

**LEGISLATIVE SERVICE BUREAU
PROFESSIONAL STAFF OVERTIME
01/01/92 - 06/04/92**

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	457.50	40.00	417.50	120.00
2	389.50	40.00	349.50	120.00
3	382.25	40.00	342.25	120.00
4	380.50	40.00	340.50	120.00
5	366.00	40.00	326.00	120.00
6	363.50	40.00	323.50	120.00
7	355.50	40.00	315.50	120.00
8	313.25	40.00	273.25	120.00
9	296.00	40.00	256.00	120.00
10	263.75	40.00	223.75	120.00
11	257.75	40.00	217.75	120.00
12	229.25	40.00	189.25	120.00
13	220.25	40.00	180.25	120.00
14	199.00	40.00	159.00	120.00
15	193.50	40.00	153.50	120.00
16	170.50	40.00	130.50	120.00
17	161.00	40.00	121.00	120.00
18	140.50	40.00	100.50	100.50
Total Hours	5,139.50	720.00	4,419.50	2,140.50
Average	285.53		245.53	118.92

**LEGISLATIVE SERVICE BUREAU
 PERMANENT FULL-TIME SUPPORT STAFF OVERTIME
 01/01/92 - 06/04/92**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	259.00	388.50
2	238.00	357.00
3	207.50	311.25
4	188.25	282.38
5	180.75	271.13
6	175.00	262.50
7	164.75	247.13
8	163.25	244.88
9	153.00	229.50
10	146.25	219.38
11	145.75	218.63
12	114.00	171.00
13	45.25	67.88
14	43.25	64.88
15	30.75	46.13
Total Hours	2,254.75	3,382.17
Average	150.32	225.48

**LEGISLATIVE SERVICE BUREAU
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME
01/01/92 - 06/04/92**

<u>Employee</u>	<u>Total Overtime Worked</u>
1	182.25
2	147.75
3	99.50
4	94.50
5	86.50
6	75.00
Total Hours	685.50

LEGISLATIVE SERVICE BUREAU

**POLICIES AND PROCEDURES
MANUAL**

Revised: June 18, 1992

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I. FUNCTIONS OF THE LEGISLATIVE SERVICE BUREAU

Chapter 1. OVERVIEW.

The purpose of the Legislative Service Bureau is to provide legal and committee staffing services to the Iowa General Assembly. These services are provided on an objective, nonpartisan basis by a professionally trained staff and include bill and amendment drafting, research, committee staffing, public information, and legal publication services. Service Bureau staff are precluded by statute from making policy recommendations. Service Bureau policies are established by the Legislative Council to whom the Service Bureau Director is responsible.

The Service Bureau was first established in 1955 as the Legislative Research Bureau. The Service Bureau currently is made of the following divisions:

1. Legal and Committee Services Division
2. Iowa Code Division
3. Administrative Code Division
4. Information Services Division
5. Support Services Division

1. Legal and Committee Services Division

The Legal and Committee Services Division, with the assistance of the Support Services Division, provides services to both the Chambers of the Legislature, including bill and amendment drafting, legal and legislative research, standing committee staffing, interim committee staffing, staffing for the Legislative Council and its various committees, and various administrative services.

This division prepares bills and amendments at the request of any committee or individual member for introduction in and consideration by the General Assembly. The services performed in this process range from review and revision of proposals developed outside of the Service Bureau to complete drafting of proposals based upon the stated objectives of the requestor. This division also drafts proposed Governor's bills, prefiled departmental bills, conference committee reports, and prepares enrolled bills for deliver to the Governor for signature.

This division also undertakes major studies requested by the General Assembly, the Senate, the House of Representatives, a legislative committee, or twenty or more members of the General Assembly, upon the approval by, and in accordance with the priorities established by the Legislative council. Final reports of studies conducted during a legislative interim are prepared and distributed to all members of the General Assembly by the Service Bureau.

Smaller research and reference projects, which can be completed by Service Bureau staff with a limited amount of work, are performed at any time upon the request of any legislator without the necessity of specific approval of the Legislative Council.

2. Iowa Code Division

The Iowa Code Division is required by law to prepare and publish the Iowa Acts (Session Laws), which is the official manuscript copy and comprehensive index of all Acts and Joint Resolutions of the General Assembly enacted during each session. The Division also publishes the Code of Iowa which contains all the general and permanent laws of the state. In publishing the Code, the Code editor must examine and apply each Act of the General Assembly to the body of existing

law, eliminating all special and private Acts and all parts of the general Acts which are temporary in nature. The Code editor must determine the location of new legislative enactments and assign chapter and section numbers as well as establish section headings, historical references, and cross-references, which enable the user to trace the sources and origins of the legislative enactments. Tables of disposition of session laws and tables of corresponding sections of session laws and codes are also included in the Code. A comprehensive and detailed index to the Code is also prepared and published with the code every two years.

The first Code was published in 1851 and the Codes have been continuously kept up to date since then. Until 1924, each new Code was separately authorized by the General Assembly and a new editor appointed for each. In 1924, the position was made permanent and the law changed to provide for publication every four years. The statute was amended in 1970 to provide for the Code to be published every two years. In the alternative years when the Code is not published, a Supplement is published.

The Code editor is also required to submit appropriate recommendations to each General Assembly for the purpose of amending, revising, and codifying portions of the law which may be conflicting, redundant, or ambiguous.

3. Administrative Code Division

The Administrative Code Division edits and publishes the Iowa Administrative Bulletin biweekly. The Bulletin contains proposed and adopted administrative rules of all the various state agencies, executive orders, proclamations, and other materials deemed fitting and proper by the Administrative Rules Review Committee. The Administrative Code Editor serves as secretary at the meetings of the Administrative Rules Review Committee. The Division also publishes the Iowa Administrative Code and that Code's biweekly supplements. Additionally, the Division publishes, in loose-leaf format, the Iowa Court Rules and any supplements when amendments to the rules are filed by the Supreme Court or enacted by the General Assembly. The Iowa court Rules includes the Rules of Civil Procedure, Rules of Criminal Procedure, Rules of Appellate Procedure, Supreme Court Rules, and various other court-related rules. Other official documents such as the State Roster and specific subject matter codifications are also published by the Division.

4. Information Services Division

The Information Services Division is responsible for the operation of the Legislative Public Information Office, the Legislative Research Library, and the Capitol Tour Guides. The Public Information Office maintains a legislative calendar throughout the year and responds to an average of over 1000 public information requests monthly. That Office also publishes numerous information brochures such as "How A Bill Becomes A Law", a General Assembly seating chart, and a Directory of Iowa which includes elected state officials, legislators, and Iowa's congressional delegation. The Capitol Tour Guides conduct public tours of the Capitol Building throughout the year on weekdays and Saturday mornings.

5. Support Services Division

The Support Services Division provides support services primarily to the Legal and Committee Services Division, and secondarily to the other divisions. These support services include typing, text processing, proofreading, receptionist, clerical, financial, and document handling services. A major responsibility of the division is processing the workflow resulting from the numerous bills and amendments which are drafted each year.

Chapter 2. STATUTORY DUTIES AND RESPONSIBILITIES.

SECTIONS CITED.

2.14	Meetings of Standing Committees.
2.16	Prefiling Legislative Bills.
2.35	Communications Review Committee Established.
2.58	Service Bureau.
2.59	Director. (Legislative Service Bureau)
2.61	Requests for Research.
2.64	Assistance by Bureau.
2.65	Information and Assistance.
2.91	Iowa Boundary Commission.
3.1	Form of Bills.
3.2	Bill Drafting Instructions.
7.17	Office of Administrative Rules Co-ordinator.
7E.6	Compensation of Members of Boards, Committees, Commissions, and Councils.
14.1	Code Editor.
14.6	Code Editor's Duties.
14.7	State Roster Pamphlet.
14.8	Recommendations -- Printing and Reference.
14.9	Table of Corresponding Sections.
14.10	Session Laws.
14.11	Original Enrolled Bills.
14.12	Style of Code.
14.13	Editorial Powers and Duties.
14.14	Omissions in Reference to Code Sections.
14.15	Future Codes.
14.16	Preparation.
14.17	Citation or Permanent Code or Supplements.
14.18	Citation of Session Laws.
14.19	Citation of Prior Codes.
14.20	Official Statutes.
14.21	Publication of Parts of Code and Court Rules.
14.22	Appropriation.
17A.4	Procedure for Adoption of Rules.
17A.6	Publications.
25B.5	Estimation -- Procedures.
28B.1	Membership of Commission.
42.2	Preparations for Redistricting.
42.3	Timetable for Preparation of Plan.
42.6	Duties of Commission.
49.7	When Reprecincting Required.

97D.4 Public Retirement Systems Committee Established.
275.23A Redistricting Following Federal Decennial Census.
331.209 Plan "Two" Terms of Office. (Redistricting for county supervisor
districts)
602.402 Rulemaking Procedure. (Supreme Court rules)

Issue as to whether the sections 17A.5 and 17A.8 should be included in this section.

II. Organizational Structure of the Legislative Service Bureau
Chapter 1. ORGANIZATIONAL CHARTS.

Chapter 2. POSITION DESCRIPTIONS AND RESPONSIBILITIES.

**III. Personnel Guidelines
Completed.**

IV. Internal Personnel Policies of the Legislative Service Bureau

Chapter 1. OFFICE HOURS – ATTENDANCE.

1. Office Hours

The regular office hours of the Legislative Service Bureau are from 8:00 a.m. to 4:30 p.m. Employees of the Bureau are in attendance during these office hours except as otherwise provided and permitted under this division.

2. Time Sheets

Time sheets specifying the work and leave hours of an employee must be filled out completely, including the calculations for both horizontal and vertical columns. Time sheets must be completed accurately to the quarter hour. Arrival time should be rounded off to the nearest quarter hour (e.g. 8:05 a.m. should be rounded to 8:00 a.m., 8:10 a.m. should be rounded to 8:15 a.m.).

In order to allow sufficient time for processing, the time sheet must be signed by the employee and, unless otherwise required, should be submitted no later than 9:00 a.m. the Friday following the end of the pay period.

(See examples of time sheets attached at the end of this chapter.)

3. Breaks

The regular work day includes a one-half hour lunch break and a morning and afternoon break which should not exceed fifteen minutes each. If an employee does not use the midmorning or midafternoon break, that time may be used during the employee's lunch break. If the employee does not use either or both of the fifteen minute break periods, either during the day or at lunch, the unused time is lost and does not accrue to any overtime totals. The regular one-half hour lunch break is not compensated, unless the employee is required to remain at a work station during the entire lunch time period as verified by your supervisor. In completing a time sheet, consider one-half hour of working hours around noon as uncompensated, unless otherwise approved by the employee's supervisor.

(Please note that the lunch break is intended to remain flexible, as many employees are not able to take a lunch break every day due to work load constraints. Work permitting, an employee may rearrange the employee's lunch breaks during the week, as necessary. However, absences by an employee utilizing this option should be reported to the front office personnel as provided under section 4 of this chapter.)

4. Report of Absences

An employee who will arrive twenty minutes or more late for work or who is leaving early must report that information to the front office personnel. An employee arriving late should call as soon as possible to inform the front office of such late arrival. An employee who will be absent from the office during regular work hours, for any purpose, must also inform the front office of the length of such absence, and, as appropriate, where the employee can be reached during the time of that absence.

(Also see SCHEDULING OF LEAVE contained in this division.)

Chapter 2. EMPLOYEE LOCATION.

All employees must indicate their location on the Bureau's automated IN/OUT board. If the employee is at another location from that entered on the automated system and unable to enter that new location, the employee should attempt, if possible, to contact and inform the front office of the employee's location and request that the new location be entered on the automated system. Employees should enter an approximate time of return if that is known. An employee on scheduled leave should indicate the date of return on the automated system.

Chapter 3. OVERTIME -- COMPENSATORY TIME.

1. Overtime

Employees of the Legislative Service Bureau are expected to account for 80 hours per two-week pay period and any additional time as required by the employees' jobs. The Bureau anticipates that its employees will be required to work in excess of eight hours a day while the General Assembly is in session and periodically during the interim period depending upon workload and staffing requirements. In order to meet the workload demands of the Bureau, it may be necessary to require overtime hours of employees on short notice.

Unless otherwise approved by the Director or other appropriate supervisor, overtime accumulated on any one day must equal or exceed one-half hour to be compensated and can be accumulated thereafter in quarter-hour increments. For permanent employees, any overtime increments worked before 8:00 a.m. or after 4:30 p.m. should be recorded on the time sheet as overtime. During the interim, an employee may take off a period of time during a two-week pay period equal to any overtime accumulated during that same pay period if the employee's workload allows and approval from the Director or other appropriate supervisor is obtained. While the General Assembly is in session, an employee may take off a period of time during a two-week pay period equal to any overtime accumulated during that same pay period if the employee's workload allows, both chambers of the General Assembly have adjourned for the day, and approval from the Director or other appropriate supervisor is obtained."

2. Compensatory Time

ANNUAL ACCRUAL PERIOD FOR COMPENSATORY TIME. The annual accrual period for compensatory time for all Service Bureau employees located in the Capitol Building and for the Iowa Code Editor, the Deputy Iowa Code Editor, and the Finance Officer is the calendar year. The annual accrual period for compensatory time for all other Service Bureau employees is the fiscal year.

COMPENSATORY TIME AND OVERTIME PAY POLICY. Pursuant to the Legislative Council Resolution relating to the compensation of employees of the central legislative staff agencies, adopted _____:

A. Employees in the following positions may accrue up to 120 hours of compensatory time for overtime worked through the legislative session on an hour-for-hour basis, provided that the 120 hours shall not begin to accrue until after these employees have accrued an initial 40 hours of overtime during the legislative session: Director, Deputy Director, Iowa Code Editor, Administrative Code Editor, Committee Services Administrator, Legal Counsels, and Research Analysts.

B. Employees in the following permanent full-time positions accrue one and one-half hours of compensatory time for every hour of overtime worked: Legislative Text Processors, Proofreaders, Confidential Secretary, Executive Administrator, Senior Bill Clerk, Legislative Information Office Director, Legislative Information Officers, Legislative Research Librarian, Assistant Editors, Publication Coordinators, Chief Indexers, Assistant Indexers, Administrative Assistants, Executive Secretary, Proofreader/Indexers, Code Proofreaders, and Finance Officer.

C. Employees in the following temporary or part-time positions receive one and one-half hours of overtime pay for every hour of overtime worked: Assistant Librarian, Capitol Tour Guides, Bill Clerks, temporary Proofreaders, temporary Proofreader/Indexers, temporary Code Proofreaders, and Pages.

Chapter 4. SCHEDULING OF LEAVE.

All employees of the Legislative Service Bureau are required to fill out a leave application form for vacation leave, sick leave, business leave, leave without pay, and compensatory time. Application is made to the Director or the Director's designee. Scheduled leave including vacation leave, business leave, leave without pay, compensatory time, sick leave for doctor's appointments, and other similar type leave is approved at the discretion of the Director or the Director's designee. Unscheduled leave including unanticipated sick leave, and other similar unanticipated type leave must be reported to the employee's work site by 8:00 a.m. Upon return to work, the employee is to document such unscheduled leave on a leave application form. (Please note that an employee who is absent during regular work hours as a result of unscheduled leave may use any appropriate leave time available to the employee. For example, an employee absence due to illness need not use earned sick leave, but may choose to use earned vacation compensatory time instead.)

A request for leave of any type which is to exceed one day, other than unscheduled leave, must be requested on the leave application form at least 24 hours in advance of the starting time of the leave unless otherwise approved by the Director or the Director's designee. A request for leave of any type of one day or less need not be submitted in advance, but to do so is preferable. If advance notice is not given in writing, oral notice shall be given to the employee's work site in advance of such leave, and upon return to work, the employee is to document such leave on a leave application form.

An employee who is to arrive at work more than 20 minutes late must notify the front office of such late arrival. Appropriate leave time must be used for such late arrival unless otherwise provided.

Chapter 5. OUTSIDE EMPLOYMENT.

Employees of the Legislative Service Bureau are to devote all their efforts and attention during working hours to Bureau related activities. An employee may engage in employment outside of the Bureau as long as the other employment does not interfere with the employee's Bureau related job performance, including the anticipated overtime often required of Bureau employees during the legislative session and during the interim as dictated by the employee's and Bureau's workload. Any employment which could be viewed as an extension of Bureau activities will not be allowed as private employment for compensation. State resources shall not be used by the employee for any purpose related to the outside employment. An employee shall notify the Director of all outside employment prior to commencing the outside employment.

Chapter 6. SERVICE ON VOLUNTARY BOARDS AND COMMISSIONS.

Employees of the Legislative Service Bureau may serve on voluntary boards and commissions unless that service would conflict with other policies of the Bureau or would result in a conflict of interest with the employee's duties with the Bureau. The service by the employee must also not interfere with the employee's Bureau related job performance, including the anticipated overtime often required of Bureau employees during the legislative session and during the interim as dictated by the employee's and Bureau's workload. State resources shall not be used by the employee for any purpose related to such service. An employee shall notify the Director of all service on voluntary boards and commissions prior to commencing such service.

Chapter 7. BUSINESS RELATED TRAVEL -- CONFERENCES.

1. Travel

All travel related to Legislative Service Bureau business requires the prior approval of the Director. A request for travel should be made in writing to the Director. The accrual of work hours while away from the usual workplace of the employee for work-related business is established in Division IV, Chapter 6, C.(1)i. of the Personnel Guidelines for the Central Legislative Staff Agencies.

2. Program Summary and Evaluation

An employee participating in authorized travel, within a reasonable time after returning to the usual workplace of the employee, should provide to the Director a written summary concerning the program, seminar, or conference subject matter. This summary shall be kept on file. The summary should provide sufficient information to allow a reader to determine if it would be useful to contact the employee for additional information and material which may have been provided at the program, seminar, or conference.

The summary should also include an evaluation of the program, seminar, or conference for possible use by the Director in determining whether attendance by Bureau employees in the future would be appropriate and useful.

3. Transportation

STATE VEHICLE. Use of a state vehicle for authorized travel on Bureau business should be arranged through the state vehicle dispatcher. Requests should be submitted to the Director for approval on the appropriate form, and if possible, should be submitted three working days in advance of the date of travel. Forms for vehicle requests can be obtained from the front office.

PERSONAL VEHICLE. An employee using the employee's own vehicle can be reimbursed at \$.21 per mile. Specific authorization from the Director is required prior to the use of a personal vehicle for business travel. Travel reimbursement forms are available from the front office.

AIR TRAVEL. The Department of Revenue and finance requires the receipt of specific records in order to make transportation reimbursement for airfare. When the airfare is billed to the Legislative Service Bureau or a personal credit card, reimbursement will not be made until after the trip. A copy of the invoice/itinerary from the travel agency (pink copy if possible) must be submitted with the travel voucher. The passenger receipt (last copy of airfare ticket) must also accompany the voucher submitted for payment.

4. Expenses -- Reimbursement

Most registration fees are charged directly to the Bureau. A registration receipt must be submitted to the finance officer for payment to be processed. If the employee remits the registration fee personally, a registration receipt must be submitted with the travel voucher. Pursuant to the meal reimbursement policy for Bureau employees, which applies to both in-state and out-of-state travel, the following limitations apply:

Breakfast	\$ 5.00
Lunch	\$10.00
Dinner	\$15.00

Receipts are not required for meal reimbursement. If a meal is provided as part of the registration fee, generally no separate reimbursement can be made. Reimbursement is not provided for alcoholic beverages. If an employee is entitled to reimbursement for more than one meal during any given day, the employee may exceed the above limitation for a meal if the total of the meal expenses to which the employee is entitled for the day does not exceed the maximum reimbursement for entitled meals during the day.

5. Overnight Lodging

Reimbursement is allowed at actual and reasonable rates for overnight lodging both in-state and out-of-state. State government rates are required, if available, for in-state overnight lodging.

Chapter 8. OFFICE ATTIRE.

Employees of the Legislative Service Bureau shall wear appropriate attire when the General Assembly is in session. For male employees, appropriate attire means suits or slacks and jackets, and ties. For female employees, appropriate attire means suits, dresses, skirts, or dress slacks.

Less formal attire may be worn during the legislative interim, however, jeans, shorts, tee shirts, and rubber soled sports shoes are not acceptable work attire except as a specifically approved exception. An employee of the Service Bureau required to be present at a legislative meeting or required to meet with employees of other public or private agencies, shall wear attire appropriate for the legislative session.

Exceptions to this chapter may be granted by the Director under special circumstances.

Chapter 9. PROFESSIONAL CONDUCT.

Employees of the Legislative Service Bureau shall conduct themselves in a professional manner during the normal office hours at the Service Bureau or while attending meetings or conferences away from the employees usual work location. Employees shall fulfill the responsibilities of their position to the best of their ability.

When present at a committee meeting of any type, Service Bureau staff should avoid any behavior which might be interpreted as indicating agreement or disagreement of testimony or committee action. Additionally, Service Bureau staff should not interject themselves in committee deliberations except upon the request of the chairperson or a member of the committee.

Information provided to a committee should be done in a manner that is as objective as possible. If the staff person does not know or is not sure of the answer to a question directed to the staff person, the staff person should inform the committee of that fact and indicate that the requested information shall be provided as soon as possible. The staff person shall then follow-up and provide or verify that such information has be provided to the committee.

Chapter 10. SMOKING POLICY.

Smoking is not allowed in the offices of the Legislative Service Bureau. Designated areas in the Capitol Building may be used by Service Bureau employees. In addition, smoking is allowed in the northwest corner of the third-floor balcony next to the railing on unscheduled work days and on scheduled work days before 8:00 a.m., between 9:30 a.m. and 10:30 a.m., between 2:30 p.m. and 3:30 p.m., and after 4:30 p.m. Balcony smoking hours may be restricted during the Legislative session.

Chapter 11. EMPLOYEE HOLIDAYS.

**An employee of the Service Bureau is granted paid holidays as provided in Code section 33.2.
(Also see the Chapter 6 of the Personnel Guidelines for the Central Legislative Agencies.)**

V. EMPLOYEE BENEFITS

Chapter 1. INSURANCE.

1. Health Insurance

Employees of the Legislative Service Bureau may select from several types of health insurance coverage including two Blue Cross/Blue Shield programs and several health maintenance organizations. Detailed information concerning the various available coverages, including the cost of each coverage to the employee is available from the Bureau's Finance Officer.

A permanent employee who works twenty hours or more per week is eligible for health insurance coverage. New employees of the Bureau must complete an enrollment form within thirty days of employment. An enrollment form will be provided to the employee by the Finance Officer. The health insurance coverage selected is effective the first day of the month following thirty days of continuous employment.

An employee who chooses to decline health insurance coverage must sign the appropriate section of the application indicating such choice and return the application to the Finance Officer.

2. Dental Insurance

The state's dental insurance administrator is Delta Dental, a subsidiary of Blue Cross/Blue Shield of Iowa. A permanent employee of the Service Bureau who works twenty hours or more per week is eligible for dental insurance. New employees of the Bureau must complete an enrollment form within thirty days of employment. An enrollment form will be provided to the employee by the Finance Officer. Dental insurance coverage is effective the first day of the month following thirty days of continuous employment.

An employee who chooses to decline dental insurance coverage must sign the appropriate section of the application indicating such choice and return the application to the Finance Officer.

3. Disability Insurance

Permanent employees of the Service Bureau are covered by a long-term disability insurance program. This program will provide a monthly income benefit to employees unable to work due to prolonged sickness or accident. There is a waiting period equal to the greater of ninety working days of continuous sickness/accident disability, or the expiration of accrued sick leave time. Benefits are payable until age 65 and are computed by multiplying the employee's monthly earnings by twenty percent if employed less than one year, forty percent if employed between one and two years, and sixty percent if employed two years or more. The minimum monthly benefit is fifty dollars and the maximum monthly benefit two thousand dollars. Benefits are reduced by the amount of social security or worker's compensation benefits paid to the employee.

4. Life Insurance

Permanent, full-time (thirty hours or more per week) employees of the Service Bureau are provided life insurance coverage. Basic coverage of \$10,000 is provided to each employee at no cost and with no underwriting. Additional coverage, up to \$40,000 may be purchased in units of \$5,000 and \$10,000 at a nominal cost through payroll deduction. An employee may apply at any time for optional life insurance by completing a statement of health. Additional information may be obtained from the Bureau's Finance Officer.

5. Worker's Compensation

An employee of the Service Bureau shall immediately notify the employee's supervisor of any work-related injuries requiring medical treatment, and should then contact First Aid at 281-5266 for instructions. The doctor or nurse on duty may provide the necessary care, refer the employee to the employee's physician, or direct the employee to a local hospital for appropriate care. Medical bills for unauthorized care will not be paid by the state unless the nature of the injury, or the location where the injury occurred, prevented the employee from securing authorization.

If an employee is injured at work during other than normal working hours, the employee should immediately attempt to notify the employee's supervisor, and should then go to the nearest facility providing appropriate medical services.

Employees who are injured or become ill during working hours may seek assistance from the Capitol complex nurse located on the ground floor of the Capitol building.

Chapter 2. IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM (IPERS).

A full-time employee is required to be a member of IPERS. The employee deduction for IPERS is 3.7 percent of covered wages. The state contributes an additional 5.75 percent of the employee's covered wages. This deduction applies to the first \$31,000 of the employee's wages for calendar year 1991 and will increase by \$3,000 for each subsequent calendar year as provided in section 97B.41. A statement of wages paid and contribution amounts is provided to each employee annually. Additional information concerning IPERS can be obtained from the Finance Officer. (Also see chapter 97B, the Code)

Chapter 3. DEFERRED COMPENSATION.

A permanent Service Bureau employee who works twenty or more hours per week is eligible to participate in the deferred compensation program. This program permits the employee to defer the receipt of a designated portion of the employee's wages until the employee retires. Amounts deferred pursuant to this program are not subject to state or federal income taxes until the deferred amount is actually received.

An employee who elects to participate in this program designates the amount to be deducted from the employee's wages. That amount is then invested in an annuity program or a life insurance policy with a state licensed financial institution of the employee's choice. The State of Iowa is the owner of the contract or policy and enters into an agreement with the employee as to the disposition of the proceeds. Rigid restrictions have been established concerning withdrawal prior to retirement. Funds may only be withdrawn prior to retirement in the event of the death of the employee, termination of employment, or financial hardship.

An employee has the opportunity to enroll in the deferred compensation program during two open enrollment periods each year. Those periods are from August 1 to August 31, and February 1 to February 28 of each year. The policy becomes effective on the first day of the third month following open enrollment and the premiums shall be deducted from the wages received beginning with the second month following the open enrollment period. Once an employee has authorized a deduction, that amount cannot be changed until a subsequent open enrollment period, except that the deduction can be discontinued upon thirty days written notice. Once an employee discontinues the deduction, the employee cannot start the deductions again until a subsequent enrollment period. An employee who has been on leave without pay, including military leave, is considered to have discontinued participation in the program.

The minimum amount which can be deducted is \$25.00 monthly, and the maximum deduction is an amount not to exceed twenty-five percent of the employee's wages not to exceed \$7,500. A participating employee may elect to "catch-up" during the employee's last three tax years before reaching normal retirement age. The "catch-up" can amount up to the lesser of \$7,500 or seventy-five percent of the employee's previous year's base salary less the amount actually deferred during that employee's previous taxable year. During this "catch-up" period, the employee must have participated for twelve months during the employee's previous tax year.

Additional information concerning the deferred compensation program can be obtained from the Finance Officer.

VI. POLICIES AND PROCEDURES ESTABLISHED BY THE LEGISLATIVE COUNCIL

Chapter 1. Policy for Requesting Legal Research from the Legislative Service Bureau.

The Legislative Service Bureau may accept from legislators all legal research requests which request information regarding the law relating to a particular subject matter, provided that the request does not ask that the Bureau apply the law to a particular fact pattern. This policy is intended to allow the Bureau to investigate the area of law and to make general findings in regard to particular subject matters but to prevent the Bureau from making conclusions as to the legality of any particular behavior or set of circumstances. Legal research findings shall be reviewed internally by a Bureau attorney licensed to practice law in Iowa.

Chapter 2. Rules for Prefiling Legislative Bills.

Completed.

VII. MISCELLANEOUS POLICIES AND PROCEDURES OF THE LEGISLATIVE SERVICE BUREAU

Chapter 1. Policy for Requesting Legislative Drafting and Research Services.

Major statutory proposes of the Legislative Service Bureau are to provide legislative drafting and research services to the committees and members of the Iowa General Assembly. It is and has been the policy of the Bureau that these services are to be provided only at the request of a legislator or legislative committee. In addition, the Bureau drafts study bills for state agencies and the Governor's office.

In order to fully implement this policy the specific requirement is being made that the signature or initials of a legislator is required to request legislative drafting or research services from the Legislative Services Bureau, unless the request is received directly from a legislator or legislative staff person. Direct receipt may be in person, by mail, by written request, or by telephone. Legislative staff includes all employees of the Legislative Branch.

This policy specifically applies to bills, resolutions, amendments, and research services.

This policy does not restrict the public information functions of the Bureau and staff should feel free to appropriately respond to requests for information from government agencies, private sector organizations, and members of the general public, provided they do not require substantive research efforts and are within other policy and procedural guidelines of the Legislative Service Bureau.

Chapter 2. CONFIDENTIALITY POLICIES RELATING TO BILL DRAFT, AMENDMENT, AND RESEARCH REQUESTS AND FILES

1. Confidentiality of Drafting and Research Requests

A. Bill Drafts and Research.

The drafting of bills and preparation of research may be requested confidentially or nonconfidentially. If the requestor does not indicate in any way that the request should be considered a confidential request, the request will be considered a nonconfidential request.

CONFIDENTIAL REQUESTS. A confidential request means that the Legislative Service Bureau will not list the request in the index of bill or research requests, will not release any information in regard to the request, and will not send the bill draft to the Legislative Fiscal Bureau for fiscal note review unless specifically requested to do so. For confidential requests, only Legislative Service Bureau personnel processing, assigning, drafting, and reviewing the bill draft or research will be aware that the request has been made to the Bureau. No information relating to such a confidential request will be released and the existence of the request will not be acknowledged by the Legislative Service Bureau.

NONCONFIDENTIAL REQUESTS. A nonconfidential request means that the Legislative Service Bureau will list the request in the index of bill or research requests, and will release the name of the requestor, a working title for the bill draft or research request, and the general subject matter classification of the request. This information is considered public information.

B. Amendments

All drafting requests for amendments are considered confidential and no information relating to such requests will be released unless the release is authorized by the requestor. An index of amendment requests is not maintained by the Legislative Service Bureau.

2. Confidentiality of the Contents of Drafting and Research Requests and Files Prior to Introduction, Filing, Prefiling, or Formal Public Release

A. Contents of Requests

The Legislative Service Bureau considers the contents of requests for bills, amendments, and research to be confidential. Therefore, any documents submitted with a bill draft, amendment, or research request are generally not available to the public.

B. Contents of Files

In addition to the confidentiality status of the contents of requests, information used for drafting a bill or amendment or preparing research is generally not available to the public. The information and the documents submitted with a request are retained in the drafting or research file or by the drafter, are considered the property of the Legislative Service Bureau and the requestor, and are available to Legislative Service Bureau personnel and the requestor only. The information and documents are considered working papers, as are any preliminary drafts or research in the drafting or research files or in the possession of the drafter. This confidentiality policy affords the requestor the absolute right, prior to release of any information related to the draft or research, to review the draft or research to determine if the draft or research accomplishes the objectives desired by the requestor and should be released.

C. Release of Contents

The contents of bill, amendment, and research requests and files can be made public or released to a specific individual only with the oral or written approval of the requestor. The contents may also be released to a person working with the Legislative Service Bureau on behalf of the requestor, whether the request was made confidentially or nonconfidentially. On occasion it is necessary for the Legislative Service Bureau drafter or researcher to seek additional sources of information to fully understand the problem to be resolved or to take into consideration other factors involved in resolving the problem addressed by the request. If such additional information sources are necessary, the drafter or researcher must exercise good judgment and discretion in order not to divulge the identity of the requestor or the objectives of the request, unless the drafter or researcher has obtained prior approval from the requestor to divulge this information. In gathering information, the drafter or researcher should generally not identify the request or requestor but rather approach information sources by informing them of the need for the legislature to gain access to the information being sought.

3. Confidentiality of the Contents of Drafting and Research Files After Introduction, Filing, Prefiling, or Formal Public Release

A. Bill Drafting Files

After a bill draft has been introduced and given a Senate or House file number, prefiling for introduction, filed as a Senate or House study bill, or presented to a formal meeting of a standing or interim study committee or a formal subcommittee of such a committee, the text of the bill draft is available to the public. In addition, technical drafting information may be released by the drafter, such as references to other statutes upon which a bill draft may be based, reasons for choice of language, reasons for placement of codified language, references to related statutes, and references to relevant court cases and constitutional provisions. However, working papers used in bill draft preparation, including preliminary drafts, are not publicly available. Background information, such as details of the bill draft request's origination, nontechnical details of the drafting process, and the identity of persons authorized by the requestor to work with the Legislative Service Bureau, is not to be released. Such working papers and background information may be released, however, with the oral or written permission of the requestor or if the specific document or information has otherwise become public information.

B. Amendments

The Legislative Service Bureau does not maintain formal files for the drafting of amendments. After an amendment is filed and given a Senate or House number, the text of the amendment is available to the public. In addition, technical drafting information may be released by the drafter, such as references to other statutes upon which an amendment may be based, reasons for placement of codified language, references to related statutes, and references to relevant court cases and constitutional provisions. However, working papers used in amendment preparation, including preliminary drafts, are not publicly available. Background information, such as details of the amendment request's origination, nontechnical details of the drafting process, and the identity of persons authorized by the requestor to work with the Legislative Service Bureau, is also not to be released. Such working papers and background information may be released, however, with the oral

or written permission of the requestor or if the specific document or information has otherwise become public information.

C. Research Files

Since research is not formally introduced or filed, the Legislative Service Bureau only releases research information or findings with the oral or written permission of the requestor or if the specific research information or findings have otherwise become public information.

4. Confidentiality of Historical Bill Drafting Files, Amendments, and Research Files

A. Past Legislative Service Bureau Policy

BILL DRAFTING FILES AND AMENDMENTS. The Legislative Service Bureau's procedure in place until 1991 provided that before the convening of a General Assembly in the odd-numbered year, all bill drafting files for the next-to-the-last General Assembly were boxed and sent to the State Archives, and all amendments for the same General Assembly were destroyed. Thus, for example, in October and November 1990, before the convening of the Seventieth-fourth General Assembly in January 1991, all bill drafting files for the Seventy-second General Assembly (1987 and 1988 Sessions) were boxed and sent to the State Archives, and all amendments for the Seventy-second General Assembly were destroyed. Past policy has allowed access by the public to these bill drafting files in the custody of the State Archives, except for those files sent to the State Archives in the last few years which have been clearly marked confidential.

RESEARCH FILES. Research files have always been retained by the Legislative Service Bureau and have never been sent to the State Archives. The Legislative Service Bureau only releases research information or findings with the oral or written permission of the requestor or if the specific research information or findings have otherwise become public information.

B. Current and Future Legislative Service Bureau Policy

BILL DRAFTING FILES. Beginning with the bill drafting files for the Seventy-third General Assembly (1989 and 1990 Sessions), the Legislative Service Bureau's procedure shall be that before the convening of a General Assembly in the odd-numbered year, all bill drafting files for the next-to-the-last General Assembly for bill drafts which were introduced, filed, prefiled, or formally publicly released, whether requested confidentially or nonconfidentially, and all other nonconfidentially requested bill drafting files, will be boxed and sent to the State Archives. The public will be allowed access to these files in the custody of the State Archives. Bill drafting files which were confidentially requested and were not introduced, filed, prefiled, or formally publicly released will not be sent to the State Archives but will be retained by the Legislative Service Bureau for an additional two years and then destroyed.

RESEARCH FILES. Beginning with the research files for the Seventy-third General Assembly (1989 and 1990 Sessions), the Legislative Service Bureau's procedure shall be that before the convening of a General Assembly in the odd-numbered year, all research files which were requested confidentially by legislators for the next-to-the-last General Assembly will be retained by the Legislative Service Bureau for an additional two years and then destroyed. Other research files will be selectively retained or destroyed. Major research files requested nonconfidentially by legislators or requested by others, may, at the discretion of the Legislative Service Bureau, be boxed

and sent to the State Archives. The public will be allowed access to these files in the custody of the State Archives.

Research files maintained by the Legislative Service Bureau for general assemblies prior to the Seventy-third General Assembly (1988 Session and prior sessions), will be selectively retained or destroyed. Major research files may, at the discretion of the Legislative Service Bureau, be retained by the Bureau in the Bureau's legislative library. The public will be allowed access to such files which have been designated nonconfidential.

AMENDMENTS. Beginning with the amendments drafted for the Seventy-third General Assembly (1989 and 1990 Sessions), the Legislative Service Bureau's procedure shall be that before the convening of a General Assembly in the odd-numbered year, all amendments for the next-to-the-last General Assembly will be destroyed.

Time Period	Nonconfidential Request	Confidential Request
I. After Request but before Introduction, Filing, Prefiling, or Formal Public Release	I. The following information may be released: A. Name of requestor. B. Working title of request. C. General subject matter classification of request.	I. Absolutely no information may be released, not even whether a request has been made.

<p>II. After Introduction, Filing, Prefiling, or Formal Public Release</p>	<p>II. A. The following information may be released:</p> <ol style="list-style-type: none"> 1. Text of bill draft. 2. Technical drafting information such as references to other statutes upon which bill draft may be based, reasons for choice of language, reasons for placement of codified language, references to related statutes, and references to relevant court cases and constitutional provisions. <p>B. The following information shall not be released, unless the requestor orally or in writing grants permission to release the information or if the specific information has otherwise become public information:</p> <ol style="list-style-type: none"> 1. Working papers used in bill preparation, including preliminary drafts. 2. Background information such as details of the request's origination and nontechnical details of the drafting process. 3. The identity of persons authorized by the requestor to work with the Legislative Service Bureau. 	<p>II. Same as for nonconfidential request</p>
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<p>III. After Delivery to the State Archives</p>	<p>III. A. The past policy is that the contents of all bill drafting files are available to the public at the State Archives.</p> <p>B. The proposed policy is that the contents of all bill drafting files for bills which were requested nonconfidentially are available to the public at the State Archives.</p>	<p>III. A. The past policy is that the contents of all bill drafting files are available to the public at the State Archives, except for those files sent to the State Archives in the last few years which have been clearly marked confidential.</p> <p>B. The proposed policy is that the content of all bill drafting files for bills which were introduced, filed, prefiled, or formally publicly released, are available to the public at the State Archives. Bill drafting files for bills which were not introduced, filed, prefiled, or formally publicly released, will not be available to the public but will be retained by the Legislative Service Bureau for an additional two years and then destroyed.</p>
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VIII. STAFF WORK GUIDELINES AND PROCEDURES

Chapter 1. LEGISLATIVE PROCEDURES.

- 1. Bill Tracking**
- 2. Rule 40 Reports**
- 3. Conference Committee Procedures**
- 4. Enrolling Bill Procedure**
- 5. Editing Procedure for Enrolled Bills**

Chapter 2. RESEARCH

Chapter 3. COMMITTEE STAFFING

1. Standing Committees

SAMPLE LEAD STAFF CHECKLIST

PLEASE NOTE THAT THIS IS A SAMPLE CHECKLIST. GIVEN THE NATURE OF THE COMMITTEE SYSTEM AND THE NATURE OF THE CHAIRS, VICE-CHAIRS, AND RANKING MEMBERS, YOU MAY FIND THAT SOME OF THESE SUGGESTIONS ARE UNNECESSARY OR NOT APPLICABLE, AND THAT THERE ARE OTHER ADDITIONS APPROPRIATE FOR YOUR OWN CHECKLIST.

By January 1:

Identify final committee membership.

- _____ Identify final committee support staff from Service Bureau, Fiscal Bureau, and Caucus Staffs.**
- _____ Prepare address/telephone list for membership, staff, departmental liaisons, and lobbyists with whom you are likely to working.**

Prepare and Send Pre-session Letters:

- _____ To returning committee members - reintroduce yourself and offer assistance.**
- _____ To new committee members - introduce yourself, offer general assistance and specific assistance as available.**
- _____ To chairs, vice-chairs, and ranking members - reintroduce yourself, more specific offers of assistance. For example, you may want to provide the following:**
 - List of bills in committee during preceding session.**
 - List of bills voted out of committee but not passing chamber during preceding session.**
 - List of bills voted out of committee and passing chamber, but not passing other chamber.**
 - Research list on issues and activities you believe may be coming before the committee.**
 - Copy of funnel dates outline.**
 - Interim committee reports of issues potentially affecting committee.**
- _____ Schedule pre-session and first-week of session meetings.**

- Chairs, vice-chairs, and ranking members - should try and have at least an informal meeting concerning the schedule for the session.
- Offer possibility of meeting with returning members.
- Offer possibility of meeting with new members. Even if no formal meeting, should try to contact and introduce yourself before first meeting.

_____ Inquire of chairs if they have or would like to establish timetable for session, and establish priority and non-priority items.

By second week of January:

_____ Review interim, departmental, prefile, and hold-over drafts. Attempt to determine the following:

- Which of the drafts should be non-controversial.
- Which of the drafts are of immediate importance.
- Which of the drafts will be complex or problematic.

_____ Review general work load that appears to be forming. Attempt to determine if categories or subclasses exist for any significant portion of that work load. For example, are there a significant number of natural candidates for a standing subcommittee within the committee. This review should then be shared with the chairs.

