

PROCEDURES FOR USE OF LEAVE TIME

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

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

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

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

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

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

Leave

RECORD OF LEAVE/REQUEST FOR LEAVE

NAME: Marge Knudsen DATE: JUNE 12, 1991

START OF LEAVE:

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

END OF LEAVE:

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

TYPE OF LEAVE REQUESTED: Vacation

Purpose: _____

TOTAL HOURS REQUESTED: 08.00

SIGNATURE _____

SUPERVISOR REVIEW (OPT.) _____

DIRECTOR REVIEW _____

ATTENTION: Richard Johnson

(KNUDSEN)

STATE PAY CHANGES FY 1992
 June 20, 1991 to September 26, 1991
 (excluding Regents Institutions and DOT) (a)

SPECIAL DEPARTMENT NAME	TOTAL RECLASSIFICATIONS	PAY INCREASES		PAY DECREASES		NEW POSITIONS	TERMINATIONS (b)				20-Jun Annualized	26-Sep Annualized	DIFFERENCE
		Same Class	Reclassifications	Same Class	Reclassifications		Since June 1	Total	Salary Cost (c)	Salary Cost			
							RIF	Non-RIF	Temp.				
AGRICULTURE & LAND STEWARDSHIP	7	3	4	1	1	5	3	14	20	37	\$ 15,583,423	\$ 15,719,812	\$ 138,389
ATTORNEY GENERAL	20	0	18	0	0	5	0	5	0	5	10,084,111	10,316,004	231,893
AUDITOR OF STATE	1	0	0	0	0	1	0	5	1	6	5,318,288	5,344,952	26,664
BLIND, IOWA COMMISSION FOR THE	1	1	0	0	1	0	2	3	0	5	3,062,359	3,063,628	1,269
CAMPAIGN FINANCE DISCL COMM.	0	0	0	0	0	0	0	2	0	2	198,035	198,035	0
CIVIL RIGHTS COMMISSION	0	0	0	0	0	0	6	1	1	8	1,183,185	1,183,185	0
COLLEGE AID COMMISSION	1	0	1	0	0	2	0	1	0	1	1,109,807	1,150,075	40,268
COMMERCE, DEPARTMENT OF	15	0	11	0	4	4	18	11	3	32	18,243,757	18,336,776	93,019
CORRECTIONS, DEPARTMENT OF	45	4	21	1	12	49	9	53	18	80	57,254,253	58,282,050	1,027,837
CULTURAL AFFAIRS, DEPT. OF	4	18	0	9	3	8	11	11	54	78	13,748,908	14,181,838	435,030
ECONOMIC DEVELOP., DEPT. OF	6	3	3	0	1	5	3	11	5	19	8,190,138	8,282,458	72,322
EDUCATION, DEPARTMENT OF	9	0	3	1	5	8	18	28	1	43	21,980,938	22,080,621	119,683
ELDER AFFAIRS, DEPARTMENT OF	0	0	0	0	0	0	2	0	0	2	1,008,695	1,008,695	0
EMPLOYMENT SERVICES, DEPT. OF	23	0	13	0	8	6	11	25	8	44	29,291,576	29,323,782	32,207
EXECUTIVE COUNCIL	1	0	0	0	0	0	0	0	0	0	50,357	50,357	0
GENERAL ASSEMBLY	4	2	3	0	1	2	0	9	0	9	12,133,689	12,708,180 (d)	572,291
GENERAL SERVICES, DEPT. OF	11	1	4	0	4	2	19	11	5	35	12,654,080	12,687,079	12,999
GOVERNOR	0	1	0	0	0	0	0	0	0	0	1,189,688	1,171,738	2,038
GOVERNOR'S SUBST ABUSE COORD.	0	0	0	0	0	0	0	0	0	0	284,220	284,220	0
GOVERNOR, LIEUTENANT	0	0	0	0	0	0	0	0	0	0	86,140	86,140	0
HEALTH, DEPARTMENT OF PUBLIC	12	0	1	1	9	4	16	10	1	27	10,731,251	10,723,744	-7,507
HUMAN RIGHTS, DEPARTMENT OF	1	0	1	0	0	0	3	0	1	4	2,135,080	2,138,494	1,414
HUMAN SERVICES, DEPARTMENT OF	168	10	32	2	84	34	440	248	28	712	211,639,044	212,627,884	988,840
INSPECTIONS & APPEALS, DEPT. OF	23	1	18	0	5	27	19	11	0	30	14,844,185	15,380,572	746,377
JUDICIAL DEPARTMENT	24	9	23	2	1	133	0	62	18	80	80,724,609	81,818,180	1,093,551
LAW ENFORCEMENT ACADEMY	1	0	1	0	0	0	2	0	0	2	905,974	906,680	686
MANAGEMENT, DEPARTMENT OF	0	0	0	0	0	0	0	0	0	0	1,231,844	1,231,844	0
NATURAL RESOURCES, DEPT. OF	27	1	17	0	8	18	31	28	278	338	37,713,959	37,955,511	241,552
PAROLE, BOARD OF	0	0	0	0	0	0	0	0	0	0	455,317	455,317	0
PERSONNEL, DEPARTMENT OF	4	0	2	0	0	0	4	6	2	12	5,063,183	5,075,217	12,034
PUBLIC DEFENSE, DEPARTMENT OF	3	1	0	0	3	2	0	2	8	8	4,959,187	4,987,224	28,037
PER BOARD	1	0	1	0	0	0	0	0	0	0	552,382	555,752	3,370
PUBLIC SAFETY, DEPARTMENT OF	8	3	2	1	6	25	51	19	15	85	28,980,430	29,382,054	421,624
REGENTS, BOARD OF	0	0	0	0	0	0	0	1	0	1	1,128,271	1,128,271	0
REVENUE & FINANCE, DEPT. OF	18	0	9	1	6	1	1	13	5	19	23,542,288	23,578,647	36,359
SECRETARY OF STATE	4	0	4	0	0	0	0	3	0	3	1,385,480	1,393,510	8,030
STATE-FED RELATIONS, OFFICE OF	0	0	0	0	0	0	0	0	0	0	152,818	152,818	0
TREASURER OF STATE	0	0	0	0	0	0	0	0	2	2	987,034	987,034	0
TOTAL	432	56	192	19	162	337	667	589	471	1727	\$ 637,524,456	\$ 643,902,774	\$ 6,378,318

