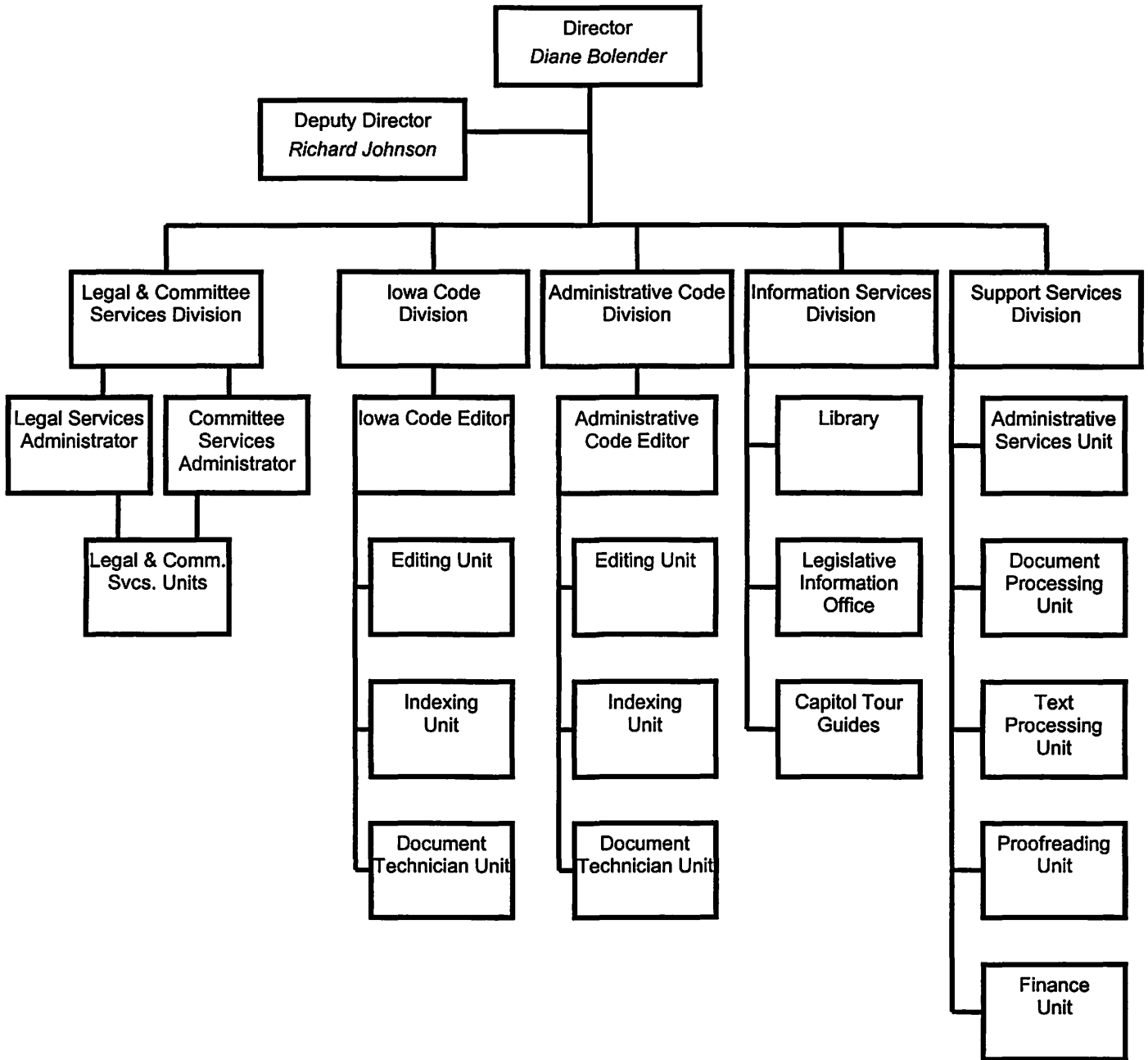
**Diane Bolender
Director**

Chapter 2. ORGANIZATIONAL STRUCTURE OF THE LEGISLATIVE SERVICE BUREAU

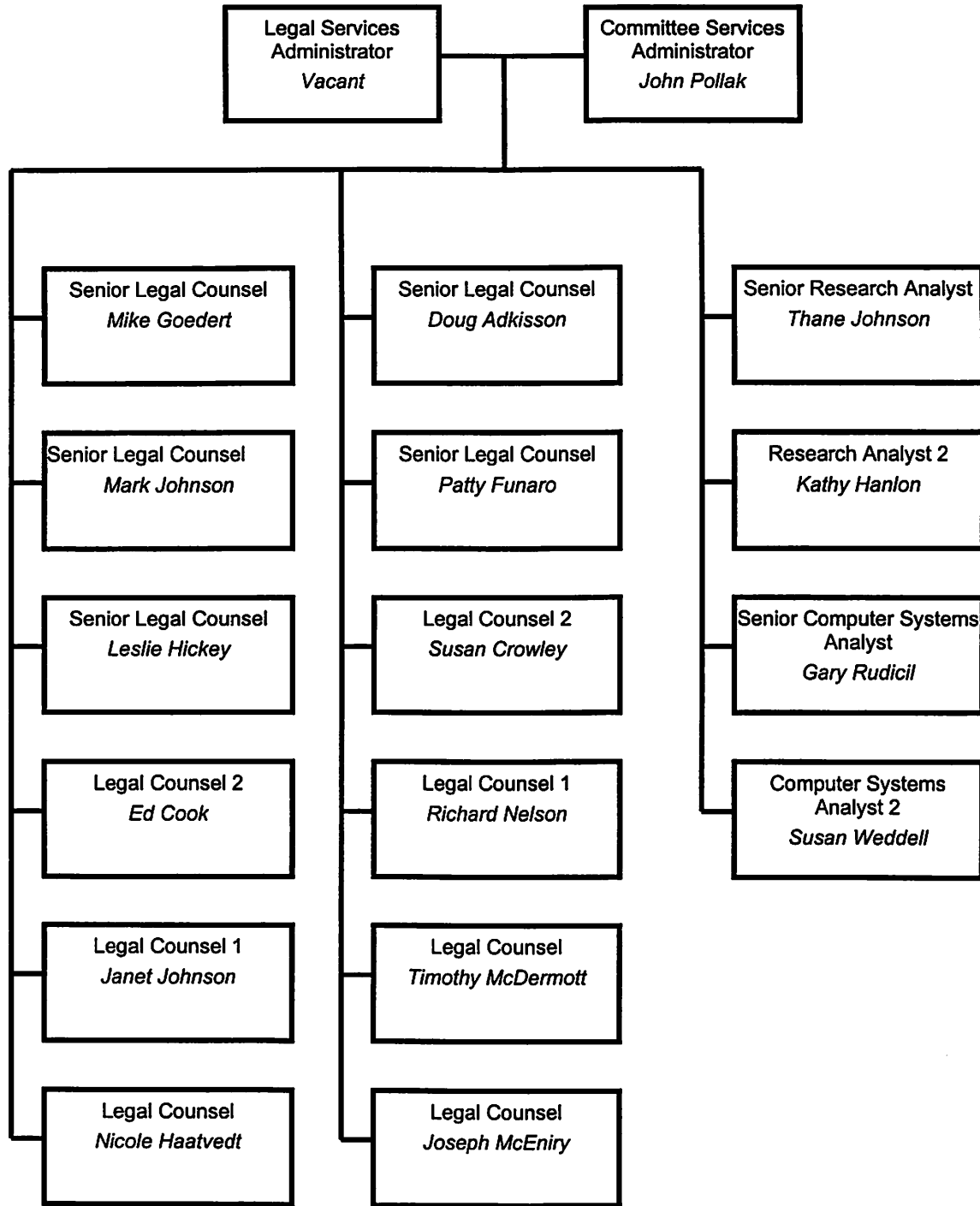
III. IOWA LEGISLATIVE SERVICE BUREAU ORGANIZATIONAL CHARTS

- A. Organization by Division
- B. Legal and Committee Services Division
- C. Iowa Code Division
- D. Administrative Code Division
- E. Information Services Division
- F. Support Services Division