_____ Attempt to set up meeting with chairs (vice-chairs and ranking members if appropriate) of both House and Senate Committee. If there are a large number of companion bills, determine if there is a consensus as to which chamber will start specific bills or bills involving a particular subject matter.

_____ Seek out and introduce yourself to as many of the committee member's clerks and assistants as possible. Particularly those of the chairs, vice-chairs, and ranking members.

By First Day of Session:

_____ Establish your committee file system. This may be more extensive than individual bill drafts themselves. If necessary, as a result of sensitive subject matter, you may have two sets of files for a particular issue or bill. To the extent possible, make your files available to anyone who may need to review them. Those individuals may include committee members, sponsors, caucus staff, Fiscal Bureau staff, other Service Bureau staff, liaisons, and lobbyists.

_____ Establish a committee bill book. You may want to establish a reference list which might include the sponsor, date assigned to subcommittee, subcommittee chair and members, date voted out, floor action, etc. The computer system will update much of this automatically, but your own hardcopy may be useful. If you establish a reference

list, set a time each week to review and update the list. You may wish to inform the chair when this time is and that he or she is welcome to sit in on this review.

For Each Committee Meeting:

- _____ Contact the chair, vice-chair, and ranking member personally before each meeting for further instructions. You may also want to check with their clerks to see if you can be of assistance or answer any questions.
- _____ For at least the first several meetings, you should try to arrive early and stay a few minutes after the meeting and make yourself available to committee members, staff, and others attending the meeting, to answer any questions. This is also a good time to talk with members informally and become acquainted with each other.
- _____ Review all bills and issues likely to come up for action or discussion at the meeting.
- _____ If a bill or issue is discussed which is not yours, inform the appropriate Service Bureau staff person responsible as to what happened at the meeting.
- _____ If an individually sponsored bill is voted out of committee unamended or as a committee bill (amended or unamended), inform the original sponsor or sponsors as soon as possible (if they are not on the committee). Discuss the committee's action and concerns, and provide them with relevant committee material.
- _____ Become familiar with the expertise of the audience attending the committee's meetings and be prepared to quietly let the chair (or subcommittee chair, as appropriate) know that a person is present who can respond to questions if it appears that such information is necessary to respond to questions raised by the committee.
- _____ Use protocol in committee. The exact nature of this may differ from committee to committee, but here are some minimums:
 - Never speak unless requested to do so, or if recognized by the chair.
 - Without regard to the relationships which you will develop with legislators with whom you will work, always address them as "Senator _____" or "Representative _____". Also try to use appropriate titles for liaisons and other experts.
 - There is not often a need to directly contradict as we are not here to win arguments. Sufficient protection exists with expressions of concern or offering alternatives.
 - While you are not a janitor, try to make sure that the table is clear both before and after the meeting.
 - Be alert and responsive in committee. Note questions and issues which are raised by members of the committee which may not be answered during discussion and follow-up with that member.
 - Introduce yourself to the pages assigned to your committee. They will be extremely helpful to you in committee and starting off on the right foot will benefit everyone.

After Bill is Voted Out of Committee:

- _____ If the original sponsor was someone other than the committee, inform the sponsor or sponsors that the bill has been voted out.
- _____ Check with the chair, floor manager, and original sponsor to see if any additional information is needed prior to floor action.
- _____ When the bill appears on the daily debate calendar, again check with the chair, floor manager, and original sponsor. Also check with legislators who you know are intending to offer complex or numerous amendments.
- _____ When the bill is called up for debate, try and be present in the back of the chamber if the bill is complex or if you are aware of some trouble spots.
- _____ Keep track of what happens to each bill that comes out of your committee. Update this list weekly and find time to review the full list occasionally with the chair, vice-chair, and ranking member, if they so desire.
- _____ At least one week prior to each deadline, try and get the chairs of both the House and Senate committee to get together and informally review the status of pending legislation and to provide you with any necessary instructions.

Before End of Session:

- _____ Solicit direction from chair, vice-chair, and ranking member for interim.
- _____ Provide chair, vice-chair, and ranking member with final list or summary concerning bills acted on by committee or remaining in committee.

2. Interim Committees

GUIDELINES FOR INTERIM STUDY COMMITTEES

THE LEGISLATIVE COUNCIL ANNUALLY ADOPTS INTERIM COMMITTEE GUIDELINES WHICH WILL DISTRIBUTED TO SERVICE BUREAU STAFF.

SAMPLE LEAD STAFF CHECKLIST

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3. Public Hearings

SAMPLE PUBLIC HEARING GUIDELINES CHECKLIST

- _____ Discuss with the co-chairs or legislator(s) presiding over the hearing the parameters that should be established for the hearing. These should include whether preregistration must be required, a maximum length per presentation, whether written statements should be required (and, if so, the number of copies which should be provided), topics to be discussed, whether legislators present will be able to ask questions of the presenters, and any other items which should be established as appropriate for each hearing.
- _____ Provide or verify that appropriate notice has been given, including press releases, letters to interested associations and organizations, notification to members of committees which might have jurisdiction over the subject matter of the hearing, and other notice as directed by the legislator(s) who will preside over the hearing.
- _____ Make or verify in advance of the hearing that the proper arrangements for the hearing have been made, including meeting location, equipment needed, and arrangement of facilities. Inquire as to whether a microphone will be needed at the facility, and if so, request that one be made available. If the legislator(s) presiding over the hearing wish that the hearing be recorded, make sure that equipment is available for such recording.
- _____ Provide public hearing vouchers, if applicable, and all background information that may be needed by attending legislators, and verify that the presiding legislator(s) have everything they need.
- _____ Arrive early for the public hearing and do both of the following:
 - Verify that the room to be used is appropriately arranged for attending legislators and presenters.
 - Verify that any equipment to be used is available and operational.
- _____ Situate a small table near the entrance to room for presenters and others attending to register. Provide the Service Bureau public hearing registration form which includes the name, address, telephone number, and association or organization represented (if applicable) for each person registering. If possible, once the presenters have been identified, have copies of each presentation made and distributed to participating legislators for their use during the hearing.
- _____ Identify the presence of any other legislators or other public officials who are attending, but who are not participating directly in the hearing, and inform the legislator(s) presiding over the hearing of their presence so that they may be introduced. (The presiding legislator(s) may also want to ask if there are any candidates for legislative office [prior to November] or newly elected General Assembly members [after November or special election] present at the hearing and introduce them.)

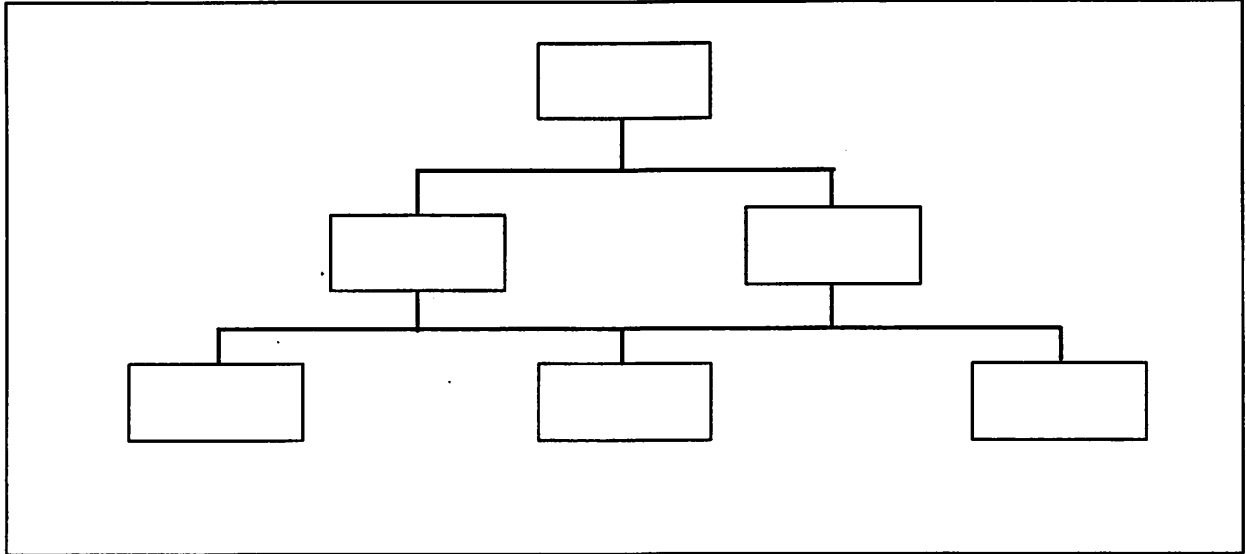
- _____ Be prepared to assist in distributing copies of written presentations provided by the presenters to participating legislators.
- _____ Retain at least one copy of each written presentation for the master file maintained by the Service Bureau.
- _____ Distribute copies of all written presentations to absent legislators who are members of the appropriate committees, and to Fiscal Bureau staff and the caucus staff.
- _____ Unless otherwise instructed by the presiding legislator(s), at a minimum establish a master file for the public hearing which includes a copy of each written presentation and a "Summary of Public Hearing" which contains the following information about the hearing:
 - The name of the committee holding the hearing.
 - The chair of the committee or the presiding legislator(s).
 - The purpose of the hearing.
 - The date, time, and location of the hearing.
 - A list of persons testifying and their organizational affiliation (if applicable).
 - An indication of whether those testifying submitted written testimony or exhibits.
- _____ Send a thank you letter to the individuals or organization permitting the use of the facility where the public hearing has been held.

4. Guidelines for Committee Minutes

Chapter 4. CONTRACT AND REQUEST FOR PROPOSALS REVIEW PROCEDURE

Iowa Legislative Service Bureau

Position Classifications and Job Descriptions



Iowa Legislative Service Bureau
June 1992

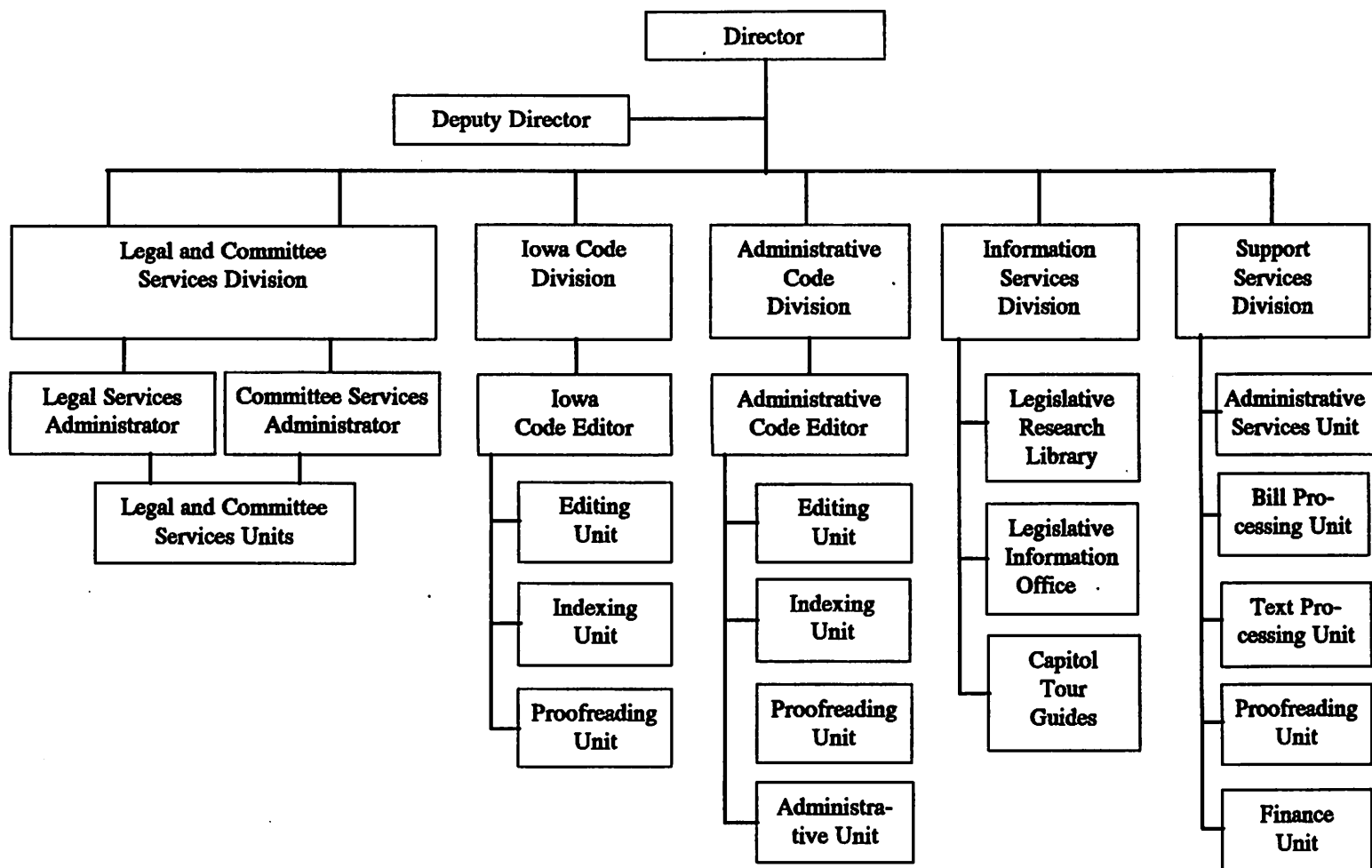
Iowa Legislative Service Bureau

Organizational Charts

Table of Contents:

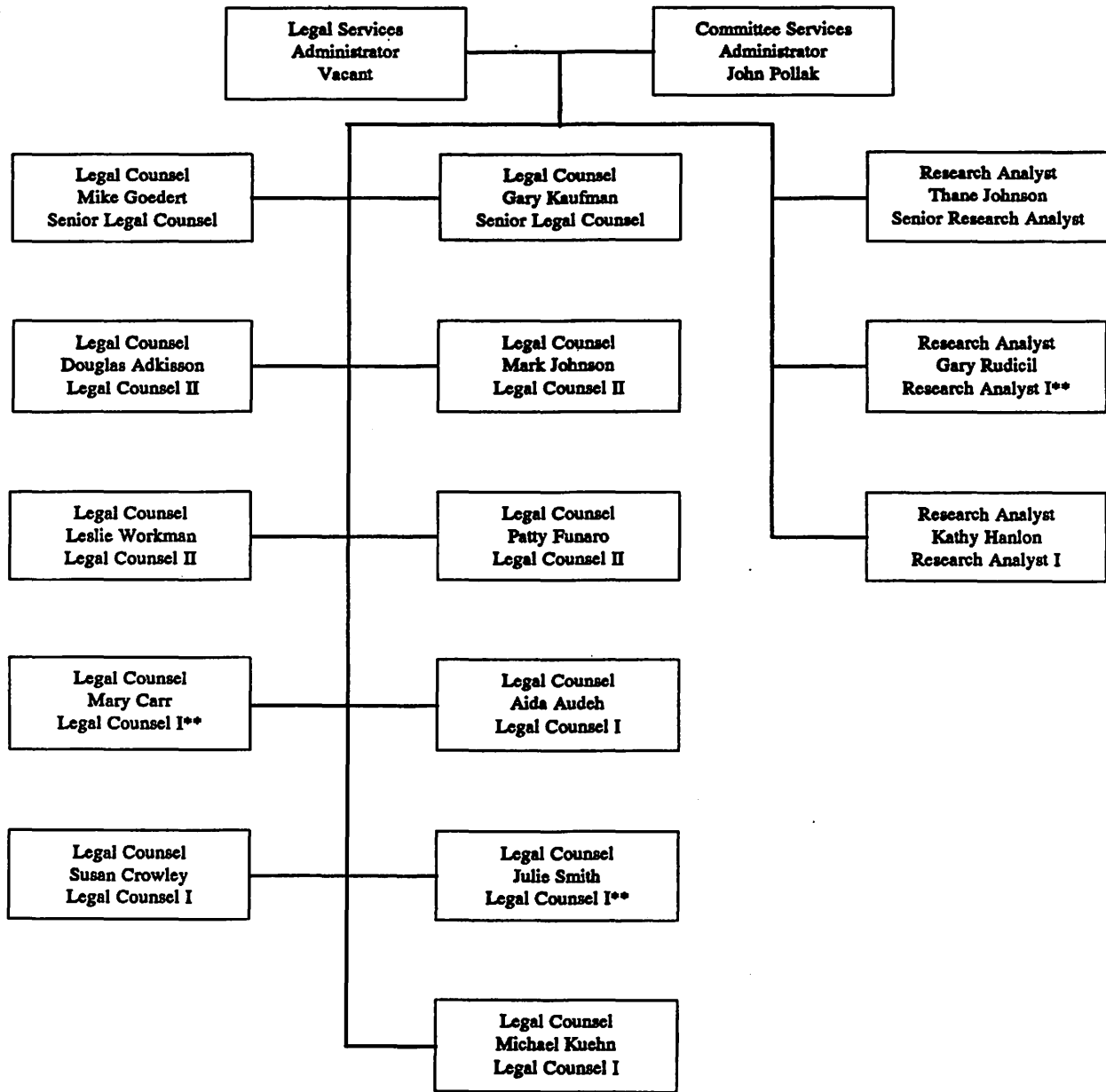
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Legal and Committee Services Division ...	Page 3
Iowa Code Division	Page 4
Administrative Code Division	Page 5
Information Services Division	Page 6
Support Services Division	Page 7

Legislative Service Bureau Organization by Division



Legislative Service Bureau

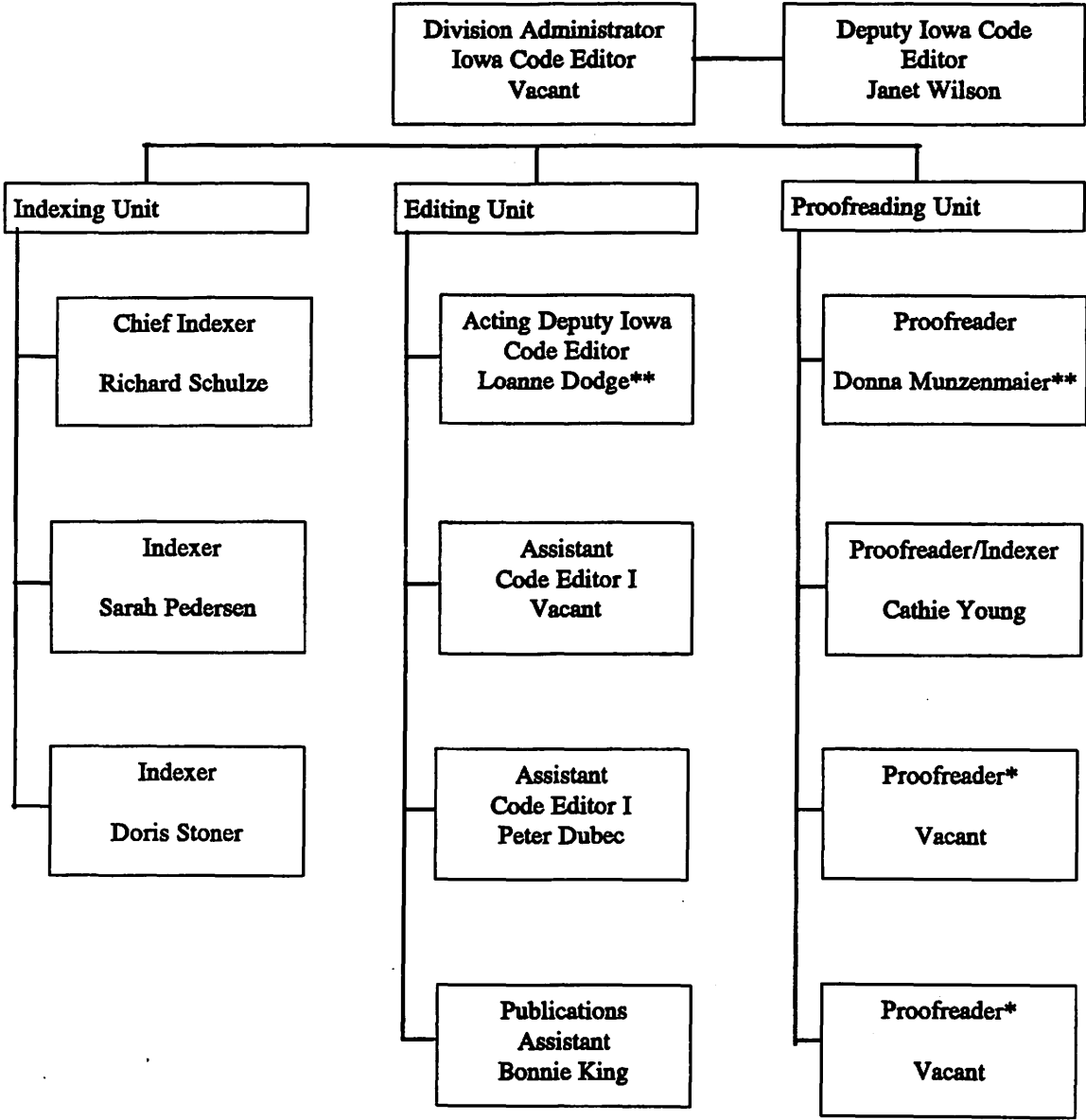
Legal and Committee Services Division



**Promotion proposed

Legislative Service Bureau

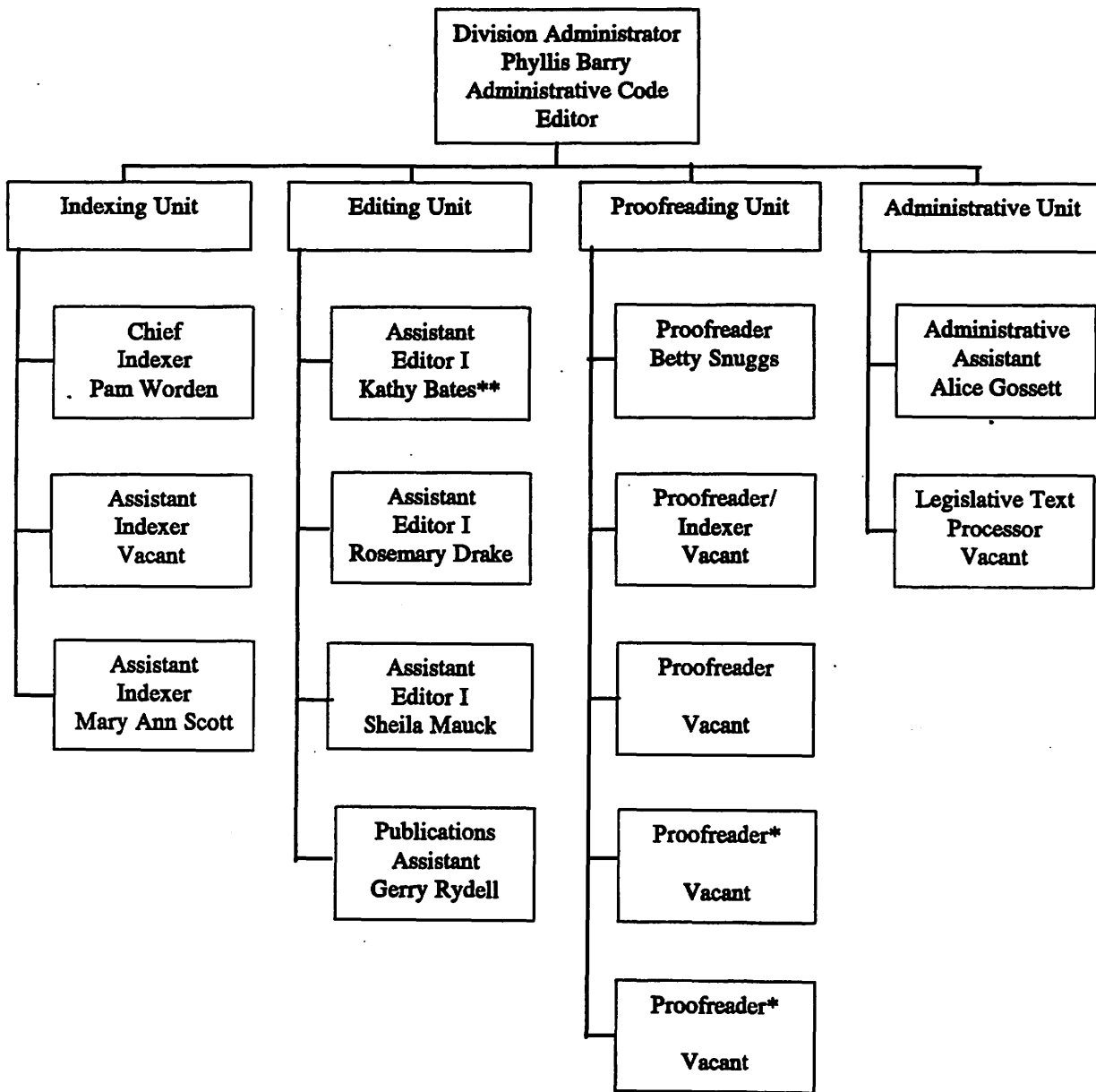
Iowa Code Division



* These positions are not permanent full-time positions.
 ** Promotion proposed

Legislative Service Bureau

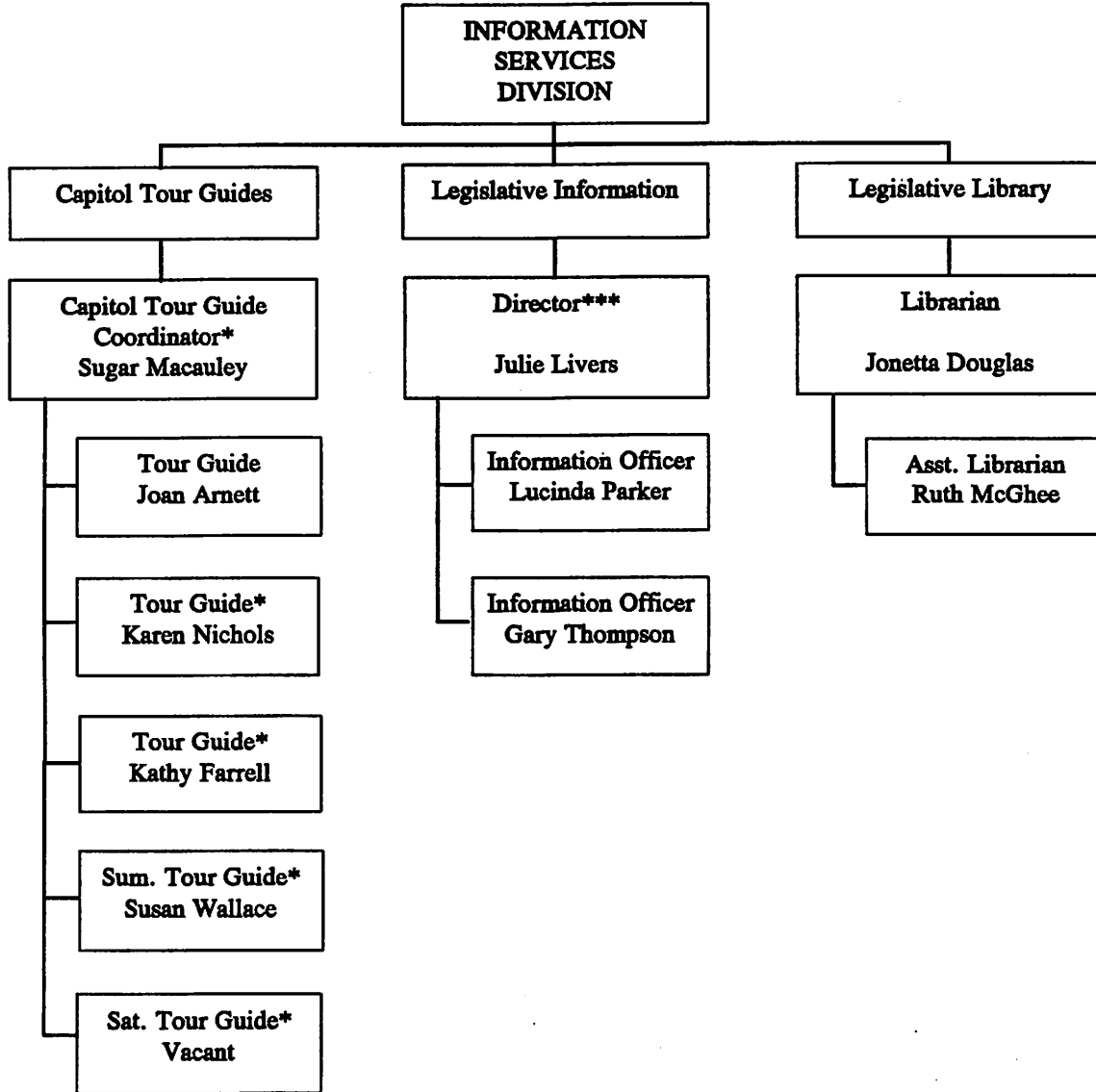
Administrative Code Division



*These positions are not permanent full-time positions.

**Promotion proposed.

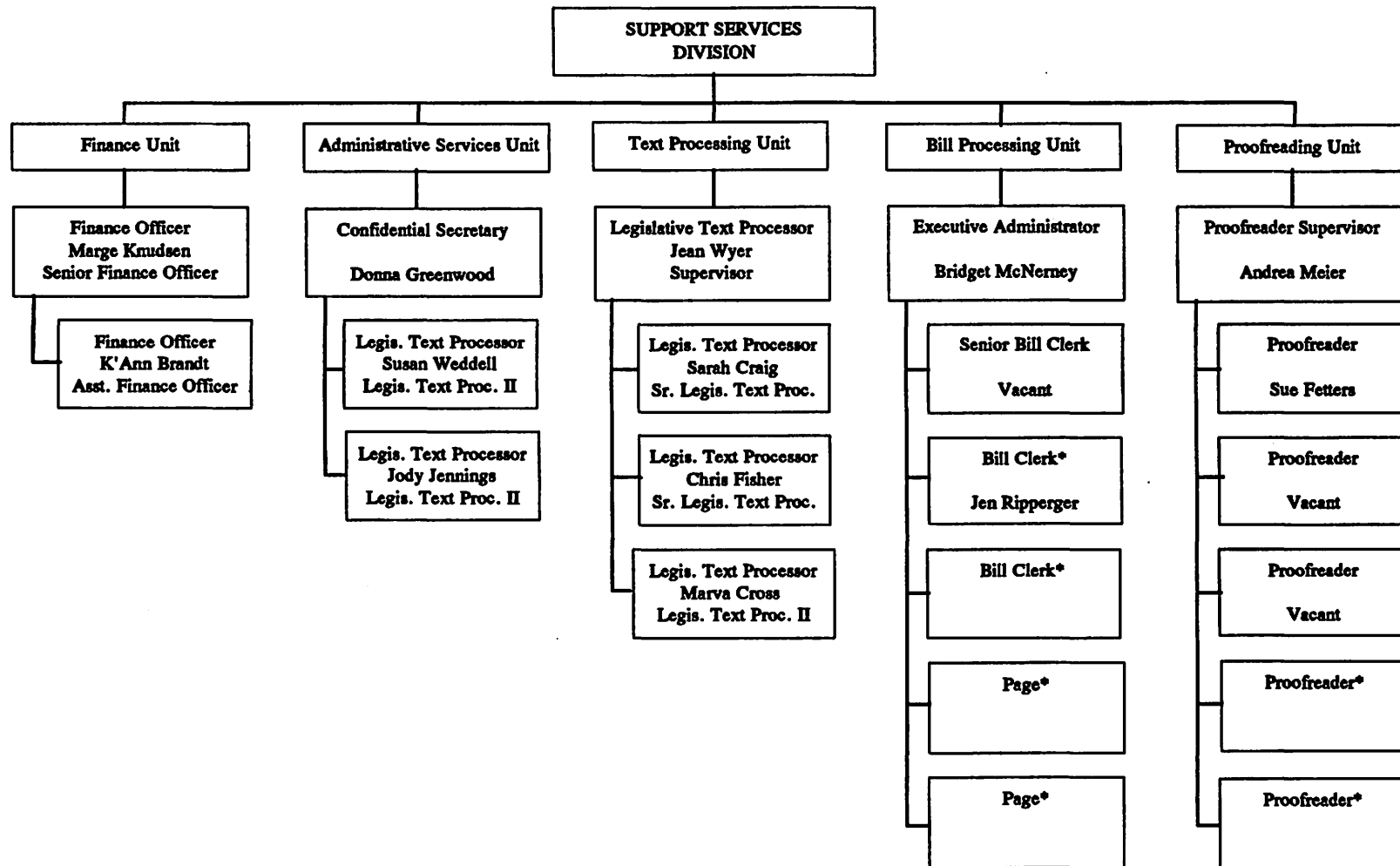
Legislative Service Bureau Information Services Division



*These positions are not permanent full-time positions.

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

Legislative Service Bureau



* These positions are not permanent full-time positions.
 NOTE: The specific positions may be transferred among the five work units and other divisions as needed.

LEGISLATIVE COMPUTER SUPPORT BUREAU

ANNUAL PERSONNEL REPORT

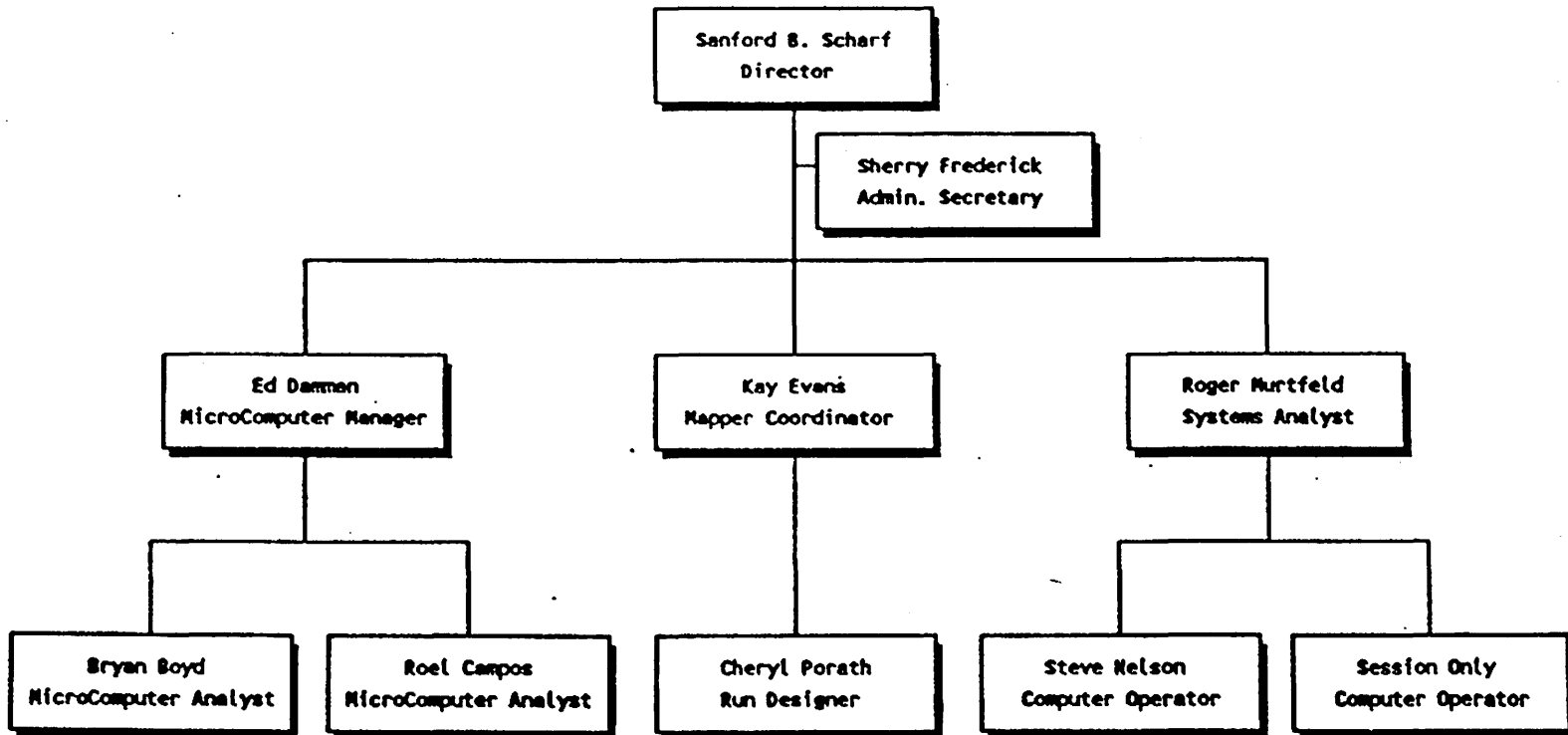
JUNE 1992

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. | Performance Evaluation Forms | Attachment 5 |
| 6. | Educational Leave - Costs | Attachment 6 |

Legislative Computer Support Bureau

as of July 1, 1992



Legislative Computer Support Bureau

<u>Position Classification</u>	<u>Pay Grade</u>
Run Designer I	24
Run Designer II	27
Mapper Coordinator I	32
Mapper Coordinator II	35
Computer Operator I	21
Computer Operator II	24
Software Analyst I	34
Software Analyst II	36
Microcomputer Support Analyst I	27
Microcomputer Manager I	33
Administrative Secretary	21
Executive Secretary	23
Computer Operator-Session Only	21

Source: Pay resolution adopted by Legislative Council

Job Descriptions are attached

Legislative Computer Support Bureau
 Annual Personnel Report
 FY 1992

NAME	POSITION	CURRENT GD/STEP	MERIT INCREASE ELIG. DATES	COMPTIME/OR OVERTIME	OVERTIME HOURS 1992
Damman, Ed	Microcomputer Manager	33/2	05-22-92	CT	N/A
Boyd, Bryan	Microcomputer Support Analyst	27/2	04-10-92	CT	N/A
Campos, Roel	Microcomputer Support Analyst	27/2	02-28-92	CT	N/A
Evans, Kay	Mapper Co-Ordinator II	35/3	11-22-91	CT	N/A
Frederick, Sherry	Admin. Secretary	21/4	08-02-91	CT	N/A
Porath, Cheryl	Run Designer II	27/3	11-22-91	CT	N/A
Nelson, Steve	Computer Operator I	21/1	08-16-91	OT	217.75
Murtfeld, Roger	Software Analyst I	34/2	01-17-92	CT	N/A

Total comptime hours from January 1, 1992 thru June 15, 1992:

	COMP WORKED	ADJUST 1ST 40 HOURS	COMP/LESS ADJUSTMENT	COMPENSATORY ALLOWED	COMPTIME NOT USED
Employee 1	232.75	-40	192.75	120.00	120.00
Employee 2	81.50	-40	41.50	41.50	17.50
Employee 3	102.50	-40	62.50	22.50	40.00
Employee 4	10.50	-40	0.00	0.00	0.00

RUN DESIGNER I

Grade 24

General Description

Entry level position with six to twelve months data processing experience. Under immediate supervision, acquires the basic skills and techniques used in writing mapper application runs; performs related work as required.

Job Duties

Undergo formal mapper run design training to learn to write mapper application runs.

Make minor changes in established runs to adapt them to new requirements

Assist in analyzing a run to ascertain if other combinations of statements would achieve greater flexibility or more dependable results

Execute test runs and corrects run errors by altering run statements and sequences

Job Skills

General knowledge of data processing theory

Ability to learn and to apply basic run design techniques

Ability to analyze run problems and develop satisfactory solutions

Ability to establish and maintain effective working relations as necessitated by work assignments

RUN DESIGNER II

Grade 27

General Description

One to three years data processing and/or run design experience. Under general supervision, develops appropriate mapper application programs for the solution of business, statistical, legislative, or other problems to be processed on an electronic computer in the mapper language; performs related work as required. May confer with technical personnel in analysis and application planning. May assist in determining the causes of run malfunctions.

Job Duties

Plan and develop detailed run procedures and instructions for converting specific application problems to a logical sequence of run statements; establishes proper coding for conversion of data.

Analyze, modify, and revise established runs to adapt to changes in need and requirements.

Analyze test results with end users to detect technical run errors, to isolate factors causing abnormal run behavior, and to determine reasons for malfunctions

Prepare written instructions to guide end user personnel during production; compile documentation of run development and revisions

Job Skills

Knowledge of data processing theory

Knowledge of mapper manual functions and run design statements

Knowledge of mapper run design techniques

Some knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Ability to analyze run problems and develop satisfactory solutions

Ability to establish and maintain effective working relations as necessitated by work assignments.

MAPPER COORDINATOR I

Grade 32

General Description

One to three years data processing and three to five years run design experience. Under general direction, performs technical analytical work in the total Mapper computer environment; oversees the daily activities performed on the Mapper system; performs related work as required.

Job Duties

Undergo formal Mapper coordinator training to learn all aspects of coordination.

Establish and administer Mapper data base security procedures.

Register Mapper system users and Mapper runs.

Establish local policies and procedures for obtaining user manuals and local documentation.

Develop training programs for users, using both manual functions and run design.

Monitor all Mapper software applications and act to ensure efficient use according to plan.

Monitor utilization of Mapper system resources.

Plan, test, and introduce new levels of Mapper software.

Interact with the user community.

Provide guidance and direction to subordinate run designers as required.

Job Skills

Knowledge of data processing theory.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of Mapper manual functions and run design statements.

Knowledge of Mapper run design techniques.

Knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Knowledge of coordinator runs to help monitor the system.

Knowledge of Mapper computer operations.

Must possess excellent communication skills both oral and written.

Ability to establish and maintain effective working relations as necessitated by work assignments.