Notes: a) The table covers the period from the end of FY 1991 through the latest data currently available - September 26, 1991. Does not include data for Regents Institutions or DOT. In addition, certain classes of employees are excluded: board members, juvenile restitution workers, patient/inmate, and personnel services contracts.

b) Termination numbers reflect all terminations since June 1, 1991. The RIF column refers to those terminations due to the reduction in force. The Temp column contains both RIF & Non-RIF terminations of temporary employees.

c) The annualized salary costs reflect the current bi-weekly payroll translated to an annual cost. The difference column reflects the difference between the two points in time.

d) The salary numbers for the General Assembly do not accurately reflect an annual cost due to the various options legislators have for receiving their annual salary.

Source: Dept. of Revenue and Finance payroll tapes.

LFB:pay9-26.xls 10/11/91

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:

July 8, 1991

Representative Kay Chapman, Chair
Subcommittee to review the status of
the classification of certain positions
within the Central Legislative Staff Agencies
Service Committee

Dear Representative Chapman:

I request consideration and support for the upgrades of the Deputy and the Legal Counsel positions in the office of Citizens' Aide/Ombudsman. Additionally, I would like to modify the job descriptions in the Assistant Citizens' Aide/Ombudsman series. Copies of each of these job descriptions are appended.

I. Deputy CA/O Position.

Currently the Deputy position is at Grade 35. It is the lowest Deputy grade among those positions in the Legislative Central Staff agencies. The Deputy Directors for the Legislative Service Bureau and the Fiscal Bureau are at Grade 39. A November 1990 comparison by the Service and Fiscal Bureaus found that the Deputy Director positions in the legislative branch are losing parity with similar administrative positions in the executive branch. A copy of the report is appended.