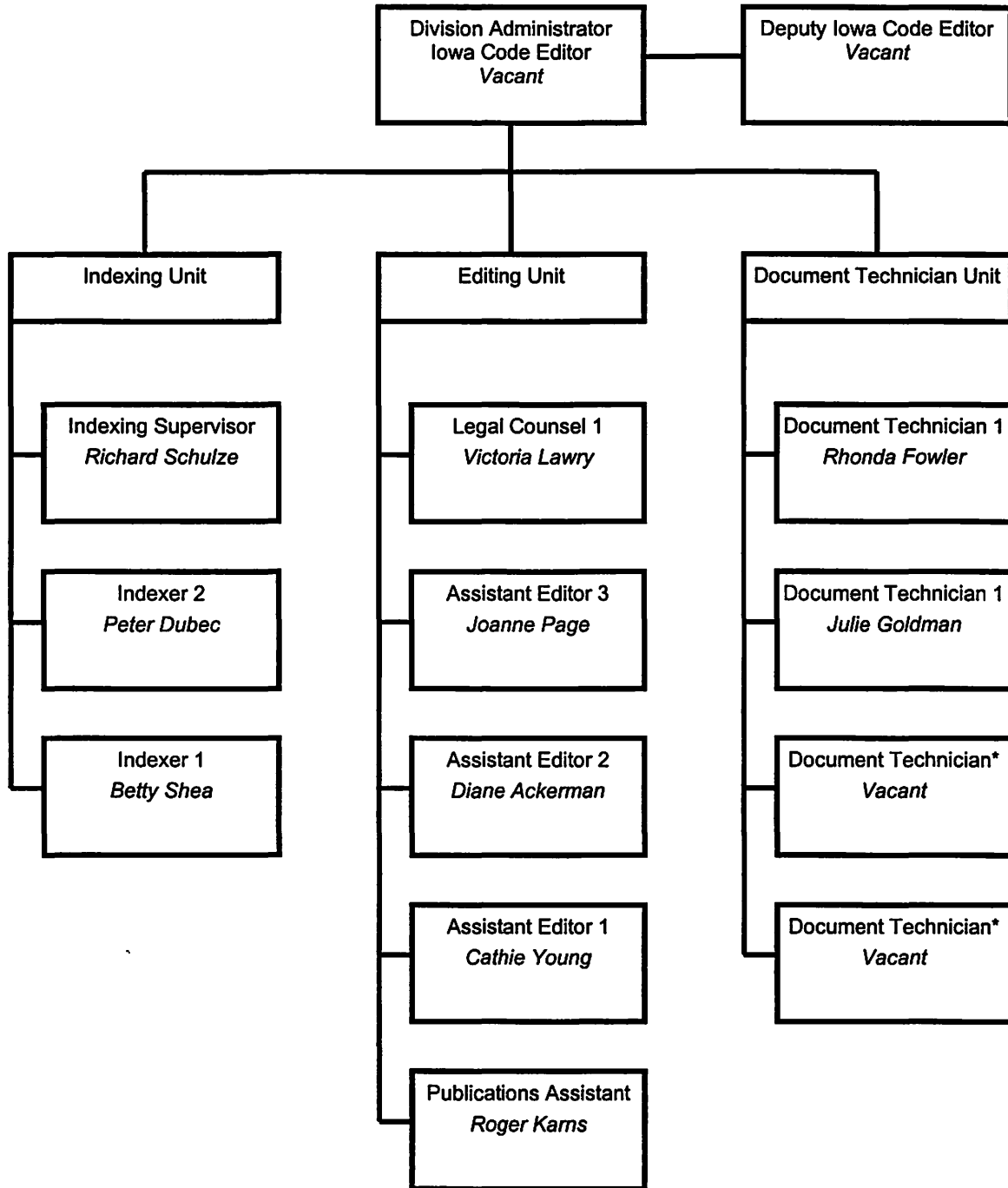
A. Organizational Chart



B. Legal and Committee Services Division

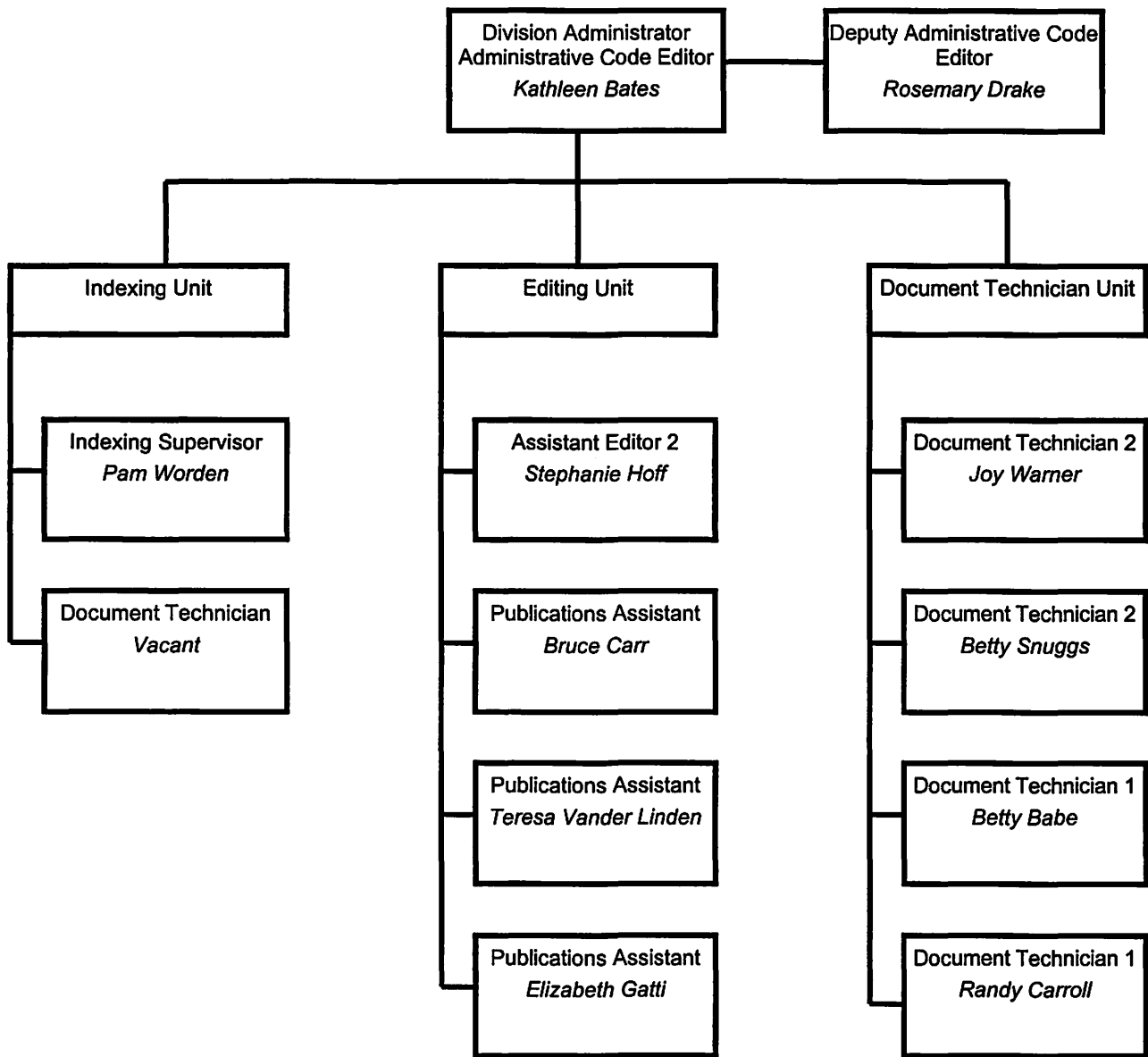