MAPPER COORDINATOR II

Grade 35

General Description

Three to five years run design experience and one to three years Mapper coordination. Under general direction, performs advanced technical analytical work in the total Mapper computer environment; determines causes of Mapper system malfunctions and suggests solutions and alternate courses of action; oversees the daily activities performed on the Mapper system; performs related work as required.

Job Duties

Help support groups to define the software enhancements they need.

Plan Mapper hardware enhancements and expansion requirements by comparing known Mapper system storage with daily and monthly reports that reflect Mapper system efficiency, response time, and growth patterns.

Determine economic justification for new applications, evaluate layout of form types for efficiency and use, and generate new form types.

Establish and administer Mapper data base security procedures.

Register Mapper system users and Mapper runs.

Establish local policies and procedures for obtaining user manuals and local documentation.

Develop training programs for users, using both manual functions and run design.

Monitor all Mapper software applications and act to ensure efficient use according to plan.

Monitor utilization of Mapper system resources.

Plan, test, and introduce new levels of Mapper software.

Interact with the user community.

Provide guidance and direction to subordinate run designers as required.

Job Skills

Knowledge of data processing theory.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of Mapper manual functions and run design statements.

Knowledge of Mapper run design techniques.

Knowledge of Mapper coordination techniques.

Knowledge of capabilities and limitations of the current level of Mapper software.

Knowledge of modern information management principles, methods and procedures.

Knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Knowledge of coordinator runs to help monitor the system.

Knowledge of Mapper computer operations.

Must possess excellent communication skills both oral and written.

Ability to establish and maintain effective working relations as necessitated by work assignments.

COMPUTER OPERATOR I

Grade 21

General Description

Entry level position with three to twelve months data processing experience. Under immediate supervision, operates a computer system and peripheral equipment; performs related work as required.

Job Duties

Operate a computer system and related peripheral equipment including disk drives, tape drives, communication devices, and system printers.

Start up the Mapper system.

Mount and switch recovery tapes and history tapes.

Execute functions to update and copy report data bases.

Pack and recover report files.

Execute cycle merge and purge procedures.

Maintain tape library and storage.

Job Skills

Knowledge of the operation and maintenance of computers and peripheral equipment.

Some general knowledge of data processing theory

Ability to reason and think logically.

Ability to understand and execute run instructions.

Ability to interpret computer malfunctions.

Ability to maintain appropriate records.

COMPUTER OPERATOR II

Grade 24

General Description

One to three years computer operations experience. Under general supervision, monitors and controls computer by operating the central console; performs related work as required.

Job Duties

Operate a computer system and related peripheral equipment including disk drives, tape drives, communication devices, and system printers.

Confers with technical staff in the event errors require a change in instructions or sequence of operations.

Perform initial program load procedure and start the operating system; monitor the console for errors; observe elements of operation for evidence of incorrect operation.

Start up the Mapper system.

Restart the Mapper system in event of Mapper or system malfunction.

Mount and switch recovery tapes and history tapes.

Execute functions to update and copy report data bases.

Pack and recover report files.

Execute cycle merge and purge procedures.

Maintain tape library and storage.

Job Skills

Knowledge of the operation and maintenance of computers and peripheral equipment.

Knowledge of Mapper error recovery procedures.

Knowledge of the functional characteristics of computer equipment.

Knowledge of basic data processing principles.

Knowledge of operating systems.

Knowledge of online real-time concepts.

Ability to reason and think logically.

Ability to understand and execute a variety of oral and written run instructions.

Ability to interpret computer malfunctions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to operate assigned equipment skillfully and in conformance with applicable procedures.

SOFTWARE ANALYST I

Grade 34

General description

Three to five years experience in systems analysis. Under general direction, performs research, specification, and support work in the development and maintenance of complex computer systems; performs related work as required.

Job duties

Undergo formal training in software generation and communications support and assist with such installations. Does some systems programming and debugging.

Work with MCSS staff to resolve software problems and install solutions and fixes.

Design, test, implement, and maintain all programs not written in Mapper.

Assist in development and selection of mainframe software.

Advise and assist in development and/or selection of software used in communication between the mainframe and microcomputers.

Write system documentation, both internal (program documentation) and external (user manuals). Maintain all vendor-supplied documentation.

Analyze user needs and act as liaison to user departments; make formal and informal presentations to users and potential users.

Design large-scale application systems; develop specifications for run designers' use in writing runs.

Provide project leadership; direct, coordinate, and supervise project staff. Test system and resolve problems.

Provide staff and user training and consulting.

Job skills

Knowledge of data processing theory, principles, standards, and techniques of operation, systems support work, and computer programming.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of programming languages used by the Computer Support Bureau.

Knowledge of information management principles, methods, and procedures.

Ability to advise or instruct run designers as required.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

SOFTWARE ANALYST II

Grade 36

General description

Three to five years experience in systems analysis and one to three years experience in software analysis. Under administrative direction, performs planning, research, specification, and support work in the development and maintenance of complex computer systems; performs related work as required.

Job duties

Perform systems software generation and installation; provide communications support. Do systems programming and debugging.

Work with MCSS staff to resolve software problems and install solutions and fixes.

Coordinate outside software help for specific software malfunctions.

Design, test, implement, and maintain all programs not written in Mapper.

Develop software and policies for use of PC's and other microcomputers.

Responsible for public subscribers and legislative access programs.

Provide user training and consulting.

Write system documentation, both internal (program documentation) and external (user manuals). Maintain all vendor-supplied documentation.

Analyze user needs and act as liaison to user departments; make formal and informal presentations to users and potential users.

Suggest particular software solutions for projects and applications.

Design large-scale application systems; develop specifications for run designers' use in writing runs.

Provide project leadership; direct, coordinate, and supervise project staff. Test system and resolve problems.

Job skills

Knowledge of data processing theory, principles, standards, and techniques of operation, systems support work, and computer programming.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of programming languages used by the Computer Support Bureau.

Knowledge of hardware and software configurations used in the legislative computer system.

Knowledge of information management principles, methods, and procedures.

Ability to interface all system software.

Ability to advise or instruct run designers as required.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

MICROCOMPUTER SUPPORT ANALYST I

Grade 27

General description

One to three years professional experience with Microcomputers. Under general direction, provides microcomputer user support, performs research, specification, and support work in the development and maintenance of microcomputer systems; performs related work as required.

Job duties

Coordinate with the General Assembly, and the Legislative Council and its agencies the installation of microcomputers.

Work with the General Assembly, and the Legislative Council and its agencies to resolve hardware problems and recommend solutions.

Work with the General Assembly, and the Legislative Council and its agencies to resolve software problems and install solutions and fixes.

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

Advise and assist in selection of software used in communication between the mainframe and microcomputers.

Analyze the needs of the General Assembly, and the Legislative Council and its agencies and act as liaison to user departments; make formal and informal presentations to users and potential users.

Provide staff and user training and consulting.

Job skills

Knowledge of general microcomputing, principles, standards, and techniques of operation, and systems support work, as related to microcomputers.

Knowledge of application programs used by the Computer Support Bureau.

Knowledge of Local Area Networks.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

MICROCOMPUTER MANAGER I

GRADE 33

General Description

One to three years professional experience with Microcomputers. Under general direction, performs research, specification, and support work in the development and maintenance of microcomputer systems; performs related work as required.

Job Duties

Interact with the user community in a leading role as it relates to the support of PC application software.

Plan overall needs of PC application software and hardware for the entire user community, and the implications to present hardware/software platform, user knowledge, and training requirements.

Undergo formal training on PC application level integration software to learn all aspects required to automate and integrate PC applications.

Coordinate purchasing activities including the following:

a) Maintain contract price information b) Purchase PC hardware and application software c) Provide order assistance to user department purchasing and finance officers d) Approve PC hardware and application software purchases and coordinate payment through CSB Secretary e) Maintain billing information and inventory data base information.

Establish local policies and procedures for installing approved PC application software on users PC's. Register and maintain upgrade information on PC application software. Help users maintain users documentation libraries.

Develop and conduct training programs for users, and coordinate contract training of PC application software. Develop, conduct, and/or coordinate training programs for computer contacts in the user departments on advanced PC computing topics.

Plan, assist users with testing, and coordinate new versions of PC applications software.

Provide guidance and direction to subordinate Microcomputer Support Analyst as required.

Job Skills

Knowledge of data processing theory, principles, standards, and techniques of operation, and systems support work, as related to microcomputers.

Knowledge of application programs used by the Computer Support Bureau.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

ADMINISTRATIVE SECRETARY

Grade 21

General Description

One to three years experience involving secretarial duties, performs related work as required.

Job Duties

Serves as secretary to the employees of the Legislative Computer Support Bureau.

Serves as receptionist. Provides general information about the office to the public and routes such calls to the appropriate staff member.

Greets and assists callers and visitors and obtains necessary information before directing them to the appropriate staff person for assistance.

Responsible for the processing of Claim vouchers and all Internal vouchers and for recording and maintaining various transactions in the departmental budget book. Also monthly balancing of the budget book against the IFAS report.

Maintains general correspondence and accounts payable files.

Maintains all personnel records.

Teaches Mapper Word Processing to any legislative staff member and is available for any follow-up word processing questions. Also maintains and updates any Mapper Word Processing material for classes.

Performs varied office administrative tasks such as supply ordering and distribution of mail.

Types and edits the typing of a variety of materials including reports for reproduction and distribution.

Maintains and updates inventory.

Job Skills

Knowledge of functions and duties of the Legislative Computer Support Bureau, interest in state government and ability to work on a non-partisan basis is required.

Knowledge of office practices and procedures; grammar, punctuation, spelling and word usage.

Knowledge of the application and uses of modern office equipment including word and data processing equipment.

Knowledge of the business arithmetic: addition, subtraction, multiplication and division, including fractions and percentages.

Knowledge of basic public relations techniques.

Ability to handle confidential work with tact and discretion; to perform complex clerical tasks and make decision requiring interpretation and judgment.

Ability to follow oral and written instructions accurately and efficiently.

EXECUTIVE SECRETARY

Grade 23

General Description

Three to five years experience involving secretarial duties, performs related work as required.

Job Duties

Serves as secretary to the employees of the Legislative Computer Support Bureau. Coordinate and maintains a schedule of appointments and meeting for the Director and other staff employees.

Serves as receptionist. Provides general information about the office to the public and routes such calls to the appropriate staff member.

Greets and assists callers and visitors and obtains necessary information before directing them to the appropriate staff person for assistance.

Responsible for the processing of Claim vouchers and all Internal vouchers and for recording and maintaining various transactions in the departmental budget book. Also monthly balancing of the budget book against the IFAS report.

Maintains general correspondence and accounts payable files.

Maintains all personnel records.

Teaches Mapper Word Processing to any legislative staff member and is available for any follow-up word processing questions. Also maintains and updates any Mapper Word Processing material for classes.

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Knowledge of functions and duties of the Legislative Computer Support Bureau, interest in state government and ability to work on a non-partisan basis is required.

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Knowledge of the application and uses of modern office equipment including word and data processing equipment.

Knowledge of the business arithmetic: addition, subtraction, multiplication and division, including fractions and percentages.

Knowledge of basic public relations techniques.

Ability to handle confidential work with tact and discretion; to perform complex clerical tasks and make decision requiring interpretation and judgment.

Ability to follow oral and written instructions accurately and efficiently.

JUNE 5, 1990

LEGISLATIVE COMPUTER SUPPORT BUREAU
WORK ATTENDANCE POLICY

1. The regular office hours for employees of the Legislative Computer Support Bureau are from 8:00 a.m. to 4:30 p.m. Flextime arrangements are acceptable provided that arrangements are in writing and agreed to by the director.
2. All employees are expected to be at their respective work stations as assigned. When an employee expects to be absent from the employee's work station, the employee is expected to notify the Bureau Secretary and use the IO run on the computer system.
3. One-half hour (unpaid) is allowed for lunch. An employee shall normally take the one-half hour lunch period between 11:00 a.m. and 1:30 p.m. unless prior approval from the Director has been obtained.
4. One-half hour is allowed within the eight total paid work hours for both fifteen minute breaks. If an employee does not use either or both of the two fifteen minute break periods, the break time not used may be added to the lunchtime break. If an employee does not use either or both of the fifteen minute break periods during the day, the time is lost and shall not be added to any overtime total. If an employee does not use the one-half hour lunch break, the time is lost and shall not be added to any overtime total.
5. In order to assure that staffing requirements are met, it may be necessary to schedule lunchtimes and break times.
6. Each employee is to complete the employee's timesheet at the end of each working day or the following morning. Time sheets should be submitted to the Bureau Secretary by 9:00 a.m. on the Friday following the end of the pay period.
7. In order to meet the workload demands of the Computer Support Bureau, it may be necessary to require overtime hours of employees on short notice.

JUNE 5, 1990

LEGISLATIVE COMPUTER SUPPORT BUREAU
PROCEDURES FOR USE OF LEAVE TIME

1. Employees shall file the standard Request for Leave form with the Bureau Secretary at least 24 hours in advance of the starting time of a leave of any type. All leaves must be approved by the Director.
2. A request for use of leave of 8 hours or less need not be submitted in advance.
3. Use of leave time during a legislative session is subject to the prior approval of the Director. Leave time during the legislative interim should be scheduled, to the extent possible, so that the employee does not conflict with the other employees.
4. An employee who will arrive at work more than 20 minutes after the scheduled arrival time must notify the Bureau Secretary and file the appropriate leave form upon arrival.
5. An employee who is sick or injured and cannot report for work must call the Bureau Secretary by 8:30 a.m. and file the appropriate leave form upon returning to work.
6. An absence from work which does not comply with the leave policy may, at the discretion of the Director, be considered an unauthorized absence and payment of salary may be withheld for that period.

PERFORMANCE EVALUATION FORM
LEGISLATIVE COMPUTER SUPPORT BUREAU

Employee: _____

Date: _____

PERFORMANCE EVALUATION FORM

Explanation of Ratings:

- | | | |
|---------------|---|--|
| EXCELLENT | - | Consistently exceeds performance standards; outstanding performance |
| VERY GOOD | - | Frequently exceeds performance standards; good performance |
| SATISFACTORY | - | Consistently meets performance standards and requirements; competent performance |
| BELOW AVERAGE | - | Frequently fails to meet performance standards; performance improvement necessary |
| POOR | - | Significantly fails to meet performance standards; unacceptable level of performance |

EVALUATION FACTOR GROUPINGS

1. General Performance Characteristics
2. General Work Skills and Communication Skills
3. Work-related Interpersonal Skills
4. Work-related Attitudinal Factors
5. Decision-making Ability

EMPLOYEE: Based upon the descriptions for each factor grouping, please rate your performance by circling ONE rating per grouping and entering a comment if necessary. At the end of this Performance Evaluation Form you can make additional comments.

1. GENERAL PERFORMANCE CHARACTERISTICS

EXCELLENT	VERY GOOD	SATISFACTORY	BELOW AVERAGE	POOR
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COMMENT (optional):

- A. ATTENDANCE AND PUNCTUALITY - Record of work attendance, with emphasis on important work periods; timeliness of attendance.
- B. OBSERVANCE OF RULES - Familiarity with and acceptance of guidelines, regulations, and procedures; considerate of coworkers.
- C. PERSONAL APPEARANCE - The selection of personal business attire; grooming and cleanliness.
- D. PERSONAL INTEGRITY - Adherence to a code of moral values and principles which impact the organization; does not abuse privileges.
- E. PERSONAL ORGANIZATION - The order, appearance, and overall condition of an individual's work area; coordination of personal matters to minimize disruption of work duties and responsibilities; uses time efficiently.
- F. PROFESSIONALISM - The individual's ability to order one's conduct in such a manner that all persons dealing with the individual are aware of the individual's maturity, integrity, and commitment to job.
- G. RELIABILITY - The confidence which may be placed in the individual's professional opinions, recommendations, and analyses.

2. GENERAL WORK SKILLS AND COMMUNICATION SKILLS

EXCELLENT	VERY GOOD	SATISFACTORY	BELOW AVERAGE	POOR
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COMMENT (optional):

- A. COMMUNICATION, ORAL - The ability to orally develop and convey thoughts clearly and concisely to others, with acceptable English usage.
- B. COMMUNICATION, WRITTEN - The ability to convey written thoughts clearly and concisely, with little difficulty regarding interpretation, and with acceptable English usage.
- C. CONCENTRATION - The ability to stick with a given task to the end of the task; ability to renew concentration after interruption.
- D. INITIATIVE - The extent to which the individual pursues important work without close supervision and generates ideas helpful to the organization; the extent to which the individual is a "self-starter".
- E. JOB KNOWLEDGE - Possesses a clear knowledge of the responsibilities and the task to be performed; proficient in skills required to perform job.
- F. PLANNING - Setting realistic goals and organizing resources to achieve them; ability to schedule and organize time and effort for short-range or long-range assignments; predicting problems or questions before they occur.
- G. PROBLEM SOLVING/CREATIVITY - Uses sound judgment in analyzing problem situations; generates ideas; provides constructive suggestions towards solution; independent recognition of problems and proposal of solutions.
- H. RESOURCEFULNESS - The degree of originality of ingenuity of ideas; independence of thinking; ability to connect ingenuity with work-related projects.
- I. TIME EFFECTIVENESS - The ability to meet deadlines and accomplish objectives by efficient allotment of time; assignments completed by deadlines.

3. WORK-RELATED INTERPERSONAL SKILLS

EXCELLENT VERY GOOD SATISFACTORY BELOW AVERAGE POOR

COMMENT (optional):

- A. COOPERATION OUTSIDE BUREAU - The willingness and spirit with which the individual works with others toward a common goal. The ability to develop and maintain a working relationship that is characterized by open communication enhancing the work flow among the units of the legislative branch and between the executive and legislative branches.
- B. COOPERATION WITH COWORKERS - The willingness with which the individual works with colleagues in a common effort; reaction to coworker suggestions or requests.
- C. COOPERATION WITHIN BUREAU - Takes direction well; works well with others; promotes team effort; willingly assists other employees within bureau.
- D. DELEGATION - The ability to entrust responsibility and authority to others while retaining control and fixing accountability for unexpected results
- E. INTERPERSONAL SKILLS - Communicates and listens effectively; keeps others informed when necessary; promotes favorable relations with others in and outside the bureau.
- F. LEADERSHIP - The ability to inspire confidence, productivity and teamwork; fair and consistent use of discipline and authority; respect for the individual.
- G. MOTIVATING OTHERS - The ability to positively affect an organization and stimulate others through personal conduct and example.
- H. WORKING WITH SUPERIORS - The ability to accept direction and perform tasks in a friendly and businesslike manner.

4. WORK-RELATED ATTITUDINAL FACTORS

EXCELLENT VERY GOOD SATISFACTORY BELOW AVERAGE POOR

COMMENT (optional):

- A. ACCEPTANCE OF CRITICISM - The personal and professional reaction of the individual to constructive suggestions which may improve performance or effectiveness of the individual.
- B. COMMITMENT TO JOB - The individual's overall attitude toward the job and the individual's expression of responsibility and dedication to duty; an involvement "above and beyond" the call of duty when required.
- C. COMPOSURE AND SELF-CONTROL - The ability to work under pressure, to maintain a level temper, to refrain from showing emotion under stress, to react in a good-natured manner under adverse conditions.
- D. CONFIDENCE - The ability to deal fairly and directly with facts, establish a rapport with other individuals, develop a reliable and consistent performance that enables others to depend upon the individual for advice, analysis, and recommendations.
- E. COURTESY - The characteristic of dealing with fellow employees, members of the legislative community, and the general public in accordance with the principles of common courtesy and consideration.
- F. FLEXIBILITY - The personal and professional willingness to accept new assignments and increased responsibility; attitude toward change; willing to master new duties and methods.
- G. TACT - The ability to work with others in a manner that is not offensive, that builds a base of cooperative participation, and that results in achievement of basic purpose; listens to input before making a decision.

EMPLOYEES -- FINAL COMMENTS (optional) - Additional sheets may be attached

DIRECTOR'S RESPONSE (optional) - Additional sheets may be attached

Designated time/month for next evaluation: _____

Date: _____

Director's Signature: _____

Employee's Signature: _____

*The signature of the employee indicates discussion of the evaluation with the Director. It does not necessarily indicate agreement with the evaluation. An employee may file additional comments in response to an evaluation or the Director's response within seven days of receiving such evaluation.

5. DECISION-MAKING ABILITY

EXCELLENT VERY
GOOD SATISFACTORY BELOW
AVERAGE POOR

COMMENT (optional):

- A. DECISIVENESS - The ability to resolve problems encountered in daily work and to properly complete work assignments without excessive reliance upon supervision or interruption of others.
- B. JUDGMENT - The ability to resolve work problems by applying the accumulated training, experience, and understanding the individual has acquired; application of such training, experience, and understanding; achieving balanced and fair solutions to problems.
- C. KEEPING OTHERS INFORMED - Knowing when to bring matters to the attention of others, particularly supervisors, so that adequate information is made available at the proper levels in the organization.

Educational Leave - Direct & Indirect Costs

No Educational Leave was requested or granted during FY 1992.

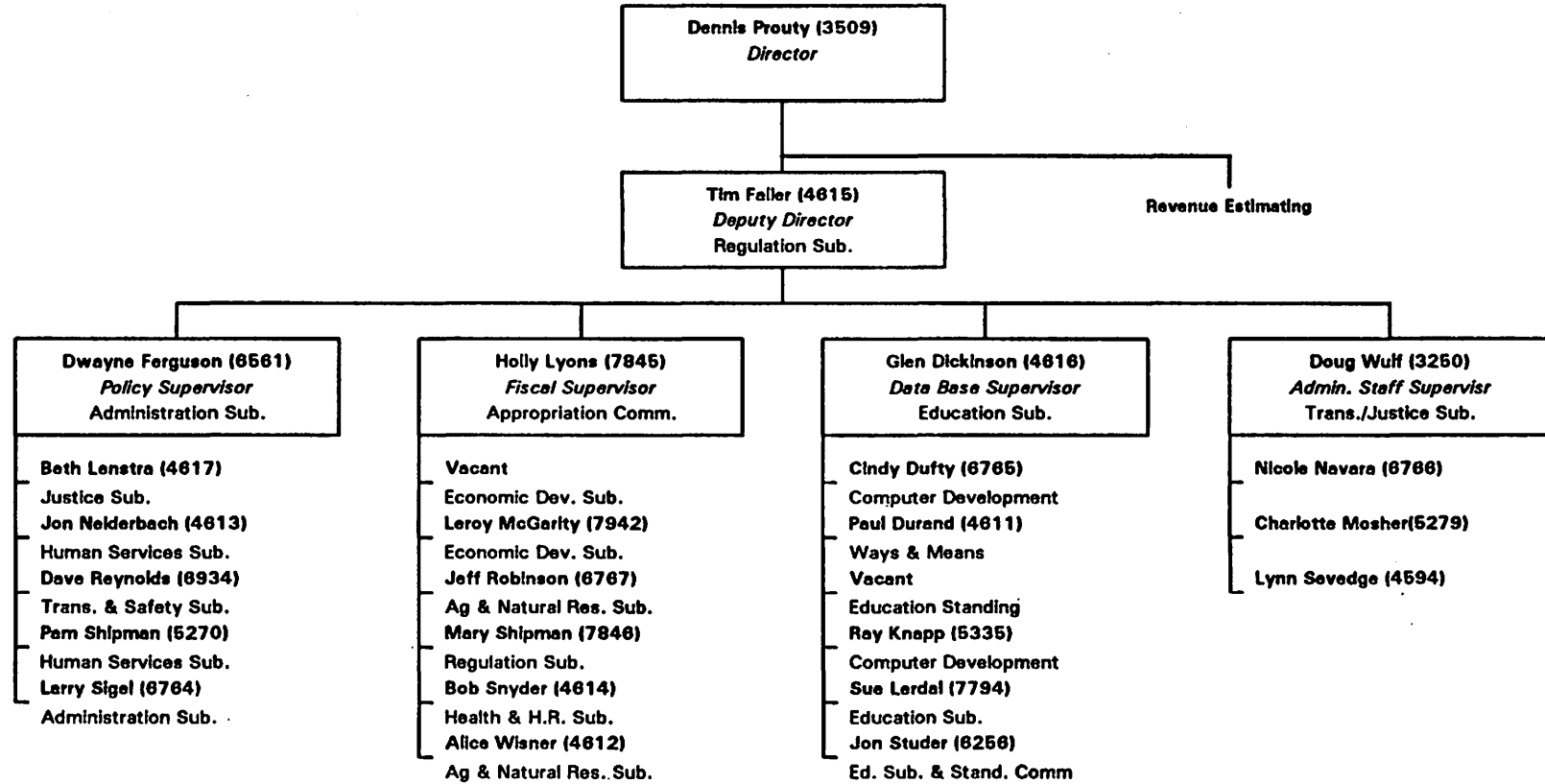
LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT
JUNE 1992

Reporting Requirement

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

Legislative Fiscal Bureau



June, 1992

Legislative Fiscal Bureau

<u>Position Classification</u>	<u>Pay Grade</u>
Legislative Analyst I	27
Legislative Analyst II	30
Legislative Analyst III	33
Senior Legislative Analyst	35
Principal Legislative Analyst	36
Deputy Director	39
Run Designer I	24
Run Designer II	27
Run Designer III	30
Software Analyst I	34
Administrative Secretary	21
Executive Secretary	23
Page	minimum wage

Source: Pay resolution adopted by Legislative Council

Job descriptions for these classifications are contained in Chapter 1 of the Legislative Fiscal Bureau Policies and Procedures Manual.

LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 1993

	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Legislative Analyst I</u>			
Shipman, M.	27-3	12/22/89	06/07/92
Shipman, P.	27-3	12/13/89	06/07/92
Reynolds	27-3	09/18/89	03/13/92
Studer	27-3	09/05/89	02/28/92
McGarity	27-2	08/01/90	01/31/92
Sigel	27-2	08/20/90	02/14/92
<u>Legislative Analyst II</u>			
Durand	30-3	01/20/87	07/05/91
Hawley, J.	30-3	01/22/87	07/05/91
Lenstra	30-3	01/21/87	07/05/91
Hawley, C.	30-3	02/09/87	07/05/91
Wisner	30-3	05/04/87	10/11/91
Robinson	30-3	11/17/87	12/20/91
<u>Legislative Analyst III</u>			
Snyder	33-3	11/19/84	07/05/91
Lerdal	33-3	02/17/89	08/16/91
<u>Senior Legislative Analyst</u>			
Neiderbach	35-4	12/21/81	04/24/92
<u>Principal Legislative Analyst</u>			
Wulf	36-6	02/11/83	00/00/00
Lyons	36-6	01/03/84	00/00/00
Ferguson	36-5	11/27/87	05/24/92
Dickinson	36-5	07/08/88	01/03/92
<u>Deputy Director</u>			
Faller	39-6	07/01/74	00/00/00
<u>Administrative Secretary</u>			
Navara	21-2	11/13/90	05/08/92
<u>Executive Secretary</u>			
Sevedge	23-5	03/25/80	07/05/91
Mosher	23-2	07/03/90	01/03/92
<u>Run Designer II</u>			
Dufty	27-3	08/18/89	01/31/92
<u>Software Analyst I</u>			
Knapp	34-5	01/02/76	06/07/92

LEGISLATIVE FISCAL BUREAU
OVERTIME and COMPENSATORY TIME
Fiscal Year 1992

Attachment #3b

ELIGIBLE FOR PARTIAL COMPENSATION

Professional Staff

Name	Overtime Hours	Adjustment first 40	Overtime less 40	Compensatory Hours
Employee 1	653.50	40.00	613.50	120.00
Employee 2	647.00	40.00	607.00	120.00
Employee 3	579.50	40.00	539.50	120.00
Employee 4	533.50	40.00	493.50	120.00
Employee 5	423.25	40.00	383.25	120.00
Employee 6	314.50	40.00	274.50	120.00
Employee 7	301.25	40.00	261.25	120.00
Employee 8	298.00	40.00	258.00	120.00
Employee 9	268.50	40.00	228.50	120.00
Employee 10	261.25	40.00	221.25	120.00
Employee 11	245.25	40.00	205.25	120.00
Employee 12	229.50	40.00	189.50	120.00
Employee 13	229.25	40.00	189.25	120.00
Employee 14	218.75	40.00	178.75	120.00
Employee 15	212.50	40.00	172.50	120.00
Employee 16	205.00	40.00	165.00	120.00
Employee 17	204.50	40.00	164.50	120.00
Employee 18	203.50	40.00	163.50	120.00
Employee 19	190.00	40.00	150.00	120.00
Employee 20	190.00	40.00	150.00	120.00
Employee 21	159.00	40.00	119.00	119.00
Employee 22	135.50	40.00	95.50	95.50
Employee 23	107.25	40.00	67.25	67.25
Total Hours	6,810.25	920.00	5,890.25	2,681.75
Average	296.10		256.10	116.60

ELIGIBLE FOR FULL COMPENSATION

Administrative Support Staff

Employee 1	53.50		80.25
Employee 2	43.00		64.50
Employee 3	29.50		44.25
Total Hours	126.00		189.00
Average	42.00		63.00

Compensatory Time Policy for Support Staff

Chapter 4 of the LFB Policies and Procedures Manual (Attachment #7 of this document) outlines the LFB policy on support staff positions and compensatory time.

Work Attendance Policy & Leave Procedures

Chapter 3 of the LFB Policies and Procedures Manual (Attachment #7 of this document) outlines the LFB policy on work attendance and leave procedures.

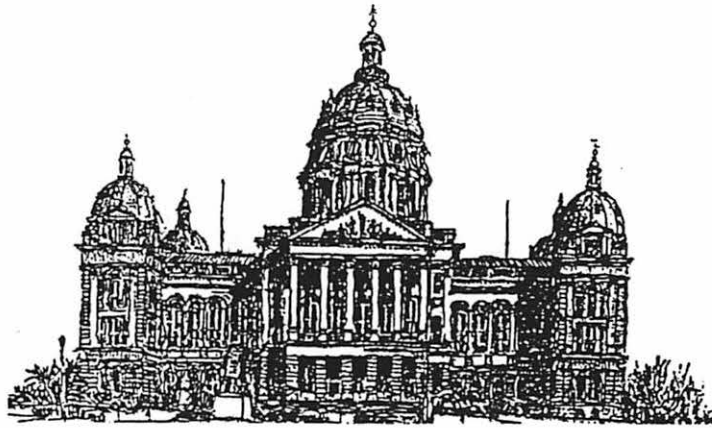
Performance Evaluation Forms

Chapter 8 of the LFB Policies and Procedures Manual (Attachment #7 of this document) contains a copy of the LFB Performance Evaluation Forms.

Educational Leave - Direct & Indirect Costs

No Educational Leave was requested or granted during FY 1991.

**LEGISLATIVE FISCAL BUREAU
STATE OF IOWA
POLICIES and PROCEDURES**



June 1992

Legislative Fiscal Bureau
Policies and Procedures*

* These policies and procedures were first established in the Fall, 1985 and have been updated periodically. They are intended to supplement and expand the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 12, 1992

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1. JOB DESCRIPTIONS

Job descriptions are maintained for each classification within the Fiscal Bureau (See the following job descriptions). These job descriptions are established in accordance with the Chapter 3.A of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

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1-3

REQUIREMENTS OF WORK

Knowledge of practices, principles, methods and techniques of budget analysis, bill analysis, public administration, program evaluation or related fields.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to gather, organize, and analyze facts, and exercise judgement regarding recommended action.

Ability to learn and apply new technical knowledge as required.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with executive, judicial and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

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1-5

May assist in training analysts and student interns.

Performs related work as assigned.

REQUIREMENTS OF WORK

Knowledge of the practices, principles, methods and techniques of budget analysis, bill analysis, public administration, program evaluation and related fields.

Knowledge of the funding practices and procedures of Iowa state agencies.

Knowledge of the organization and operation of state government.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to gather, organize, and analyze facts, and exercise judgement in the formulation of recommended action.

Ability to learn and apply new technical knowledge as required.

Ability to carry out major project activities.

Ability to communicate effectively, both orally and in writing.

Ability to plan, direct and coordinate the work of project team members.

Ability to establish and maintain effective working relationships with executive, judicial, and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

Two years of progressively responsible analytic and evaluative work experience, preferably including budget preparation. A Master's Degree in one of the above fields may be substituted for one year of work experience.

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1-7

Performs related work as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the practices, principles, methods and techniques of budget analysis, bill analysis, public administration, program evaluation, or related fields.

Considerable knowledge of the funding practices and procedures of Iowa state agencies.

Considerable knowledge of the organization and operation of state government.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to gather, organize, and analyze facts, and exercise judgement in the formulation of recommended action.

Ability to learn and apply new technical knowledge as required.

Ability to carry out major project activities.

Ability to establish and maintain effective working relationships with executive, judicial, and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

Four years of progressively responsible analytic and evaluative work experience, preferably including budget preparation or a Master's Degree in one of the above fields, and three years of work experience.

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1-9

REQUIREMENTS OF WORK

Thorough knowledge of the practices, principles, methods, and techniques of budget analysis and program evaluation.

Considerable knowledge of the organization and operation of state government.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to plan, direct and coordinate the work of subordinates.

Ability to learn and apply new technical knowledge as required.

Ability to carry out major project activities.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with executive, judicial, and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

Five years of progressively responsible analytic and evaluative work experience preferable including budget preparation or a Master's Degree in one of the above fields and four years work experience.

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1-11

Reviews and coordinates staff proposed alternatives to committees which may include detailed proposals for program deletion, revision or the implementation of new programs to better achieve legislative intent.

Maintains a working knowledge of the statutory provisions and administrative rules authorizing and implementing state programs.

Maintains awareness of private and federal efforts which affect state operations.

Review analysis of legislative proposals for fiscal and other impact and possible further evaluation for the House and Senate.

Prepares appropriation, program evaluation, and fiscal note status reports.

Performs related work as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of the practices, principles, methods, and techniques of budget, management, and organizational analysis.

Knowledge of the funding practices and procedures of Iowa state agencies.

Knowledge of the organization and operation of state government.

Thorough knowledge of the principles and the practices of administration and supervision.

Ability to organize, direct, coordinate, and review the legislative budget analysis work of the staff.

Ability to make oral and written reports and presentations clearly and concisely.

Ability to learn and apply new technical knowledge as required.

Ability to speak effectively in public.

Ability to establish and maintain effective working relationships with legislators, high-level government officials, special interest groups, and the mass media.

Ability to identify staff training needs and recommend to the Director alternatives to accomplish the training.

MINIMUM PREPARATION FOR WORK

JUNE 12, 1992

1-13

DEPUTY DIRECTOR

NATURE OF WORK

An employee in this class may perform analysis for budget and revenue proposals, conduct program and policy analysis and evaluations, and interact with legislators and legislative committees. An employee must become familiar with the legislative intent for any agency or program to which the employee is assigned for budgetary and program evaluation purposes. Work includes the directing and performing of analysis of management and organization structures and organization structures and analysis of budgetary and fiscal considerations to develop an effective program or agency within state government. Work is accomplished with general direction from the director and acts for the director when necessary.

EXAMPLES OF WORK (May not include all the duties performed.)

Assists in planning and coordinating the activities of the Legislative Fiscal Bureau.

Performs the functions of the Director in the Director's absence.

Selects, assigns, advises, and evaluates staff.

Serves as liaison and meet regularly with section supervisors.

Assists the Director with the revenue estimating conference.

Develops detailed guidelines to be used by staff in their analysis.

Analyzes budget requests for assigned state agencies; meets with department directors, program managers, and agency budget personnel to determine budgetary needs as they relate to program operations and objectives.

Reviews and coordinates program analysis of departmental and state-wide activities; reviews evaluation and analysis study designs, evaluates programs for effectiveness; identifies causes of effective and ineffective operation; establishes suggested program priorities, and ensures compliance with legislative intent.

Meets with members of the General Assembly and leadership regarding planning and coordinating activities of the Legislative Fiscal Bureau.

Reviews and coordinates staff proposed alternatives to committees

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Policies and Procedures

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1-15

Director alternatives to accomplish the training.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration or related field.

Seven years of analytic work experience preferably including budget preparation or analysis or a Master's Degree in one of the above fields and five years work experience.

Five years managerial work experience preferably including personnel organization and direction.

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1-17

RUN DESIGNER II

General Description

One to three years data processing and/or run design experience. Under general supervision, develops appropriate mapper application programs for the solution of business, statistical, legislative, or other problems to be processed on an electronic computer in the mapper language; performs related work as required. May confer with technical personnel in analysis and application planning. May assist in determining the causes of run malfunctions.

Job Duties

Plan and develop detailed run procedures and instructions for converting specific application problems to a logical sequence of run statements; establishes proper coding for conversion of data.

Analyze, modify, and revise established runs to adapt to changes in need and requirements.

Analyze test results with end users to detect technical run errors, to isolate factors causing abnormal run behavior, and to determine reasons for malfunctions.

Prepare written instructions to guide end user personnel during production; compile documentation of run development and revisions.

Job Skills

Knowledge of data processing theory

Knowledge of mapper manual functions and run design statements

Knowledge of mapper run design techniques

Some knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Ability to analyze run problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

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1-19

Knowledge of methods and techniques of systems analysis and development.

Knowledge of mapper manual functions and run design statements.

Knowledge of mapper run design techniques.

Knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Ability to analyze systems and/or run problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

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1-21

Knowledge of programming languages used by the Fiscal Bureau.

Knowledge of information management principles, methods, and procedures.

Ability to advise or instruct run designers as required.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

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1-23

Ability to follow oral and written instructions accurately and efficiently.

MINIMUM PREPARATION OF WORK

Three years of general office or stenographic experience, one year of which involved secretarial or related program support duties.

or

Satisfactory completion of post high school course work in an accredited secretarial, business or closely related curriculum may be substituted for up to two years work experience on a month to month basis.

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1-25

Ability to handle confidential work with tact and discretion; to perform complex clerical tasks and make decision requiring interpretation and judgment.

Ability to follow oral and written instructions accurately and efficiently.

May supervise other clerical staff.

MINIMUM PREPARATION OF WORK

Five years of general office or stenographic experience, three years of which involved secretarial or related program support duties.

or

Satisfactory completion of post high school course work in an accredited secretarial, business or closely related curriculum may be substituted for up to two years work experience on a month to month basis.

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separated from any substantive application materials, and shall not be seen by any person involved in screening or interviewing applicants. The questionnaire responses shall be tabulated.

- C. The Director shall periodically review the above announcement procedures to determine whether a well qualified and diverse pool of applicants is being attracted.
- D. Interviews shall be scheduled with the most qualified applicants. In screening applicants and in conducting interviews, care should be exercised that only bona fide occupational qualifications are considered.

The Legislative Fiscal Bureau will not favor or discriminate against any person in training, professional development, promotional opportunities, pay, compensation or working conditions because of race, religion, color, sex, national origin, age, or physical or mental disability. The Director of the Bureau will periodically review the rates of pay and working conditions of state employees with duties equivalent to those of Bureau employees. If discrepancies are found, the Director will develop and recommend appropriate adjustments to the Legislative Council.

Any person who believes that they have experienced discrimination in hiring, promotion, termination, or other matters pertaining to this equal employment opportunity policy, should report their concerns to the Legislative Council, which will advise the complainant of their rights under the employment policies of the Legislative Council and the laws of Iowa (see also GRIEVANCE PROCEDURE). Any person aggrieved by the decision of the Legislative Council may initiate appropriate action with the Iowa Civil Rights Commission, pursuant to Chapter 601A of the Code of Iowa.

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3-2

scheduled leave on the Friday following the end of the pay period, the time sheet will be finalized before the leave is taken.

Employee Location

All employees must indicate their location on the Mapper IN/OUT board provided by the office. If the employee is on scheduled leave, the date of return should be indicated on the IN/OUT board.

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5-1

5. EMPLOYEE PROBATIONARY PERIOD

To evaluate staff members after their initial employment and to ensure satisfactory performance of duties and responsibilities, there is a probationary period. The length of the probationary period will be six months after the start of employment or through one legislative session if the time from the start of employment through one session is greater than six months in length. Employees will be evaluated in writing at the end of their probationary period by their supervisor or the Director with a recommendation to continue or terminate the staff member. During the probationary period, employees may be terminated at will and the grievance procedure is not applicable to them.

This probationary period is established in accordance with the Chapter 7.C of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

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7-1

7. SALARY INCREASES - MERIT STEPS

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

PERFORMANCE EVALUATION WORKSHEET

NAME _____

CLASSIFICATION TITLE _____

PERIOD COVERED BY THIS EVALUATION: Beginning _____ through _____

GUIDELINES FOR PERFORMANCE EVALUATIONS

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

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

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

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

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

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

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

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

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

Section 1

PERFORMANCE STANDARDS WORKSHEET

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

EMPLOYEE COMMENTS AND RESPONSE

1. Establish your goals for the next review period.

2. Please comment on LFB and your role within LFB (strengths, areas for improvement, etc.).

3. For your normal duties and for each special project, please indicate any hindrances or difficulties you are experiencing.

Duty or Special Project

Hindrance or Difficulty

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9-2

Termination/Demotion - if the employee has not complied with the performance requirements and/or responded to the probation or suspension period, termination or demotion may result.

Termination & Resignation

Termination is a separation from the Bureau initiated by the Bureau Director. Termination may result from:

1. Failure to meet required work standards of performance or attendance.
2. Inability to maintain proper working relationships.
3. Insubordination constituting a serious breach of conduct.
4. Unauthorized absence or abuse of leave privileges.
5. Falsification of any state records.
6. Reduction in work force or elimination of a position.
7. Conversion or taking of state property for personal benefit.
8. Willful violation of the law or of any of these policies.

Every effort will be made to provide the employee two weeks advance notice of termination. However, no notice is required if termination occurs during the probationary period and no notice is required if termination is due to misconduct.

