

STATE OF IOWA



CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3062

WILLIAM P. ANGRICK II
CITIZENS' AIDE / OMBUDSMAN

In reply, please refer to:

May 18, 1992

Senator Mike Gronstal, Chair
Service Committee, Legislative Council
Capitol Building
LOCAL

Dear Senator Gronstal:

I bring a personnel report request and a legal report informational item to the Service Committee for consideration this month.

PERSONNEL REPORT

Committee approval is asked that Steve Exley be moved from Assistant I, Grade 27, Step 1, to Assistant II, Grade 30, Step 1. Mr. Exley successfully completed his probationary employment earlier this year. Since joining the staff Mr. Exley has assumed responsibilities for the Iowa Men's Reformatory at Anamosa, the most populated prison in the state, and the Iowa Medical and Classification Facility at Oakdale. Institutional assignment is a defining characteristic of the Assistant II position.

LEGAL REPORT

CA/O Legal Counsel Ruth Cooperrider has filed the appeal brief to the Iowa Supreme Court in the litigation between the office of Citizens' Aide/Ombudsman and officials of the Department of Corrections (DOC). The assistant attorney general representing DOC Director Paul Grossheim and Warden Crispus Nix requested an extension on the filing of his reply brief until June 13, 1992. Under those circumstances the case probably will not be decided before late summer.

Sincerely,

William P. Angrick II

WPA:mk

GENERAL ASSEMBLY OF IOWA



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IOWA CODE EDITOR

JANET L. WILSON

DEPUTY IOWA CODE EDITOR

May 15, 1992

MEMORANDUM

TO: CHAIRPERSON GRONSTAL AND MEMBERS OF THE SERVICE COMMITTEE

FROM: Diane Bolender, Director *DB*

RE: May Personnel Report

A. Notification is made of the following personnel actions since the December 1991 Service Committee meeting:

1. Diane Young resigned as a Legislative Proofreader at the beginning of the legislative session and two temporary proofreaders, Janet Hawkins and Dan Degen, were hired for the legislative session and the permanent position was not filled. The permanent position will now be advertised and filled to allow the Iowa Code Office to borrow proofreaders for the publication of the 1992 Session Laws and 1993 Iowa Code. Two part-time proofreaders have been temporarily reemployed in the Administrative Code Division to assist in the publication of the Administrative Bulletin and Code and will be called in to work as needed. Additional temporary proofreaders may be hired to assist in the publication of the 1992 Session Laws and 1993 Iowa Code.

2. Bridget Moser was employed as a Bill Clerk during the legislative session. Jen Ripperger and Brian Clark were employed as pages. As one of the permanent bill room positions remains unfilled, Jen Ripperger will be working this summer as a Bill Clerk employed on a temporary basis, principally in assisting with the moving of two years of legislative bill files to archives and relocating the last two years of files.

3. Jo Ann Brown, Iowa Code Editor, and Patricia Fetters, Assistant Indexer, in the Administrative Code Division, will both be retiring June 18, 1992. The Iowa Code Editor responsibilities will need to be filled immediately as requested in Part B of this memorandum. The Assistant Indexer position will also be filled in the near future.

4. The temporary, summer Saturday Tour Guide position will be noticed and filled as soon as possible.

5. A number of employees were given retroactive merit step increases due to their review date falling between June 21, 1991, and July 1, 1991. This action was taken to conform to executive branch action to award such step increases in accordance with an arbitrator's award.