C. Iowa Code Division

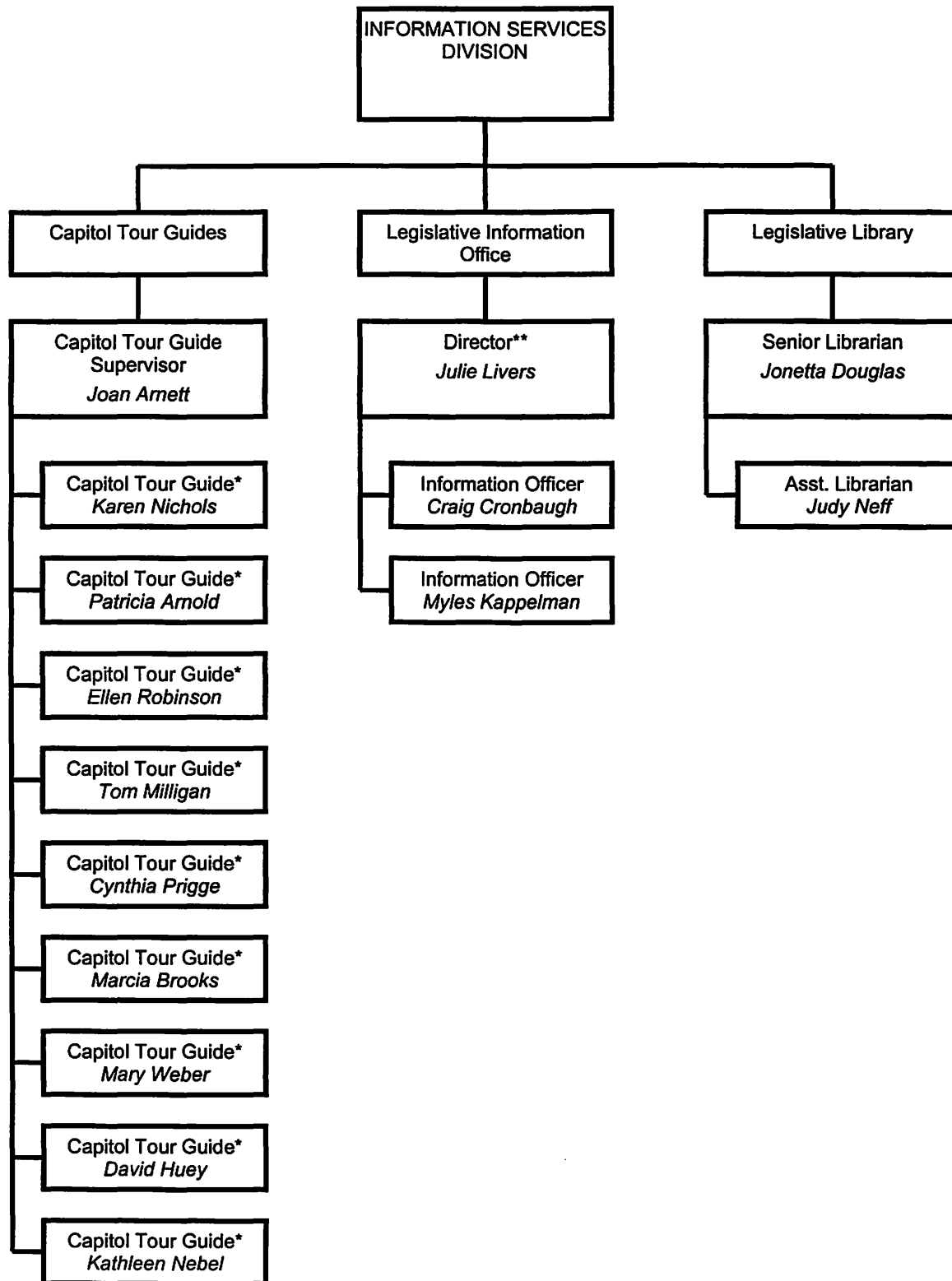


* These positions are not full-time year-round positions.