Of even greater concern to me has been the erosion of the Deputy Citizens' Aide position when compared to middle level supervisory positions in the Service and Fiscal Bureaus. The LSB Research Division Chief is at Grade 36, the LSB Legal Division Chief is at Grade 37 and the Principal Legislative Analyst in LFB is at Grade 36.

The Deputy position is a key one in this office. The Deputy must possess significant knowledge, experience and ability to act in the stead of the Ombudsman. The Deputy conducts regular case reviews with agency staff, administratively oversees the clerical staff in all aspects, carries a

Representative Kay Chapman, Chair
July 8, 1991
page two

regular caseload including intake, investigation and resolution of complaints, is solely responsible for complaints concerning the Iowa Correctional Institution for Women. The Deputy assists the Ombudsman in making case investigation strategy, personnel, budgetary and administrative decisions, and must be prepared to represent the office for the Ombudsman before legislative committees, administrative agencies, etc.

Since implementation of comparable worth for the legislative branch, the CA/O's staff size has increased and certain functional assignments within the office affecting the Deputy position have been made, most notably the direct supervision of the clerical staff. I believe that a more accurate comparable worth scoring for the Deputy CA/O position places the position at Grade 39.

The incumbent Deputy CA/O performs significant responsibilities for the agency and represents the agency at all levels of government. This stature has been reached by the incumbent after approximately 20 years of service in the office, including handling the responsibilities of every position in the office at one time or another. She has been frozen at step six at the end of her grade since 1987. I propose that the position of Senior Deputy CA/O be created at Grade 42 and available to rectify this circumstance. This designation would be logically consistent with the established Senior Caucus Director positions.

A comparison of the current and proposed Deputy CA/O and Senior Deputy CA/O scoring is appended for your review. Also attached is the proposed job description for the Senior Deputy position.

II. Legal Counsel Position.

A fundamental inequity exists when the position of CA/O Legal Counsel is compared with other attorney positions in state government. The CA/O Legal Counsel position was assigned range 31 during the legislative comparable worth study.

The Attorney I position in the Legislative Service Bureau is at Grade 30 and there is a progression to Attorney II (Grade 33), and Senior Attorney (Grade 36) positions. Assistants in the office of the Attorney General and Department of Personnel also enjoy a pay range from Grade 29 for an Assistant I, to Grade 34 for an Assistant II, and Grade 39 for an Assistant III.

Representative Kay Chapman, Chair
July 8, 1991
page three

I believe the duties and responsibilities of the CA/O Legal Counsel position are significantly greater than the Attorney I and II positions in LSB and the Assistant I, and II positions in the office of Attorney General and Department of Personnel. The Legal Counsel advises the Ombudsman and staff on the legal aspects of all case investigation decisions, represents the agency in administrative and judicial arenas, and carries a regular case load including intake, investigation and resolution of complaints. The Legal Counsel keeps staff apprised of the significance of Iowa Supreme Court decisions, Attorney General Opinions, and statutory changes to the work we do or may be called upon to undertake.

In addition to having to be admitted to the Iowa Bar, the CA/O Legal Counsel is required to be admitted to practice before both the Northern and Southern districts of the U.S. District Court in Iowa. This requirement is called upon when the office becomes involved in issues pertaining to the interests of the office in federal court. Issues such as the extension of CA/O privilege and immunity, the confidentiality of CA/O files, and defense of CA/O staff have involved the CA/O Legal Counsel in recent years. In one matter a former Legal Counsel had to coordinate a defense in federal appeal court in the Washington DC/Virginia area when the interests of the office were challenged in that venue.

The CA/O Legal Counsel must be experienced in Iowa District Court matters if a case requires enforcement of a subpoena or response to a discovery action seeking access to CA/O files. A recent Legal Counsel had to represent the office in district court trial on a subpoena enforcement issue and coordinate appeal of the adverse decision to the Iowa Supreme Court, which was decided in favor of our office.