B. Approval is requested for the following employee reclassifications:

1. Loanne Dodge from Assistant Editor II (grade 27, step 6) to Acting Deputy Iowa Code Editor, (grade 33, step 2), effective June 19, 1992. Ms. Dodge has been employed in the Code Office on a permanent basis since 1980 and has increasingly assumed management responsibilities in the Iowa Code Division over the last few years. With the retirement of the Iowa Code Editor, this reclassification is proposed as a temporary solution, and as an alternative to the creation of a Managing Iowa Code Editor position and an Iowa Code Legal Editor position, both at grade 36, which would require a position classification system change. Under such a position reclassification system change and under this temporary reclassification of Ms. Dodge, the managing position would entail final administrative authority over all Iowa Code Division functions and employees. Also under such a position reclassification system change and in conjunction with this temporary reclassification of Ms. Dodge, the legal editing position, which is currently filled at the Deputy Iowa Code Editor level by Janet Wilson, would entail primary responsibility for all legal editing functions and Code Editor bill preparation, as well as acting as the Iowa Code Division's legal counsel. Administrative authority over various phases and functions of the Iowa Code Division could also be delegated to Ms. Wilson by Ms. Dodge. Please refer to the attached job descriptions for the proposed Managing Iowa Code Editor and Iowa Code Legal Editor positions under such a position reclassification system change. The Assistant Editor position vacated by Ms. Dodge will be advertised and filled at the Assistant Editor I level.

2. Mary Carr from Legal Counsel I (grade 30, step 3) to Legal Counsel II (grade 33, step 2), effective June 19, 1992. Ms. Carr has been employed in the Legislative Service Bureau since 1989 and has increasingly assumed more difficult drafting assignments in the judiciary and state government areas.

3. Julie Smith from Legal Counsel I (grade 30, step 3) to Legal Counsel II (grade 33, step 2), effective June 19, 1992. Ms. Smith has been employed in the Legislative Service Bureau since 1989 and has increasingly assumed more difficult drafting assignments in the transportation and environment areas.

4. Patty Funaro from Research Analyst II (grade 30, step 4) to Legal Counsel II (grade 33, step 3), effective June 19, 1992. Ms. Funaro has recently been awarded a law degree and is sitting for the Iowa bar examination in June. Ms. Funaro has been employed in the Legislative Service Bureau since 1986 and has increasingly assumed the most difficult drafting assignments in the environment and human resources areas.

5. Gary Rudicil from Research Analyst I (grade 27, step 3) to Research Analyst II (grade 30, step 2), effective June 19, 1992. Mr. Rudicil has been employed in the Legislative Service Bureau since 1989 and has increasingly assumed more difficult redistricting, staffing, and computer support responsibilities.

6. Kathy Bates from Assistant Code Editor I (grade 24, step 5) to Assistant Editor II (grade 27, step 4), effective June 19, 1992. Ms. Bates has been employed on a permanent basis in the Code Office since 1986 and has increasingly assumed more responsibility for all aspects of publication of the Administrative Bulletin and Code.

7. Bridget McNerney from Acting Executive Administrator (grade 23, step 1) to Executive Administrator (grade 23, step 1), effective June 19, 1992. Ms. Kitty Miklus, who was previously employed as the Executive Administrator, has been placed on long-term disability.

8. Donna Munzenmaier from Code Proofreader (grade 15, step 3) to Proofreader/Indexer (grade 17, step 2), effective June 19, 1992. Ms. Munzenmaier has been employed on a permanent basis in the Code Office since 1989 and has increasingly assumed more responsibility for the construction of tables and indexing items for the preparation of the various Iowa Code Division legal publications.

9. Cathie Young from Legislative Proofreader (grade 16, step 3) to Proofreader/Indexer (grade 17, step 3), effective June 19, 1992. Ms. Young has been employed in the Legislative Service Bureau since 1989 and has spent the major portion of the last three interims assisting the Iowa Code Division in proofreading and performing other miscellaneous tasks related to the Division's legal publications. This promotion would assign her permanently to the Iowa Code Division and leave her position in the Support Services Division vacant. The vacant position would be filled before the next legislative session.

MANAGING IOWA CODE EDITOR. Salary Rate: Grade 36

1. Qualifications, Skills, and Ability: A minimum of four years of experience as an Assistant Editor with day-to-day management responsibilities. 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: Produce, 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. Overtime is required with partial compensatory time provided.