D. Administrative Code Division



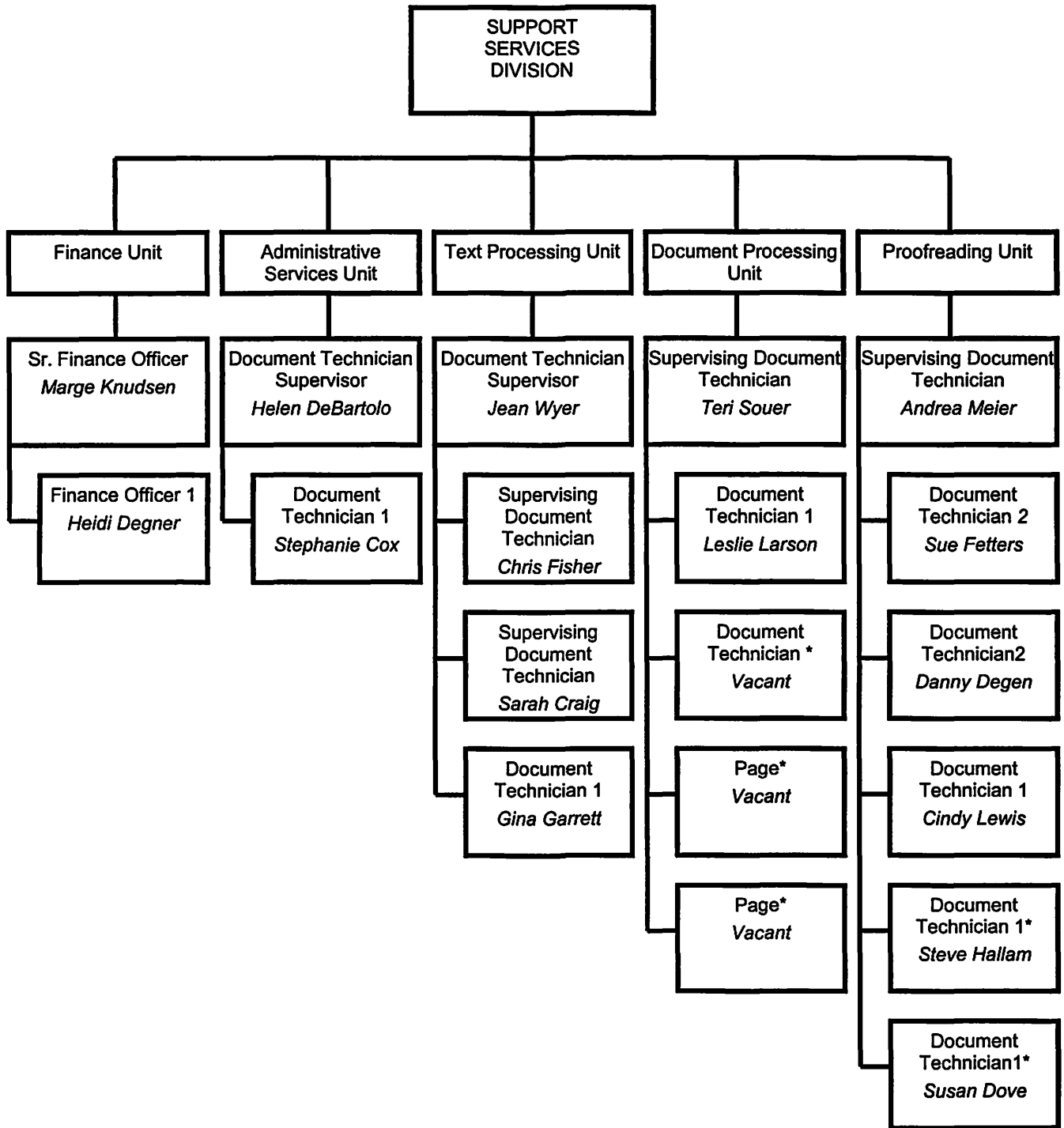
E. Information Services Division



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

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

F. Support Services Division



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

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

**LEGISLATIVE SERVICE BUREAU
Position Classification System**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Deputy Director	41
Division Administrator 2	41
Division Administrator 1	38
Senior Legal Counsel	38
Senior Research Analyst	38
Legal Counsel 2	35
Research Analyst 3	35
Senior Computer Systems Analyst	35
Deputy Iowa Code Editor	35
Deputy Administrative Code Editor	35
Legal Counsel 1	32
Research Analyst 2	32
Computer Systems Analyst 3	32
Senior Finance Officer	31
Legal Counsel	30
LIO Director	30
Assistant Editor 3	30
Legislative Document Specialist 3	30
Research Analyst 1	29
Computer Systems Analyst 2	29
Index Supervisor	28
Legislative Document Tech. Super.	28
Research Analyst	27
Computer Systems Analyst 1	27
Senior Librarian	27
Assistant Editor 2	27
Confidential Secretary	27
Finance Officer 2	27
Legislative Document Specialist 2	27
Indexer 2	25
Supervising Legis. Document Tech.	25
Computer Systems Analyst Trainee	24
LIO Officer	24
Assistant Editor 1	24
Librarian	24
Executive Secretary	24

**LEGISLATIVE SERVICE BUREAU
Position Classification System**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Finance Officer 1	24
Legislative Document Specialist 1	24
Assistant Librarian	22
Indexer 1	22
Legislative Document Technician 2	22
Capitol Tour Guide Supervisor	22
Publications Assistant	21
Administrative Secretary	21
Assistant Finance Officer	21
Legislative Document Specialist	21
LIO Assistant	19
Assistant Indexer	19
Legislative Document Technician 1	19
Legislative Document Technician	16