In the current office structure the CA/O Legal Counsel stands alone in advising and representing the office. The Legal Counsel does not have the advantage of junior or senior counsel with whom to share research duties or discuss ideas and strategies. Given CA/O's broad jurisdiction the Legal Counsel must be prepared to entertain questions ranging from fence viewers and weed commissioners to administrative hearings and appeals, prison disciplinary due process issues, license revocations, etc. It is not a position which fosters specialization.

Representative Kay Chapman, Chair
July 8, 1991
page four

We have been extremely fortunate in hiring quality and experienced legal counsel in the office. Over the past several years attorneys in the office have had prior experience in private practice, as legal services attorneys, as a county attorney, an assistant county attorney, an assistant attorney general, a city attorney, and a judicial clerk, and a legislative service bureau attorney.

The three most recent Legal Counsels have left CA/O for employment with the Department of Personnel (1990), Drake Legal Clinic (1983), and Legislative Service Bureau (1989). All three were recruited to those new positions. It takes a minimum of four to six weeks, usually longer, to complete the hiring process when replacing a Legal Counsel.

I believe a legal counsel series should be created in the office - Legal Counsel I at Grade 31, Legal Counsel II at Grade 34, and Senior Legal Counsel at Grade 37. A proposed comparable worth scoring and job descriptions for these positions is presented for your consideration.

III. Assistant CA/O Series.

Currently the Assistant CA/O series includes Assistant I, (Grade 27), II (Grade 30), and III (Grade 33). Those positions are probably sufficient for the present time. Time in grade, assignments and responsibilities define current progression. Any staff assistant given institutional assignment is eligible for an Assistant II position. Assistant III includes case investigation supervision and/or institutional coordination. I would like to modify the Assistant I and Assistant II job descriptions so that a staff assistant can be given institutional assignment without automatically having claim to the Assistant II position and grade. Such managerial flexibility would allow the gradual assumption of institutional assignments and experience as one progresses through the Assistant I grade and potentially save on agency personnel expenses. Revisions of the two job descriptions are enclosed.

Representative Kay Chapman, Chair
July 8, 1991
page five

Thank you for your consideration of these requests. I am available to answer questions or provide additional information at your direction.

Sincerely,

William P. Angrick II

WPA:mk

Enclosures

Copies to: Senator Joseph Welsh
Senator Jack Rife
Representative John Connors
✓ Diane Bolender, Secretary, Legislative Council

01/chapman

	Proposed SR LC	Proposed CA/O LC II	Current CA/O LC I	Current LSB LC I	Current LSB LC II	Current LSB Sr LC
Knowledge/Education	8	8	8	7	8	8
Knowledge/Experience	5	5	4	3	4	5
Job Complexity	6	5	4	4	5	6
Guidelines/Supervision	4	4	3	3	3	4
Personal Contacts	D4	D4	D4	D4	D4	D4
Physical Demands	1	1	1	2	2	2
Mental/Visual Demands	1	1	1	1	1	1
Supervision Exercised	B2/	B2	A1	A1	B2	B2
Scope/Effect	4	4	3	3	3	4
Impact of Errors	4	3	3	3	3	4
Work Environment	1	1	2 (1)*	1	1	3
Hazards/Risks	1	1	1	1	1	1
Pace/Interruptions	C2	C2	C2	C3	C3	C3
TOTAL POINTS	639	528	447 (436)*	423	486	575
Grade Level	37	34	31	30	33	36

	Proposed CA/O SR DEP	Proposed CA/O DEPUTY	Current CA/O DEPUTY
Knowledge/Education	7	7	6
Knowledge/Experience	6	6	5
Job Complexity	7	7	6
Guidelines/Supervision	5	5	4
Personal Contacts	C-5	C-5	C-5
Physical Demands	1	1	1
Mental/Visual Demands	1	1	1
Supervision Exercised	C-4	C-4	C-3
Scope/Effect	5	4	4
Impact of Errors	4	4	4
Work Environment	2	2	2
Hazards/Risks	4	4	4
Pace/Interruptions	C-2	C-2	C-2
TOTAL POINTS	739	689	533
Grade Level	42	39	35