Resignation is a separation from the Legislative Fiscal Bureau initiated by the staff member. Employees who resign their positions shall give two weeks notice and submit a written statement of intent to the Director. The Director or supervisor will conduct an exit interview before the employee's final working day.

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11-1

11. PARTICIPATION IN PARTISAN POLITICS

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

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13-1

13. PROFESSIONAL CONDUCT & LEGISLATIVE PROTOCOL

All staff members shall conduct themselves in a professional manner during the normal work day at the office or while attending meetings or conferences away from their work location. Employees shall fulfill to the best of their ability the responsibilities of their position.

The principal activity of this office involves providing services to the General Assembly. All materials and information should be provided to legislators and committees on a confidential basis unless authorized differently. Similarly, in working on a request from a legislator, no mention of the member's name is to be made without specific permission.

When present at, or participating in a committee meeting, staff members should avoid behavior which could be interpreted as indicating approval or disapproval of testimony or committee action. Further, staff members should not interject themselves in committee deliberations except upon the request of the chairperson or a member.

Analysts should strive to be objective in their work. Analysts should never be perceived as an advocate or antagonist of an agency, issue, or program.

In responding to an inquiry for information in a committee meeting, if an analyst does not know the answer, the analyst should say so and get the answer as quickly as possible.

Due to the nature of the budget process, many times Fiscal Bureau staff is required to spend time with the chairpersons of the subcommittee during the budget development process. Once the initial bill is drafted and at each stage of the process, the Fiscal Bureau staff should give extra effort in seeking out the ranking members and other subcommittee members to determine if they need additional explanations of the bill, have additional information requests, or would like to discuss the implications of alternative scenarios.

As public employees, staff of the Legislative Fiscal Bureau are to meet the requirements in Chapters 68B and 721, Code of Iowa. Chapter 68B deals with the Gift law and Chapter 721 deals with the using of state property or equipment for private purposes or personal gain.

JUNE 12, 1992

14-1

14. DRESS CODE & OFFICE PROTOCOL

Uniform Dress Code

When the General Assembly is in session, employees of the Fiscal Bureau shall wear appropriate attire. For male employees, appropriate attire means slacks, jackets, and ties; for female employees, appropriate attire means suits, dresses, skirts, or dress slacks.

During the legislative interim, if a legislative employee is required to be present at a legislative meeting or to meet with employees of other public or private agencies, the employee shall wear the attire required for the legislative session. Otherwise, the employee may wear less formal attire. Jeans, shorts, tee shirts, and rubber soled sports shoes are not acceptable work attire.

The Director may grant exceptions to the Uniform Dress Code when special circumstances exist.

Stereo/radio Headphones

Stereo/radio headphones may be worn only at the employee's assigned work area within the Fiscal Bureau office. (i.e., desk) The volume level must be low enough so the employee can hear the telephone ring at their work site and adjacent work sites. In addition, the volume level must be low enough so as not to disturb co-workers.

Smoking

Chapter 98A, 1989 Code of Iowa, prohibits smoking in any of the current Fiscal Bureau offices.

PC Laptop Take Home Procedures

The LFB laptop computer is available to all staff for general training or work related projects during the nights and weekends. The laptop is stationed at the Capitol Building. The administrative staff at the Capitol is responsible for reservation and checking out the laptop.

A reservation book will be maintained at the Capitol Building. Do not reserve the machine for more than two concurrent days. In all cases, work related projects will take priority over general training. When you pick up the laptop to take it home, you will need to sign it out and indicate the time and date taken. When you return the laptop, you need to sign it back in with an administrative staff person or supervisor. (Do not just drop it off.)

The laptop must be returned to the administrative staff each work day morning even if you check it out for two days. This will ensure availability for training needs during the work day. Times when the laptop is not in use it is the responsibility of the administrative

Legislative Fiscal Bureau
Policies and Procedures

JUNE 12, 1992

15-1

15. PAYCHECKS

Paychecks are distributed every other Friday and contain information on deductions from salary, vacation hours accrued and used, and sick leave hours accrued and used. Employees who desire to have their pay deposited directly into their financial institution account should complete the appropriate form available from the administrative staff in the Capitol Building.

There are a number of voluntary deductions available to an employee. These include the state employees' credit union, United States savings bonds, health and dental insurance, life insurance, pre-tax dependent care, charities, and deferred compensation. More information on the deductions is available in Chapters 22-27 of this document or from the administrative staff in Capitol Building.

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17. SICK LEAVE

Sick leave with full pay accumulates at the rate of 18 days annually for full-time employees. The bi-weekly accrual rate is 5.54 for the first and second pay periods in a month and 5.52 for the third pay period. Sick leave cannot be used in excess of the amount accrued. The allowed use of sick leave is established by Chapter 6.C(1.b) of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Sick leave may be converted to vacation leave by an employee who has accumulated 240 hours (30 days) of sick leave and who has not used any sick leave during the month. Commonly known as "flip-time," 12 hours of sick leave converts to 4 hours of vacation leave. Employees who have accumulated 240 hours of sick leave and wish to "flip" their future accumulations to vacation must indicate this in writing to the Deputy Director. See Code of Iowa section 79.1 and 79.23, and Iowa Department of Personnel Administrative Rules, chapter 14, for more information.

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19-1

19. OTHER TYPES OF LEAVE

Other types of leaves are addressed in Chapter 6 of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council. The additional leave established are: sick leave without pay, family death leave, leave of absence without pay, leave of absence for purposes of family/maternity, educational leave, military leave, voting leave, court/jury service leave, business leave, and olympic leave.

JUNE 12, 1992

21-1

21. WORKER'S COMPENSATION - INJURIES ON THE JOB

An employee should immediately notify their supervisor of any work-related injuries requiring medical treatment, and should next contact First Aid at 281-5266 for instructions. The state doctor or nurse will either provide care, refer the employee to their own physician, or may direct the employee to a local hospital for out-patient care. Medical bills for unauthorized care will not be paid by the state unless the nature of the injury, or where it occurred, prevented the employee from securing authorization.

If an employee is injured at work during other than normal hours, the employee should immediately attempt to notify their supervisor, and should next go to the nearest facility providing appropriate medical services.

The first report of a work related injury must be completed and filed by the employee's department within 16 working hours after the injury occurs.

Employees who are injured or become ill while at work may seek assistance from the Capitol complex nurse (located on the ground floor of the Capitol building).

Legislative Fiscal Bureau
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23. DISABILITY INSURANCE

Permanent employees are insured by a long-term disability program. This program pays a monthly income benefit to employees unable to work due to prolonged sickness or accident. There is a waiting period; this is the greater of ninety working days of continuous sickness/accident disability, or the expiration of accrued sick leave time. Benefits can be paid until age 65. The benefits are computed by multiplying the monthly earning by 20% if employed less than one year, 40% if employed between one and two years, and 60% if employed two years or more. There is a minimum monthly benefit of \$50 and a maximum monthly benefit of \$2,000. Benefits are reduced by the amount of social security or worker's compensation benefits paid to the employee.

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25-1

25. OTHER VOLUNTARY DEDUCTIONS

Credit Union

Employees may join the State Employees Credit Union. Information about the Credit Union and its services is available from the administrative staff person in the Capitol Building.

Combined Charitable Campaign

Employees who wish to make a charitable contribution may do so at any time, either through direct contribution or payroll deduction. A list of those charitable agencies to which contributions may be made is included in the brochure distributed annually by the campaign administrator. The One Gift charitable campaign is held in the fall of each year. Employees may elect to contribute to the campaign through payroll deduction.

Savings Bonds

Employees may elect to have payroll deductions for the purchase of U.S. Savings (Series EE) Bonds.

Dependent Care Plan

Employees have the opportunity to use pre-tax dollars to pay for day care expenses for their children or other dependent adult(s) while they and their spouse work. An employee may set aside a designated amount of salary (in pre-tax dollars) in a Dependent Care Account and then be reimbursed for qualifying expenses. Pre-tax dollars are not subject to state, federal, or social security taxes. Some restrictions apply, but eligible expenses include: in-home day care, in-home nursing care, nursery school or day care center, adult day care, household services in conjunction with day care.

The federal government has placed restrictions on this benefit program, therefore an employee's decision to participate in this plan will be based on their individual tax situation. Once money has been allocated to your Dependent Care Account, the amount cannot be changed for the entire year, unless you have a change in family status.

More information on all voluntary deduction programs is available from the administrative staff in the Capitol Building.

JUNE 12, 1992

27-1

27. DEFERRED COMPENSATION PROGRAM

The Deferred Compensation Program is a method whereby State employees can defer the receipt of a portion of their salary until retirement. The portion deferred is not subject to federal or state income taxes until the money is actually received.

The amount the employee elects to defer is deducted from the employee's pay and invested in an annuity program or life insurance with a financial institution, licensed by the State of Iowa, of the employee's choice. The State of Iowa is the owner of the contract or policy; however, the State executes an agreement with the employee as to the disposition of the proceeds of the policy, "Deferred Compensation Agreement" (Form CFN 552-0371).

This program is primarily an additional retirement income and income tax savings program rather than an ordinary savings plan. Rigid restrictions have been established on withdrawal requirements prior to retirement. Funds can be withdrawn prior to retirement only in the case of death of the employee, termination of employment, or financial hardship.

All permanent or probationary employees of the State of Iowa, except the Board of Regents Institutions, who regularly work twenty hours or more per week and expect to be paid each payday of the year, are eligible to participate in the program. It is a program for employees who anticipate continuous employment with the State.

Legislative Fiscal Bureau
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28. AFTER HOURS ACCESS TO CAPITOL & LUCAS BUILDINGS

Capitol Access

Employees may request a pass allowing after hours access to the Capitol offices by completing an after hours pass application, available from the administrative staff in the Capitol Building. This pass should be shown to Capitol security officers upon request. Employees who enter or leave the building after hours should sign the register book, located in the cafeteria area in the Capitol.

Lucas Access

An employee parking card is required for after hours access to the Lucas Building. A card reader is located outside the east side entrance doors.

Office keys can be issued to employees. Contact the administrative staff in the Capitol Building to obtain or return keys.

JUNE 12, 1992

30-1

30. STATE CARS, USE OF PERSONAL CARS, & TRAVEL REIMBURSEMENTS

All travel on Fiscal Bureau business requires the prior approval of a supervisor. The accrual of work hours while away from the usual workplace for work-related reasons is established in Chapter 6.C(1.i) of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

State Cars

Employees who plan to undertake authorized travel on Bureau business should use a state car obtained from the vehicle dispatcher. Requests should be submitted on the appropriate form and if possible, should be submitted three days in advance. The vehicle dispatcher is located at 301 East 7th Street (down the hill from the Capitol).

Business Use of Personal Cars

Employees who use their own cars on authorized Bureau business can receive reimbursement at \$.21 per mile. Specific authorization from a supervisor is required prior to the use of a personal car. Travel reimbursement forms are available from the administrative staff in the Capitol Building.

Travel Reimbursements

Employees who undertake authorized travel on Bureau business may receive reimbursement for expenses. Receipts are required for lodging and parking expenses, but are not required for meals. Lodging and meals are reimbursable at a reasonable rate. Reimbursements for meals that are not associated with an overnight trip away from Des Moines are taxable income. Forms to apply for reimbursement are available from the administrative staff in the Capitol Building.

**POSITION CLASSIFICATIONS
AND DESCRIPTIONS**

LEGISLATIVE SERVICE BUREAU

JUNE 1992

DEPUTY DIRECTOR. Salary rate: Grade 39

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Director, assist in the management, administration, supervision, direction, and coordination of the legislative staffing operations of the Bureau.

These legislative staffing operations include:

- drafting of bills, amendments, resolutions, and conference committee reports for the General Assembly;
- conducting of research on questions, topics, and issues of legislative interest;
- performing committee staffing services for the statutory, standing, and interim study committees of the Legislature;
- operating the Legislative Information Office, Legislative Research Library, and Capitol Tour Guides, including the preparation of legislative information publications;
- compilation, editing, and publishing of the Iowa Session Laws, Iowa Code, and Supplement to the Iowa Code; and
- compilation, editing, and publishing of the Administrative Bulletin, Iowa Administrative Code, and Iowa Court Rules.

The position includes work in the areas of personnel, financial, data processing, and support services management necessary to perform legislative staffing operations. The position also includes some professional line staff work in legislative drafting, research, committee staffing, and related work.

MINIMUM QUALIFICATIONS:

Experience: Four years of responsible professional legislative staffing work experience relevant to the duties stated for the position, preferably including supervisory experience.

Education: Law degree from an accredited law school or accredited postgraduate course work in Public Administration, Business Administration, or a related field.

ADDITIONAL QUALIFICATIONS:

Knowledge, attitude, and skills to succeed in management, administration, supervision, coordination, and planning in a state legislative staffing environment. Ability to work successfully within the state's legislative system, to interact and communicate effectively with personnel in other legislative

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

Depdir
db/mc/6

LEGAL SERVICES ADMINISTRATOR - Legal and Committee Services Division
Salary rate: Grade 37

1. **Qualifications, Skills, and Ability:** Must qualify as Senior Legal Counsel. Must possess ability to review legislation drafted by the Legislative Service Bureau employees, teach new employees bill drafting and procedures involved in bill drafting, and allocate bill drafting work load. The Administrator should be a meticulous worker and possess substantial knowledge of the Code of Iowa; be an excellent legal writer; have ability to plan, organize, and carry out complex drafting assignments and other projects assigned by the Director; possess flexibility and willingness to learn and adapt new techniques such as computer processes; be able to delegate, train, and work with others; and be able to meet deadlines.

2. **Duties:** Develop bill drafting and bill flow procedures and review proposed legislation prepared by drafters for accuracy, clarity, form and style. Teach bill drafting techniques to newly employed bill drafters. The Administrator assists the Director in updating the bill drafting manual and provides assistance and coordination for Code and Code Supplement editorial work. Performs administrative duties within specific areas as delegated by the Director. The Division Chief may be assigned bill drafting duties and interim committee work as time permits. Helps staff the Legislative Council and its committees. Overtime is required with partial compensatory time provided.

Admn, Leg
db/sw/29

SENIOR LEGAL COUNSEL. Salary rate: Grade 36

1. **Qualifications, Skills, and Ability:** Same as Legal Counsel II except that a minimum of four years' experience in the Legislative Service Bureau is required and a higher degree of competency, knowledge, and skill is expected to be demonstrated in all areas, with demonstrated expertise in several assigned areas of the law. Some experience elsewhere may be substituted. Senior Legal Counsel should be proficient in all aspects of bill drafting, committee staffing, report writing, legal and nonlegal research and be able to assist less experienced staff in performing the Bureau's duties. Senior Legal Counsel is expected to be capable of officially representing the Bureau and Director before committees or at other meetings when assigned. Senior Legal Counsel is expected to be capable of performing delegated duties normally performed by the Director including the review of legislation drafted by Bureau personnel, responsibility for planning and completion of specific projects, and supervisory duties. Ability to take responsibility for overseeing legislation of certain subject areas or for specific projects.

2. **Duties:** Drafting of revision projects and complex legislation; lead staff for interim committees in the Senior Legal Counsel's areas of expertise. Supervise and coordinate work of others within specific assigned areas and special projects assigned by the Director or Legal Division Chief. Review legislation drafted by others. May be assigned responsibilities relating to publication of the Code and Session Laws and responsibilities relating to the administration of the agency. Overtime is required with partial compensatory time provided.

Senleg
db/mc/6

LEGAL COUNSEL II. Salary rate: Grade 33

1. **Qualifications, Skills, and Ability:** Same as for Legal Counsel I except that a minimum of two years' experience performing duties of a Legal Counsel in the Legislative Service Bureau is required and skills and abilities listed for Legal Counsel I must have been demonstrated. Legal experience elsewhere may be substituted depending upon type of experience, special areas of concentration, and number of years of such experience. Legal Counsel II is expected to be capable of drafting legislative bills of a complex nature and be familiar with all bill drafting techniques and skills and with judicial holdings affecting major issues in Iowa and pending legislation. Legal Counsel II is expected to plan and anticipate future legislative assignments and demonstrate acquired knowledge. Legal Counsel II should be able to staff standing and interim committees with a minimum of guidance except with reference to policy decisions requiring the Director's guidance. Legal Counsel II should have demonstrated a high degree of legal knowledge in certain areas.

2. **Duties:** Draft legislative bills and amendments of a complex nature. Staff legislative committees with a minimum of guidance from the Director except with reference to policy matters. Be knowledgeable in regard to legislative process, rules, policies, publication procedures, and traditions, and to be able to communicate that knowledge to legislators, governmental agencies, and the public. Be knowledgeable about the structure of Iowa state and local government and communicate with officials in various levels of government and work with agencies of and personnel from all three branches of government in the development of legislative proposals and advise such agencies and personnel of legislative procedures and legal requirements. Assume certain administrative duties assigned by the Director and delegate work to persons with less experience as well as assist in training new employees. Overtime is required with partial compensatory time provided.

Legcou II
db/mc/6

LEGAL COUNSEL I. Salary rate: Grade 30

1. **Qualifications, Skills, and Ability:** Graduate of approved law school, ability to develop skill in drafting legislative bills and legal research documents; and ability to develop expertise in assigned areas of the law. Knowledge of legal research sources and application of legal research methods. Ability to communicate clearly and concisely, both orally and in writing, and to explain and summarize legislation, court decisions, complex written material, detailed research documents, and administrative rules. Ability to work under pressure and to meet deadlines with a minimum of supervision.

2. **Duties:** Bill drafting, which includes consulting with legislators and others in analyzing problems, identifying objectives, secondary effects, and underlying values and assumptions; assessing information and research needs; considering alternatives, and constructing statutory language, within the context of current statutes, court decisions, and administrative rules and procedures to accomplish the legislative intent; conducting legal research; and preparing summaries and explanations of legislation and court decisions; staffing and advising legislative committees on legislation, law, administrative rules, and opinions of the courts and Attorney General; performing administrative duties and preparing minutes, reports, and other work products for legislative committees; and contacting technical personnel for information. Providing information and assistance on the status of legislation and on specific areas of the law to other governmental agencies and to the public; and assisting in the editing, preparation, and publication of the Code, Code Supplement, and Session Laws. Progress toward and responsibility for more complex projects and independent work projects is dependent upon the Legal Counsel's ability and performance. Overtime is required both to accomplish the required work load and to be available as needed by the legislators and legislative committees. Overtime is required with partial compensatory time provided.

COMMITTEE SERVICES ADMINISTRATOR - Legal and Committee Services Division.
Salary rate: Grade 36

1. **Qualifications, Skills, and Ability:** Must qualify as Senior Research Analyst. Must possess ability to oversee the staffing of legislative committees both during the legislative session and the interim and to review research reports drafted by Bureau employees. The Administrator should be a meticulous worker and possess substantial knowledge of the Code; be an excellent writer; have the ability to plan and organize the committee staffing and research activities of the Bureau; possess flexibility and willingness to learn and adapt new techniques to the functions of the Bureau; be able to delegate, train, and work with others; and be able to meet deadlines.

2. **Duties:** To develop committee staffing procedures and to oversee the interim and session committee work of the Bureau staff. Assign and review research projects, and coordinate research work. Assist in training new employees. Perform bill drafting and staff committees and help staff the Legislative Council and its committees. Perform administrative duties within specific areas as delegated by the Director. Overtime is required with partial compensatory time provided.

Admn, Comm
db/sw/29

SENIOR RESEARCH ANALYST. Salary rate: Grade 35

1. **Qualifications, Skills, and Ability:** Same as for Research Analyst III except five years' experience with Legislative Service Bureau required and skills must have been demonstrated at a higher degree of competence. Experience in similar occupation may be substituted to some degree depending on type of experience, special areas of experience and number of years of such experience. The Senior Research Analyst should be proficient in all aspects of committee staffing, report writing, legal and nonlegal research, bill drafting and be able to assist less experienced staff in performing the Bureau's duties. Should have developed excellent writing and communication skills and an in-depth knowledge of the organization and operation of the General Assembly and state government. Should be capable of performing administrative duties assigned by the Director and representing the Bureau and Director before committees or at other meetings.

2. **Duties:** Lead staff for interim committees in the Senior Research Analyst's areas of expertise; drafting of complex legislation. Supervise and coordinate work of others within specific assigned areas and special projects assigned by the Director or Research Division Chief. Review minutes and committee reports. May be assigned some administrative functions. Overtime is required with partial compensatory time provided.

sra
db/mc/6

RESEARCH ANALYST III. Salary rate: Grade 33

1. **Qualifications, Skills, and Ability:** Same as for Research Analyst II except four years' experience with Legislative Service Bureau required and skills must have been demonstrated at a higher degree of competence. Experience in similar occupation may be substituted to some degree depending upon type of experience, special areas of experience, and number of years of such experience. Research Analyst III should be capable of performing independent research and staffing committees except for assistance in special areas. The Research Analyst III should have developed knowledge in specific areas of government and of issues in other states which qualify the person as a staff specialist in such areas. The Research Analyst III should be capable of performing bill drafting functions with a minimum of assistance, and performing other legally related functions especially in those areas where the person has special knowledge, and should be capable of performing administrative duties assigned by the Director. A Research Analyst III should have knowledge of research methodology and sources, legislative procedures and rules, and office policies, and be able to administer and train other staff members.

2. **Duties:** Research Analyst III is expected to be able to perform research, bill drafting, and staffing of committees without supervision except for policy questions that require the decision of the Director. Should be able to coordinate committee staffing duties among staff assigned to a committee and to draft complex bills in specific subject areas. Organize and follow through on projects assigned by the Director, and represent the Bureau before legislative and other committees including those of interstate nature. Overtime is required with partial compensatory time provided.

ResIII
db/mc/6

RESEARCH ANALYST II. Salary rate: Grade 30

1. **Qualifications, Skills, and Ability:** Same as for Research Analyst I except that two years' experience performing duties of a research analyst in the Legislative Service Bureau is required and skills listed for a Research Analyst I must have been demonstrated. Experience in similar occupation may be substituted to some degree depending upon type of experience, special areas of experience, and number of years of such experience. Research Analyst II is expected to be capable of staffing standing and interim committees with a minimum of guidance except with reference to policy decisions requiring the Director's guidance and to draft legislative bills that are complex in nature within the Research Analyst's area of concentration. Be familiar with legislative rules and procedures and office policies, duties, and procedures, as well as the Code of Iowa and other legal resource material. Be familiar with major issues in Iowa and pending legislation. Ability to plan and anticipate legislative assignments and demonstrate acquired knowledge.

2. **Duties:** Research Analyst II is expected to be able to staff legislative committees with a minimum of guidance, have developed a knowledge of structure of state and local government, work with agencies and personnel from other branches of government in the development of legislative proposals and to advise such agencies and personnel of legislative procedure and requirements, and perform complex bill drafting within specific subject areas. Perform more complex editing and publication duties relating to the Code and the summary of enacted legislation. Overtime is required with partial compensatory time provided.

RESEARCH ANALYST I. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Graduate of a college or university with bachelor's or master's degree. Ability to communicate orally and in writing in a clear and concise manner and to explain and summarize detailed documents, administrative rules, legislation, periodicals, and other written materials. Ability to learn research techniques and research sources, and apply research methods; ability to draft legislative bills, to learn legal research techniques and to develop expertise in assigned areas of the Code. Ability to work under pressure and to meet deadlines with a minimum of supervision.

2. **Duties:** Assisting experienced staff in research, staffing committees, minutes, correspondence, committee administrative duties, and bill drafting, which includes consulting with legislators and others in analyzing problems, identifying objectives, secondary effects, and underlying values and assumptions; assessing information and research needs; and considering alternatives, and constructing statutory language, within the context of current statutes and administrative rules and procedures to accomplish the legislative intent. Preparation of summaries of enacted legislation; assisting in the staffing of legislative committees, including preparing minutes, reports, and other work products; and providing information and assistance on the status of legislation and other legislative materials to other government agencies and the public. Initially a Research Analyst I will work under the supervision of an experienced Bureau employee but gradually will progress to a more independent status. Will assist in the editing, preparation, and publication of the Code, Code Supplement, and Session Laws. Overtime is required both to accomplish the required work load and to be available as needed by legislators and legislative committees. Partial compensatory time is provided.

ResI
db/mc/6

IOWA CODE EDITOR. Salary Rate: Grade 38

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.

ice
db/mc/6

DEPUTY IOWA CODE EDITOR. Salary rate: Grade 33

1. Qualifications, Skills, and Ability: Minimum of two years of experience as an Assistant Editor including skills, abilities, and legal or paralegal experience relevant to legislative bill drafting, Code editing and indexing, or statute publication. Knowledgeable in regard to legislative process, rules, policies, publication procedures, legislative traditions, structure of Iowa state and local government, and judicial holdings affecting major legislative issues and able to communicate that knowledge to governmental agencies and the public.

2. Duties: Edit the Iowa Acts, and the Iowa Code and its supplements and special editions. Assist the Iowa Code Editor in all aspects of the Iowa Code Editor's statutory duties, including preparation and compilation of its publications. Submit the Code Editor recommendations, with the concurrence of the Iowa 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 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. Overtime is required with partial compensatory time provided.

DCeditor
db/mc/6

ADMINISTRATIVE CODE EDITOR. Salary rate: Grade 38

1. **Qualifications, Skills, and Ability:** Minimum of three years of experience in the Administrative Code Division. Experience elsewhere may be substituted to some degree depending upon the type of experience. Knowledge of administrative procedures and the administrative rules process. Knowledge of procedures for compiling, editing, indexing and publishing of the Iowa Administrative Code, Administrative Bulletin, Iowa Court Rules, and miscellaneous statutory publications. Ability to oversee the training of employees. Ability to administer employees and work load. Ability to work under stress to meet statutory deadlines. Ability to work with others.

2. **Duties:** Compile, edit, and index administrative rules for biweekly publication in the Iowa Administrative Code and Administrative Bulletin. Publish and index the Iowa Supreme Court Rules when ordered by the Court. Coordinate the publication processes with agencies, printers, typesetters, and other vendors. Cooperate with the Governor's Administrative Rules Coordinator and the Administrative Rules Review Committee and Staff. Provide staff for the Administrative Rules Review Committee. Under the direction of the Director, employ and train employees. Perform administrative duties within specific areas as delegated by the Director. Overtime is required with partial compensatory time provided.

ace
db/mc/6

ASSISTANT EDITOR II. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Minimum of two years of experience as an Assistant Editor I, or equivalent experience. Ability to assume greater responsibility for publication of the Administrative Code and Administrative Bulletin under the direction of the Administrative Code Editor or the Iowa Acts and Code of Iowa under the direction of the Iowa Code Editor and Deputy Code Editor. Ability to perform under stress. Ability to perform research concerning the Administrative Code and the Code of Iowa. Experience with computer terminals.

2. **Duties:** Primary responsibility is to meet statutory deadlines for publication of the Iowa Administrative Bulletin and the Iowa Administrative Code under the direction of the Administrative Code Editor or to meet deadlines for publication of the Iowa Acts and Code of Iowa under the direction of the Iowa Code Editor and the Deputy Code Editor. Cooperate with the Governor's Administrative Rules Coordinator. Receive and record documents to be published. For Administrative Code, edit rules submitted by executive branch agencies with careful attention to detail; for the Iowa Acts and Code of Iowa, edit laws passed by the General Assembly. Coordinate the publication processes with the printers, typesetters, and other agencies and vendors. Supervise proofreading and compilation of reference tables for the publications. Prepare histories and approve blue lines for press work. Maintain a library of documents. Assist other agencies and the public concerning the publications. Overtime may be required with compensatory time provided.

ASSISTANT EDITOR I. Salary rate: Grade 24

1. **Qualifications, Skills, and Ability:** Graduate of a college or university with a bachelor's degree or equivalent experience. Excellent English spelling and grammar skills, and the ability to quickly gain a knowledge of the legislative process, the Iowa Acts, the Code of Iowa, Administrative Rules, and typesetting and printing procedures. Ability to assume responsibility, to perform under stress, and to work carefully through long and meticulous assignments. Should possess the capability of performing research concerning Administrative Rules and the Code of Iowa and operating computer terminals. A spelling test may be required.

2. **Duties:** Editorial coordination and proofreading responsibilities relating to the editing and publication of the Iowa Administrative Code and Bulletin of the Code of Iowa and related documents. Receive and record all administrative rule documents or Iowa Code documents; edit the documents for publication in the Administrative Bulletin or the Iowa Acts and codify adopted rules or statutes for the Administrative Code Supplement or Code of Iowa; coordinate work with other state agencies; complete editing, proofreading, camera-ready copy preparation, and other assigned projects within the office; prepare instructions for updating the Administrative Code or printing of the Iowa Acts and Code of Iowa; prepare and research the history of rules or laws; and compile reference tables for the publications. Overtime may be required with compensatory time provided.

CHIEF INDEXER. Salary rate: Grade 24

1. **Qualifications, Skills, and Ability:** Same as Indexer, except that three years' experience is required and the highest degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to perform and coordinate all aspects of indexing, under the direction of the Iowa Code Editor, Deputy Code Editor, or Administrative Code Editor.

2. **Duties:** In addition to the duties of an Indexer, the Chief Indexer must assume the responsibility for the completion of all indexing procedures under the direction of the Iowa Code Editor or Administrative Code Editor. Overtime may be required with compensatory time provided.

chindx
db/mc/6

INDEXER. Salary rate: Grade 21

1. **Qualifications, Skills, and Ability:** Same as Assistant Indexer, except that a minimum of two years' experience is required and a higher degree of indexing competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to work closely and cooperate with other indexers and to train others in indexing procedures.

2. **Duties:** In addition to the duties of an Assistant Indexer, the Indexer must assume certain administrative duties, delegate work to persons with less experience, and train persons in certain skills relating to the Iowa Acts, the Code of Iowa, and the Iowa Administrative Code. Overtime may be required with compensatory time provided.

**indexer
db/mc/6**

ASSISTANT INDEXER. Salary rate: Grade 18

1. **Qualifications, Skills, and Ability:** Graduate of a college or university with a bachelor's degree or equivalent experience. Computer knowledge required. Ability to comprehend Iowa statutes and administrative rules, and to understand the legislative process. Ability to comprehend and summarize technical material and research a project to its completion. Spelling test required. Ability to function well under the stress of deadlines.

2. **Duties:** Read technical administrative rules and statutes and related publications for subject content and analyze that content. Under the supervision of an Indexer or Chief Indexer, write a directive index of the Iowa Acts, the Code of Iowa, or the Iowa Administrative Code in a brief, clear style based on priority, classification, and subject. Include cross-references to related material. Shepherd manuscript and galleys of type through evolving stages of print readiness. Assist with proofreading and recording of the material. Update catalog entries reflecting each index entry or change. Perform other related duties as needed. Overtime may be required with compensatory time provided.

asstindx
db/mc/6

PUBLICATIONS ASSISTANT. Salary rate: Grade 21

1. **Qualifications, Skills, and Ability:** Must possess excellent English spelling and grammar skills, and the ability to quickly gain a knowledge of the legislative process, the Code of Iowa, Administrative Rules, and printing procedures. Ability to assume responsibility, to perform under stress, and to work carefully through long and meticulous assignments relating to the publication of legislative documents. A spelling test may be required.

2. **Duties:** Responsible for performing assigned duties relating to the editing and publication of the Iowa Administrative Bulletin and Code, the Iowa Acts, the Code of Iowa, and other state documents. Editing and coordination tasks assigned by the Administrative Code Editor and other supervisors relating to the editing, proofreading, and publication of the Iowa Administrative Bulletin and Code or assigned by the Iowa Code Editor and Deputy Code Editor relating to the Iowa Acts and Code of Iowa. Overtime may be required with compensatory time provided.

PubCoor
db/jj/8

ADMINISTRATIVE ASSISTANT. Salary rate: Grade 20

1. **Qualifications, Skills, and Ability:** Excellent English spelling and grammar skills, and the ability to quickly gain a knowledge of the legislative process, the Code of Iowa, Administrative Rules, and printing procedures. The ability to assume responsibility, to perform under stress, to work carefully through long and meticulous assignments, and to operate computer terminals. A spelling test may be required.

2. **Duties:** Administrative and secretarial responsibilities relating to the editing, proofreading, and publication and compilation of tables relating to the Iowa Administrative Bulletin and Code and other state documents, and other staffing and finance work of the Administrative Code Division and the Iowa Code Division as assigned by the Administrative Code Editor, the Iowa Code Editor, and other supervisors. Overtime may be required with compensatory time provided.

PROOFREADER/INDEXER. Salary rate: Grade 17

1. **Qualifications, Skills, and Ability:** Must have two years of experience as a Code Proofreader. Some experience elsewhere may be substituted. Knowledge of legislative process and its laws and rules. Familiarity with printing procedures and computer commands and coding. Ability to perform proofreading and indexing tasks for technical material. Spelling test is required.

2. **Duties:** Proofread publications of the Administrative Code Division and the Iowa Code Division. Assist with indexing and development of informational reference tables of the publications. Verify work contained in computer tables of the publications. Overtime may be required with compensatory time provided.

prin
db/mc/6

CODE PROOFREADER. Salary rate: Grade 15

1. Qualifications, Skills, and Ability: Must possess excellent English grammar and spelling skills. Capable of developing a knowledge of the legislative process and its laws and rules. Ability to work well with others and maintain concentration in performing repetitive work. Must have ability to learn printing procedures and computer commands and coding, as well as editors' markings. Ability to work efficiently. Spelling test is required.

2. Duties: Proofreading in pairs with one proofreader reading aloud from manuscript of any of the publications of the Code office while the other proofreader follows copy and marks galleys, pages, etc. in order to correct all errors. May be required to fill the position of Legislative Service Bureau Proofreader during a legislative session. Overtime may be required with compensatory time provided.

proofer, code
db/mc/6

LEGISLATIVE INFORMATION OFFICE DIRECTOR. Salary rate: Grade 30

1. Qualifications, Skills, and Ability: Graduate of a college or university with a bachelor's or master's degree and two years' working experience which emphasized communication skills. Ability to communicate orally and in writing in a clear, concise, and nonpartisan manner and to summarize legislative procedures, detailed documents, administrative rules, legislation, and other legislative materials. Knowledge of or ability to learn legislative and other governmental procedures in this and other states and communicate to the public in writing and orally concerning those procedures. Knowledge of graphic art, printing, photography, and radio and television techniques. Ability to organize conferences, workshops, and other public events.

2. Duties: The duties are to be performed under general supervision of the Director of the Legislative Service Bureau. Supervise the operation of the office as the primary source to assist the Senate and House of Representatives and other legislative agencies in providing information to the public relating to actions and procedures of the General Assembly. Assist in the dissemination of nonpartisan legislative materials developed by the Legislative Information Office, the Senate and House, and other legislative agencies. Develop a legislative information program designed to inform the general public about the activities and operations of the General Assembly through the use of written and photographic materials, workshops and other public events, and audio and video presentations. Supervise and coordinate session only employees or interns in gathering of information designed to inform the public about legislative actions and procedures. Supervise and coordinate the work of the Legislative Information Officers. Overtime is required with compensatory time provided.

LIOD
db/mc/6

LEGISLATIVE INFORMATION OFFICER. Salary rate: Grade 22

1. Qualifications, Skills, and Ability: Graduate of a college or university with a bachelor's or master's degree or equivalent experience, which emphasizes the ability to communicate. Ability to communicate orally and in writing in a clear, concise, and nonpartisan manner and to summarize legislative procedures, detailed documents, administrative rules, legislation, and other legislative materials. Ability to understand legislative and other governmental procedures in this and other states and explain to the public in writing and orally those procedures. Ability to develop informational publications including ability to write copy, design layout, and print the material. Organizational skills.

2. Duties: Under general supervision of the Director of the Legislative Service Bureau and the Legislative Information Office Director, be a primary contact for the Senate and House of Representatives and other legislative agencies to provide information to the public relating to actions and procedures of the General Assembly. Assist in the development and dissemination of nonpartisan legislative materials and in the dissemination of nonpartisan materials developed by the Senate and House and other legislative and government agencies. Assist interns in gathering of information designed to inform the public about legislative actions and procedures. Assist the Legislative Information Office Director in carrying out the duties of the Legislative Information Office. May be assigned to assist Legislative Service Bureau personnel with interim studies. Overtime is required with compensatory time provided.

LIO
db/jj/8

TOUR GUIDE COORDINATOR. Salary rate: Grade 14

1. **Qualifications, Skills, and Abilities:** Same qualifications as Tour Guides except that a minimum of two years' experience as a Tour Guide is required. Experience elsewhere may be considered depending upon the type and degree of experience. Must possess the ability to perform administrative duties, including coordinating the work of the Tour Guides and training new Tour Guides. Must possess the ability to develop new material concerning the State Capitol and assist the other Tour Guides in using it.

2. **Duties:** Conduct tours of the State Capitol in the same manner as the Tour Guides. Supervise, schedule work hours, and verify time sheets of the other Tour Guides. In consultation with the Director, hire Tour Guides and provide training for them. Communicate with convention groups and others in providing information and establishing tours, and communicate with other governmental offices in establishing policies for tours. Work with Capitol Security Police in maintaining the security of the Capitol.

TGCoor
db/mc/6

TOUR GUIDE. Salary rate: Grade 12

1. **Qualifications, Skills, and Ability:** Knowledge or ability to learn about the history of the State Capitol, artworks, display items, functions and responsibilities of government offices, legislative process, and Iowa and related national history. Able to present tours in clear, audible, and pleasant voice. Knowledge of current events. Able to create a positive impression of the State Capitol and state government. Able to communicate with people of various ages and backgrounds and relate to large groups of people.

2. **Duties:** Conduct tours of State Capitol building, emphasize key offices and art displays, explain architecture, and provide historical facts and anecdotes. Cooperate with various offices and branches of government while conducting tours so as not to unduly disturb their work. Maintain records of number of tours, tour persons, and visitors. Maintain and be responsible for United Nations flags. Schedule tours of State Capitol building and coordinate tours with those of other buildings. Provide information relating to parking, arrival times, and tour times. Serve as receptionist for Capitol Complex and provide general information as to events, parks, shopping areas, hotels, and restaurants within the metropolitan area of Des Moines. Contact legislators regarding groups from their respective districts who will be touring the State Capitol.

SENIOR LEGISLATIVE LIBRARIAN. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Three years' experience as a legislative librarian. Must possess ability to analyze the library needs of the General Assembly and the various legislative agencies and devise and implement a process for fulfilling those needs.

2. **Duties:** Senior Legislative Librarian is expected to be able to perform the duties of Legislative Librarian in a very competent manner. Must work with the various legislative agencies to determine the library needs of the General Assembly and make sure those needs are met. Must be able to maintain and update the computerized listings of library materials. Overtime may be required with compensatory time provided.

srleplib
db/mc/6

LEGISLATIVE RESEARCH LIBRARIAN. Salary rate: Grade 24

1. Qualifications, Skills, and Ability: Same as for Assistant Librarian except that two years' experience in the Bureau is required and a higher degree of competency, knowledge, and skill is expected. A master's degree in library science or library experience elsewhere may be substituted. Knowledge of computer systems and ability to develop and maintain a computerized indexing system of library holdings.

2. Duties: Professionally organize the Bureau library; index all incoming documents; update library materials and indexes; ensure that bill books are posted; file past bill drafts; order, index, and distribute research documents of current interest to staff and General Assembly; maintain a newspaper clipping service; and maintain records relating to legislative studies in Iowa and other states. Compile bibliographies of Iowa interim study reports and other documents to submit to the libraries of the National Conference of State Legislatures, the Council of State Governments, and the legislative libraries of the 50 states and the territories. Assist legislative staff, the courts, attorneys, and other interested persons in their search for legislative history. Overtime may be required with compensatory time provided.

ASSISTANT LIBRARIAN. Salary rate: Grade 22

1. **Qualifications, Skills, and Ability:** Graduate of college or university with bachelor's degree or equivalent experience. Ability to classify, file library materials consisting of local, state, and interstate reports and research documents. Ability to keep legislative books and records of past legislative sessions. Ability to quickly gain knowledge of present Bureau library and knowledge of past and present legislative studies. Knowledge of library reference and research methods and materials and other sources of information, and ability to establish index systems.

2. **Duties:** Maintain present Bureau library, index all incoming documents, update library materials and indexes, post bill books, file past bill drafts, order, index, and distribute research documents of current interest to staff and General Assembly, maintain a newspaper clipping service, and maintain records relating to legislative studies in Iowa and other states. Compile bibliographies of Iowa interim study reports and other documents to submit to the libraries of the National Conference of State Legislatures, the Council of State Governments, and the legislative libraries of the 50 states and the territories. Assist legislative staff, the courts, attorneys, and other interested persons in their search for legislative history.

asstlib
db/mc/6

LEGISLATIVE TEXT PROCESSOR SUPERVISOR. Salary rate: Grade 28

1. Qualifications, Skills, and Ability: The Legislative Text Processor Supervisor must qualify as a Senior Legislative Text Processor or function as a supervisor of text processors. Must have ability to supervise other Legislative Text Processors and to delegate the text processing work load to other text processors.

2. Duties: Coordinating text processing workload, acting as liaison between Senate and House of Representatives divisions and with the data processing personnel in regard to data processing program problems, training new Bureau Text Processors, and supervising and allocating work and advising the Director in regard to text processing work load. Assisting in implementing data processing programs.