Capitol Tour Guide 2	14
Capitol Tour Guide 1	12
LSB Page	minimum wage

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

LEGISLATIVE SERVICE BUREAU
Eligibility Report for Merit Increases
FY 2000

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
Director			
Bolender	--	09/11/67	00/00/00
Deputy Director			
Johnson, R.	41-6	07/10/78	00/00/00
LEGAL AND COMMITTEE SERVICES DIVISION			
Legal Services Administrator			
Vacant	38		
Committee Services Admin.			
Pollak	41-4	11/16/87	06/25/99
Senior Legal Counsel			
Goedert	38-6	07/14/76	00/00/00
Johnson, M.	38-6	01/24/87	00/00/00
Adkisson	38-6	12/22/86	00/00/00
Funaro	38-6	12/17/86	00/00/00
Hickey	38-6	02/01/88	00/00/00
Legal Counsel 2			
Crowley	35-5	10/08/90	06/25/99
Cook	35-4	11/09/92	06/25/99
Legal Counsel 1			
Nelson	32-3	11/06/95	12/10/99
Johnson, J.	32-3	11/15/95	12/10/99
Legal Counsel			
McDermott	30-4	11/13/96	05/12/00
Haatvedt	30-3	12/18/96	06/25/99
McEniry	30-2	01/15/98	07/23/99
Senior Research Analyst			
Johnson, T.	38-6	08/01/69	00/00/00
Research Analyst 2			
Hanlon	32-5	01/21/91	06/25/99

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Sr. Computer Systems Analyst</u> Rudicil	35-5	07/05/89	06/25/99
<u>Computer Systems Analyst 2</u> Weddell	29-5	11/06/87	12/10/99
IOWA CODE DIVISION			
<u>Code Editor</u> Vacant	38		
<u>Deputy IA Code Editor</u> Vacant	35		
<u>Legal Counsel 1</u> Lawry	32-1	10/22/98	10/29/99
<u>Assistant Editor 3</u> Page	30-4	08/24/92	02/18/00
<u>Assistant Editor 2</u> Ackerman	27-2	11/19/93	06/25/99
<u>Assistant Editor 1</u> Young	24-5	01/03/89	12/10/99
<u>Publications Assistant</u> Karns	21-2	12/27/95	10/29/99
<u>Iowa Code Index Supervisor</u> Schulze	28-6	06/27/86	00/00/00
<u>Indexer 2</u> Dubec	25-6	10/09/87	00/00/00
<u>Indexer 1</u> Shea	22-2	05/15/95	09/17/99
<u>Legislative Document Technician 1</u> Fowler Goldman	19-1 19-1	09/30/98 05/10/99	06/23/00 06/23/00