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IOWA CODE LEGAL EDITOR. Salary rate: Grade 36

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. Comparable experience elsewhere may be substituted. 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: Edit the Iowa Acts, and the Iowa Code and its supplements and special editions. Assist the Managing Iowa Code Editor in all aspects of the Managing Iowa Code Editor's statutory duties, including preparation and compilation of its publications. Act as Legal Counsel to the Iowa Code Division. Submit the Code Editor recommendations, with the concurrence of the Managing Code Editor, to the General Assembly. Communicate with officials in various levels of government and advise such officials of legislative and publication procedures. Assist the Managing Iowa Code Editor in certain administrative duties relating to Iowa Code publication. Train persons in Iowa Code-related duties. 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 Services Administrator in reviewing the accuracy of bills and amendments. Overtime is required with partial compensatory time provided.

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DENNIS C. PROUTY
DIRECTOR
515/281-5279

STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

MEMORANDUM

TO: Members of the Legislative Service Committee
Senator Gronstal, Chairperson
Representative Connors, Vice Chairperson
Senator Hutchins
Senator Rife
Representative Chapman
Representative Van Maanen

FROM: Dennis Prouty *DP*

DATE: May 19, 1992

RE: Staff Promotions

Attached is a list of Legislative Fiscal Bureau employees who are eligible for promotion as outlined in the Personnel Guidelines for the Central Legislative Staff Agencies. The guidelines state, "...the employee must at least receive satisfactory ratings on their current job assignment, and the employee must meet the minimum qualifications for the new position". Each of the employees listed meets or exceeds the minimum experience qualifications for the next position in their job series and has completed a satisfactory performance review. Therefore, I am requesting your approval to promote these employees.

There is such a large group eligible for promotion this year because in 1987, eight staff were added for additional oversight responsibilities. Additionally, due to staff turnover, five employees were hired in 1989 and are now eligible for their first promotion.

Funds for these promotions were included in the Fiscal Bureau's FY 1992 budget, separate from any merit or cost of living increases. Promoting these employees would be consistent with current Executive Branch policy. Merit increases and class promotions have been provided throughout all branches of state government, although cost of living increases were frozen pending the outcome of the state employee salary lawsuit against the Governor.

LFB:G:PROMELG.SAM

**Legislative Fiscal Bureau
Employees Eligible for Promotion**

<u>Title</u>	<u>C U R R E N T</u>		<u>Last Promotion</u>	<u>Proposed Promotion</u>
	<u>Grade & Step</u>	<u>LFB Empl. Date</u>		<u>Title</u>
Legislative Analyst 1				
Shipman, M	27-3	22-Dec-89	—	Legislative Analyst 2
Shipman, P	27-3	13-Dec-89	—	Legislative Analyst 2
Reynolds	27-3	10-Sep-89	—	Legislative Analyst 2
Studer	27-3	5-Sep-89	—	Legislative Analyst 2
Legislative Analyst 2				
Robinson	30-3	17-Nov-87	22-Dec-89	Legislative Analyst 3
Wisner	30-3	4-Apr-87	13-Apr-89	Legislative Analyst 3
Hawley, C	30-3	9-Feb-87	6-Jan-89	Legislative Analyst 3
Hawley, J	30-3	22-Jan-87	6-Jan-89	Legislative Analyst 3
Lenstra	30-3	21-Jan-87	6-Jan-89	Legislative Analyst 3
Durand	30-3	20-Jan-87	6-Jan-89	Legislative Analyst 3
Legislative Analyst 3				
Snyder	33-3	19-Nov-84	6-Jan-89	Sr. Legislative Analyst
Lerdal	33-3	17-Feb-89	—	Sr. Legislative Analyst
Run Designer 2				
Duffy	27-3	18-Aug-89	—	Run Designer 3

All listed staff have met the minimum experience requirements for promotion to the next job class and have received a satisfactory performance review.

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERS

Senator Mike Gronstal, Chairperson
Senator Bill Hutchins
Senator Jack Rife

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

TENTATIVE AGENDA

Tuesday, May 19, 1992
Committee Room 22

10:30 a.m.

Call to Order

Roll Call

Approval of Minutes of December 19, 1991 Meeting
(Previously Distributed)

Personnel Report

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

Legal Report

- Citizens' Aide/Ombudsman

Additional Business, if any

Adjournment