Additional duties of the Legislative Text Processor Supervisor include either of the following:

a. Overseeing the preparation of text for the Session Laws; communicating and planning with the Iowa Code Editor in regard to preparation of the text for the Session Laws; supervision of the internal update of the Code and Code Supplement; working closely with the Iowa Code Editor regarding computer programs necessary for Code and Code Supplement publication; assisting in the training of Senate and House text processors and aiding in devising solutions to problems that occur with computer equipment and programs; answering technical questions submitted from proofreaders and drafters; formatting text for special projects; and acting as liaison with the Director in regard to bill and amendment drafting problems. Act as a backup for the Senate and House text processors upon request.

b. Overseeing the preparation of all types of documents which relate to the interim study committees, including agendas, member and mailing lists, minutes, memoranda, and final reports; supervising the preparation of all types of documents which relate to the Legislative Council and its committees; devising and supervising the Bureau's central office filing system; coordinating the implementation of new word processing methods and dealing with computer equipment and program problems; and dealing with computer equipment and program problems; and acting as liaison with the Director in regard to all functions of the administrative services unit of the support services division.

Overtime is required and compensatory time is provided.

Ltpsup
db/jj/15

SENIOR LEGISLATIVE TEXT PROCESSOR. Salary rate: Grade 25

1. **Qualifications, Skills, and Ability:** Same as for Legislative Text Processor II except a minimum of four years with Legislative Service Bureau is required. Experience elsewhere can be substituted depending upon degree and type of experience. Complete knowledge of office and legislative procedures, Session Laws procedures, and Code publication procedures expected as well as ability to work closely with professional staff of the Legislative Service Bureau.

2. **Duties:** Typing and entering of bills, amendments, enrolled bills, reports and editorial work of very complex nature, including implementing computer programs and publication work, as well as typing other documents. Delegates the work load in the absence of the Legislative Text Processor Supervisor and helps train more inexperienced text processors including the Senate and House text processors. Must be able to act as a backup for the Senate and House text processors upon request. Enter Supreme Court Rules and prepare them for Session Laws. Assist the front office when work load is heavy or in the absence of one or more of the employees in that office. Answer technical questions submitted from the proofreaders and drafters and be able to handle entering and formatting of special projects. Work closely with the Legislative Text Processor Supervisor and perform a number of duties of the Legislative Text Processor Supervisor in the Supervisor's absence or when the work load is heavy. Is involved in implementing data processing programs and the design of new computer software and terminals. Overtime is required and compensatory time is provided.

LtpSen
db/mc/6

LEGISLATIVE TEXT PROCESSOR II. Salary rate: Grade 22

1. **Qualifications, Skills, and Ability:** Same as for Legislative Text Processor I except a minimum of two years' experience in Legislative Service Bureau is required. Experience elsewhere may be substituted to some degree depending upon type of experience. Skills and ability specified for Legislative Text Processor I must be demonstrated through typing of complex documents between and during legislative sessions. Knowledge of office and legislative procedure expected as well as ability to work closely with professional staff of the Bureau. Must have knowledge of computer programs and applications and understanding of Code and Session Laws procedures and applications and assist in implementing computer applications.

2. **Duties:** Typing and entering of documents specified for Legislative Text Processor I on computer terminal. It is expected that documents of a complex nature can be typed or entered by Legislative Text Processor II. A Text Processor II will assist in publication duties and the implementation of computer systems and procedures. Also perform other office duties specified for Legislative Text Processor I with a high degree of competence and independence. Help train newly employed Legislative Text Processors and perform some editorial work. Overtime is required and compensatory time is provided.

LtpII
db/mc/6

LEGISLATIVE TEXT PROCESSOR I. Salary rate: Grade 19

1. Qualifications, Skills, and Ability: Excellent typing skills required. Experience with word processing equipment or electric typewriters and ability to operate or learn to operate computer terminals. Ability to transcribe from dictating machine. Good oral and written communication skills. Ability to learn to use Code of Iowa and Session Laws and to learn proper forms for bill drafts, amendments, research documents, committee work products, and administrative rule documents. Ability to learn appropriate filing systems. Ability to learn functions of computer programs, and aptitude for working with various office machines. Ability to work skillfully under pressure. Must be able to work and cooperate with others.

2. Duties: Typing of bills, amendments, research memorandums, reports, charts, committee minutes, letters, and administrative rule documents on computer terminals. Some administrative, secretarial, proofreading, xeroxing, and mailing duties. Filing of bill drafts and research memorandums. Learn and apply operator commands for computer applications for use in transcribing minutes, processing bills, and building data base for publications. Overtime is required and compensatory time is provided.

tpl
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CONFIDENTIAL SECRETARY. Salary rate: Grade 26

1. Qualifications, Skills, and Ability: Excellent typing or word processing skills. Experience of at least five years' administrative support work and three years in the Legislative Service Bureau. Experience elsewhere may be considered depending upon type and degree of experience. Experience with electric typewriters, computer terminals and applications, and other office machines required. Must possess broad knowledge of Bureau office policies, procedures, past and present projects, as well as subject matter areas in which Bureau professional staff members work. Must have knowledge of bill drafting procedures, publications, and bill drafting subjects. Must be able to answer questions from legislators and the public by letter, telephone, or in writing. Knowledge of jurisdiction of other state departments desired. Ability to establish and oversee office indexing for all documents and procedures. Must know areas of work of other clerical staff and be able to delegate and oversee work of front office staff. Must know state government procedures in many areas as well as legislative procedures and traditions. Excellent oral and written communication abilities are essential. Must be able to assume supervisory responsibility.

2. Duties: Responsible for typing correspondence and memorandums of Director, keeps Director informed as to progress of projects being processed by front office clerical staff, as well as informing Director of other work projects within the office. Assists the Director in responding to research questions in which a quick response is needed. Prepares or coordinates the preparation of Legislative Council material.

In addition, the Confidential Secretary maintains permanent files for all study committees; develops and oversees the systematic retention, transfer, or disposal of agency records (other than budget, purchasing, personnel, bill drafts, amendments, and library materials); monitors incoming and outgoing mail; signs recurring or standard forms and correspondence as delegated; maintains appointment schedules; screens calls and callers by either disposing personally of matters or referring them to appropriate officials; acts as office receptionist and directs legislators and members of the public to the appropriate staff member or personally answers their requests; makes travel arrangements; prepares agendas; and reviews work of front office personnel. The Confidential Secretary oversees communication with other state departments and the two houses of the General Assembly. Overtime is required with compensatory time provided.

ConSec
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EXECUTIVE ADMINISTRATOR OF BILL ROOM. Salary rate: 23

1. **Qualifications, Skills, and Ability:** A minimum of three years of experience in the Legislative Service Bureau, preferably in the bill room. Experience elsewhere may be substituted to some degree depending upon the type of experience. Knowledge of the legislative computer system and the legislative process. Good typing skills and other office skills. Ability to train and manage employees. Ability to analyze work products and the processes by which they are completed and develop forms and procedures to track them. Ability to work well with others under stressful situations.

2. **Duties:** Supervise the computer tracking of work products of the Legislative Service Bureau and the filing and delivery of those products. Assist in the hiring of and manage the employees of the bill room. Work with the Computer Support Bureau to modify and improve the computer tracking system. Design forms and files for legislative work products. Assist professional and support staff in identifying the location of legislative work products. Communicate with Senate and House Legal Counsels concerning the status of legislative work products. Assist the Personnel Coordinator with correspondence related to personnel matters. Overtime is required and compensatory time is provided.

eabr
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SENIOR BILL CLERK. Salary rate: Grade 18

1. **Qualifications, Skills, and Ability:** Knowledge of the functions of the bill room and knowledge of legislative procedures. A minimum of two years of experience as Bill Clerk. Similar experience elsewhere may be substituted to some degree depending upon the type of experience. Knowledge of the legislative computer system. Ability to assist in training the Bill Clerk and Pages. Ability to direct the work of the bill room when the Executive Administrator is not present. Ability to work under stressful situations.

2. **Duties:** Make entries through the legislative computer system to track the flow of legislative bills and documents, prepare the proper folders and forms for filing legislative documents, respond to questions about the status of the work of the office, package legislative documents for delivery, and make sure that those documents are properly delivered on a timely basis. Assist in training the Bill Clerk and Pages. Assist the Executive Administrator in the operation of the bill room. Overtime is required and compensatory time is provided.

BILL CLERK. Salary rate: Grade 13

1. **Qualifications, Skills, and Ability:** Ability to file documents, answer the telephone, use the legislative computer system to track the flow of legislative documents and reports, and package legislative bills for delivery. Ability to operate a copy machine, and ability to work well with others.

2. **Duties:** Under the direction of the Executive Administrator of the Bill Room or the Senior Bill Clerk, make entries through a computerized processing program to track the flow of legislative bills and documents, file folders containing bills and other legislative documents, respond to questions concerning the status of the work of the office, and make multiple copies of legislative documents and package them for delivery. Overtime may be required with compensation provided.

SENIOR FINANCE OFFICER. Salary rate: Grade 31

1. **Qualifications, Skills, and Ability:** Same as for Finance Officer II except that six years' experience is required and the highest degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to assume the responsibility for completion of all finance work under and with minimal direction from the Director.

2. **Duties:** Maintains all records relating to Bureau personnel and finances with minimal guidance from the Director. Monitors meetings conducted by state agencies which relate to personnel programs and records as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes all forms connected with them and similar items. In cooperation with the Director, prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of budget during quarterly periods or more frequently. Signs recurring or standard forms and correspondence as delegated. Is responsible for informing employees of new or revised policies and procedures relating to employee benefits.

FINANCE OFFICER II. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Same as for Finance Officer I except that four years' experience is required and a higher degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to assume the responsibility for completion of all finance work under the direction of the Director.

2. **Duties:** Maintains all records relating to Bureau personnel and finances with guidance from the Director. Monitors meetings conducted by state agencies which relate to personnel programs and records as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes all forms connected with them and similar items. In cooperation with the Director prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of the budget during quarterly periods or more frequently. Informs employees of new or revised policies and procedures relating to employee benefits. Shows a higher level of understanding of financial, accounting, and attendance records of the Bureau than the Finance Officer I.

FINANCE OFFICER I. Salary rate: Grade 24

1. **Qualifications, Skills, and Ability:** Same as for Assistant Finance Officer except that two years' experience is required and a higher degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to train and supervise other finance officers.

2. **Duties:** Maintains all records relating to Bureau personnel and finances with guidance from the Director. Monitors meetings conducted by state agencies which relate to personnel programs and records, as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes all forms connected with them and similar items. In cooperation with the Director, prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of the budget during quarterly periods or more frequently. Signs recurring or standard forms and correspondence as delegated. Informs other employees of new or revised policies and procedures relating to employee benefits.

**FinanceI
db/mc/6**

ASSISTANT FINANCE OFFICER. Salary rate: Grade 21

1. **Qualifications, Skills, and Ability:** A knowledge of accounting principles, ability to classify accounting transactions, prepare reports and statements, acquire knowledge of changes or specialized procedures of state accounting, instruct and advise employees in the operation of the state accounting system, and instruct and advise employees of the Bureau regarding benefits for staff. Able to establish and maintain effective working relationships with employees of the Bureau and other state agencies. Experience with computer terminals, adding machines, calculators, knowledge of data processing applications, and skills on other office machines required. Ability to quickly gain knowledge of state government personnel policies, rules, and procedures; state budget and purchasing procedures; financial forms and procedures; state merit system procedures, forms, and policies; employees' benefit programs; and affirmative action programs. Good English and mathematical skills required. Good oral and written communication ability required.

2. **Duties:** Assists the Finance Officer in typing, filing, and maintaining records relating to Bureau personnel and finances. Attends meetings conducted by state agencies which relate to personnel programs and records, as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes forms connected with them and similar items. Assists the Finance Officer in the preparation of the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Finance Officer of ongoing status of certain budget items. Informs other employees of new or revised policies and procedures relating to employee benefits.

LEGISLATIVE PROOFREADER SUPERVISOR. Salary rate: Grade 18

1. Qualifications, Skills, and Ability: At least two years' experience as a Legislative Proofreader. Skills and abilities listed for Legislative Proofreader must be excellent. Requires administrative skills to coordinate work of several teams of proofreaders and ability to coordinate proofreading work with work of other Bureau employees.

2. Duties: Perform duties of a Legislative Proofreader. Allocate proofreading work load among several teams of proofreaders. Work with text processors, bill room, and legislative drafters for completion of proofreading assignments. Overtime is required with compensatory time provided.

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db/jj/15

LEGISLATIVE PROOFREADER. Salary rate: Grade 16

1. **Qualifications, Skills, and Ability:** Must possess excellent English grammar and spelling skills. Aptitude and ability to concentrate and perform meticulous and repetitive work. Capable of developing a knowledge of the legislative process and legislative publications. Ability to work well with other persons. Understanding of some data processing commands and print codes. Able to work efficiently in stressful situations.

2. **Duties:** Proofreading rough drafts of legislative documents against typed version; correction of errors; proofing against Code, Supplements, and Session Laws; and proofreading bills, amendments, final drafts, enrolled bills, research documents, and publication documents. Overtime may be required with compensatory time provided. For session only proofreaders, overtime is paid. May be required to fill the position of Code Proofreader during the legislative interim.

**Proofer
db/mc/6**



SANFORD B. SCHARF
DIRECTOR
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LUCAS STATE OFFICE BUILDING
DES MOINES, IOWA
50319

STATE OF IOWA

LEGISLATIVE COMPUTER SUPPORT BUREAU

Legislative Computer Support Bureau
Proposed Allocation
1992-93 Fiscal Year

	<u>FY-91 ACTUAL</u>	<u>FY-92 APPROVED</u>	<u>FY-93 REQUEST</u>
Personal Services	\$ 329,664	\$ 380,607	\$ 385,607
Travel	15,613	20,000	20,000
Office Supplies	7,067	19,500	16,500
Communications	9,434	10,000	13,000
Rental	0	1,000	1,000
Office Equipment	9,109	13,000	13,000
Outside Maintenance, Repairs/Service	431,498	500,000	260,000
Data Processing, Hardware & Software	<u>461,892</u>	<u>370,500</u>	<u>609,057</u>
Expenditures (w/o salary adjustment)	\$ 1,264,277	\$ 1,314,607	\$ 1,318,164
% of Change		4.0%	0.3%
Salary Adjustment		32,572	63,435
Less 3.25% reduction		<u>-43,783</u>	
Total Expenditures (w/salary adjust)	<u>\$ 1,264,277</u>	<u>\$ 1,303,396</u>	<u>\$ 1,381,599</u>
% of Change	5.7%	3.2%	6.0%
FTE's	7.5	9.4	9.4

Legislative Computer Support Bureau (FY-93 Budget Request Breakdown:)

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Salaries	\$385,607	*All 9.4 FTE positions will be filled *Reclassifications & promotions
Salary Adjustments	\$ 63,435	*Cola, effective 7-1-91 *Cola, effective 7-1-92 *Merit steps based upon salary review *All 9.4 FTE positions will be filled
Travel	\$ 20,000	*maintain current level of training, seminars and conferences attended by staff
Office Supplies	\$ 16,500	*maintain current level of operation
Office Equipment	\$ 13,000	*maintain current level of operation
Communications	\$ 13,000	*maintain current level of operation
Rentals	\$ 1,000	*maintain current level of operation

Outside Maintenance, Repairs/Service \$260,000

Anticipated maintenance charges for computer equipment including laser printers	\$180,000
Anticipated maintenance increases	\$ 25,000
Anticipated software upgrade	\$ 40,000
Anticipated off hours maintenance	\$ 15,000

Data Processing Hardware and Software \$609,057

Anticipated Lease Purchase Payments	\$440,304
PC's and equipment for training room, PC & Network Software upgrades and purchases, PC & network hardware upgrades and purchases.	\$168,753

COSTS OF EDUCATIONAL LEAVE

1992 FISCAL YEAR

No Educational Leave was requested or granted during fiscal year 1992.

EVALUATION FACTOR DEFINITIONS

IOWA LEGISLATIVE SERVICE BUREAU

1. GENERAL PERFORMANCE CHARACTERISTICS

Attendance and Punctuality - Record of work attendance, with emphasis on important work periods; timeliness of attendance.

Care of Property - Care of work materials and government property.

Integrity - Adherence to a code of moral values and principles which impact the organization; does not abuse privileges.

Job Stamina - The physical and mental ability to stay abreast of the demands of the job.

Loyalty - Conduct which reflects a commitment to the basic purpose for which the individual is employed.

Observance of Rules - Familiarity with and acceptance of guidelines, regulations, and procedures; considerate of coworkers.

Personal Appearance - The selection of personal business attire; grooming and cleanliness.

Personal Organization - The order, appearance, and overall condition of an individual's work area; coordination of personal matters to minimize disruption of work duties and responsibilities; uses time efficiently.

Professionalism - The individual's ability to order one's conduct in such a manner that all persons dealing with the individual are aware of the individual's maturity, integrity, and commitment to job; the individual's interest and actions regarding self-improvement and professional enrichment.

Reliability - The confidence which may be placed in the individual's professional opinions, recommendations, and analyses.

2. GENERAL WORK SKILLS AND COMMUNICATION SKILLS

Communication, Aural - The ability to learn from the words of others how they think or feel; the ability to pick up cues from others.

Communication, Oral - The ability to orally develop and convey thoughts clearly and concisely to others, with acceptable English usage.

Communication, Written - The ability to convey written thoughts clearly and concisely, with little difficulty regarding interpretation, and with acceptable English usage.

Concentration - The ability to stick with a given task to the end of the task; ability to renew concentration after interruption.

Follow-through - Timely follow-up and aggressive pursuit of assignments and issues to see each matter through to a satisfactory disposition.

Initiative - The extent to which the individual pursues important work without close supervision and generates ideas helpful to the organization; the extent to which the individual is a "self-starter."

Inquiring Mind - The ability to ask the right questions at the right time.

Job Knowledge - Possesses a clear knowledge of the responsibilities and the task to be performed; proficient in skills required to perform job.

Perception, Understanding, and Insight - The ability to comprehend information, situations, circumstances, and complex problems; the ability to grasp larger issues while not losing sight of details.

Planning - Setting realistic goals and organizing resources to achieve them; ability to schedule and organize time and effort for short-range or long-range assignments; predicting problems or questions before they occur.

Problem Solving/Creativity - Uses sound judgment in analyzing problem situations; generates ideas; provides constructive suggestions towards solution; independent recognition of problems and proposal of solutions.

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

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

3. WORK-RELATED INTERPERSONAL SKILLS

Cooperation Within and Outside Bureau - The willingness and spirit with which the individual works with others toward a common goal. The ability to develop and

maintain a working relationship that is characterized by open communication enhancing the work flow among the units of the legislative branch and between the executive and legislative branches.

Delegation - The ability to entrust responsibility and authority to others while retaining control and fixing accountability for unexpected results.

Interpersonal Skills - Communicates and listens effectively; keeps others informed when necessary; promotes favorable relations with others in and outside the bureau.

Leadership - The ability to inspire confidence, productivity and teamwork; fair and consistent use of discipline and authority; respect for the individual.

Motivating Others - The ability to positively affect an organization and stimulate others through personal conduct and example.

Working With Superiors - The ability to accept direction and perform tasks in a friendly and businesslike manner.

4. WORK-RELATED ATTITUDINAL FACTORS

Acceptance of Criticism - The personal and professional reaction of the individual to constructive suggestions which may improve performance or effectiveness of the individual

Commitment to Job - The individual's overall attitude toward the job and the individual's expression of responsibility and dedication to duty; an involvement "above and beyond" the call of duty when required.

Composure and Self-control - The ability to work under pressure, to maintain a level temper, to refrain from showing emotion under stress, to react in a good-natured manner under adverse conditions.

Confidence - The ability to deal fairly and directly with facts, establish a rapport with other individuals, develop a reliable and consistent performance that enables others to depend upon the individual for advice, analysis, and recommendations.

Courtesy - The characteristic of dealing with fellow employees, members of the legislative community, and the general public in accordance with the principles of common courtesy and consideration.

Flexibility - The personal and professional willingness to accept new assignments and increased responsibility; attitude toward change; willing to master new duties and methods.

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

Tact - The ability to work with others in a manner that is not offensive, that builds a base of cooperative participation, and that results in achievement of basic purpose; listens to input before making a decision.

5. DECISION-MAKING ABILITY

Decisiveness - The ability to resolve problems encountered in daily work and to properly complete work assignments without excessive reliance upon supervision or interruption of others.

Independence - The ability not only to work alone, i.e., without close supervision, but to be free from dependence upon sole sources for information and others in making analyses or recommendations.

Judgment - The ability to resolve work problems by applying the accumulated training, experience, and understanding the individual has acquired; application of such training, experience, and understanding; achieving balanced and fair solutions to problems.

Keeping Others Informed - Knowing when to bring matters to the attention of others, particularly supervisors, so that adequate information is made available at the proper levels in the organization.

6. WORK PRODUCT QUALITY

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

Types of Work:

Bill drafting	Special projects	Legislative text or word processing
Amendment drafting	Code publication duties	Secretarial and receptionist duties
Session committee staffing	Code editing or indexing	Clerical and filing duties
Interim committee staffing	Public information	Work product tracking
Minutes	Tour guiding	Final work product preparation and delivery
Reports	Library services	Proofreading
Research	Fiscal services	Miscellaneous

7. WORK PRODUCT QUANTITY

Work Product Quantity - The amount of usable work accomplished in given period of time. Produces expected volume consistently; willing to go beyond normal production requirements. Providing information not necessarily requested but useful once received.

Types of Work:

Bill drafting	Special projects	Legislative text or work processing
Amend drafting	Code publication duties	Secretarial and receptionist duties
Session committee staffing	Code editing or indexing	Clerical and filing duties
Interim committee staffing	Public information	Work product tracking
Minutes	Tour guiding	Final work product preparation and delivery
Reports	Library services	Proofreading
Research	Fiscal services	Miscellaneous

8. WORK PRODUCT TIMELINESS

Work Product Timeliness - Proper completion of assigned work within applicable and appropriate time frames.

Types of Work:

Bill drafting	Special projects	Legislative text or work processing
Amend drafting	Code publication duties	Secretarial and receptionist duties
Session committee staffing	Code editing or indexing	Clerical and filing duties
Interim committee staffing	Public information	Work product tracking
Minutes	Tour guiding	Final work product preparation and delivery
Reports	Library services	Proofreading
Research	Fiscal services	Miscellaneous

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**Legislative Service Bureau
Proposed Allocation
1992-93 Fiscal Year**

	<u>FY - '91 ACTUAL</u>	<u>FY - '92 APPROVED</u>	<u>FY - '93 REQUEST</u>
Personal Services	2,147,471	2,328,083	2,285,000
Personal Travel	25,544	34,000	30,000
Office Supplies	78,227	82,000	81,000
Other Supplies	1,600	3,200	3,200
Printing & Binding	853,396	560,000	894,387
Uniforms & Related Items	1,413	1,900	1,900
Communications	37,210	38,000	38,000
Rentals	1,583	3,000	2,000
Professional & Scientific	13,240	9,000	9,000
Outside Services	2,071	4,500	4,500
Advertising & Publicity	339	2,000	1,500
Outside Repairs/Services	25,895	24,000	24,000
Office Equipment	<u>42,525</u>	<u>35,000</u>	<u>35,000</u>
Expenditures (w/o salary adjustment)	3,230,514	3,124,683	3,409,487
% of Change		-3.28%	9.11%
% of Change (excluding printing)		7.89%	-1.93%
Salary Adjustment		133,417	268,707
Less 3.25% reduction		<u>-106,000</u>	
Total Expenditures	<u>3,230,514</u>	<u>3,152,100</u>	<u>3,678,194</u>
% of Change		-2.43%	16.69%
% of Change (excluding printing)		9.04%	7.40%
Funded FTE's	75.20	74.20	63.50

PERFORMANCE EVALUATION FORM
IOWA LEGISLATIVE SERVICE BUREAU

Employee: _____

Date: _____

Evaluation Factor Groupings and Summary of Ratings

	Out	Good	Satis	Fair	Unsat
1. General Performance Characteristics	x	x	x	x	x
2. General Work and Communication Skills	x	x	x	x	x
3. Work-Related Interpersonal Skills	x	x	x	x	x
4. Work-Related Attitudinal Skills	x	x	x	x	x
5. Decision-Making Ability	x	x	x	x	x
6. Work Product Quality	x	x	x	x	x
7. Work Product Quantity	x	x	x	x	x
8. Work Product Timeliness	x	x	x	x	x

Explanation of Ratings:

Outstanding (Out)	consistently exceeds performance standards and requirements
Good (Good)	frequently exceeds performance standards and requirements
Satisfactory (Satis)	consistently meets performance standards and requirements; competent performance
Fair (Fair)	occasionally fails to meet performance standards and requirements; performance improvement necessary
Unsatisfactory (Unsat)	significantly fails to meet performance standards and requirements; unacceptable level of performance

Evaluation factors are defined in a separate document entitled Evaluation Factor Definitions.

1. GENERAL PERFORMANCE CHARACTERISTICS

Attendance and Punctuality Care of Property Integrity Job Stamina	Loyalty Observance of Rules Personal Appearance Professionalism	Reliability Personal Organization
--	--	--------------------------------------

Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

2. GENERAL WORK AND COMMUNICATION SKILLS

Communication, Aural, Oral and Written Concentration Follow-Through Initiative	Inquiring Mind Job Knowledge Perception, Understanding and Insight Planning	Problem Solving/Creativity Resourcefulness Time Effectiveness
--	---	---

Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

3. WORK-RELATED INTERPERSONAL SKILLS

Cooperation Within and Outside Bureau Delegation	Interpersonal Skills Leadership Motivating Others	Working with Superiors
--	---	------------------------

Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

7. WORK PRODUCT QUANTITY

Types of Work: _____

Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

8. WORK PRODUCT TIMELINESS*

Types of Work: _____

Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

CONCLUSION -- FINAL COMMENTS:

Employer's Signature _____ Date: _____

Employee's Signature* _____

*The employee's signature indicates receipt of the evaluation and does not necessarily indicate agreement with the evaluation. An employee may file written comments in response to an evaluation within seven days of receiving the evaluation.

PROPOSED GUIDELINES FOR INTERIM STUDY COMMITTEES

1992 INTERIM

ADOPTION OF RULES

Interim Committees which have no public members must have a majority of the members representing each house voting affirmatively in order to adopt rules.

COMPENSATION OF PUBLIC MEMBERS

Persons serving as public members receive actual expenses only, if they are not eligible for expense reimbursement by an organization that they represent.

STAFF WORK FOR PUBLIC MEMBERS

After consultation with, as appropriate, the LSB or LFB Director, a study committee chair may authorize research or legislative drafting work by the LSB or LFB for public members of study committees.

APPROVAL OF NOMINEES

Public members of study committees may be nominated by designated organizations, subject to Legislative Council approval.

GENDER BALANCE

Appointment of public members to study committees shall be gender balanced.

APPROVAL OF MEETINGS OUTSIDE DES MOINES

Any meeting or public hearing by a study committee held outside of Des Moines requires the prior approval of the studies committee or legislative leadership.

APPROVAL OF EXPENSES FOR SPEAKERS AND CONSULTING WORK

Any expenditure by a study committee for a speaker or presentation or for contractual consulting work requires the prior approval of the Studies Committee and Legislative Council.

SCHEDULING GUIDELINES

If the Legislative Council adopts deadlines for meeting dates of an interim study committee, the interim study committee must meet those deadlines or receive an exemption or a revised deadline date from the Legislative Council.

PUBLIC HEARINGS

When authorization is given to a public hearing by a study committee, the committee may hold one hearing as a body or individual members may each hold a public hearing or groups of two or more members may hold public hearings. However, for each authorized public hearing, no members of the study committee may receive compensation for attendance at more than one session.

prosched

EDUCATIONAL LEAVE REPORTS

Attached are the Education Leave Reports for 1992

as Required Under Section 79.25 of the Code



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF EMPLOYMENT SERVICES
Cynthia P. Eisenhauer, Director

September 30, 1992

Iowa Department of Personnel
Attn. Glen Howard, Education Coordinator
Grimes Building
Des Moines, Iowa

Dear Glen:

Here is our Educational Leave and Educational Assistance Report for
Fiscal Year 92.

Sincerely,

Jacqueline M. Mallory
Supervisor

DLA:dla

enclosure

cc: Legislative Council



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF GENERAL SERVICES
GERALD R. ANDERSON, DIRECTOR

October 5, 1992

TO: Glen Howard
Dept. of Personnel
Education Coordinator

FROM: Nancy Loghry
Training Representative

Subject: Educational Assistance Report

Attached you will find the 1992 Fiscal Year report for Educational Assistance granted by the Department of General Services. We granted only two requests for assistance for a total expense of \$751.70. The employees' supervisors calculated a cost savings to the department from these classes to be \$800.

Melana's cost savings could not be estimated by her present supervisor because these courses were completed prior to his becoming supervisor. Therefore he had no comparison for any improvement in efficiency or other savings.

cc: G. Anderson
Legislative Council

SENT BY: Xerox Telecopier 7020 ; 5-25-93 ; 1:43PM ;

5152818027: # 3
KFC 552-0264

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1992

General Services
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Lois DeWard	Programmer/Analyst	Systems Analysis & Design	—	—	\$420	\$16	—	\$800
Melana Hammond	Clerk Typist III	Business English	—	—	118.35	35	—	—
"	"	Accounting Fundamentals	—	—	118.35	44	—	—
TOTALS					\$656.70	\$95		\$800

EDUCATIONAL LEAVE/ EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1992

HUMAN SERVICES

(Department)

PAGE 1 OF 2 PAGES

Employee Name	Classification	Course Title	W/Pay Hrs. Missed	W/O Pay Tuition Direct cost	Other	Indirect Cost	Cost/Savings (of,)
JENNIFER MEYER	IMW II	BA COURSES		240		(\$2,817.60)	(\$2,817.60)
DIANE PLOCK	RTW	LPN		840		(\$7,560.00)	(\$7,560.00)
DENA GERSTANDT	RTW	LPN		1920		(\$18,128.00)	(\$18,128.00)
THOMAS C. BURKE	SW II	MASTERS/SOCIAL WORK		475		(\$6,317.50)	(\$6,317.50)
JOW NENMERS	SW II	MASTERS/SOCIAL WORK		1040		(\$13,455.00)	(\$13,455.00)
NANCY HELDT	SW II	MASTERS/SOCIAL WORK		1740		(\$23,142.00)	(\$23,142.00)
REBECCA SMITH	RTW	MEDICATION AIDE			\$132.00		\$132.00
JAMES EDWARDS	RTW	MEDICATION AIDE			\$132.00		\$132.00
JULIE CARTY	RTW	MEDICATION AIDE			\$132.00		\$132.00
PAMELA SCHOENHUT	RTW	MEDICATION AIDE			\$132.00		\$132.00
KANDICE LEE	SW II	MASTERS/SOCIAL WORK		870		(\$9,879.94)	(\$9,879.94)
MARK FREELAND	FOOD PROD.SUPR.	MEAL SERVICE			\$30.00		\$30.00
JOLELINE MEYERS	FOOD PROD.SUPR.	MEAL SERVICE			\$30.00		\$30.00
JANE THOMSEN	BUD.ANALYLIST 3	MGMT ACCT/MICRO COMP		15		(\$274.05)	(\$274.05)
JANEL GILSON	SW II	MASTERS/SOCIAL WORK			\$3,226.00		\$3,226.00
KATHLEEN GROSVNER	SW II	MASTERS/SOCIAL WORK			\$4,161.00		\$4,161.00
JAYNE HART	SW II	MASTERS/SOCIAL WORK			\$3,226.00		\$3,226.00
JOHN KRAMER	SW II	MASTERS/SOCIAL WORK			\$3,226.00		\$3,226.00
COLLEEN REINHARDT	SW II	MASTERS/SOCIAL WORK			\$3,226.00		\$3,226.00

EDUCATIONAL LEAVE/ EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1992

HUMAN SERVICES

(Department)

PAGE 2 OF 2 PAGES

Employee Name	Classification	Course Title	W/Pay	W/O Pay	Tuition	Other	Indirect	Cost/Savings
VICKI VERMIE	SW II	MASTERS/SOCIAL WORK				\$4,197.00		\$4,197.00
SUZANNE STEWART	SW II	MASTERS/SOCIAL WORK				\$4,196.70		\$4,196.70
CHARLCIE PARRISH	SW VI	MASTERS/SOCIAL WORK				\$4,196.70		\$4,196.70
TAMARA BENCH	SW II	MASTERS/SOCIAL WORK				\$4,197.00		\$4,197.00
MARY TERRY	SW II	MASTERS/SOCIAL WORK				\$4,196.70		\$4,196.70
KATHERINE DOUGHTY	SW II	MASTERS/SOCIAL WORK				\$4,196.70		\$4,196.70
TOTALS			\$.00	7140	\$588.00	\$17,065.00	(\$81,574.09)	(\$63,921.09)



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF MANAGEMENT
GRETCHEN TEGELER, DIRECTOR

DATE: September 8, 1992

TO: Legislative Council

FROM: Gretchen Tegeler, Director
Department of Management

RE: Report of Educational Leave/Educational Assistance

In accordance with Chapter 79.25, subsection 3, Code of Iowa, I hereby submit the enclosed Educational Leave/Educational Assistance Report for Fiscal Year 1992.

GT/jm
Enclosure

cc: Rick Leckness, Education Coordinator, IDOP

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1992

D.N.R.

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Daniel E. Lane	Arch. Tech. I	Calculus I	0	0	197.25	60.00	0	300
Mark A. Cornish	Conservation Worker	Biomolecules	0	0	210.00	0	0	300
Roya Stanley	Pub. Serv. Exec.	Human Relationship Concepts-Business Mgt.	0	0	720.00	0	0	1,000
John Schmidt	Systems Analyst	Research Methods Current topics in Librarianship	0	0	744.00	60.00	0	1,000
Pamela Andersen	Accounting Tech.	BA431 Advanced Accounting	0	0	294.00	87.00	0	300
Pamela Andersen	Accounting Tech.	Business Law I	0	0	130.50	70.65	0	300
Gary Fell	Park Ranger	Juvenile Delinquency	0	0	124.00	25.50	0	200
Pamela Anderson	Accounting Tech	Adv. Acct. II	0	0	294.00	0	0	300
Elmer Bettis	Geologist	Petrology	4.5	0	516.00	50.00	0	1,000
Orrin Plocher	Geologist	Hydrogeology & Ground Water Quality	0	0	387.00	0	0	1,000
Mark Cornish	Conservation Worker	Biometrics	0	0	210.00	0	0	500
Roya Stanley	Pub. Serv. Exec.	Mgt. of Org. Dev.	0	0	720.00	0	0	1,000
TOTALS								

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 92

D.N.R

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Danny J. Pauley	Conservation Officer	Family Relationships in Crisis	0	0	360.00	0	0	500
David E. Gould	Fisheries Technician	Beginners IBM DOS & Wordperfect	0	0	30.00	0	0	200
Gary Fell	Park Ranger	Physical Science	0	0	124.50	0	0	150
Daniel Lane	Architectual Tech.	Differential Eg. LaPlace Trans.	0	0	157.80	48.15	0	250
TOTALS			4,5	0	5,219.55	401.30	0	8,300



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF PERSONNEL
LINDA G. HANSON, DIRECTOR

October 28, 1992

MEMORANDUM

TO: Legislative Council

FR: Glen Howard, Educational Assistance Coordinator

RE: Report of Educational Leave/Educational Assistance

In accordance with Iowa Code Chapter 79.25, subsection 3, I hereby submit copies of Educational Leave/Educational Assistance Reports for FY 92. These reports represent only those departments that submitted their reports to the Department of Personnel.

Thank you.

c: Linda G. Hanson
Bill Snyder

M-GH-302.sc

TUITION REIMBURSEMENT REPORT - FY' 92				
REPORT FILED OCTOBER 30, 1992				
GLEN HOWARD EDUCATIONAL ASSISTANCE COORDINATOR				
DEPARTMENTS				DIRECT COST
1	AGRICULTURE			\$0.00
2	AUDITOR			\$0.00
3	BLIND			\$600.35
4	BOARD OF REGENTS			\$0.00
5	CIVIL RIGHTS			\$0.00
6	COLLEGE AID			\$1,974.75
7	COMMERCE			\$748.35
8	CORRECTIONS			\$0.00
9	CULTURAL AFFAIRS			\$1,193.30
10	ECONOMIC DEVELOPMENT			\$2,728.95
11	EDUCATION			\$536.70
12	ELDER AFFAIRS			\$0.00
13	EMPLOYMENT SERVICES			\$0.00
14	FAIR AUTHORITY			\$0.00
15	GENERAL SERVICES			\$751.70
16	HUMAN RIGHTS			\$0.00
17	HUMAN SERVICES			\$17,065.00
18	INSPECTIONS & APPEALS			\$0.00
19	IOWA PUBLIC TELEVISION			\$0.00
20	JUSTICE			\$0.00
21	LAW ENFORCEMENT ACADEMY			\$0.00
22	LOTTERY			\$1,592.48
23	MANAGEMENT			\$286.15
24	NATURAL RESOURCES			\$5,620.85
25	PAROLE			\$0.00
26	PERSONNEL			\$0.00
27	PUBLIC DEFENSE			\$0.00
28	PUBLIC HEALTH			\$0.00
29	PUBLIC SAFETY			\$195.00
30	REVENUE & FINANCE			\$1,256.92
31	SECRETARY OF STATE			\$0.00
32	SENATE			\$727.00
33	TRANSPORTATION			\$13,949.97
34	TREASURER			\$2,466.80
35				
TOTAL				\$51,694.27

N 552-0264

EDUCATIONAL LEAVE/ NATIONAL ASSISTANCE REPORT

Fiscal Year 19 92

Department for the Blind
(Department)

MAY 28 1992 TUE 0 57

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Darlene Greenfield	Sr. Service Spec. f/t Blind 1	Human Nutrition	0	Saturday Classes	\$118.35	\$ 0.00	\$ 0.00	\$ 0.00
Darlene Greenfield	"	General Psychology	28	N/A	\$118.35	\$ 0.00	\$ 0.00	\$ 0.00
Darlene Greenfield	"	Restuarant Management	48	N/A	\$118.35	\$ 0.00	\$ 0.00	\$ 0.00
Darlene Greenfield	"	Restaurant. Management Lab	144	N/A	\$118.35	\$ 39.45	\$ 0.00	\$ 0.00
Jerome Weber	Power Plant Engineer 1	Steam Plant Operations	0	Saturday Classes	\$ 52.00	\$ 35.50	\$ 0.00	\$ 0.00
TOTALS			220		\$525.40	\$ 74.95	\$ 0.00	\$ 0.00

P. 0 2

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1992

DELIVERED OCT 05 1992 [Signature]

Cultural Affairs
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Bartels, Ruth	Librarian II	Education 580 "Iowa Eye to I"	40		165	380		
Kuhn, Tamara	Info Specialist 3	Communication Theory	-0-		600	-0-		
Peitzman, Mark A.	Executive Ass't I	Wordperfect Wordprocessing	-0-		48.30	-0-		
TOTALS			40	-0-	813.30	380	-0-	-0-

[Signature]

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 92Revenue & Finance/Lottery
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Theresa Aguiniga	Mail Clerk I	Math 091	0	0	63.12	0	0	0
Theresa Aguiniga	Mail Clerk I	Accounting 101	0	0	112.00	14.24	0	0
Kathy Manternach	Accounting Tech. I	Intermediate Accounting II	0	0	78.00	0	0	0
Kathy Manternach	Accounting Tech. I	Tax Accounting	0	0	571.20	0	0	0
Richard Pint	Storekeeper II	Keyboarding	0	0	39.20	0	0	0
Cathy Turner	Accounting Tech. 3	Marketing International	0	0	336.00	0	0	0
Mike West	Accounting Tech. 2	Principles of Accounting II	0	0	112.00	14.24	0	0
Mike West	Accounting Tech. 2	Business/Financial Math	0	0	84.00	7.12	0	0
Mike West	Accounting Tech. 2	dBase III	0	0	28.00	7.12	0	0
Vicki Sparks	Computer Op. II	Principles of Accounting I	0	0	112.00	14.24	0	0
TOTALS			0	0	1535.52	56.96	0	0

State of Iowa
Department of Personnel

APPLICATION FOR EDUCATIONAL ASSISTANCE/LEAVE

EMPLOYEE SECTION

Name Jon Boran	Job Class MGMT ANALYST III	S.S.# 482-50-3662	Date Employed 2-85
Bargaining Unit	Department Name & Address DEPARTMENT OF PUBLIC SAFETY IOWA STATE PATROL WALLACE STATE OFFICE BLDG DES MOINES		

Course Title *	School	U/G**	Dates/Times	Credit Hours	Tuition Per Hr.	Course Cost
1. INTRODUCTION TO THE IBM-PC.	ADULT EDUC. P.M. PUBLIC SCHOOL	N/A	BEGIN SEPT 19 8 WEEKS 6:30-9:30			\$75 ⁰⁰
2.						
3.						
					Total Cost	\$75 ⁰⁰

* Attach official course description.
** U/G = Undergraduate/Graduate

Please attach a written explanation of how the course work is job-related.

EMPLOYEE WILL USE EDUCATION RECEIVED TO DEVELOP ACCIDENT LOCATION & ANALYSIS SYSTEM FOR IOWA STATE PATROL AS WELL AS OTHER RELATED MATTERS.

Educational Assistance

1. Are you requesting reimbursement for expenses in the following areas:

Expenses	No	Yes	Dollar Amount
Tuition		X	\$75 ⁰⁰
Books			
Fees			
Other			
Total			\$75 ⁰⁰

If you answered NO to all Expenses, skip question 2.

2. Are you going to receive financial assistance? No Yes

Type and Amount

Educational Leave

1. Are you requesting time off from your job to attend school? No Yes
How many hours per week? _____ Paid Unpaid
Number of regular hours you work per week? 40

Employee's Signature Jon Boran Date SEPT 5, 1991

State of Iowa
Department of Personnel

APPLICATION FOR EDUCATIONAL ASSISTANCE/LEAVE

EMPLOYEE SECTION

Name Donna Adreon	Job Class Sec I	S.S.# 481-60-2836	Date Employed 8-91
Bargaining Unit	Department Name & Address PUBLIC SAFETY IOWA STATE PATROL WALLACE STATE OFFICE BLDG DES MOINES, IA.		