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
ADMINISTRATIVE CODE DIVISION			
<u>Administrative Code Editor</u>			
Bates	38-4	06/13/86	03/31/00
<u>Deputy Admin. Code Editor</u>			
Drake	35-1	10/14/88	12/24/99
<u>Assistant Editor 2</u>			
Hoff	27-1	07/26/96	12/24/99
<u>Publications Assistant</u>			
Carr	21-4	01/26/96	07/23/99
Vander Linden	21-2	11/14/97	09/03/99
Gatti	21-1	08/08/97	07/09/99
<u>Admin. Code Index Supervisor</u>			
Worden	28-6	04/27/72	00/00/00
<u>Legislative Document Technician 2</u>			
Warner	22-1	12/30/96	12/24/99
Snuggs	22-6	03/25/85	00/00/00
<u>Legislative Document Technician 1</u>			
Babe	19-1	12/14/98	06/23/00
Carroll	19-1	12/21/98	06/23/00
Vacant	19		
INFORMATION SERVICES DIVISION			
<u>Legislative Information Director</u>			
Livers	30-6	04/09/90	00/00/00
<u>Legislative Information Officer</u>			
Kappelman	24-2	09/21/98	03/31/00
Cronbaugh	24-2	12/18/97	06/25/99
<u>Senior Librarian</u>			
Douglas	27-6	10/23/89	00/00/00
<u>Assistant Librarian</u>			
Neff	22-6	12/01/92	00/00/00

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Capitol Tour Guide Supervisor</u>			
Arnett	22-2	01/23/76	06/25/99
<u>Capitol Tour Guide</u>			
Nichols	14-6	10/15/76	00/00/00
SUPPORT SERVICES DIVISION			
<u>Senior Finance Officer</u>			
Knudsen	31-6	11/29/66	00/00/00
<u>Finance Officer 1</u>			
Dagner	24-2	06/25/98	12/24/99
<u>Legis. Document Technician Supervisor</u>			
DeBartolo	28-1	10/19/92	12/24/99
Wyer	28-6	01/01/67	00/00/00
<u>Super. Legis. Document Technician</u>			
Souer	25-2	11/10/98	05/12/00
Meier	25-4	12/30/87	12/24/99
Craig	25-6	11/06/78	00/00/00
Fisher	25-6	11/16/74	00/00/00
<u>Legislative Document Technician 2</u>			
Fetters	22-4	09/27/91	12/24/99
Degen	22-3	06/16/95	06/23/00
<u>Legislative Document Technician 1</u>			
Larson	19-2	11/13/98	05/12/00
Cox	19-1	06/01/99	12/10/99
Garrett	19-3	06/16/95	06/25/99
Lewis	19-2	06/27/97	06/23/00
<u>Legislative Document Technician</u>			
Vacant	16		

**LEGISLATIVE SERVICE BUREAU
MANAGERS & DRAFTERS OVERTIME
05/01/98 - 04/29/99**

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	301.25	40.00	261.25	120.00
2	294.50	40.00	254.50	120.00
3	292.50	40.00	252.50	120.00
4	269.00	40.00	229.00	120.00
5	260.75	40.00	220.75	120.00
6	222.50	40.00	182.50	120.00
7	219.00	40.00	179.00	120.00
8	186.00	40.00	146.00	120.00
9	184.75	40.00	144.75	120.00
10	182.50	40.00	142.50	120.00
11	167.50	40.00	127.50	120.00
12	163.00	40.00	123.00	120.00
13	162.50	40.00	122.50	120.00
14	162.50	40.00	122.50	120.00
15	162.00	40.00	122.00	120.00
16	150.50	40.00	110.50	110.50
17	147.00	40.00	107.00	107.00
Total	3,527.75	680.00	2,847.75	2,017.50
Average	207.51	40.00	167.51	118.67

LEGISLATIVE INFORMATION OFFICE

1	337.75	40.00	297.50	120.00
2	141.50	40.00	101.50	101.50
3	102.00	40.00	62.00	62.00
Total Hours	581.25	120.00	461.00	283.50
Average	193.75	40.00	153.66	94.50

OTHERS

1	98.00	40.00	58.00	58.00
2	86.50	40.00	46.50	46.50
3	30.25	40.00	0.00	0.00
4	6.00	40.00	0.00	0.00
Total Hours	220.75	160.00	104.50	104.50
Average	55.18	40.00	26.12	26.12

**LEGISLATIVE SERVICE BUREAU
FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME
01/01/99 - 04/29/99**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	164.25	246.38
2	159.50	239.25
3	150.75	226.13
4	133.75	200.63
5	125.00	187.50
6	94.75	142.13
7	91.00	136.50
8	90.00	135.00
9	82.00	123.00
10	81.25	121.88
11	77.75	116.63
12	61.50	92.25
13	57.50	86.25
14	46.00	69.00
Total Hours	1,415.00	2,122.53
Average	101.07	151.60

**LEGISLATIVE SERVICE BUREAU
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME
01/01/99 - 04/30/99**

<u>Employee</u>	<u>Total Overtime Worked</u>
1	96.50
2	72.00
3	14.75
4	16.75
Total Hours	200.00

**LEGISLATIVE SERVICE BUREAU
IOWA CODE DIVISION
PROFESSIONAL AND SUPPORT STAFF OVERTIME
4/1/98 - 3/31/99**

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	38.50	40.00	40.00	0.00
2	3.25	40.00	40.00	0.00
Total Hours	41.75	80.00	80.00	0.00
Average	20.87	40.00	40.00	0.00

**FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME
4/1/98 - 3/31/99**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	6.00	9.00
2	61.50	92.25
3	59.50	89.25
4	58.67	88.01
5	25.75	38.63
6	7.75	11.63
Total Hours	219.17	328.77
Average	36.52	54.79