21/01table

STATE OF IOWA



COPY

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

WILLIAM P. ANGRICK II
CITIZENS AIDE OMBUDSMAN

In reply, please refer to

July 9, 1991

JUL 09 1991

Senator Joseph Welsh, Chair
Service Committee
Legislative Council
LOCAL

Dear Senator Welsh:

Reporting item: Judith Milosevich Stageberg successfully completed her probationary employment period on July 5, 1991 and would be eligible for a one step salary increase as of that date. However, it is my understanding the freeze on merit increases encompasses pay raises such as this one. Therefore I have not authorized a one step increase for Ms. Stageberg pending future direction from the Service Committee and Legislative Council.

Approval item: Service Committee approval is requested for the promotion of Judith Milosevich Stageberg to the position of Assistant II in the office effective the pay period beginning July 19, 1991. Ms. Stageberg carries significant institutional assignments in addition to general case duty. She is currently responsible for complaints coming from the Iowa Men's Reformatory (Anamosa), the Iowa Medical and Classification Center (Oakdale), the Riverview Release Center (Newton), and the North Central Correctional Facility (Rockwell City). She is currently travelling with and preparing to assume most of the correctional duties of Randy Meline, Assistant for Institutions, when Mr. Meline's resignation becomes effective on August 28, 1991.

Sincerely,



William P. Angrick II

WPA:jg

Copy to: Members, Service Committee
Diane Bolender, Secretary, Legislative Council
Judith Milosevich Stageberg

stagprom

GENERAL ASSEMBLY OF IOWA



LEGAL AND COMMITTEE SERVICES DIVISION

WIN C. POLLAK, ADMINISTRATOR

LEGAL COUNSELS

DOUGLAS L. ADKISSON
AIDA AUDEH
MARY M. CARR
JULIE A. SMITH CRAGGS
SUSAN E. CROWLEY
MICHAEL J. GOEDERT
MARK W. JOHNSON
GARY L. KAUFMAN
MICHAEL A. KUEHN
LESLIE E. WORKMAN

RESEARCH ANALYSTS

PATRICIA A. FUNARO
KATHLEEN B. HANLON
THANE R. JOHNSON

LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
(515) 281-3566
FAX (515) 281-8027
DIANE E. BOLENDER, *DIRECTOR*
RICHARD L. JOHNSON, *DEPUTY DIRECTOR*

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING (515) 281-5285

PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

LEGISLATIVE INFORMATION OFFICE

CAPITOL BUILDING (515)-281-5129

JULIE E. E. LIVERS
DIRECTOR

IOWA CODE DIVISION

LUCAS BUILDING (515) 281-5285

JoANN G. BROWN
IOWA CODE EDITOR

JANET L. WILSON
DEPUTY IOWA CODE EDITOR

July 18, 1991

TO: CHAIRPERSON WELSH AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER, DIRECTOR *DB*

RE: JULY PERSONNEL REPORT

Pursuant to a request made at the June 13, 1991, Service Committee meeting, I am requesting approval to classify Bridget McNerney as Acting Executive Administrator of the Bill Room. Kitty Miklus has filed for permanent disability while she continues her medical treatments and Bridget McNerney has been performing the functions of the Executive Administrator. Bridget would be classified as Grade 23, step 1.

Notification is made that Neal Baedke did not successfully complete his probationary period of employment as a Code Proofreader and his employment with the Legislative Service Bureau was terminated on July 10, 1991.

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERS

Senator Joe Welsh, Chairperson
Senator Bill Hutchins
Senator Jack Rife

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

TENTATIVE AGENDA

Thursday, July 18, 1991
Committee Room 22

10:15 a.m.

Call to Order

Roll Call

Approval of Minutes of June 13 Meeting
(Previously Distributed)

Update on Mainframe Computer Installation
- Sandy Scharf

Report of Computer User Policy Direction Committee

Report of the Citizens' Aide Salary Subcommittee
- Representative Kay Chapman, Chairperson

Personnel Reports
- Citizens' Aide\Ombudsman
- Legislative Service Bureau

Additional Business?

Adjournment

agenserv