Course Title *	School	U/G**	Dates/ Times	Credit Hours	Tuition Per Hr.	Course Cost
1. Intro to ISM-PC	ADULT EDUC DM PUBLIC SCHOOL	N/A.	8 WEEKS-START SEPT 18 @ 6:30-9:30PM			\$75.00
2.						
3.						
Total Cost						\$75.00

* Attach official course description.

** U/G = Undergraduate/Graduate

Please attach a written explanation of how the course work is job-related.

EMPLOYEE WILL USE EDUCATION RECEIVED TO PROMOTE TRAINING SCHEDULES, TRAINING MANUALS & TRAINING STATUS REPORTS.

Educational Assistance

1. Are you requesting reimbursement for expenses in the following areas:

Expenses	No	Yes	Dollar Amount
Tuition		X	\$75.00
Books			
Fees			
Other			
Total			\$75.00

If you answered NO to all Expenses, skip question 2.

2. Are you going to receive financial assistance? No Yes

Type and Amount

Educational Leave

1. Are you requesting time off from your job to attend school? No Yes
How many hours per week? _____ Paid Unpaid
Number of regular hours you work per week? 40.

Employee's Signature Donna Adreon/ps Date 9-4-91

State of Iowa
Department of Personnel

APPLICATION FOR EDUCATIONAL ASSISTANCE/LEAVE

EMPLOYEE SECTION

Name BARB SULLIVAN	Job Class SECRETARY III	S.S.# 480-84-0529	Date Employed 03-84
Bargaining Unit	Department Name & Address DEPARTMENT OF PUBLIC SAFETY IOWA STATE PATROL DES MOINES, IA.		

Course Title *	School	U/G**	Dates/Times	Credit Hours	Tuition Per Hr.	Course Cost
1. W3-DOS FOR IBM-PC	ADULT EDUC ON Public School	NA	START 3:30 PM C 6:30-9:30 4 WKS			\$45.00
2.						
3.						
* Attach official course description. ** U/G = Undergraduate/Graduate						Total Cost \$45.00

Please attach a written explanation of how the course work is job-related.

EMPLOYEE WILL USE EDUCATION RECEIVED TO DEVELOP SUPPLY & INVENTORY OPERATIONS FOR THE I.S.P. SUPPLY ACTIVITIES.

Educational Assistance

1. Are you requesting reimbursement for expenses in the following areas:

Expenses	No	Yes	Dollar Amount
Tuition			\$45.00
Books			
Fees			
Other			
Total			\$45.00

If you answered NO to all Expenses, skip question 2.

2. Are you going to receive financial assistance? No Yes

Type and Amount

Educational Leave

1. Are you requesting time off from your job to attend school? No Yes
How many hours per week? Paid Unpaid
Number of regular hours you work per week? **40**

Employee's Signature Barbara Sullivan /so Date 9-4-91

1 552-0264

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 92

Revenue & Finance
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Thompson, Cynthia	Out-of-State Revenue Auditor	Advanced Income Tax	-	-	\$139.50	-	-	-
Fardal, Cynthia	Administrative Asst 3	Fundamentals of Speech	-	-	78.75	-	-	-
Saffell, Joby	System Support Worker 2	Beginning/COBOL	-	-	105.00	-	-	-
Fardal, Cynthia	Administrative Asst 1	Interpersonal Speech	-	-	88.76	-	-	-
Steward, Rhonda	Clerk Typist 3	Word Perfect	-	-	29.59	-	-	-
Neal, Judy	Rev Examiner 1	Intermediate Acct 2	-	-	118.35	-	-	-
Meisch, Cleo	Secretary 1	Business English	-	-	88.76	-	-	-
Strum, Linda	Rev Examiner 1	Accounting 101	-	-	118.35	-	-	-
Ward, Linda	Rev Examiner 3	Payroll Accounting	-	-	88.76	-	-	-
Robb, Betty	Data Processing Supervisor	Advanced Lotus	-	-	59.18	-	-	-
Strum, Linda	Rev Examiner 1	Accounting 102	-	-	118.57	-	-	-
Murphy, Anna	Clerk Typist 3	Elementary Spanish 1	-	-	105.00	-	-	-
Ziebell, Alma	Accounting Clk 2	Accounting 203	-	-	118.35	-	-	-
TOTALS						\$1256.92		

05/25/93

11:43

515 242 6040

IA DEPT REVENUE

002

Form 000021
12-89

IOWA DEPARTMENT OF TRANSPORTATION

Office Iowa Department of Personnel
Attention Glen Howard
From Eileen Primmer *EP*
Office Bureau of Management
Subject Educational Assistance Report

Date September 24, 1992
Rel. No. 250

Attached is the Educational Assistance Report for the Iowa Department of Transportation for Fiscal Year 1992. If you have any questions, please call me at 239-1277.

EP:lmw

Attachments

cc: T. Sally
B. Abels

05/25/93 10:32 3515 239 1828 IOWA DOT 003

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT
 Fiscal Year 1992
 Iowa Department of Transportation

<u>EMPLOYEE NAME</u>	<u>CLASSIFICATION</u>	<u>COURSE TITLE</u>	<u>IRS. MISSED</u>		<u>DIRECT COSTS</u>	
			<u>W/PAY</u>	<u>W/O PAY</u>	<u>TUITION</u>	<u>OTHER</u>
Abu-Hamash, Ahmad	Transp. Engineer I	Advanced Mechanics of Materials EM 514	1.25	1.25	387.00	30.00
Abu-Hamash, Ahmad	Transp. Engineer I	Bridge Design CE 590	0	0	91.50	0.00
Abu-Hamash, Ahmad	Transp. Engineer I	Stability EM 515	1	1	91.50	0.00
Albeck, John	Engineer in Training	Traffic Engineering CE 553	0.5	0.5	387.00	10.00
Baer, Peggy Ann	Executive Assistant I	Finance 350	1.5	1.5	149.80	10.00
Bierbaum, Roger R.	Transp. Engineer Mgr. 3	Creative Component CE 599	0	0	258.00	30.00
Bierwagen, Dean G.	Transp. Engineer I	Structural Steel Design II CE 546	1.5	1.5	387.00	30.00
Bierwagen, Dean G.	Transp. Engineer I	Bridge Design CE 590	0	0	91.50	0.00
Bierwagen, Dean G.	Transp. Engineer I	Theory of Matrices Math 307	1.5	1.5	91.50	0.00
Bowman, Steven R.	Design Tech 3	Fundamentals of Survey and Computer Applications CE 211	1	1	149.80	45.52
Brattmiller, Sharon	Right of Way Agent 1	Real Estate Principles 351	1	1	246.00	55.00
Buboltz, Marcia	Engineering Office Asst. I	WordPerfect 5.1	0	0	65.00	0.00
Burns, Norman	Programmer Analyst	C Language Adv. ELET 548	0	0	38.70	0.00
Burns, Norman	Programmer Analyst	C Language Beg. ELET 547	0	0	38.70	0.00

<u>EMPLOYEE NAME</u>	<u>CLASSIFICATION</u>	<u>COURSE TITLE</u>	<u>NRS. MISSED</u>		<u>DIRECT COSTS</u>	
			<u>W/PAY</u>	<u>W/O PAY</u>	<u>TUITION</u>	<u>OTHER</u>
Gent, Steve J.	Transp. Engineer Assoc.	Traffic Safety CE 552	2	2	290.00	30.00
Guge, Gerald J.	Construction Tech I	Computer Concepts for the Beginner	0	0	60.00	9.75
Harrill, Barbara	Secretary I	Database App. CSC 147A	0	0	147.00	0.00
Harrill, Barbara	Secretary I	English Comp. I ENG 101A	1.5	1.5	147.00	0.00
Harrill, Barbara	Secretary I	Word Processing CSC 143A	0	0	147.00	0.00
Harrill, Barbara	Secretary I	Microcomputer App. CSC 144A	0	0	147.00	0.00
Hawley, George	Construction Tech I	Beg. Computer Concepts	0	0	60.00	9.75
Hernandez, Victor	Engineering Aide II	Intermediate Algebra	0	0	156.00	43.05
Jack, Krandel	Transp. Engineer Assoc.	Transportation and Public Policy TRLOG 468	3	3	0.00	0.00
Jack, Krandel	Transp. Engineer Assoc.	Advanced Highway Design CE 550	1.5	1.5	42.00	0.00
Jack, Krandel	Transp. Engineer Assoc.	Statistical Methods STAT 401	2.5	2.5	516.00	42.00
Johnson, Jan	Secretary I	WordPerfect 5.1	0	0	65.00	0.00
Jorgenson, Michael	Transp. Engineer Assoc.	Advanced Highway Design CE 550	1.5	1.5	42.00	0.00
Jorgenson, Michael	Transp. Engineer Assoc.	Statistics for Research Workers STAT 401	2.5	2.5	516.00	42.00
Kerschanske, Rose Mary	Secretary I	Beginning WordPerfect 5.1	0	0	60.00	14.15

EMPLOYEE NAME	CLASSIFICATION	COURSE TITLE	HRS. MISSED		DIRECT COSTS	
			W/PAY	W/O PAY	TUITION	OTHER
Carroll, Karen	Program Planner III	Composition I 117	0	0	105.00	0.00
Crouch, Tim	Transp. Engineer I	Traffic Safety, CE 552	0	0	183.00	0.00
Crouch, Tim	Transp. Engineer I	Traffic Engineering CE 553	0	0	187.00	30.00
Javis, Bobbie	Adnin. Assistant II	Composition II ENGL 118	0	0	105.00	24.40
Javis, Joyce	Adnin. Assistant I	Intermed. Acctg. ACCT 386	1.5	1.5	149.80	10.00
Javis, Joyce	Adnin. Assistant I	Business law 101	0	0	105.00	0.00
Javis, Joyce	Adnin. Assistant I	Prin. of Acctg II ACCTG 102	0	0	140.00	19.75
Beany, James M.	Transp. Engineer Assoc.	Creative Component CE 599	0	0	387.00	30.00
Bockstader, Scott A.	Transp. Engineer Assoc.	Prices and Resource Allocation ECON 301	1.5	1.5	300.00	0.00
Bockstader, Scott A.	Transp. Engineer Assoc.	Economic Analyses of Transp. Investments CE 555	1.5	1.5	300.00	0.00
Bunlay, Terry	Engineer In Training	Statistics 401	3	3	517.50	50.00
Burbin, Gregg	Design Tech 2	Differential Equations MATH 267	2	2	165.00	0.00
Burbin, Gregg	Design Tech 2	Introduction to Classical Physics II PHY 272	3	3	410.00	25.00
Brasier, Fran	Adnin. Assistant I	Principles of Accounting 102	0	0	140.00	0.00
Brasier, Fran	Adnin. Assistant I	Principles of Accounting 101	0	0	140.00	0.00
Erette, Patricia	Accounting Tech II	Speech 110	0	0	105.00	0.00

EMPLOYEE NAME	CLASSIFICATION	COURSE TITLE	HRS. MISSED		DIRECT COSTS	
			H/PAY	H/O PAY	TUITION	OTHER
Knight, Peggi	Transp. Engineer Assoc.	Traffic Safety, Operations and Maintenance CE 552	2	2	290.80	10.00
Knight, Peggi	Transp. Engineer Assoc.	Highway Design CE 452	1.75	1.75	246.00	30.00
Krotz, Donald L.	Construction Tech I	Seq. Computer Concepts	0	0	60.00	9.15
Herritt, Arlo G.	Transp. Engineer Assoc.	Quant. Methods MATH 109	0	0	294.00	74.00
Olson, Michael S.	Transp. Engineer Assoc.	Water Quality Eng. CE 326	1.5	1.5	300.00	0.00
Olson, Michael S.	Transp. Engineer Assoc.	Structural Steel Design CE 333	1.5	1.5	300.00	0.00
Popp, Kelly	Graphic Artist	Advanced Graphic Design Studio ART 672	0.75	0.75	300.00	0.00
Popp, Kelly	Graphic Artist	Art 590	0	0	300.00	0.00
Popp, Kelly	Graphic Artist	Job Relationship Art ART 672	3	3	0.00	0.00
Richardson, Nancy	Admin. Div. Director	State Politics & Government POLSCI 510	0	0	387.00	0.00
Ridhour, Kathy	Program Planner 2	Macro Economics ECON 101	0	0	105.00	0.00
Romsey, Nirk	Design Tech 4	Engineering Problems with Comp. Lab. CE 160	3	3	144.20	0.00
Romsey, Nirk	Design Tech 4	Trigonometry Math 142	1.5	1.5	149.80	30.00
Romsey, Nirk	Design Tech 4	Fund. of Algebra MATH 140	2	2	246.00	30.00
Sands, Duane	Construction Tech I	Using Lotus 1-2-3	0	0	80.00	21.95
Schumann, Carl L.	Transp. Engineer Assoc.	Bridge Design CE 590	0	0	290.80	10.00

<u>EMPLOYEE NAME</u>	<u>CLASSIFICATION</u>	<u>COURSE TITLE</u>	<u>HRS. MISSED</u>		<u>DIRECT COSTS</u>	
			<u>W/PAID</u>	<u>W/O PAY</u>	<u>TUITION</u>	<u>OTHER</u>
Strum, Troy	Field Auditor 2	Becker CPA Review Course	0	0	600.00	0.00
Sutch, Michael	Programmer Analyst	Pgrr. Logic Design DATA 310	0	0	140.00	0.00
Torgeson, Judy	Planning Aide III	Historic Architecture 420	1.5	1.5	246.00	38.25
Wassmer, Warren	Construction Tech II	Using Lotus 1-2-3	0	0	64.00	27.95
TOTALS					\$13,051.70*	\$898.27

*One student has received an incomplete and must finish course by 12-18-92.
 If student completes the class, this report will be revised.

Iowa Department of Personnel

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

All departments are required to report to the Department of Personnel and the Legislative Council not later than October 1 of each year, the direct and indirect costs to the department of educational leave and educational assistance granted to employees during the preceding fiscal year (Chapter 79.25, subsection 3, Code of Iowa). IMTS or departmental courses should not be listed on this report. Please send one copy of this report to the Department of Personnel, Development Bureau and one copy to the Legislative Council.

Instructions to complete the report are as follows:

Fiscal Year - Enter the fiscal year for this report.

Department - Enter the name of the department.

1. Employee Name - List employees at random or in alphabetical order.
2. Classification - Enter employee's classification held at the time of taking the course work.
3. Course Title - Enter the name of each course taken by the employee separately by line.
4. Hours Missed - This refers to the total number of work hours missed by the employee to attend the course work, either with pay (W/Pay) or without pay (W/O Pay). Enter total number of hours in the appropriate column. If the employee did not miss work hours, enter a zero.
5. Direct Costs - Expenses incurred by the department as a result of educational expenses reimbursed to the employee or direct billing by the school.
Tuition - Costs of tuition for course work taken.
Other - Costs of books, fees, or other expenses.
If no cost was incurred, enter a zero.
6. Indirect Costs - Costs incurred by the department as a result of making adjustments in employee work assignments or department operations necessitated by the educational leave or assistance. Enter an estimated cost figure. If no cost was incurred, enter a zero.
7. Cost Savings - Estimated savings to the department as a result of the leave granted or the employee taking the course work. This could include, but not limited to, the savings in wages not paid to the employee or savings in increased efficiency in operations. Enter estimated cost figure.
8. Totals - Add up totals for following columns: Hours Missed, Direct Costs, Indirect Costs, and Cost Savings.

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 91

Woodward State Hospital-School/DHS
 (Department).

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
No educational leave to report.								
TOTALS								

Iowa Department of Personnel

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

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 - Tuition - Costs of tuition for course work taken.
 - Other - Costs of books, fees, or other expenses.If no cost was incurred, enter a zero.
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8. Totals - Add up totals for following columns: Hours Missed, Direct Costs, Indirect Costs, and Cost Savings.

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

OCT 5 92

Fiscal Year 1992

Board of Regents

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
none					0			
TOTALS								

Iowa Department of Personnel

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

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7. Cost Savings - Estimated savings to the department as a result of the leave granted or the employee taking the course work. This could include, but not limited to, the savings in wages not paid to the employee or savings in increased efficiency in operations. Enter estimated cost figure.
8. Totals - Add up totals for following columns: Hours Missed, Direct Costs, Indirect Costs, and Cost Savings.

EDUCATIONAL LEAVE EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1992

Justice Attorney General
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
None	—	—	—	—	—	—	—	—
TOTALS			0					

MAY 26 92

State of Iowa
Department of Personnel

Human Resources Service

APPLICATION FOR EDUCATIONAL ASSISTANCE/LEAVE

EMPLOYEE SECTION

Name	Job Class	S.S.#	Date Employed
Betty B. Armstrong	Consultant	485-46-1453	September, 1979
Bargaining Unit	Department Name & Address		
N/A	Department of Education Grimes State Office Building Des Moines, IA 50319-0146		

Course Title *	School	U/G**	Dates/Times	Credit Hours	Tuition Per Hr.	Course Cost
1. Study Seminar - Russia	University of Nebraska	G	June 15 - July 15, 1992	1 - 3	Not available now	
2.						Est 2055. for seminar costs
3.						

* Attach official course description. DE News Total Cost
 ** U/G = Undergraduate/Graduate UNO infor

Please attach a written explanation of how the course work is job-related.

Educational Assistance

1. Are you requesting reimbursement for expenses in the following areas:

Expenses	No	Yes	Dollar Amount
Tuition	0		
Books	0		
Fees	0		
Other	0		
Total			\$-0-

If you answered NO to all Expenses, skip question 2.

2. Are you going to receive financial assistance? No Yes

Type and Amount

Educational Leave

1. Are you requesting time off from your job to attend school? ___ No Yes
 How many hours per week? 40 Paid Unpaid
 Number of regular hours you work per week? 40

A combination of paid educational leave and vacation leave (12 days each) will be used.

Employee's Signature Betty B. Armstrong Date 4/16/92

DATE: May 15, 1992
TO: Ms. Betty Armstrong
FROM: Dr. William L. Lepley
SUBJECT: Educational Leave

I am in receipt of your request for educational leave from June 15 - July 15, 1992, to participate in a study seminar on Russia offered at the University of Nebraska. It is my understanding you are requesting the leave with pay.

I greatly support and encourage additional education and training for all of our employees. However, as you know, the Department experienced a reduction in staff and financial resources. It appears this reduction will continue into FY 1993. I do not believe we can afford to have staff absent from the Department for thirty days paid educational leave in addition to the normal vacation time.

Because of these concerns, I am recommending the approval be granted by the Department of Personnel subject to the following conditions:

- a combination of paid educational leave and vacation leave (12 days each);
- all tasks essential to your position for that period will be completed prior to your departure and approved by your supervisor; and
- specific activities to be carried out within the Department and for the field will be included in your action plan and implemented.

We will inform you of final approval of your request as soon as information is received from the Department of Personnel. If you have questions or concerns regarding this decision, please contact Roger Foelske or Joann Horton.


W. L. L.

WLL:JH:RF:ts

cc Roger Foelske
Joann Horton

SUPERVISOR'S SECTION

Date Received 4/23/92 Approved Disapproved

Reasons: _____

This experience will strengthen the staff member's professional skills especially in areas of global education and the impact of technology.

Supervisor's Signature [Signature] Date 4/23/92
(Please forward application, Educational Survey and a copy of employee's Section A to your department's appointing authority.)

APPOINTING AUTHORITY'S SECTION

Reimbursement: No Yes None Requested

Dollar Amount Approved For Each Course:

Course 1:	Tuition \$ _____	Books \$ _____	Fees \$ _____	Other \$ _____
Course 2:	Tuition \$ _____	Books \$ _____	Fees \$ _____	Other \$ _____
Course 3:	Tuition \$ _____	Books \$ _____	Fees \$ _____	Other \$ _____

Total Dollar Amount Approved: \$ 0

* If amount of reimbursement requested is greater than the amount listed above, the amount MUST be signed off on by the Appointing Authority.

Educational Leave: No Yes
Number of Hours Per Week: 40 Paid Unpaid

Appointing Authority's Signature [Signature] Date 5-17-92
(Please forward completed application and Educational Survey to your department's Training Representative.)

Training Representative's Signature Candice R. Chambers Date Sent to Personnel 5/20/92

DEPARTMENT OF PERSONNEL APPROVAL RESULTS

1. Date Received _____ 2. Reimbursement Approved? Yes No
If NO, Reasons Why it Wasn't: _____

3. Approval By: [Signature] Education Coordinator Date 5-21-92

NOTE TO DEPARTMENT TRAINING REPRESENTATIVE/PERSONNEL ASSISTANT

Reimbursement Procedures:

1. Upon completion of the course(s), send this application, a copy of the employee's school grade or completion certificate, the original paid receipt, and a signed travel voucher to:

Department of Revenue and Finance
Pre-Audit Division
Hoover State Office Building
Des Moines 50319

PERFORMANCE PLAN

Name (Last, First, MI) Armstrong, Betty B.	Soc. Sec. No. 485-46-1453	Job Class Program Consultant	Evaluation Purpose Performance Evaluation
Position Number (18 digits) 282-253-3401-01071-006	Period Covered 9-14-91 to 9-13-92	Department/Division/Bureau Education, Community College, Technical & Voc. Ed.	

No.	T	C	%	Responsibilities	Standards/Results Expected
1.	3	4	15	Assist educational agencies in the planning, development, implementation, and improvement of programs, services, and activities designed to develop employability skills with special Emphasis on home economics.	<ul style="list-style-type: none"> a. Provide technical assistance in the area of needs assessment, use of advisory committees/councils, organization of curriculum, establishment of operational procedures and in the designing of educational specifications for equipment and facilities in agencies as of an educational program(s) per established state standards. b. Provide technical assistance to agencies to enable their successful completion of application for state and federal vocational funds as per established procedures. c. All on-site visitations will be followed up by a letter and/or written report to the local administrator. d. Respond to all correspondence received (written, telephone, etc.).
2.	2	4	13	Monitor educational agencies providing programs, services, and activities which provide for career development of students.	<ul style="list-style-type: none"> a. Following procedures and deadlines established for the bureau, assist in the process of application and reimbursement forms (CE-100s, CE-4s, CE-7s, and AS-28s), intent forms, equipment forms, and final reports. b. As assigned, review program proposals submitted by educational agencies to determine eligibility for receipt of State Board approval and awarding of funds. Forward recommendation to the bureau chief via a memorandum for submittal to the State Board in the specified format prior to the Board's meeting date. c. Conduct on-site review of new programs in assigned educational agencies to assure their successful implementation. Advise the local administrator and follow-up with a letter of any areas of concern and/or achievement. d. Serve on methods of administration (MOA) on-site review teams as assigned.

Name: Armstrong, Betty B
(Last, First, MI)

Social Security Number: 485-46-1453

No. T C % Responsibilities

3. 3 4 15 Assist educational agencies in the evaluation of program, services, and activities designed to develop employability skills.

4. 2 4 13 Provide for the improvement and/or development of curriculum designed to develop instructional programs and services in home economics.

5. 2 4 13 Provide for the planning, development, and delivery of staff development activities for individuals who provide or will provide home economics educational programs, services, and activities that are designed to develop employability skills.

6. 2 4 13 Serve on special task forces, committees, as assigned, to initiate, develop, conduct, analyze, and/or communicate to complete the activities.

Standards/Results Expected

- a. Provide on-site technical assistance to educational agencies, as assigned, enabling their successful completion of the state's vocational education program evaluation.
- b. Monitor assigned educational agencies progress in completing the state's vocational education program evaluation. Advise the local administrator of any areas of concern and/or achievement via letter and/or consultant visitation report.
- c. Serve on Department of Education and/or other evaluation team to educational agencies.

- a. In cooperation with assigned staff, facilitate home economics groups and related technical committee's activities.
- b. Develop and submit topics for research, curriculum development, and/or designed to meet the needs of provider educational agencies.
- c. Review proposals and/or curriculum materials in accordance with established procedures and forward recommendations.
- d. Monitor curriculum projects as assigned, in accordance with approved timelines and procedures. Advise project director of areas of concern and/or achievement.

- a. Assist with the coordination in the planning of and delivery of in-service activities for home economics instructors via the State Vocational Education Home Economics Educator's Conferences.
- b. Provide for the identification of staff development needs and the planning of activities designed to meet these needs via local technical update activities and teacher education institutions.
- c. Monitor staff development projects as assigned. Advise project director and bureau chief of any areas of concern and/or achievement.
- d. In cooperation with appropriate department staff, develop a network to facilitate interagency cooperation and communication between the home economics teacher education departments and the Department of Education.

- a. Carry out tasks as assigned to accomplish these responsibilities.
- b. Provide information to the Vocational-Technical Education Task Force.
- c. Contribute to the Division's marketing of career and vocational programs and services by writing articles that will be published.
- d. Provide for display that features home economics.

Name: Armstrong, Betty B
(Last, First, MI)

Social Security Number: 485-46-1453

No. T C % Responsibilities

- 7. 1 3 9 Keep abreast with departmental and divisional procedures and guidelines and state and national developments with a special emphasis on home economics.
- 8. 1 3 9 Develop and maintain cooperative working relationships within the bureau, with other bureaus within the department, and with other agencies, organizations, and the general public.

Standards/Results Expected

- a. Participate in all bureau, divisional, and departmental staff meetings.
- b. On a regular basis, review current rules and procedures concerning the operation of vocational programs, services, and activities.
- c. Participate in state, regional, and national professional organizations and activities.
- d. Review current educational publications and studies.
- a. Serve as liaison between the department and Patterns for Progress with other agencies, organizations, and the general public.
- b. Maintain a work area that appears to be pleasant, orderly, and contributes to an efficient and productive office environment.
- c. Carry out assigned responsibilities in accordance with departmental policies and procedures as outlined in the employee's handbook and other departmental publications.
- d. Promote cooperative, productive working relationships within the bureau, division, and department.
- e. Respond to all correspondence and/or requests as necessary to assure a timely and satisfactory completion of bureau and/or department responsibilities.

Supervisor: _____ Title: Assistant Chief Date: _____

This Performance Plan has been discussed with me and I have been given a copy.

Employee: _____ Date: _____

CFN 552-9

Distribution (Section A)

- Employee
- Supervisor
- Personnel Document Processor
- IDOP (original copy)

Betty B. Armstrong
Home Economics Consultant
Department of Education

STUDY SEMINAR - RUSSIA
UNIVERSITY OF NEBRASKA

This study seminar of Russia providing a cultural immersion is an opportunity for me to learn firsthand of Russians' education-related efforts. As agriculture today must be international in scope to be competitive, so does the field of Home Economics. Iowa State University College of Family and Consumer Sciences (home economics) actively and consistently supports research, outreach travel and study to assist in the advancement of Home Economics Education. (The XVIIth International Federation for Home Economics Congress will be held in Hanover, Germany, July 26-31, 1992, focusing on Families and Households: Change and Exchange.) Experiences gained in this seminar will support individual professional development, strengthening my educational consulting and curriculum development, evaluation and research skills. Opportunities to increase effectiveness, especially as related to home economics programs and vocational education at all educational levels, will be extended. With Iowa's standards related to global education and multicultural non-sexist education, this related study seminar will be especially and ever valuable as changes continue to evolve in other countries; and Russia, of all of them, as a result of critical political upheaval!

In addition, it will provide the direct opportunities to discuss with Russia's educators what is happening in education and Iowa. As Iowa continues to increase communications and economic development opportunities for citizens, the educational perspective will always be a critical aspect of those endeavors.

Upon returning, I propose to:

1. Share information:
 - with Department of Education staff members as in staff meetings.
 - with Home Economics Educators (senior high through postsecondary) at local, regional, state (such as Home Economics Educators Conference) and national meeting.
 - through distribution of secured and developed printed materials.
 - via technical assistance efforts to infuse the multiculture non-sexist concepts into curriculum in the state.
 - through assisting in delivery of inservice activities, especially for home economics educators, with emphasis on international home economics opportunities.
2. Encourage and support additional educators in Iowa to actively participate in study seminar efforts to expand their understanding of other cultures resulting in potential impact on economic development activities.
3. Volunteer to share information concerning the Russian culture, educational system, family life and opportunities in the home economics areas of study with other state agencies, inter-agency committees, etc. with which I am involved.

RUSSIA - ENIGMA - EDUCATION - TRAVEL

Headlines: YELTSIN DEFIES MILITARY & KGB!-- COUP COLLAPSES!-- GORBACHEV BACK IN POWER!-- YELTSIN DISMANTLES PARTY!-- BALTICS INDEPENDENT!-- GORBACHEV RESIGNS!-- COMMONWEALTH OF NATIONS SIGNED! The former USSR changes daily.

Council Bluffs Sister City Association, UNO International Studies & Programs and College of Education are co-sponsoring a four week study travel seminar on or about June 15 to July 15, 1992, to the Russian Republic. This extraordinary cultural immersion is an opportunity for you to learn about Russia first hand from Russian educators, political scientists, historians and anthropologists.

The excursion takes you to Moscow, city of political power, the cultural and architectural beauty of St. Petersburg (Leningrad). The Trans-Siberian Railroad carries you across the Volga, beyond the Ural Mountains to previously forbidden areas. Tartar city of Kazan, Sverdlovsk, Yeltsin's hometown, and Tyumen, capital of Western Siberia are all enroute. The tour includes historic Tobolsk, czarist capital of Siberia and center of the largest oil reserves in the world. You will travel via boat on the Ob River to communities of circum-polar tribes living near the Arctic Circle. (See inside of cover page.)

This educational excursion is part of a reciprocal program with Russian interests. Costs are subsidized by our Russian hosts. Estimated cost to you as a participant is \$2000 per person.* Included are round trip air fare from Chicago, all meals, housing, ground and water transportation in Russia. (*Approximate commercial value, \$5000.)

There are only 24 openings for participation in this unusual and timely global opportunity. A \$250 deposit will reserve your place. One fourth of the cost must be paid by January 1, 1992; one half by March 1; and total paid in full one month prior to departure. Under-graduate credit is available through International Studies & Programs and graduate credit through UNO College of Education.

For more information or to reserve your place, fill out the attached reservation coupon and send with deposit to attention: DF, Council Bluffs Sister City Association, P.O. Box 1565, Council Bluffs, IA 51502. Make checks payable to "CBSCA/UNO Special Project 4A."

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # HM _____ WK _____

AMOUNT OF DEPOSIT ENCLOSED \$ _____ CREDIT DESIRED? GRAD _____ UNGRAD _____

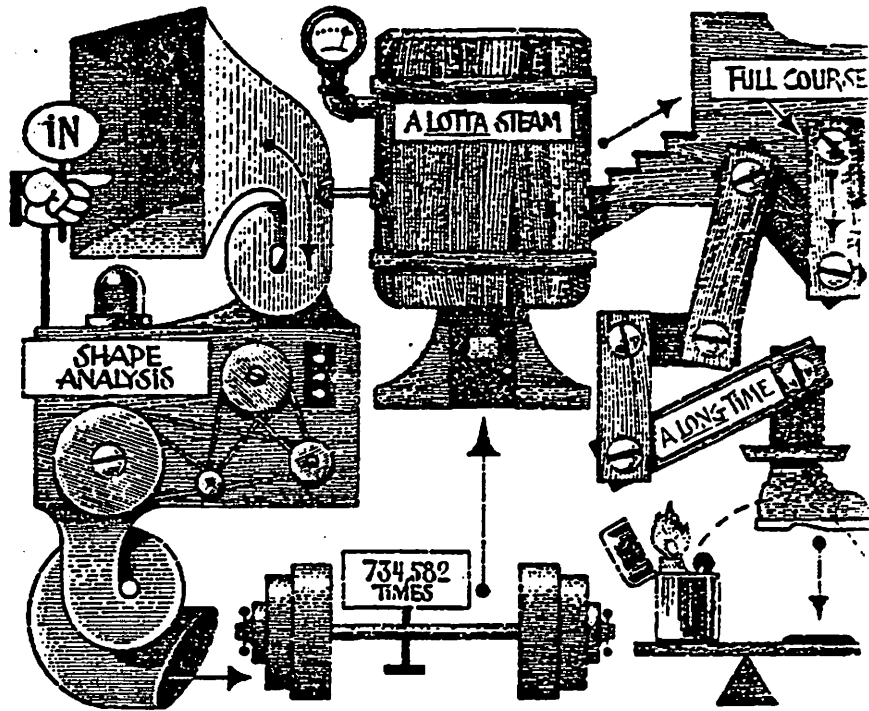


DISPATCH

Volume 21 No. 6

Iowa Department of Education

March 1992



In Search of a Better

Students experience the consequences of their decisions without getting hurt in a new interactive learning station being circulated to schools by Western Hills Area Education Agency, Sioux City. The system combines computer, laserdisc and touch-screen technologies. Students watch a story about young people in situations where drugs and alcohol are available. As the story unfolds, students make choices for the characters simply by touching the screen at various decision points. Instantly, the story continues with the outcome dependent on their decisions.

Contact: Larry Benne, (800) 352-9040
or (712) 274-6099

Community college leaders

Iowa's Leadership Institute for a New Century (LINC) is diversifying the leadership of Iowa's community colleges. Since its inception in 1989, almost 50 participants have taken part in the unique nine-month program designed to prepare women and minorities for

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SHORT CUTS

Public hearings on special education plan

Iowa's plan for providing educational services for children and youth with disabilities will be the topic of public hearings sponsored in April by the Bureau of Special Education of the Department of Education.

The State Plan for Special Education for 1993-95 must be submitted to the U.S. Department of Education for approval. The Iowa DE is requesting public comment on the content of the plan at public hearings to be held April 15, 1992, from 1-3:30 p.m. in Des Moines, Clear Lake, Council Bluffs and Ottumwa.

The plan describes the educational services for children and youth with disabilities in Iowa and provides assurances that a free, appropriate education will be made available to all children with disabilities.

Copies of the plan and information about the hearings are available from John Lee, administrative assistant, DE Bureau of Special Education, Grimes State Office Building, Des Moines, Iowa 50319-0146, (515) 281-4030.

Russia trip

A study seminar to Russia for educators is being sponsored by the Council Bluffs Sister City Association. Participants will visit Moscow and St. Petersburg. Then, Trans-Siberian Railroad will transport participants across the Volga River, beyond the Ural Mountains to previously forbidden areas including the Tartar city of Kazan, Sverdlovsk, Tyumen and Tobolsk. Discussions will be facilitated with historians, educators and other professionals.

Undergraduate and graduate credit is being offered through the University of Nebraska. The cost of the program without credit is estimated at \$2,000, including air fare from Chicago, all meals, lodging, and transportation in Russia.

Participation is limited to 24. For more information, contact Ron Helms at (712) 325-3200 or Doug Fritz at (402) 554-2293.

Farm safety contest

"Get Educated with Farm Safety—Know Your Hazards" is the theme of a poster and essay contest sponsored by Iowa Farmers Home Administration. The contest is designed to give students an opportunity to exercise their creativity while raising awareness among their peers and communities of the hazards of farming.

The poster contest is open to students in grades 1-12. The essay contest is open to students in grades 4-12. Deadline for submitting entries is August 3, 1992.

For more information and judging criteria, contact Laurie Ray, Farmers Home Administration, 873 Federal Building, 210 Walnut, Des Moines, Iowa 50309, (515) 284-4153.

Storytelling workshop

"Storytelling: Planting the Seed" is the theme of a workshop to be held June 18-20, 1992, at the University of Iowa, Iowa City.

The workshop will introduce sources and strategies for using storytelling in classrooms and libraries. Topics will include sharing personal experiences and family stories, using multicultural stories, teaching children to become storytellers, and adapting stories and making them your own. Designed for both novice and more experienced storytellers, the workshop is appropriate for those working in elementary or middle schools or in public libraries.

The fee is \$138. One semester hour of graduate credit is available to those who submit a written report.

For more information, contact Ethel Bloesch, School of Library and Information Science, University of Iowa, 300 Library, Iowa City, Iowa 52242, (319) 335-5707.

Their Future in Our Hands:

Seminars in Mexico.

LFB PERSONNEL REPORT

June 11, 1992

Personnel actions since last report: June 13, 1991

Service Committee review -

Merit Increases

None

Vacant Positions

John Hawley, Legislative Analyst II, Resigned June 12, 1992

Filled Positions

None

Parental/Sick Leave

Carter Hawely, Family/Maternity Leave, Sept. 18 - Dec. 31, 1991
John Hawely, Family/Maternity Leave, Sept. 18 - Dec. 31, 1991

Service Committee approval -

Promotions

FROM

TO

None

**IMPLEMENTATION PLAN
PROPOSED POSITION CLASSIFICATION SYSTEM**

The adjustment in grades recommended by the staff review are adopted subject to the following conditions:

1. The adjustments will take effect beginning July 3, 1992. Individuals who are affected will be moved to the new grades at their existing salaries or at their salaries adjusted for any applicable cost-of-living increase granted to noncontract employees.
2. Employees will be eligible for a step increase on a schedule as comparable to employees in the executive branch.
3. If the current salary of an employee is less than the entrance level salary at the new grade, the employee is eligible to receive a one step increase on a schedule comparable to employees in the executive branch. The lowest salary of an employee in a job classification or step 1 of the appropriate grade, whichever is less, will constitute the entry level for that grade until the lowest salary is equal to the entry level salary for that grade.
4. All steps in grades 29 and above are a minimum of 12 month steps for employees except for a newly hired employee placed in step 1 of a grade. Step 1 for a newly hired employee placed in grade 29 or higher will be a minimum of 6 months to be eligible for a step increase as all step 1's are currently.
5. Newly hired employees who were placed at step 1 upon their employment shall be eligible for a step increase after successful completion of six months employment or probationary period. This step increase shall be retroactive where necessary.
6. Employees are eligible for promotion.

STATE OF IOWA



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

WILLIAM P. ANGRICK II
CITIZENS AIDE / OMBUDSMAN

In reply, please refer to:

June 15, 1992

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

Dear Senator Gronstal:

Enclosed please find the following reports:

Personnel Report

Jeffrey E. Burnham joined the staff as an Assistant I on June 5, 1992 at Grade 27, Step 1 filling the position vacated by the resignation of Tina Eick.

Legal Report

There has been no change on the status of our case with the Department of Corrections before the Iowa Supreme Court. We are still awaiting filing of the Attorney General's appeal brief.

Annual Agency Report including:

1. organizational chart showing the interrelationships of the authorized positions;
2. position classification system containing job titles, job descriptions, and grade levels for all authorized position classifications;
3. annual personnel report including:
 - a. employees' names, grades and steps, and merit increase eligibility dates,

Senator Michael Gronstal
June 15, 1992
Page 2

- b. annual accrual period for compensatory time and compensatory time earned,
 - c. support staff positions designated as eligible for full compensation for overtime accrued and whether the compensation is overtime pay or compensatory time;
 - d. direct and indirect costs of educational leave during the preceding fiscal year;
- 4. work attendance policy and leave procedures;
 - 5. performance evaluation form;
 - 6. employee handbook of policies and procedures: agency specific handbook of policies and procedures for the office of Citizens' Aide/Ombudsman has not been completed. Situations not covered by the Central Legislative Staff Employment Policy Handbook are dealt with in written policies or during regular weekly staff meetings.