**LEGISLATIVE SERVICE BUREAU
ADMINISTRATIVE CODE DIVISION
PROFESSIONAL AND SUPPORT STAFF OVERTIME
07/01/98 - 04/29/99**

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	44.50	40.00	4.50	4.50
2	0.50	40.00	0.50	0.00
Total Hours	45.00	80.00	5.00	4.50
Average	22.50	40.00	2.50	2.25

**FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME
07/01/98 - 04/29/99**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	80.75	121.13
2	15.75	23.63
3	8.75	13.13
4	2.50	3.75
5	0.50	0.75
6	0.50	0.75
Total Hours	108.75	163.14
Average	18.12	27.19

**LEGISLATIVE COMPUTER SUPPORT
BUREAU**

**ANNUAL PERSONNEL REPORT
JUNE 1999**

**Sandy Scharf
Director**

**LEGISLATIVE COMPUTER SUPPORT BUREAU
ANNUAL PERSONNEL REPORT
JUNE 1999**

Reporting Requirement:

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

Iowa Legislative Computer Support Bureau

Sanford Scharf
Director

Mary Reed
Executive Secretary

Bryan Boyd
Division Administrator

Matt Eaton
Division Administrator

Jeff Van Engelenhoven
Senior Systems Analyst

Virginia Rowen
Systems Analyst

Steve Nelson
Computer Operator

Joe Kroes
Systems Engineer

John Rafdal
Systems Engineer

Scott Mathews
Systems Engineer

Roel Campos
Systems Analyst

Cheryl Ritter
Systems Analyst

Jason Hunt
Systems Analyst

Valerie Van Vlair Hansen
Systems Analyst

**LEGISLATIVE COMPUTER SUPPORT BUREAU
ANNUAL PERSONNEL REPORT
FY' 99**

<u>NAME</u>	<u>POSITION</u>	<u>CURRENT GD/STEP</u>	<u>MERIT INCREASE ELIGIBILITY DATE</u>	<u>COMPTIME/OR OVERTIME</u>	<u>OVERTIME HOURS 1999</u>
Scharf, Sanford	Director	00/00		CT	N/A
Boyd, Bryan	Division Administrator I	35/2	6/25/99	CT	N/A
Campos, Roel	Senior Computer Systems Analyst	35/2	6/25/99	CT	N/A
Eaton, Matthew	Division Administrator I	35/2	2/5/99	CT	N/A
Evans, Kay	Division Administrator II	38/6	Resigned	CT	N/A
Frederick, Sherry	Executive Secretary	24/6	Resigned	CT	N/A
Hansen, Valerie	Computer Systems Analyst I	27/1	6/11/99	CT	N/A
Hunt, Jason	Computer Systems Analyst I	27/3	7/10/98	CT	N/A
Kroes, Joe	Computer Systems Engineer II	32/2	11/13/98	CT	N/A
Mathews, Scott	Computer Systems Analyst I	27/3	7/23/99	CT	N/A
Nelson, Steve	Computer Operator II	24/6	Maxed	OT	73.50
Rafdal, John	Computer Systems Engineer I	29/3	4/2/99	CT	N/A
Reed, Mary	Executive Secretary	24/1	7/9/99	CT	N/A
Ritter, Cheryl	Computer Systems Analyst III	32/5	6/25/99	CT	N/A
Rowen, Virginia	Computer Systems Analyst III	32/5	Maxed	CT	N/A
Van Engelenhoven, Jeff	Senior Computer Systems Analyst	35/1	5/26/00	CT	N/A

Total comptime hours from January 1, 1999 thru June 24, 1999

	<u>Comp Worked</u>	<u>Adjust 1st 40 Hours</u>	<u>Comp/Less Adjust.</u>	<u>Comp. Allowed</u>	<u>Comp. Available</u>
Employee 1	42.50	-40.00	2.50	2.50	2.50
Employee 2	55.75	-40.00	15.75	15.75	2.75
Employee 3	103.25	-40.00	63.25	63.25	37.25
Employee 4	58.75	-40.00	18.75	18.75	18.75
Employee 5	110.75	-40.00	70.75	70.75	27.00
Employee 6	168.00	-40.00	120.00	120.00	65.75
Employee 7	75.00	-40.00	35.00	35.00	35.00
Employee 8	165.75	-40.00	120.00	120.00	0.00
Employee 9	162.25	-40.00	120.00	120.00	16.00
Employee 10	42.50	-40.00	2.50	2.50	2.50
Employee 11	115.25	-40.00	75.25	75.25	75.25

LEGISLATIVE COMPUTER SUPPORT BUREAU WORK ATTENDANCE POLICY

June 5, 1990

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

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

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

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

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

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

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

LEGISLATIVE COMPUTER SUPPORT BUREAU PROCEDURES FOR USE OF LEAVE TIME

June 5, 1990

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

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

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

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

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

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

EDUCATIONAL LEAVE

Educational Leave - Direct & Indirect Costs

None

Legislative Computer Support Bureau is updating and revising the job descriptions for the following job series:

**COMPUTER SYSTEMS ANALYST
COMPUTER SYSTEMS ENGINEER
DIVISION ADMINISTRATOR**

When the new job descriptions are complete, Computer Support Bureau will forward them to the Legislative Service Committee.

CITIZENS' AIDE/OMBUDSMAN

**ANNUAL PERSONNEL REPORT
JUNE 1999**

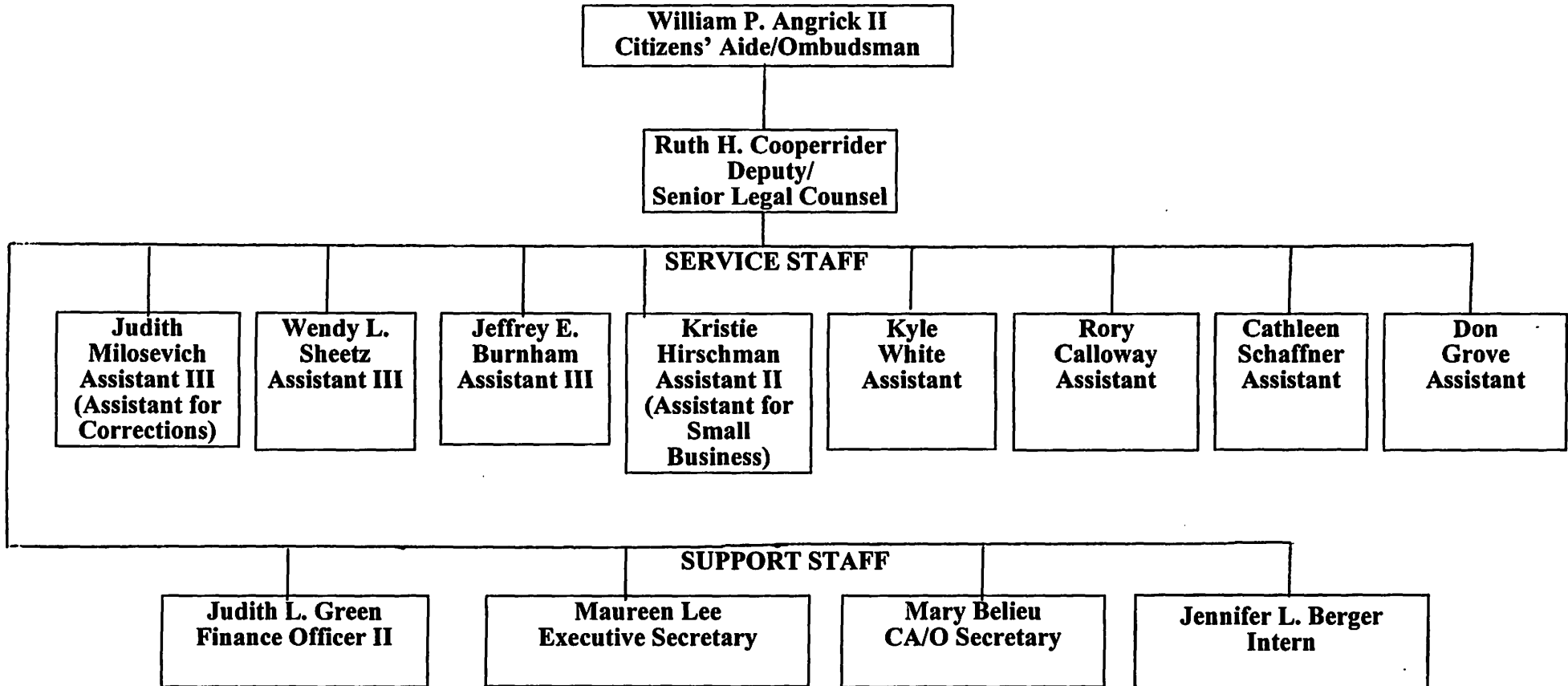
**WILLIAM P. ANGRICK II
DIRECTOR**

**CITIZENS' AIDE/OMBUDSMAN
ANNUAL PERSONNEL REPORT
June 1999**

Required Reports:

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

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



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

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Deputy/Senior Legal Counsel	38
Assistant III	35
Assistant II	32
Assistant	27
Finance Officer II	27
Executive Secretary	24
Citizens' Aide/Ombudsman Secretary	19
Intern	19

**CITIZENS' AIDE/OMBUDSMAN
Employee Personnel Information
FY 1999**

Employee	Present Grade & Step	Employment Date	Review Date
Director			
Angrick	-	4/3/1978	00/00/00
Deputy/Senior Legal Counsel			
Cooperrider	38-5	7/9/1990	11/26/1999
Assistant III			
Milosevich	35-6	1/17/1991	12/24/1999
Sheetz	35-4	9/15/1990	12/10/1999
Burnham	35-2	6/6/1992	11/26/1999
Assistant II			
Hirschman	32-5	11/13/1995	5/12/2000
Assistant			
White	27-2	10/19/1998	4/14/2000
Calloway	27-2	11/30/1998	5/26/2000
Schaffner	27-1	5/14/1999	11/12/1999
Grove	27-1	5/28/1999	11/26/1999
Finance Officer II			
Green	27-5	7/1/1974	11/26/1999
Executive Secretary			
Lee	24-5	6/23/1989	6/25/1999
CAO Secretary			
Belieu	19-2	7/10/1998	1/7/2000
Intern			
Berger	\$11.03/Hr	11/5/1998	-

**CITIZENS' AIDE/OMBUDSMAN
OVERTIME AND COMP TIME REPORT
Calendar Year 1998**

Name	Overtime Hours	Overtime less 40	Compensatory Hours
Employee 1	47.25	7.25	7.25
Employee 2	94.25	54.25	54.25
Employee 3	145.50	105.50	105.50
Employee 4	166.00	126.00	126.00
Employee 5	78.25	38.25	38.25
Employee 6	45.00	5.00	5.00
Employee 7	105.50	65.50	65.50
	Total Hours	681.75	401.75
	Average	97.39	57.39

**CITIZENS' AIDE/OMBUDSMAN
EDUCATIONAL LEAVE REPORT
Fiscal Year 1999**

One employee completed an Advanced Practices in Mediation course at the University of Iowa School of Social Work.

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

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

The Citizens' Aide/Ombudsman Travel Policy deleting the requirement for in-state travel meal receipts was updated at the State Auditor's request and a copy is attached.