Sincerely,



William P. Angrick II

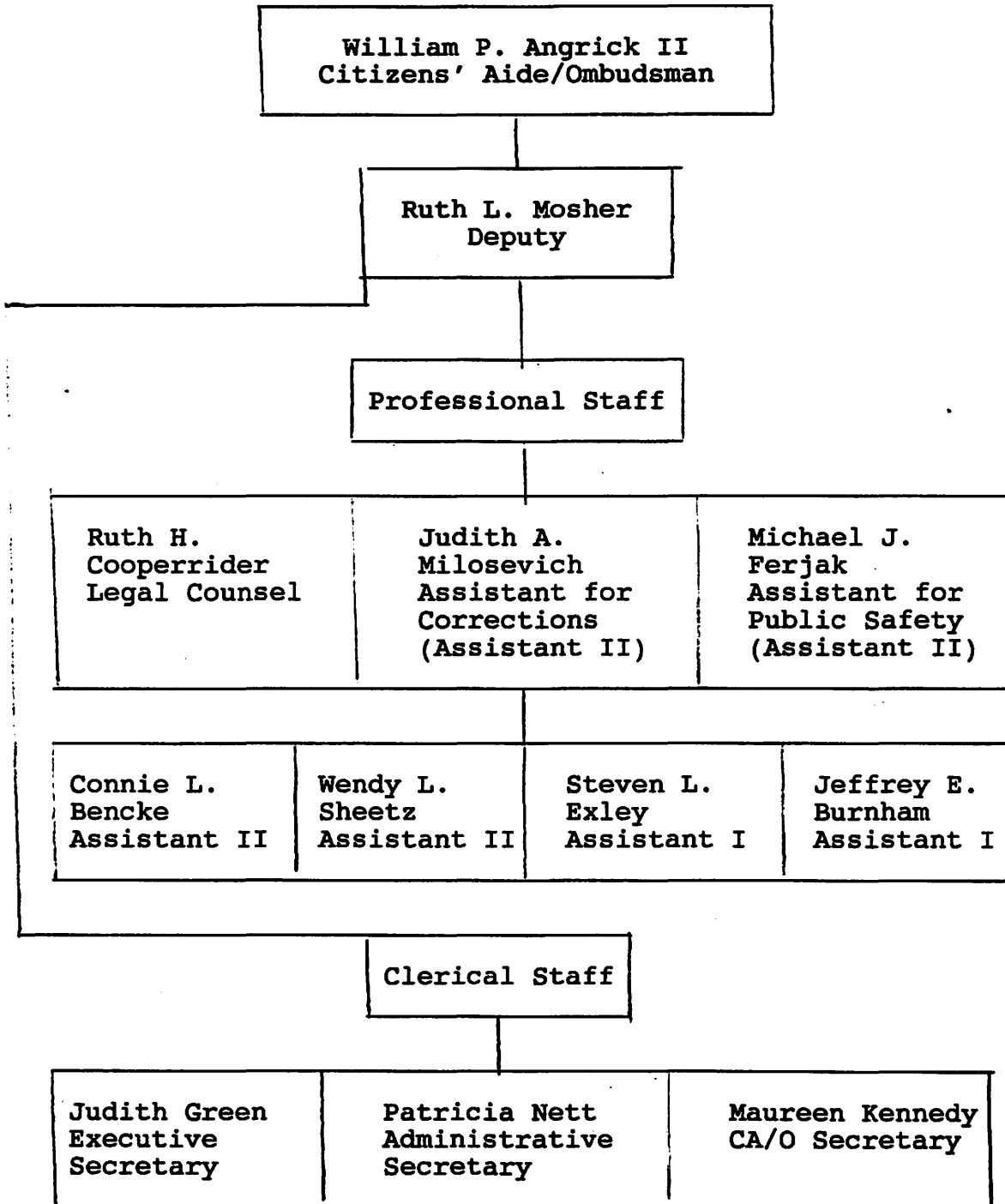
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Enclosures

sc92ltr

IOWA OFFICE OF CITIZENS' AIDE/OMBUDSMAN

TABLE OF ORGANIZATION



SPECIAL ASSIGNMENTS

RUTH L. MOSHER

Iowa Correctional Institution
for Women (ICIW)
Mitchellville

JUDITH A. MILOSEVICH*

Iowa State Penitentiary (ISP)
Fort Madison
John Bennett Correctional
Center (JBCC) & Farms
Fort Madison
Mt. Pleasant Correctional Facility
(MPCF) Mt. Pleasant
Correctional Release Center (CRC)
Newton
County and Municipal Jails
Eight Judicial Districts,
Department of Correctional
Services
Probation and Parole Services
Residential Correctional
Facilities
OWI Facilities
Work Release Facilities

MICHAEL J. FERJAK

Local Marshals and Police
Local Fire Protection and
Emergency Response Units
County Sheriffs
Department of Public Safety (DPS)
State Patrol
Capitol Police
Division of Criminal
Investigation
Fire Marshal
Department of Natural Resources
Conservation Officers
Department of Transportation
Enforcement Officers
State Fair Security Police
Regents Institutions
Campus Security Police
Law Enforcement Academy
Regional Police Academies

WENDY L. SHEETZ

Glenwood State Hospital/School (SHS)
Glenwood
Woodward State Hospital/School (SHS)
Woodward
Iowa Juvenile Home (IJH) Toledo
State Training School (STS) Eldora

CONNIE L. BENCKE

Mental Health Institute (MHI)
Cherokee
Mental Health Institute (MHI)
Clarinda
Mental Health Institute (MHI)
Independence
Mental Health Institute (MHI)
Mt. Pleasant
Iowa Veterans' Home (IVH)
Marshalltown
Correctional Treatment Unit (CTU)
Clarinda

STEVEN L. EXLEY

Iowa Men's Reformatory (IMR)
Anamosa
Luster Heights (LH)
Harpers Ferry
Iowa Medical and Classification
Center (IM&CC) Oakdale
North Central Correctional
Facility (NCCF)
Rockwell City

*As the Assistant for Corrections Ms. Milosevich is not routinely responsible for a non-institutional caseload.

CITIZENS' AIDE/OMBUDSMAN
POSITION CLASSIFICATIONS AND PAY GRADES
June 18, 1992

<u>POSITION CLASS</u>		<u>PAY GRADE</u>
Deputy Citizens' Aide/Ombudsman	35	filled (1.0 FTE)
Assistant III	33	vacant
Legal Counsel	31	filled (1.0 FTE)
Assistant II	30	filled (4.0 FTE)
Assistant I	27	filled (2.0 FTE)
Executive Secretary	23	filled (1.0 FTE)
Administrative Secretary	21	filled (1.0 FTE)
Citizens' Aide/Ombudsman Secretary	19	filled (1.0 FTE)

The agency has 12.0 FTE's authorized (including the Citizens' Aide) and currently employs 12.0 FTE's (including the Citizens' Aide).

posclass

June 1992

CITIZENS' AIDE/OMBUDSMAN
ANNUAL PERSONNEL REPORT
June 18, 1992

<u>NAME</u>	<u>POSITION</u>	<u>EMP. DATE</u>	<u>CURRENT GRADE/ STEP</u>	<u>REVIEW DATE</u>
Mosher, R.	Deputy	10/01/73	35/6*	06/05/92
Cooperrider, R	Legal Counsel	07/09/90	31/2	01/01/93
Milosevich, J.	Assistant II (Assistant for Corrections)	01/16/91	30/1	02/26/93
Ferjak, M.	Assistant II (Assistant for Public Safety)	12/11/87	30/4	06/05/92
Bencke, C.	Assistant II	08/22/90	30/01	12/18/92
Sheetz, W.	Assistant II	09/14/90	30/01	12/18/92
Exley, S.	Assistant I	09/16/91	27/1	03/12/93
Burnham, J.	Assistant I	06/05/92	27/1	12/04/92**
Green, J.	Ex. Secretary	07/01/74	23/6*	10/09/92
Nett, P.	Adm. Secretary	01/17/72	21/6*	10/09/92
Kennedy, M.	CA/O Secretary	06/22/89	19/3	12/18/92

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

**Six month probationary period review date.

perrept

June 1992

CITIZENS' AIDE/OMBUDSMAN
ANNUAL COMPENSATORY TIME REPORT
June 18, 1992

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

CALENDAR YEAR 1991

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

<u>EMPLOYEE</u>	<u>COMPENSATORY TIME EARNED</u>
1	19.00 hours
2	52.50 hours
3	12.75 hours
4	55.50 hours

SUPPORT STAFF ANNUAL OVERTIME REPORT

Support staff of the office of Citizens' Aide/Ombudsman are eligible for overtime pay on a calendar year basis (January 1 to December 31).

CALENDAR YEAR 1991

No overtime hours were paid during calendar year 1991.

EDUCATIONAL LEAVE REPORT

FISCAL YEAR 1991

No educational leave was taken by Citizens' Aide/Ombudsman staff during Fiscal Year 1991.

JOB DESCRIPTION

Position: Deputy
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 35

General skills, knowledge and abilities

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

Duties summarized

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

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

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

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

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

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

Revised: June 1990

JOB DESCRIPTION

Position: Assistant III
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 33

General skills, knowledge, and abilities

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

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

Duties summarized

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

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

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

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

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

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

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

Revised: June 1990

JOB DESCRIPTION

Position: Legal Counsel
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 31

General skills, knowledge, and abilities

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

Special skills, knowledge, and abilities

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

Duties summarized

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

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

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

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

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

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

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

Revised: June 1990

JOB DESCRIPTION

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

Salary Rate: Grade 30

General skills, knowledge, and abilities

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

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

Special skills, knowledge, and abilities

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

Duties summarized

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

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

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

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

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

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

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

Revised: June 1990

JOB DESCRIPTION

Position: Assistant II
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 30

General skills, knowledge, and abilities

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

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

Duties summarized

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

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

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

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

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

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

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

Revised: June 1990

JOB DESCRIPTION

Position: Assistant I
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 27

General skills, knowledge, and abilities

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

Duties summarized

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

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

May be assigned specific institutional responsibilities. In this capacity is responsible for coordinating travel and investigations stemming from the assignment(s) and caseload under the supervision of the CA/O, Deputy or Assistant III.

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

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

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

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

asst1jd

Revised: July, 1991

JOB DESCRIPTION

Position: Executive Secretary
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 23

General skills, knowledge, and abilities required

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

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

Duties summarized

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

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

Maintains employee personnel files.

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

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

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

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

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

Revised: June 1990

JOB DESCRIPTION

Position: Administrative Secretary

Salary Rate: Grade 21

Basic skills, knowledge, and abilities

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

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

Duties summarized

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

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

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

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

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

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

Revised: June 1990

JOB DESCRIPTION

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

Salary Rate: Grade 19

Basic skills, knowledge, and abilities

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

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

Duties summarized

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

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

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

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

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

Revised: June, 1990

**WORK ATTENDANCE POLICY
OFFICE OF CITIZENS' AIDE/OMBUDSMAN**

Each employee is expected to report to work on a regularly and timely basis and to utilize the appropriate leave request policies when necessary. The normal work schedule for the office is 8:00 a.m. to 4:30 p.m., Monday through Friday, except for designated state holidays or declared weather emergencies. This is an eight hour day, five day work week, yielding 80 hours per pay period. For the period June 21, 1991 through September 26, 1991 employees may elect to participate in a ten hour day, four day work week during which the work day begins at 7:00 a.m. and ends at 5:30 p.m.

During a work day each employee is entitled to two fifteen minute breaks, one to be taken in the a.m., the other in the p.m. and a thirty minute lunch break. The two fifteen minute breaks and the lunch break may be combined and taken as a sixty minute lunch break.

The CA/O reserves the right to request employees to work outside of the normal or elected work schedule for which the employee will receive compensatory time credit or, if eligible, overtime pay.

If an employee fails to show up for scheduled work on three consecutive days without having notified either the CA/O or Deputy, that employee shall be deemed to have abandoned his/her employment.

**(TRIAL) FOUR DAY WORK SCHEDULE
OFFICE OF CITIZENS' AIDE/OMBUDSMAN**

The CA/O offers a voluntary ten hour four day work schedule. However if a sufficient number of staff elect to not participate or drop out from participation the optional four day work schedule may have to be cancelled. Additionally, management reserves the right to terminate this work schedule at any time with reasonable notice.

Individuals opting to participate will work four ten hour days. Starting time will be 7:00 a.m., end time will be 5:30 p.m. The office will remain open and responsive to telephone and in-person contacts from 7:00 a.m. until 5:30 p.m., Monday through Friday. On those intake days when the intake assistant has elected to work five eight hour days staff on the four day work schedule will be responsible to receive intake contacts during the two hours not covered by the daily intake staff person. Similar adjustments will be made among the clerical staff.

The model four day work schedule option, coordinated with those staff who elect to remain on a five day work week allows ten (10) additional hours per week (or one additional week [40 hours] per month) when complainants can access the office outside the traditional "business" hours which will allow complainants more flexibility in deciding when they contact the office.

VACATION POLICY
OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Vacation leave shall be accrued according to the number of years employed in Iowa state government. The current amounts of vacation time which can be earned are as follows:

<u>Years of Employment</u>	<u>Entitlement Vacation</u>	<u>(in hours)</u>		<u>Pay Period</u>		
		<u>Holidays*</u>		<u>1st</u>	<u>2nd</u>	<u>3rd</u>
0-4	80 (10 da)	16 (2 da)		3.69	3.69	3.72 (hrs)
5-11	120 (15 da)	16 (2 da)		5.23	5.23	"
12-19	160 (20 da)	16 (2 da)		6.77	6.77	"
20-24	176 (22 da)	16 (2 da)		7.39	7.38	"
25+	200 (25 da)	16 (2 da)		8.31	8.31	"

*In addition to regularly scheduled holidays granted by the Executive Council yearly, state employees have been granted two (2) additional unscheduled holidays a year. These additional days of paid leave will be accrued as vacation and scheduled by employees in the same way as vacation.

Citizens' Aide/Ombudsman (CA/O) professional staff shall submit written vacation requests to the CA/O for approval. Clerical staff vacation requests are to be submitted to the Deputy in the same manner. Staff are urged to submit these requests as soon as they know their anticipated vacation plans. Final approval for the dates of vacation rests with the CA/O. Requests will be given consideration as received and those with the earlier date will be given priority in the event of schedule conflicts.

The following prohibitions shall be in force: The CA/O and his/her Deputy should not schedule concurrent vacations. Normally, no more than three staff members will be allowed concurrent vacations.

In the event of a vacation schedule change from a previously approved vacation plan, the staff member shall inform the CA/O as soon as possible; however, his/her request for alternative vacation dates becomes subservient to any other submitted requests for the same time period.

Staff members shall leave information concerning vacation schedules and, if possible, telephone numbers and dates where the individual can be reached, if necessary. Interruptions of vacations shall be only for extremely important matters. Before an Assistant leaves for vacation longer than three (3) working days, he/she shall provide the CA/O or Deputy with a listing of open cases and anticipated responses. During that period of time, another staff member will assume responsibility for monitoring and/or acting upon the open case files. At no time shall a vacationing Assistant take his/her open case files with him/her during the vacation.

Under extreme circumstances the CA/O reserves the managerial discretion to alter staff vacation plans if the needs of the

office so warrant.

Vacation time is expected to be used during the year earned. It should not be "banked." If a staff member fails to use all of his/her annual vacation time during the year earned, he/she must specifically request that time from the CA/O. All "banked" vacation time requests remain subservient to current year requests regardless of the date requested.

(NOTE: All accruals automatically stop when employees reach twice their annual entitlement in addition to the non-designated holidays.)

Staff members may take vacation time accrued as part of their termination arrangements, however, all necessary caseload and other office business must be complete prior to this vacation time being granted.

Under the provisions of the Code of Iowa (Chapter 79.1) and the Department of Personnel Rules (Chapter 14.2(5)) it is a requirement that any employee eligible to accrue vacation time is paid for the time accrued but not taken at his termination of employment.

Employees who have accrued over thirty (30) days (240 hours) sick leave may convert that into vacation leave (if no sick leave was used during the previous month) at the rate of twelve (12) hours sick leave to four (4) hours vacation. Employees will be allowed to accumulate up to an additional twelve (12) days (96 hours) beyond twice their annual vacation and unscheduled holiday entitlement. Such requests to convert shall be made in writing to the CA/O and will be given to the office clerical staff responsible for keeping vacation and sick leave records.

The CA/O may also permit a permanent employee to transfer vacation leave accrued to another permanent employee for use as sick leave as described in the Vacation Leave Sharing Policy of the Personnel Guidelines for the Central Legislative Staff Agencies (Chapter 6(D)).

SICK LEAVE POLICY
OFFICE OF CITIZENS' AIDE/OMBUDSMAN

The current annual accrual rate for all state employees is eighteen (18) days. The bi-weekly accrual rate is as follows:

<u>Pay date</u>	<u>Hourly Accrual</u>
1st	5.54
2nd	5.54
3rd	5.52

Any Citizens' Aide/Ombudsman (CA/O) staff member who becomes ill shall have a call made to the CA/O or Deputy by 8:30 a.m. of the day the sick leave is to be used. To the extent possible, staff members shall indicate the expected hours or days to be used when making this initial call. Sick leave which shall be taken under a physician's direction for exhaustion or similar recuperative conditions shall be substantiated by a written communication from the physician. Staff members suffering from serious debilitating conditions, or who are recovering from surgery, must have a physician's statement indicating that they are able to return to work full-time before they will be allowed to return to their full-time responsibilities.

When a staff member is ill, he/she is expected to use sick leave. This is a small office and we cannot afford lengthy absences resulting from one not taking the necessary sick leave when a condition requires rest and treatment, nor can we afford contagious infections being spread among other staff members. If this directive is not followed voluntarily, it shall be enforced by the CA/O or the Deputy.

Extended sick leave is available without pay if the staff member expends all of his/her accrued sick leave. Individuals so stricken shall inform the CA/O or the Deputy of anticipated sick leaves of this duration and he/she shall attempt to work out a suitable arrangement for continued employment, if possible. Accrued vacation time may be used to afford the staff member with the longest possible employment period prior to these special circumstances being considered.

Vacation time and sick leave are separate situations. Staff members shall not use sick leave to extend vacation periods. Such situations will be dealt with as unauthorized absences from employment.

The CA/O may also permit a permanent employee to transfer vacation leave accrued to another permanent employee for use as sick leave as described in the Vacation Leave Sharing Policy of the Personnel Guidelines for the Central Legislative Staff Agencies (Chapter 6 D).

CA/O LEAVE REQUEST

I request leave from work for the following inclusive dates:

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

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

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

Date of Request _____

Signature _____

Date of Approval _____

Signature _____

**CITIZENS' AIDE/OMBUDSMAN
PERFORMANCE EVALUATION WORKSHEET**

NAME _____

CLASSIFICATION TITLE _____

PERIOD COVERED BY THIS EVALUATION: BEGINNING _____ THROUGH _____

GUIDELINES FOR PERFORMANCE EVALUATIONS

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

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

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

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

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

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

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

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

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

EVALUATION FACTOR GROUPINGS

1. General Performance Characteristics
2. General Work Skills and Communication Skills
3. Work-related Interpersonal Skills
4. Work-related Attitudinal Factors
5. Decision-making Ability
6. Work Output: Quality
7. Work Output: Quantity
8. Work Output: Timeliness
9. Managerial Characteristics
10. Legal Characteristics

1. GENERAL PERFORMANCE CHARACTERISTICS

OUTSTANDING GOOD SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

COMMENT (optional):

- a. ATTENDANCE AND PUNCTUALITY - Record of work attendance, with emphasis on important work periods; timeliness of attendance.
- b. CAREER DEVELOPMENT - Interests and actions regarding self-improvement and professional enrichment, either formal or informal.
- c. CARE OF PROPERTY - Care of work materials and government property.
- d. JOB STAMINA - The physical and mental ability to stay abreast of the demands of the job.
- e. KNOWLEDGE - The total accumulation of education and experience for which the individual is employed.
- f. LOYALTY - Conduct which reflects a commitment to the basic purpose for which the individual is employed.
- g. OBSERVANCE OF RULES - Familiarity with and acceptance of guidelines, regulations, and procedures.
- h. PERSONAL APPEARANCE - The selection of personal business attire, grooming and cleanliness.
- i. PERSONAL INTEGRITY - Adherence to a code of moral values and principles which impact the organization; does not abuse privileges or authority.
- j. PERSONAL ORGANIZATION - The order, appearance, and overall condition of an individual's work area; coordination of person matters to minimize disruption of work duties and responsibilities; uses time efficiently.
- k. PROFESSIONALISM - The individual's ability to order one's conduct in such a manner that all persons dealing with the individual are aware of the individual's maturity, integrity, and commitment to job.
- i. RELIABILITY - The confidence which may be placed in the individual's professional opinions, recommendations, and analyses.

2. GENERAL WORK SKILLS AND COMMUNICATION SKILLS

OUTSTANDING GOOD SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

COMMENT (optional):

- a. COMMUNICATION, AURAL - The ability to learn from the words of others now they think or feel, the ability to pick up cues from others.
- b. COMMUNICATION, ORAL - The ability to orally develop and convey thoughts clearly and concisely to others, with acceptable English usage.
- c. COMMUNICATION, WRITTEN - The ability to convey written thoughts clearly and concisely, with little difficulty regarding interpretation, and with acceptable English usage.
- d. CONCENTRATION - The ability to stick with a given task to the end of the task; ability to renew concentration after interruption.
- e. FOLLOW-THROUGH - Timely follow-up and aggressive pursuit of assignments and issues to see each matter through to a satisfactory disposition.
- f. INITIATIVE - The extent to which the individual pursues important work without close supervision and generates ideas helpful to the organization; the extent to which the individual is a "self-starter".
- g. INQUIRING MIND - Curiosity in one's work, the ability to pose questions and seek information beyond the obvious.
- h. JOB KNOWLEDGE - Possesses a clear knowledge of the responsibilities and the task to be performed; proficient in skills required to perform job.
- i. PERCEPTION, UNDERSTANDING, and INSIGHT - The ability to comprehend information, situations, circumstances, and complex problems; the ability to grasp larger issues while not losing sight of details.
- j. PLANNING - Setting realistic goals and organizing resources to achieve them; ability to schedule and organize time and effort for short-range or long-range assignments; predicting problems or questions before they occur.
- k. PROBLEM SOLVING/CREATIVITY/RESOURCEFULNESS - Uses sound judgment in analyzing problem situation; generates ideas; provides constructive suggestions towards solution; independent recognition of problems and proposal of solution; the degree of

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

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

3. WORK-RELATED INTERPERSONAL SKILLS

OUTSTANDING GOOD SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

COMMENT (optional):

- a. COOPERATION WITHIN AGENCY - The willingness with which the individual works with colleagues in a common effort; reaction to coworker suggestions of requests; takes direction well; works well with others; promotes agency effort; willingly assists other employees within agency.

- b. COOPERATION OUTSIDE AGENCY - The willingness and spirit with which the individual works with others toward a common goal. The ability to develop and maintain a working relationship that is characterized by open communication enhancing the work flow among the different agencies, levels of government and citizenry.

- c. INTERPERSONAL SKILLS - Communicates and listens effectively; keeps others informed when necessary; promotes favorable relations with others in and outside the agency.

- d. WORKING WITH SUPERIORS - The ability to accept direction and perform tasks in a friendly and businesslike manner; can be entrusted responsibility and authority; inspires confidence and respect from superiors and coworkers.

4. WORK-RELATED ATTITUDINAL FACTORS

OUTSTANDING GOOD SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

COMMENT (optional):

- a. ACCEPTANCE OF CRITICISM - The personal and professional reaction of the individual to constructive suggestions which may improve performance or effectiveness of the individual.
- b. COMMITMENT TO JOB - The individual's overall attitude toward the job and the individual's expression of responsibility and dedication to duty; an involvement "above and beyond" the call of duty when required.
- c. COMPOSURE AND SELF-CONTROL - The ability to work under pressure, to maintain a level temper, to refrain from showing emotion under stress, to react in a good-natured manner under adverse conditions.
- e. COURTESY - The characteristic of dealing with fellow employees, members of the legislative community, and the general public in accordance with the principles of common courtesy and consideration.
- f. FLEXIBILITY - The personal and professional willingness to accept new assignments and increased responsibility; attitude toward change; willing to master new duties, methods, and technologies.
- g. OBJECTIVITY - The ability to remain impartial in dealing with others, within and outside the agency.
- d. PROFESSIONALISM - The ability to deal fairly and directly with facts, establish a rapport with other individuals, develop a reliable and consistent performance that enables others to depend upon the individual for advice, analysis, and recommendations.
- h. TACT - The ability to work with others in a manner that is not offensive, that builds a base of cooperative participation, and that results in achievement of basic purpose; listens to input before making a decision.

5. DECISION-MAKING ABILITY

OUTSTANDING GOOD SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

COMMENT (optional):

- a. **DECISIVENESS** - The ability to resolve problems encountered in daily work and to properly complete work assignments without excessive reliance upon supervision or interruption of others.

- b. **INDEPENDENCE** - The ability not only to work alone, i.e., without close supervision, but to be free from dependence upon sole sources for information and others in making analyses or recommendations.

- c. **JUDGMENT** - The ability to resolve work problems by applying accumulated training, experience, common sense, and understanding the individual has acquired; application of such training experience, understanding, and common sense; achieving balanced and fair solutions to problems.

- d. **KEEPING OTHERS INFORMED** - Knowing when to bring matters to the attention of others, particularly superiors and other key personnel within the organization, so that adequate information is made available at the proper levels in the organization.

6. MANAGERIAL ABILITY

OUTSTANDING GOOD SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

COMMENT (optional):

- a. DELEGATION - The ability to entrust responsibility and authority to others while retaining control and fixing accountability for unexpected results.

- b. LEADERSHIP - The ability to inspire confidence, productivity, and teamwork; fair and consistent use of discipline and authority; respect for the individual.

- c. MOTIVATING OTHERS - The ability to positively affect an organization and stimulate others through personal conduct and example.

7. WORK OUTPUT: Quality

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

In general:	OUT	GOOD	SAT	NEEDS	
				IMP	UNSAT
Intake.....					
Logwork.....					
Casework.....					
Institutional assignments.....					
Subject area assignments.....					
Special projects.....					
Secretarial and receptionist duties.....					
Proofreading.....					
Management duties.....					
Legal duties.....					
Outreach.....					
Miscellaneous.....					

COMMENT (optional):

8. WORK OUTPUT: Quantity

WORK PRODUCT QUANTITY - The amount of usable work accomplished in a given period of time. Produces expected volume consistently; willing to go beyond normal production requirements. Providing information not necessarily requested but useful once received.

In general:	OUT	GOOD	SAT	NEEDS IMP	UNSAT
Intake.....					
Logwork.....					
Casework.....					
Institutional assignments.....					
Subject area assignments.....					
Special projects.....					
Management duties.....					
Secretarial and receptionist duties.....					
Proofreading.....					
Legal duties.....					
Outreach.....					
Miscellaneous.....					

COMMENT (optional):

9. WORK OUTPUT: Timeliness

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

In general:	OUT	GOOD	SAT	NEEDS IMP	UNSAT
Intake.....					
Logwork.....					
Casework.....					
Institutional assignments.....					
Subject area assignments.....					
Special projects.....					
Secretarial and Receptionist duties.....					
Proofreading.....					
Management duties.....					
Legal duties.....					
Outreach.....					
Miscellaneous.....					

COMMENT (optional):

CONCLUSION -- FINAL COMMENTS

Designated time/month for next evaluation _____

Date _____

Employer's signature _____

Employee's signature* _____

***The signature of the employee indicates receipt of the evaluation. It does not necessarily indicate agreement with the evaluation. An employee may file written comments in response to an evaluation within seven days of receiving such evaluation.**

PERFORMANCE STANDARDS COMMENTS

A. Supervisor's Comments:

B. Staff Member:

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

I do not wish to make additional comments.

Signature of Supervisor _____ Date _____

Signature of Staff Member _____ Date _____

EMPLOYEE COMMENTS

1. **Establish your goals for the next review period.**

2. **Please comment on CA/O and your role within CA/O (strengths, areas for improvement, etc.).**

3. **For your normal duties and for each special project, please indicate any hindrances or difficulties you are experiencing.**

Duty or Special Project

Hindrance or Difficulty

GENERAL ASSEMBLY OF IOWA



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JANET L. WILSON
DEPUTY IOWA CODE EDITOR

June 16, 1992

MEMORANDUM

TO: CHAIRPERSON GRONSTAL AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER, DIRECTOR

RE: JUNE PERSONNEL REPORT

Approval is requested for the following employee reclassifications:

1. 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.
2. 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.
3. 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.

4. 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 Administrative Code Division since 1986 and has increasingly assumed more responsibility for all aspects of publication of the Administrative Bulletin and Code.
5. 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 of entries for the preparation of the various Iowa Code Division legal publications.
6. Loanne Dodge from Acting Deputy Code Editor (grade 33, step 2) to Iowa Code Editor (grade 38, step 1). 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 JoAnn Brown earlier this month, Ms. Dodge was made Acting Deputy Code Editor by the Service Committee.

GENERAL ASSEMBLY OF IOWA

LEGAL AND COMMITTEE SERVICES DIVISION

JOHN C. POLLAK, ADMINISTRATOR

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DEPUTY IOWA CODE EDITOR

June 17, 1992

MEMORANDUM

TO: CHAIRPERSON GRONSTAL AND MEMBERS OF THE SERVICE COMMITTEE

FROM: Diane Bolender, Director

RE: Information for June 18 Meeting

Enclosed are copies of the annual personnel reports from the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Citizens' Aide/Ombudsman.

Ser618

**POSITION CLASSIFICATIONS
AND DESCRIPTIONS**

LEGISLATIVE SERVICE BUREAU

JUNE 1992

DEPUTY DIRECTOR. Salary rate: Grade 39

DUTIES AND RESPONSIBILITIES:

Under the general direction of the Director, assist in the management, administration, supervision, direction, and coordination of the legislative staffing operations of the Bureau.

These legislative staffing operations include:

- drafting of bills, amendments, resolutions, and conference committee reports for the General Assembly;
- conducting of research on questions, topics, and issues of legislative interest;
- performing committee staffing services for the statutory, standing, and interim study committees of the Legislature;
- operating the Legislative Information Office, Legislative Research Library, and Capitol Tour Guides, including the preparation of legislative information publications;
- compilation, editing, and publishing of the Iowa Session Laws, Iowa Code, and Supplement to the Iowa Code; and
- compilation, editing, and publishing of the Administrative Bulletin, Iowa Administrative Code, and Iowa Court Rules.

The position includes work in the areas of personnel, financial, data processing, and support services management necessary to perform legislative staffing operations. The position also includes some professional line staff work in legislative drafting, research, committee staffing, and related work.

MINIMUM QUALIFICATIONS:

Experience: Four years of responsible professional legislative staffing work experience relevant to the duties stated for the position, preferably including supervisory experience.

Education: Law degree from an accredited law school or accredited postgraduate course work in Public Administration, Business Administration, or a related field.

ADDITIONAL QUALIFICATIONS:

Knowledge, attitude, and skills to succeed in management, administration, supervision, coordination, and planning in a state legislative staffing environment. Ability to work successfully within the state's legislative system, to interact and communicate effectively with personnel in other legislative

Page 2

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

Depdir
db/mc/6

LEGAL SERVICES ADMINISTRATOR - Legal and Committee Services Division
Salary rate: Grade 37

1. **Qualifications, Skills, and Ability:** Must qualify as Senior Legal Counsel. Must possess ability to review legislation drafted by the Legislative Service Bureau employees, teach new employees bill drafting and procedures involved in bill drafting, and allocate bill drafting work load. The Administrator should be a meticulous worker and possess substantial knowledge of the Code of Iowa; be an excellent legal writer; have ability to plan, organize, and carry out complex drafting assignments and other projects assigned by the Director; possess flexibility and willingness to learn and adapt new techniques such as computer processes; be able to delegate, train, and work with others; and be able to meet deadlines.

2. **Duties:** Develop bill drafting and bill flow procedures and review proposed legislation prepared by drafters for accuracy, clarity, form and style. Teach bill drafting techniques to newly employed bill drafters. The Administrator assists the Director in updating the bill drafting manual and provides assistance and coordination for Code and Code Supplement editorial work. Performs administrative duties within specific areas as delegated by the Director. The Division Chief may be assigned bill drafting duties and interim committee work as time permits. Helps staff the Legislative Council and its committees. Overtime is required with partial compensatory time provided.

Admn, Leg
db/sw/29

SENIOR LEGAL COUNSEL. Salary rate: Grade 36

1. **Qualifications, Skills, and Ability:** Same as Legal Counsel II except that a minimum of four years' experience in the Legislative Service Bureau is required and a higher degree of competency, knowledge, and skill is expected to be demonstrated in all areas, with demonstrated expertise in several assigned areas of the law. Some experience elsewhere may be substituted. Senior Legal Counsel should be proficient in all aspects of bill drafting, committee staffing, report writing, legal and nonlegal research and be able to assist less experienced staff in performing the Bureau's duties. Senior Legal Counsel is expected to be capable of officially representing the Bureau and Director before committees or at other meetings when assigned. Senior Legal Counsel is expected to be capable of performing delegated duties normally performed by the Director including the review of legislation drafted by Bureau personnel, responsibility for planning and completion of specific projects, and supervisory duties. Ability to take responsibility for overseeing legislation of certain subject areas or for specific projects.

2. **Duties:** Drafting of revision projects and complex legislation; lead staff for interim committees in the Senior Legal Counsel's areas of expertise. Supervise and coordinate work of others within specific assigned areas and special projects assigned by the Director or Legal Division Chief. Review legislation drafted by others. May be assigned responsibilities relating to publication of the Code and Session Laws and responsibilities relating to the administration of the agency. Overtime is required with partial compensatory time provided.

Senleg
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LEGAL COUNSEL II. Salary rate: Grade 33

1. **Qualifications, Skills, and Ability:** Same as for Legal Counsel I except that a minimum of two years' experience performing duties of a Legal Counsel in the Legislative Service Bureau is required and skills and abilities listed for Legal Counsel I must have been demonstrated. Legal experience elsewhere may be substituted depending upon type of experience, special areas of concentration, and number of years of such experience. Legal Counsel II is expected to be capable of drafting legislative bills of a complex nature and be familiar with all bill drafting techniques and skills and with judicial holdings affecting major issues in Iowa and pending legislation. Legal Counsel II is expected to plan and anticipate future legislative assignments and demonstrate acquired knowledge. Legal Counsel II should be able to staff standing and interim committees with a minimum of guidance except with reference to policy decisions requiring the Director's guidance. Legal Counsel II should have demonstrated a high degree of legal knowledge in certain areas.

2. **Duties:** Draft legislative bills and amendments of a complex nature. Staff legislative committees with a minimum of guidance from the Director except with reference to policy matters. Be knowledgeable in regard to legislative process, rules, policies, publication procedures, and traditions, and to be able to communicate that knowledge to legislators, governmental agencies, and the public. Be knowledgeable about the structure of Iowa state and local government and communicate with officials in various levels of government and work with agencies of and personnel from all three branches of government in the development of legislative proposals and advise such agencies and personnel of legislative procedures and legal requirements. Assume certain administrative duties assigned by the Director and delegate work to persons with less experience as well as assist in training new employees. Overtime is required with partial compensatory time provided.

Legcou II
db/mc/6

LEGAL COUNSEL I. Salary rate: Grade 30

1. **Qualifications, Skills, and Ability:** Graduate of approved law school, ability to develop skill in drafting legislative bills and legal research documents; and ability to develop expertise in assigned areas of the law. Knowledge of legal research sources and application of legal research methods. Ability to communicate clearly and concisely, both orally and in writing, and to explain and summarize legislation, court decisions, complex written material, detailed research documents, and administrative rules. Ability to work under pressure and to meet deadlines with a minimum of supervision.

2. **Duties:** Bill drafting, which includes consulting with legislators and others in analyzing problems, identifying objectives, secondary effects, and underlying values and assumptions; assessing information and research needs; considering alternatives, and constructing statutory language, within the context of current statutes, court decisions, and administrative rules and procedures to accomplish the legislative intent; conducting legal research; and preparing summaries and explanations of legislation and court decisions; staffing and advising legislative committees on legislation, law, administrative rules, and opinions of the courts and Attorney General; performing administrative duties and preparing minutes, reports, and other work products for legislative committees; and contacting technical personnel for information. Providing information and assistance on the status of legislation and on specific areas of the law to other governmental agencies and to the public; and assisting in the editing, preparation, and publication of the Code, Code Supplement, and Session Laws. Progress toward and responsibility for more complex projects and independent work projects is dependent upon the Legal Counsel's ability and performance. Overtime is required both to accomplish the required work load and to be available as needed by the legislators and legislative committees. Overtime is required with partial compensatory time provided.

COMMITTEE SERVICES ADMINISTRATOR - Legal and Committee Services Division.
Salary rate: Grade 36

1. **Qualifications, Skills, and Ability:** Must qualify as Senior Research Analyst. Must possess ability to oversee the staffing of legislative committees both during the legislative session and the interim and to review research reports drafted by Bureau employees. The Administrator should be a meticulous worker and possess substantial knowledge of the Code; be an excellent writer; have the ability to plan and organize the committee staffing and research activities of the Bureau; possess flexibility and willingness to learn and adapt new techniques to the functions of the Bureau; be able to delegate, train, and work with others; and be able to meet deadlines.

2. **Duties:** To develop committee staffing procedures and to oversee the interim and session committee work of the Bureau staff. Assign and review research projects, and coordinate research work. Assist in training new employees. Perform bill drafting and staff committees and help staff the Legislative Council and its committees. Perform administrative duties within specific areas as delegated by the Director. Overtime is required with partial compensatory time provided.

Admn, Comm
db/sw/29

SENIOR RESEARCH ANALYST. Salary rate: Grade 35

1. **Qualifications, Skills, and Ability:** Same as for Research Analyst III except five years' experience with Legislative Service Bureau required and skills must have been demonstrated at a higher degree of competence. Experience in similar occupation may be substituted to some degree depending on type of experience, special areas of experience and number of years of such experience. The Senior Research Analyst should be proficient in all aspects of committee staffing, report writing, legal and nonlegal research, bill drafting and be able to assist less experienced staff in performing the Bureau's duties. Should have developed excellent writing and communication skills and an in-depth knowledge of the organization and operation of the General Assembly and state government. Should be capable of performing administrative duties assigned by the Director and representing the Bureau and Director before committees or at other meetings.

2. **Duties:** Lead staff for interim committees in the Senior Research Analyst's areas of expertise; drafting of complex legislation. Supervise and coordinate work of others within specific assigned areas and special projects assigned by the Director or Research Division Chief. Review minutes and committee reports. May be assigned some administrative functions. Overtime is required with partial compensatory time provided.

sra
db/mc/6

RESEARCH ANALYST III. Salary rate: Grade 33

1. **Qualifications, Skills, and Ability:** Same as for Research Analyst II except four years' experience with Legislative Service Bureau required and skills must have been demonstrated at a higher degree of competence. Experience in similar occupation may be substituted to some degree depending upon type of experience, special areas of experience, and number of years of such experience. Research Analyst III should be capable of performing independent research and staffing committees except for assistance in special areas. The Research Analyst III should have developed knowledge in specific areas of government and of issues in other states which qualify the person as a staff specialist in such areas. The Research Analyst III should be capable of performing bill drafting functions with a minimum of assistance, and performing other legally related functions especially in those areas where the person has special knowledge, and should be capable of performing administrative duties assigned by the Director. A Research Analyst III should have knowledge of research methodology and sources, legislative procedures and rules, and office policies, and be able to administer and train other staff members.

2. **Duties:** Research Analyst III is expected to be able to perform research, bill drafting, and staffing of committees without supervision except for policy questions that require the decision of the Director. Should be able to coordinate committee staffing duties among staff assigned to a committee and to draft complex bills in specific subject areas. Organize and follow through on projects assigned by the Director, and represent the Bureau before legislative and other committees including those of interstate nature. Overtime is required with partial compensatory time provided.

ResIII
db/mc/6

RESEARCH ANALYST II. Salary rate: Grade 30

1. **Qualifications, Skills, and Ability:** Same as for Research Analyst I except that two years' experience performing duties of a research analyst in the Legislative Service Bureau is required and skills listed for a Research Analyst I must have been demonstrated. Experience in similar occupation may be substituted to some degree depending upon type of experience, special areas of experience, and number of years of such experience. Research Analyst II is expected to be capable of staffing standing and interim committees with a minimum of guidance except with reference to policy decisions requiring the Director's guidance and to draft legislative bills that are complex in nature within the Research Analyst's area of concentration. Be familiar with legislative rules and procedures and office policies, duties, and procedures, as well as the Code of Iowa and other legal resource material. Be familiar with major issues in Iowa and pending legislation. Ability to plan and anticipate legislative assignments and demonstrate acquired knowledge.

2. **Duties:** Research Analyst II is expected to be able to staff legislative committees with a minimum of guidance, have developed a knowledge of structure of state and local government, work with agencies and personnel from other branches of government in the development of legislative proposals and to advise such agencies and personnel of legislative procedure and requirements, and perform complex bill drafting within specific subject areas. Perform more complex editing and publication duties relating to the Code and the summary of enacted legislation. Overtime is required with partial compensatory time provided.

ResII
db/mc/6

RESEARCH ANALYST I. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Graduate of a college or university with bachelor's or master's degree. Ability to communicate orally and in writing in a clear and concise manner and to explain and summarize detailed documents, administrative rules, legislation, periodicals, and other written materials. Ability to learn research techniques and research sources, and apply research methods; ability to draft legislative bills, to learn legal research techniques and to develop expertise in assigned areas of the Code. Ability to work under pressure and to meet deadlines with a minimum of supervision.

2. **Duties:** Assisting experienced staff in research, staffing committees, minutes, correspondence, committee administrative duties, and bill drafting, which includes consulting with legislators and others in analyzing problems, identifying objectives, secondary effects, and underlying values and assumptions; assessing information and research needs; and considering alternatives, and constructing statutory language, within the context of current statutes and administrative rules and procedures to accomplish the legislative intent. Preparation of summaries of enacted legislation; assisting in the staffing of legislative committees, including preparing minutes, reports, and other work products; and providing information and assistance on the status of legislation and other legislative materials to other government agencies and the public. Initially a Research Analyst I will work under the supervision of an experienced Bureau employee but gradually will progress to a more independent status. Will assist in the editing, preparation, and publication of the Code, Code Supplement, and Session Laws. Overtime is required both to accomplish the required work load and to be available as needed by legislators and legislative committees. Partial compensatory time is provided.

ResI
db/mc/6

IOWA CODE EDITOR. Salary Rate: Grade 38

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.

ice
db/mc/6

DEPUTY IOWA CODE EDITOR. Salary rate: Grade 33

1. Qualifications, Skills, and Ability: Minimum of two years of experience as an Assistant Editor including skills, abilities, and legal or paralegal experience relevant to legislative bill drafting, Code editing and indexing, or statute publication. Knowledgeable in regard to legislative process, rules, policies, publication procedures, legislative traditions, structure of Iowa state and local government, and judicial holdings affecting major legislative issues and able to communicate that knowledge to governmental agencies and the public.

2. Duties: Edit the Iowa Acts, and the Iowa Code and its supplements and special editions. Assist the Iowa Code Editor in all aspects of the Iowa Code Editor's statutory duties, including preparation and compilation of its publications. Submit the Code Editor recommendations, with the concurrence of the Iowa 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 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. Overtime is required with partial compensatory time provided.

ADMINISTRATIVE CODE EDITOR. Salary rate: Grade 38

1. **Qualifications, Skills, and Ability:** Minimum of three years of experience in the Administrative Code Division. Experience elsewhere may be substituted to some degree depending upon the type of experience. Knowledge of administrative procedures and the administrative rules process. Knowledge of procedures for compiling, editing, indexing and publishing of the Iowa Administrative Code, Administrative Bulletin, Iowa Court Rules, and miscellaneous statutory publications. Ability to oversee the training of employees. Ability to administer employees and work load. Ability to work under stress to meet statutory deadlines. Ability to work with others.

2. **Duties:** Compile, edit, and index administrative rules for biweekly publication in the Iowa Administrative Code and Administrative Bulletin. Publish and index the Iowa Supreme Court Rules when ordered by the Court. Coordinate the publication processes with agencies, printers, typesetters, and other vendors. Cooperate with the Governor's Administrative Rules Coordinator and the Administrative Rules Review Committee and Staff. Provide staff for the Administrative Rules Review Committee. Under the direction of the Director, employ and train employees. Perform administrative duties within specific areas as delegated by the Director. Overtime is required with partial compensatory time provided.

ASSISTANT EDITOR II. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Minimum of two years of experience as an Assistant Editor I, or equivalent experience. Ability to assume greater responsibility for publication of the Administrative Code and Administrative Bulletin under the direction of the Administrative Code Editor or the Iowa Acts and Code of Iowa under the direction of the Iowa Code Editor and Deputy Code Editor. Ability to perform under stress. Ability to perform research concerning the Administrative Code and the Code of Iowa. Experience with computer terminals.

2. **Duties:** Primary responsibility is to meet statutory deadlines for publication of the Iowa Administrative Bulletin and the Iowa Administrative Code under the direction of the Administrative Code Editor or to meet deadlines for publication of the Iowa Acts and Code of Iowa under the direction of the Iowa Code Editor and the Deputy Code Editor. Cooperate with the Governor's Administrative Rules Coordinator. Receive and record documents to be published. For Administrative Code, edit rules submitted by executive branch agencies with careful attention to detail; for the Iowa Acts and Code of Iowa, edit laws passed by the General Assembly. Coordinate the publication processes with the printers, typesetters, and other agencies and vendors. Supervise proofreading and compilation of reference tables for the publications. Prepare histories and approve blue lines for press work. Maintain a library of documents. Assist other agencies and the public concerning the publications. Overtime may be required with compensatory time provided.

ASSISTANT EDITOR I. Salary rate: Grade 24

1. **Qualifications, Skills, and Ability:** Graduate of a college or university with a bachelor's degree or equivalent experience. Excellent English spelling and grammar skills, and the ability to quickly gain a knowledge of the legislative process, the Iowa Acts, the Code of Iowa, Administrative Rules, and typesetting and printing procedures. Ability to assume responsibility, to perform under stress, and to work carefully through long and meticulous assignments. Should possess the capability of performing research concerning Administrative Rules and the Code of Iowa and operating computer terminals. A spelling test may be required.

2. **Duties:** Editorial coordination and proofreading responsibilities relating to the editing and publication of the Iowa Administrative Code and Bulletin of the Code of Iowa and related documents. Receive and record all administrative rule documents or Iowa Code documents; edit the documents for publication in the Administrative Bulletin or the Iowa Acts and codify adopted rules or statutes for the Administrative Code Supplement or Code of Iowa; coordinate work with other state agencies; complete editing, proofreading, camera-ready copy preparation, and other assigned projects within the office; prepare instructions for updating the Administrative Code or printing of the Iowa Acts and Code of Iowa; prepare and research the history of rules or laws; and compile reference tables for the publications. Overtime may be required with compensatory time provided.

CHIEF INDEXER. Salary rate: Grade 24

1. **Qualifications, Skills, and Ability:** Same as Indexer, except that three years' experience is required and the highest degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to perform and coordinate all aspects of indexing, under the direction of the Iowa Code Editor, Deputy Code Editor, or Administrative Code Editor.

2. **Duties:** In addition to the duties of an Indexer, the Chief Indexer must assume the responsibility for the completion of all indexing procedures under the direction of the Iowa Code Editor or Administrative Code Editor. Overtime may be required with compensatory time provided.

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INDEXER. Salary rate: Grade 21

1. **Qualifications, Skills, and Ability:** Same as Assistant Indexer, except that a minimum of two years' experience is required and a higher degree of indexing competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to work closely and cooperate with other indexers and to train others in indexing procedures.

2. **Duties:** In addition to the duties of an Assistant Indexer, the Indexer must assume certain administrative duties, delegate work to persons with less experience, and train persons in certain skills relating to the Iowa Acts, the Code of Iowa, and the Iowa Administrative Code. Overtime may be required with compensatory time provided.

**indexer
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ASSISTANT INDEXER. Salary rate: Grade 18

1. **Qualifications, Skills, and Ability:** Graduate of a college or university with a bachelor's degree or equivalent experience. Computer knowledge required. Ability to comprehend Iowa statutes and administrative rules, and to understand the legislative process. Ability to comprehend and summarize technical material and research a project to its completion. Spelling test required. Ability to function well under the stress of deadlines.

2. **Duties:** Read technical administrative rules and statutes and related publications for subject content and analyze that content. Under the supervision of an Indexer or Chief Indexer, write a directive index of the Iowa Acts, the Code of Iowa, or the Iowa Administrative Code in a brief, clear style based on priority, classification, and subject. Include cross-references to related material. Shepherd manuscript and galleys of type through evolving stages of print readiness. Assist with proofreading and recording of the material. Update catalog entries reflecting each index entry or change. Perform other related duties as needed. Overtime may be required with compensatory time provided.

PUBLICATIONS ASSISTANT. Salary rate: Grade 21

1. **Qualifications, Skills, and Ability:** Must possess excellent English spelling and grammar skills, and the ability to quickly gain a knowledge of the legislative process, the Code of Iowa, Administrative Rules, and printing procedures. Ability to assume responsibility, to perform under stress, and to work carefully through long and meticulous assignments relating to the publication of legislative documents. A spelling test may be required.

2. **Duties:** Responsible for performing assigned duties relating to the editing and publication of the Iowa Administrative Bulletin and Code, the Iowa Acts, the Code of Iowa, and other state documents. Editing and coordination tasks assigned by the Administrative Code Editor and other supervisors relating to the editing, proofreading, and publication of the Iowa Administrative Bulletin and Code or assigned by the Iowa Code Editor and Deputy Code Editor relating to the Iowa Acts and Code of Iowa. Overtime may be required with compensatory time provided.

PubCoor
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ADMINISTRATIVE ASSISTANT. Salary rate: Grade 20

1. **Qualifications, Skills, and Ability:** Excellent English spelling and grammar skills, and the ability to quickly gain a knowledge of the legislative process, the Code of Iowa, Administrative Rules, and printing procedures. The ability to assume responsibility, to perform under stress, to work carefully through long and meticulous assignments, and to operate computer terminals. A spelling test may be required.

2. **Duties:** Administrative and secretarial responsibilities relating to the editing, proofreading, and publication and compilation of tables relating to the Iowa Administrative Bulletin and Code and other state documents, and other staffing and finance work of the Administrative Code Division and the Iowa Code Division as assigned by the Administrative Code Editor, the Iowa Code Editor, and other supervisors. Overtime may be required with compensatory time provided.

PROOFREADER/INDEXER. Salary rate: Grade 17

1. **Qualifications, Skills, and Ability:** Must have two years of experience as a Code Proofreader. Some experience elsewhere may be substituted. Knowledge of legislative process and its laws and rules. Familiarity with printing procedures and computer commands and coding. Ability to perform proofreading and indexing tasks for technical material. Spelling test is required.

2. **Duties:** Proofread publications of the Administrative Code Division and the Iowa Code Division. Assist with indexing and development of informational reference tables of the publications. Verify work contained in computer tables of the publications. Overtime may be required with compensatory time provided.

prin
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CODE PROOFREADER. Salary rate: Grade 15

1. **Qualifications, Skills, and Ability:** Must possess excellent English grammar and spelling skills. Capable of developing a knowledge of the legislative process and its laws and rules. Ability to work well with others and maintain concentration in performing repetitive work. Must have ability to learn printing procedures and computer commands and coding, as well as editors' markings. Ability to work efficiently. Spelling test is required.

2. **Duties:** Proofreading in pairs with one proofreader reading aloud from manuscript of any of the publications of the Code office while the other proofreader follows copy and marks galleys, pages, etc. in order to correct all errors. May be required to fill the position of Legislative Service Bureau Proofreader during a legislative session. Overtime may be required with compensatory time provided.

LEGISLATIVE INFORMATION OFFICE DIRECTOR. Salary rate: Grade 30

1. **Qualifications, Skills, and Ability:** Graduate of a college or university with a bachelor's or master's degree and two years' working experience which emphasized communication skills. Ability to communicate orally and in writing in a clear, concise, and nonpartisan manner and to summarize legislative procedures, detailed documents, administrative rules, legislation, and other legislative materials. Knowledge of or ability to learn legislative and other governmental procedures in this and other states and communicate to the public in writing and orally concerning those procedures. Knowledge of graphic art, printing, photography, and radio and television techniques. Ability to organize conferences, workshops, and other public events.

2. **Duties:** The duties are to be performed under general supervision of the Director of the Legislative Service Bureau. Supervise the operation of the office as the primary source to assist the Senate and House of Representatives and other legislative agencies in providing information to the public relating to actions and procedures of the General Assembly. Assist in the dissemination of nonpartisan legislative materials developed by the Legislative Information Office, the Senate and House, and other legislative agencies. Develop a legislative information program designed to inform the general public about the activities and operations of the General Assembly through the use of written and photographic materials, workshops and other public events, and audio and video presentations. Supervise and coordinate session only employees or interns in gathering of information designed to inform the public about legislative actions and procedures. Supervise and coordinate the work of the Legislative Information Officers. Overtime is required with compensatory time provided.

LEGISLATIVE INFORMATION OFFICER. Salary rate: Grade 22

1. Qualifications, Skills, and Ability: Graduate of a college or university with a bachelor's or master's degree or equivalent experience, which emphasizes the ability to communicate. Ability to communicate orally and in writing in a clear, concise, and nonpartisan manner and to summarize legislative procedures, detailed documents, administrative rules, legislation, and other legislative materials. Ability to understand legislative and other governmental procedures in this and other states and explain to the public in writing and orally those procedures. Ability to develop informational publications including ability to write copy, design layout, and print the material. Organizational skills.

2. Duties: Under general supervision of the Director of the Legislative Service Bureau and the Legislative Information Office Director, be a primary contact for the Senate and House of Representatives and other legislative agencies to provide information to the public relating to actions and procedures of the General Assembly. Assist in the development and dissemination of nonpartisan legislative materials and in the dissemination of nonpartisan materials developed by the Senate and House and other legislative and government agencies. Assist interns in gathering of information designed to inform the public about legislative actions and procedures. Assist the Legislative Information Office Director in carrying out the duties of the Legislative Information Office. May be assigned to assist Legislative Service Bureau personnel with interim studies. Overtime is required with compensatory time provided.

LIO
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TOUR GUIDE COORDINATOR. Salary rate: Grade 14

1. **Qualifications, Skills, and Abilities:** Same qualifications as Tour Guides except that a minimum of two years' experience as a Tour Guide is required. Experience elsewhere may be considered depending upon the type and degree of experience. Must possess the ability to perform administrative duties, including coordinating the work of the Tour Guides and training new Tour Guides. Must possess the ability to develop new material concerning the State Capitol and assist the other Tour Guides in using it.

2. **Duties:** Conduct tours of the State Capitol in the same manner as the Tour Guides. Supervise, schedule work hours, and verify time sheets of the other Tour Guides. In consultation with the Director, hire Tour Guides and provide training for them. Communicate with convention groups and others in providing information and establishing tours, and communicate with other governmental offices in establishing policies for tours. Work with Capitol Security Police in maintaining the security of the Capitol.

TOUR GUIDE. Salary rate: Grade 12

1. **Qualifications, Skills, and Ability:** Knowledge or ability to learn about the history of the State Capitol, artworks, display items, functions and responsibilities of government offices, legislative process, and Iowa and related national history. Able to present tours in clear, audible, and pleasant voice. Knowledge of current events. Able to create a positive impression of the State Capitol and state government. Able to communicate with people of various ages and backgrounds and relate to large groups of people.

2. **Duties:** Conduct tours of State Capitol building, emphasize key offices and art displays, explain architecture, and provide historical facts and anecdotes. Cooperate with various offices and branches of government while conducting tours so as not to unduly disturb their work. Maintain records of number of tours, tour persons, and visitors. Maintain and be responsible for United Nations flags. Schedule tours of State Capitol building and coordinate tours with those of other buildings. Provide information relating to parking, arrival times, and tour times. Serve as receptionist for Capitol Complex and provide general information as to events, parks, shopping areas, hotels, and restaurants within the metropolitan area of Des Moines. Contact legislators regarding groups from their respective districts who will be touring the State Capitol.

SENIOR LEGISLATIVE LIBRARIAN. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Three years' experience as a legislative librarian. Must possess ability to analyze the library needs of the General Assembly and the various legislative agencies and devise and implement a process for fulfilling those needs.

2. **Duties:** Senior Legislative Librarian is expected to be able to perform the duties of Legislative Librarian in a very competent manner. Must work with the various legislative agencies to determine the library needs of the General Assembly and make sure those needs are met. Must be able to maintain and update the computerized listings of library materials. Overtime may be required with compensatory time provided.

srlelib
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LEGISLATIVE RESEARCH LIBRARIAN. Salary rate: Grade 24

1. **Qualifications, Skills, and Ability:** Same as for Assistant Librarian except that two years' experience in the Bureau is required and a higher degree of competency, knowledge, and skill is expected. A master's degree in library science or library experience elsewhere may be substituted. Knowledge of computer systems and ability to develop and maintain a computerized indexing system of library holdings.

2. **Duties:** Professionally organize the Bureau library; index all incoming documents; update library materials and indexes; ensure that bill books are posted; file past bill drafts; order, index, and distribute research documents of current interest to staff and General Assembly; maintain a newspaper clipping service; and maintain records relating to legislative studies in Iowa and other states. Compile bibliographies of Iowa interim study reports and other documents to submit to the libraries of the National Conference of State Legislatures, the Council of State Governments, and the legislative libraries of the 50 states and the territories. Assist legislative staff, the courts, attorneys, and other interested persons in their search for legislative history. Overtime may be required with compensatory time provided.

ASSISTANT LIBRARIAN. Salary rate: Grade 22

1. **Qualifications, Skills, and Ability:** Graduate of college or university with bachelor's degree or equivalent experience. Ability to classify, file library materials consisting of local, state, and interstate reports and research documents. Ability to keep legislative books and records of past legislative sessions. Ability to quickly gain knowledge of present Bureau library and knowledge of past and present legislative studies. Knowledge of library reference and research methods and materials and other sources of information, and ability to establish index systems.

2. **Duties:** Maintain present Bureau library, index all incoming documents, update library materials and indexes, post bill books, file past bill drafts, order, index, and distribute research documents of current interest to staff and General Assembly, maintain a newspaper clipping service, and maintain records relating to legislative studies in Iowa and other states. Compile bibliographies of Iowa interim study reports and other documents to submit to the libraries of the National Conference of State Legislatures, the Council of State Governments, and the legislative libraries of the 50 states and the territories. Assist legislative staff, the courts, attorneys, and other interested persons in their search for legislative history.

asstlib
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LEGISLATIVE TEXT PROCESSOR SUPERVISOR. Salary rate: Grade 28

1. **Qualifications, Skills, and Ability:** The Legislative Text Processor Supervisor must qualify as a Senior Legislative Text Processor or function as a supervisor of text processors. Must have ability to supervise other Legislative Text Processors and to delegate the text processing work load to other text processors.

2. **Duties:** Coordinating text processing workload, acting as liaison between Senate and House of Representatives divisions and with the data processing personnel in regard to data processing program problems, training new Bureau Text Processors, and supervising and allocating work and advising the Director in regard to text processing work load. Assisting in implementing data processing programs.

Additional duties of the Legislative Text Processor Supervisor include either of the following:

a. Overseeing the preparation of text for the Session Laws; communicating and planning with the Iowa Code Editor in regard to preparation of the text for the Session Laws; supervision of the internal update of the Code and Code Supplement; working closely with the Iowa Code Editor regarding computer programs necessary for Code and Code Supplement publication; assisting in the training of Senate and House text processors and aiding in devising solutions to problems that occur with computer equipment and programs; answering technical questions submitted from proofreaders and drafters; formatting text for special projects; and acting as liaison with the Director in regard to bill and amendment drafting problems. Act as a backup for the Senate and House text processors upon request.

b. Overseeing the preparation of all types of documents which relate to the interim study committees, including agendas, member and mailing lists, minutes, memoranda, and final reports; supervising the preparation of all types of documents which relate to the Legislative Council and its committees; devising and supervising the Bureau's central office filing system; coordinating the implementation of new word processing methods and dealing with computer equipment and program problems; and dealing with computer equipment and program problems; and acting as liaison with the Director in regard to all functions of the administrative services unit of the support services division.

Overtime is required and compensatory time is provided.

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SENIOR LEGISLATIVE TEXT PROCESSOR. Salary rate: Grade 25

1. **Qualifications, Skills, and Ability:** Same as for Legislative Text Processor II except a minimum of four years with Legislative Service Bureau is required. Experience elsewhere can be substituted depending upon degree and type of experience. Complete knowledge of office and legislative procedures, Session Laws procedures, and Code publication procedures expected as well as ability to work closely with professional staff of the Legislative Service Bureau.

2. **Duties:** Typing and entering of bills, amendments, enrolled bills, reports and editorial work of very complex nature, including implementing computer programs and publication work, as well as typing other documents. Delegates the work load in the absence of the Legislative Text Processor Supervisor and helps train more inexperienced text processors including the Senate and House text processors. Must be able to act as a backup for the Senate and House text processors upon request. Enter Supreme Court Rules and prepare them for Session Laws. Assist the front office when work load is heavy or in the absence of one or more of the employees in that office. Answer technical questions submitted from the proofreaders and drafters and be able to handle entering and formatting of special projects. Work closely with the Legislative Text Processor Supervisor and perform a number of duties of the Legislative Text Processor Supervisor in the Supervisor's absence or when the work load is heavy. Is involved in implementing data processing programs and the design of new computer software and terminals. Overtime is required and compensatory time is provided.

LEGISLATIVE TEXT PROCESSOR II. Salary rate: Grade 22

1. **Qualifications, Skills, and Ability:** Same as for Legislative Text Processor I except a minimum of two years' experience in Legislative Service Bureau is required. Experience elsewhere may be substituted to some degree depending upon type of experience. Skills and ability specified for Legislative Text Processor I must be demonstrated through typing of complex documents between and during legislative sessions. Knowledge of office and legislative procedure expected as well as ability to work closely with professional staff of the Bureau. Must have knowledge of computer programs and applications and understanding of Code and Session Laws procedures and applications and assist in implementing computer applications.

2. **Duties:** Typing and entering of documents specified for Legislative Text Processor I on computer terminal. It is expected that documents of a complex nature can be typed or entered by Legislative Text Processor II. A Text Processor II will assist in publication duties and the implementation of computer systems and procedures. Also perform other office duties specified for Legislative Text Processor I with a high degree of competence and independence. Help train newly employed Legislative Text Processors and perform some editorial work. Overtime is required and compensatory time is provided.

LEGISLATIVE TEXT PROCESSOR I. Salary rate: Grade 19

1. Qualifications, Skills, and Ability: Excellent typing skills required. Experience with word processing equipment or electric typewriters and ability to operate or learn to operate computer terminals. Ability to transcribe from dictating machine. Good oral and written communication skills. Ability to learn to use Code of Iowa and Session Laws and to learn proper forms for bill drafts, amendments, research documents, committee work products, and administrative rule documents. Ability to learn appropriate filing systems. Ability to learn functions of computer programs, and aptitude for working with various office machines. Ability to work skillfully under pressure. Must be able to work and cooperate with others.

2. Duties: Typing of bills, amendments, research memorandums, reports, charts, committee minutes, letters, and administrative rule documents on computer terminals. Some administrative, secretarial, proofreading, xeroxing, and mailing duties. Filing of bill drafts and research memorandums. Learn and apply operator commands for computer applications for use in transcribing minutes, processing bills, and building data base for publications. Overtime is required and compensatory time is provided.

tpl
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CONFIDENTIAL SECRETARY. Salary rate: Grade 26

1. **Qualifications, Skills, and Ability:** Excellent typing or word processing skills. Experience of at least five years' administrative support work and three years in the Legislative Service Bureau. Experience elsewhere may be considered depending upon type and degree of experience. Experience with electric typewriters, computer terminals and applications, and other office machines required. Must possess broad knowledge of Bureau office policies, procedures, past and present projects, as well as subject matter areas in which Bureau professional staff members work. Must have knowledge of bill drafting procedures, publications, and bill drafting subjects. Must be able to answer questions from legislators and the public by letter, telephone, or in writing. Knowledge of jurisdiction of other state departments desired. Ability to establish and oversee office indexing for all documents and procedures. Must know areas of work of other clerical staff and be able to delegate and oversee work of front office staff. Must know state government procedures in many areas as well as legislative procedures and traditions. Excellent oral and written communication abilities are essential. Must be able to assume supervisory responsibility.

2. **Duties:** Responsible for typing correspondence and memorandums of Director, keeps Director informed as to progress of projects being processed by front office clerical staff, as well as informing Director of other work projects within the office. Assists the Director in responding to research questions in which a quick response is needed. Prepares or coordinates the preparation of Legislative Council material.

In addition, the Confidential Secretary maintains permanent files for all study committees; develops and oversees the systematic retention, transfer, or disposal of agency records (other than budget, purchasing, personnel, bill drafts, amendments, and library materials); monitors incoming and outgoing mail; signs recurring or standard forms and correspondence as delegated; maintains appointment schedules; screens calls and callers by either disposing personally of matters or referring them to appropriate officials; acts as office receptionist and directs legislators and members of the public to the appropriate staff member or personally answers their requests; makes travel arrangements; prepares agendas; and reviews work of front office personnel. The Confidential Secretary oversees communication with other state departments and the two houses of the General Assembly. Overtime is required with compensatory time provided.

EXECUTIVE ADMINISTRATOR OF BILL ROOM. Salary rate: 23

1. **Qualifications, Skills, and Ability:** A minimum of three years of experience in the Legislative Service Bureau, preferably in the bill room. Experience elsewhere may be substituted to some degree depending upon the type of experience. Knowledge of the legislative computer system and the legislative process. Good typing skills and other office skills. Ability to train and manage employees. Ability to analyze work products and the processes by which they are completed and develop forms and procedures to track them. Ability to work well with others under stressful situations.

2. **Duties:** Supervise the computer tracking of work products of the Legislative Service Bureau and the filing and delivery of those products. Assist in the hiring of and manage the employees of the bill room. Work with the Computer Support Bureau to modify and improve the computer tracking system. Design forms and files for legislative work products. Assist professional and support staff in identifying the location of legislative work products. Communicate with Senate and House Legal Counsels concerning the status of legislative work products. Assist the Personnel Coordinator with correspondence related to personnel matters. Overtime is required and compensatory time is provided.

eabr
db/mc/6

SENIOR BILL CLERK. Salary rate: Grade 18

1. **Qualifications, Skills, and Ability:** Knowledge of the functions of the bill room and knowledge of legislative procedures. A minimum of two years of experience as Bill Clerk. Similar experience elsewhere may be substituted to some degree depending upon the type of experience. Knowledge of the legislative computer system. Ability to assist in training the Bill Clerk and Pages. Ability to direct the work of the bill room when the Executive Administrator is not present. Ability to work under stressful situations.

2. **Duties:** Make entries through the legislative computer system to track the flow of legislative bills and documents, prepare the proper folders and forms for filing legislative documents, respond to questions about the status of the work of the office, package legislative documents for delivery, and make sure that those documents are properly delivered on a timely basis. Assist in training the Bill Clerk and Pages. Assist the Executive Administrator in the operation of the bill room. Overtime is required and compensatory time is provided.

BILL CLERK. Salary rate: Grade 13

1. **Qualifications, Skills, and Ability:** Ability to file documents, answer the telephone, use the legislative computer system to track the flow of legislative documents and reports, and package legislative bills for delivery. Ability to operate a copy machine, and ability to work well with others.

2. **Duties:** Under the direction of the Executive Administrator of the Bill Room or the Senior Bill Clerk, make entries through a computerized processing program to track the flow of legislative bills and documents, file folders containing bills and other legislative documents, respond to questions concerning the status of the work of the office, and make multiple copies of legislative documents and package them for delivery. Overtime may be required with compensation provided.

bc
db/mc/6

SENIOR FINANCE OFFICER. Salary rate: Grade 31

1. **Qualifications, Skills, and Ability:** Same as for Finance Officer II except that six years' experience is required and the highest degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to assume the responsibility for completion of all finance work under and with minimal direction from the Director.

2. **Duties:** Maintains all records relating to Bureau personnel and finances with minimal guidance from the Director. Monitors meetings conducted by state agencies which relate to personnel programs and records as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes all forms connected with them and similar items. In cooperation with the Director, prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of budget during quarterly periods or more frequently. Signs recurring or standard forms and correspondence as delegated. Is responsible for informing employees of new or revised policies and procedures relating to employee benefits.

FINANCE OFFICER II. Salary rate: Grade 27

1. **Qualifications, Skills, and Ability:** Same as for Finance Officer I except that four years' experience is required and a higher degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to assume the responsibility for completion of all finance work under the direction of the Director.

2. **Duties:** Maintains all records relating to Bureau personnel and finances with guidance from the Director. Monitors meetings conducted by state agencies which relate to personnel programs and records as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes all forms connected with them and similar items. In cooperation with the Director prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of the budget during quarterly periods or more frequently. Informs employees of new or revised policies and procedures relating to employee benefits. Shows a higher level of understanding of financial, accounting, and attendance records of the Bureau than the Finance Officer I.

FINANCE OFFICER I. Salary rate: Grade 24

1. **Qualifications, Skills, and Ability:** Same as for Assistant Finance Officer except that two years' experience is required and a higher degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to train and supervise other finance officers.

2. **Duties:** Maintains all records relating to Bureau personnel and finances with guidance from the Director. Monitors meetings conducted by state agencies which relate to personnel programs and records, as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes all forms connected with them and similar items. In cooperation with the Director, prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of the budget during quarterly periods or more frequently. Signs recurring or standard forms and correspondence as delegated. Informs other employees of new or revised policies and procedures relating to employee benefits.

ASSISTANT FINANCE OFFICER. Salary rate: Grade 21

1. **Qualifications, Skills, and Ability:** A knowledge of accounting principles, ability to classify accounting transactions, prepare reports and statements, acquire knowledge of changes or specialized procedures of state accounting, instruct and advise employees in the operation of the state accounting system, and instruct and advise employees of the Bureau regarding benefits for staff. Able to establish and maintain effective working relationships with employees of the Bureau and other state agencies. Experience with computer terminals, adding machines, calculators, knowledge of data processing applications, and skills on other office machines required. Ability to quickly gain knowledge of state government personnel policies, rules, and procedures; state budget and purchasing procedures; financial forms and procedures; state merit system procedures, forms, and policies; employees' benefit programs; and affirmative action programs. Good English and mathematical skills required. Good oral and written communication ability required.

2. **Duties:** Assists the Finance Officer in typing, filing, and maintaining records relating to Bureau personnel and finances. Attends meetings conducted by state agencies which relate to personnel programs and records, as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, leave of Bureau staff, federal funds, individuals' accounts, and inventory, and processes forms connected with them and similar items. Assists the Finance Officer in the preparation of the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Finance Officer of ongoing status of certain budget items. Informs other employees of new or revised policies and procedures relating to employee benefits.

LEGISLATIVE PROOFREADER SUPERVISOR. Salary rate: Grade 18

1. Qualifications, Skills, and Ability: At least two years' experience as a Legislative Proofreader. Skills and abilities listed for Legislative Proofreader must be excellent. Requires administrative skills to coordinate work of several teams of proofreaders and ability to coordinate proofreading work with work of other Bureau employees.

2. Duties: Perform duties of a Legislative Proofreader. Allocate proofreading work load among several teams of proofreaders. Work with text processors, bill room, and legislative drafters for completion of proofreading assignments. Overtime is required with compensatory time provided.

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db/jj/15

LEGISLATIVE PROOFREADER. Salary rate: Grade 16

1. **Qualifications, Skills, and Ability:** Must possess excellent English grammar and spelling skills. Aptitude and ability to concentrate and perform meticulous and repetitive work. Capable of developing a knowledge of the legislative process and legislative publications. Ability to work well with other persons. Understanding of some data processing commands and print codes. Able to work efficiently in stressful situations.

2. **Duties:** Proofreading rough drafts of legislative documents against typed version; correction of errors; proofing against Code, Supplements, and Session Laws; and proofreading bills, amendments, final drafts, enrolled bills, research documents, and publication documents. Overtime may be required with compensatory time provided. For session only proofreaders, overtime is paid. May be required to fill the position of Code Proofreader during the legislative interim.

LEGISLATIVE SERVICE BUREAU
 Eligibility Report for Merit Increases
 FY 1993
 Effective June 19, 1992

	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Director</u> Bolender	00-0	09/11/67	00/00/00
<u>Deputy Director</u> Johnson, R.	39-5	07/10/78	06/19/92
 LEGAL AND COMMITTEE SERVICES DIVISION			
<u>Legal Services Admin.</u> Vacant	37		
<u>Committee Services Admin.</u> Pollak	36-2	11/16/87	05/08/92
<u>Senior Legal Counsel</u> Goedert	36-6	07/14/76	00/00/00
Kaufman	36-5	12/27/78	06/19/92
<u>Legal Counsel II</u> Johnson, M.	33-3	01/24/87	07/19/91
Adkisson	33-5	12/22/86	06/19/92
Workman	33-4	02/01/88	07/19/91
Funaro	33-3	12/17/86	12/20/91
<u>Legal Counsel I</u> Audeh	30-3	07/17/89	01/17/92
Carr	30-3	10/09/89	04/10/92
Smith	30-3	12/07/89	06/05/92
Crowley	30-2	10/08/90	04/10/92
Kuehn	30-2	10/22/90	04/24/92
<u>Senior Research Analyst</u> Johnson, T.	35-6	08/01/69	00/00/00
<u>Research Analyst I</u> Rudicil	27-3	07/05/89	01/03/92
Hanlon	27-1	01/21/91	08/02/91

IOWA CODE DIVISION

<u>Code Editor</u> Vacant	38		
<u>Deputy IA Code Editor</u> Wilson	33-6	12/01/83	00/00/00
<u>Acting Deputy IA Code Editor</u> Dodge	33-2	01/14/80	00/00/00
<u>Assistant Editor I</u> Dubec Vacant	24-5 24	10/09/87	03/27/92
<u>Iowa Code Indexer</u> Schulze	24-6	06/27/86	00/00/00
<u>Indexer</u> Pedersen Stoner	21-5 21-5	06/20/86 11/29/85	06/19/92 05/22/92
<u>Publications Assistant</u> King	21-6	05/18/84	00/00/00
<u>Code Proofreader/Asst. Indexer</u> Young, C.	17-3	01/03/89	07/05/91
<u>Code Proofreader</u> Munzenmaier	15-3	08/04/89	11/22/91

ADMINISTRATIVE CODE DIVISION

<u>Administrative Code Editor</u> Barry	38-4	10/01/64	06/19/92
<u>Assistant Editor I</u> Bates Drake Mauck	24-5 24-2 24-1	06/13/86 10/14/88 11/18/91	06/19/92 02/14/92 05/22/92
<u>Publications Assistant</u> Rydell	21-2	12/20/91	09/25/92
<u>Administrative Code Indexer</u> Worden	24-6	04/27/72	00/00/00
<u>Administrative Assistant</u> Gossett	20-3	08/18/89	02/14/92
<u>Legis. Text Processor I</u> Vacant	19		
<u>Assistant Indexer</u> Scott Vacant	18-3 18	11/23/90	08/02/91

<u>Code Proofreader/Asst. Indexer</u>			
Vacant	17		
<u>Code Proofreader</u>			
Snuggs	15-6	03/25/85	00/00/00
Vacant	15		

INFORMATION SERVICES DIVISION

<u>Public Information Director</u>			
Livers	30-2	04/09/90	10/11/91
<u>Public Information Officer</u>			
Parker	22-3	09/05/89	03/13/92
Thompson	22-2	01/08/90	07/19/91
<u>Legis. Research Librarian</u>			
Douglas	24-3	10/23/89	04/24/92
<u>Assistant Librarian</u>			
Vacant	22		
<u>Capitol Guide Coordinator</u>			
Macauley	14-X	05/09/69	00/00/00
<u>Capitol Tour Guide</u>			
Arnett	12-6	10/15/76	00/00/00
Nichols	12-6	10/15/76	00/00/00
Farrell	12-6	01/31/86	00/00/00

SUPPORT SERVICES DIVISION

<u>Confidential Secretary</u>			
Greenwood	26-6	12/16/72	00/00/00
<u>Senior Finance Officer</u>			
Knudsen	31-5	11/29/66	06/19/92
<u>Executive Administrator</u>			
McNerney	23-1	12/08/89	01/17/92
<u>Assistant Finance Officer</u>			
Brandt	21-2	06/01/90	12/06/91
<u>Senior Bill Clerk</u>			
Vacant	18		
<u>Legis. Text Processor Super.</u>			
Wyer	28-6	01/01/67	00/00/00
<u>Senior Legis. Text Processor</u>			
Craig	25-6	11/06/78	00/00/00
Fisher	25-6	11/16/74	00/00/00

Legis. Text Processor II

Weddell	22-3	11/06/87	04/24/92
Jennings	22-2	11/11/88	05/08/92
Cross	22-3	09/06/88	02/28/92

Legis. Proofreader Super.

Meier	18-5	12/30/87	06/19/92
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Legis. Proofreader

Fetters, S.	16-2	09/27/91	04/24/92
Vacant	16		
Vacant	16		

06/16/92
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**LEGISLATIVE SERVICE BUREAU
PROFESSIONAL STAFF OVERTIME
01/01/92 - 06/04/92**

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	457.50	40.00	417.50	120.00
2	389.50	40.00	349.50	120.00
3	382.25	40.00	342.25	120.00
4	380.50	40.00	340.50	120.00
5	366.00	40.00	326.00	120.00
6	363.50	40.00	323.50	120.00
7	355.50	40.00	315.50	120.00
8	313.25	40.00	273.25	120.00
9	296.00	40.00	256.00	120.00
10	263.75	40.00	223.75	120.00
11	257.75	40.00	217.75	120.00
12	229.25	40.00	189.25	120.00
13	220.25	40.00	180.25	120.00
14	199.00	40.00	159.00	120.00
15	193.50	40.00	153.50	120.00
16	170.50	40.00	130.50	120.00
17	161.00	40.00	121.00	120.00
18	140.50	40.00	100.50	100.50
Total Hours	5,139.50	720.00	4,419.50	2,140.50
Average	285.53		245.53	118.92

**LEGISLATIVE SERVICE BUREAU
PERMANENT FULL-TIME SUPPORT STAFF OVERTIME
01/01/92 - 06/04/92**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	259.00	388.50
2	238.00	357.00
3	207.50	311.25
4	188.25	282.38
5	180.75	271.13
6	175.00	262.50
7	164.75	247.13
8	163.25	244.88
9	153.00	229.50
10	146.25	219.38
11	145.75	218.63
12	114.00	171.00
13	45.25	67.88
14	43.25	64.88
15	30.75	46.13
Total Hours	2,254.75	3,382.17
Average	150.32	225.48

**LEGISLATIVE SERVICE BUREAU
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME
01/01/92 - 06/04/92**

<u>Employee</u>	<u>Total Overtime Worked</u>
1	182.25
2	147.75
3	99.50
4	94.50
5	86.50
6	75.00
Total Hours	685.50

WORK ATTENDANCE POLICY

1. The regular office hours for employees of the Legislative Service Bureau are from 8:00 a.m. to 4:30 p.m. As a result of the workload demands placed upon the Service Bureau, it is expected that all employees will work a minimum of forty hours per week when the General Assembly is in session. Flextime arrangements are acceptable during the interim provided that arrangements are in writing and agreed to by the Director.

All employees are expected to be at their respective work stations as assigned. When an employee expects to be absent from the employee's work station for a significant amount of time, the employee is expected to notify the employee's immediate supervisor, division administrator, or front office personnel concerning the absence.

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

One-half hour is allowed within the eight total paid work hours for two fifteen minute breaks. If an employee does not use either or both of the two fifteen minute break periods, the break time not used may be added to the lunchtime break. If an employee does not use either or both of the fifteen minute break periods during the day, the time is lost and shall not be added to any overtime total. If an employee does not use the one-half hour lunch break, the time is lost and shall not be added to any overtime total, unless the employee is required to remain at the employee's work station during the entire lunchtime period as verified by the employee's supervisor.

In order to assure that staffing requirements within a particular functional area of the Service Bureau are met, it may be necessary to schedule lunchtimes and break times for those functional areas.

3. Each employee is to complete the employee's timesheet at the end of each working day or the following morning. Time sheets should be submitted for approval by the employee's immediate supervisor by 9:00 a.m. on the Friday following the end of the pay period.

4. It is anticipated that Service Bureau employees will be required to be in attendance during work days in excess of eight hours while the General Assembly is in session and periodically during the interim period depending upon workload and staffing requirements. In order to meet the workload demands of the Service Bureau, it may be necessary to require overtime hours of employees on short notice.

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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)

COSTS OF EDUCATIONAL LEAVE

1992 FISCAL YEAR

No Educational Leave was requested or granted during fiscal year 1992.

PERFORMANCE EVALUATION FORM
IOWA LEGISLATIVE SERVICE BUREAU

Employee: _____

Date: _____

Evaluation Factor Groupings and Summary of Ratings

	Out	Good	Satis	Fair	Unsat
1. General Performance Characteristics	x	x	x	x	x
2. General Work and Communication Skills	x	x	x	x	x
3. Work-Related Interpersonal Skills	x	x	x	x	x
4. Work-Related Attitudinal Skills	x	x	x	x	x
5. Decision-Making Ability	x	x	x	x	x
6. Work Product Quality	x	x	x	x	x
7. Work Product Quantity	x	x	x	x	x
8. Work Product Timeliness	x	x	x	x	x

Explanation of Ratings:

Outstanding (Out)	consistently exceeds performance standards and requirements
Good (Good)	frequently exceeds performance standards and requirements
Satisfactory (Satis)	consistently meets performance standards and requirements; competent performance
Fair (Fair)	occasionally fails to meet performance standards and requirements; performance improvement necessary
Unsatisfactory (Unsat)	significantly fails to meet performance standards and requirements; unacceptable level of performance

Evaluation factors are defined in a separate document entitled Evaluation Factor Definitions.

1. GENERAL PERFORMANCE CHARACTERISTICS

Attendance and Punctuality Care of Property Integrity Job Stamina	Loyalty Observance of Rules Personal Appearance Professionalism	Reliability Personal Organization
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Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

2. GENERAL WORK AND COMMUNICATION SKILLS

Communication, Aural, Oral and Written Concentration Follow-Through Initiative	Inquiring Mind Job Knowledge Perception, Understanding and Insight Planning	Problem Solving/Creativity Resourcefulness Time Effectiveness
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Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

3. WORK-RELATED INTERPERSONAL SKILLS

Cooperation Within and Outside Bureau Delegation	Interpersonal Skills Leadership Motivating Others	Working with Superiors
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Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

4. WORK-RELATED ATTITUDINAL FACTORS

Acceptance of Criticism Courtesy Commitment to Job	Flexibility Composure and Self-Control Objectivity	Confidence Tact
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Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

5. DECISION-MAKING ABILITY

Decisiveness Judgment	Independence	Keeping Others Informed
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Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

6. WORK PRODUCT QUALITY

Types of Work:

Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

7. WORK PRODUCT QUANTITY

Types of Work: _____

Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

8. WORK PRODUCT TIMELINESS*

Types of Work: _____

Outstanding Good Satisfactory Fair Unsatisfactory

Comment (optional):

CONCLUSION – FINAL COMMENTS:

Employer's Signature _____ Date: _____

Employee's Signature* _____

*The employee's signature indicates receipt of the evaluation and does not necessarily indicate agreement with the evaluation. An employee may file written comments in response to an evaluation within seven days of receiving the evaluation.

EVALUATION FACTOR DEFINITIONS

IOWA LEGISLATIVE SERVICE BUREAU

1. GENERAL PERFORMANCE CHARACTERISTICS

Attendance and Punctuality - Record of work attendance, with emphasis on important work periods; timeliness of attendance.

Care of Property - Care of work materials and government property.

Integrity - Adherence to a code of moral values and principles which impact the organization; does not abuse privileges.

Job Stamina - The physical and mental ability to stay abreast of the demands of the job.

Loyalty - Conduct which reflects a commitment to the basic purpose for which the individual is employed.

Observance of Rules - Familiarity with and acceptance of guidelines, regulations, and procedures; considerate of coworkers.

Personal Appearance - The selection of personal business attire; grooming and cleanliness.

Personal Organization - The order, appearance, and overall condition of an individual's work area; coordination of personal matters to minimize disruption of work duties and responsibilities; uses time efficiently.

Professionalism - The individual's ability to order one's conduct in such a manner that all persons dealing with the individual are aware of the individual's maturity, integrity, and commitment to job; the individual's interest and actions regarding self-improvement and professional enrichment.

Reliability - The confidence which may be placed in the individual's professional opinions, recommendations, and analyses.

2. GENERAL WORK SKILLS AND COMMUNICATION SKILLS

Communication, Aural - The ability to learn from the words of others how they think or feel; the ability to pick up cues from others.

Communication, Oral - The ability to orally develop and convey thoughts clearly and concisely to others, with acceptable English usage.

Communication, Written - The ability to convey written thoughts clearly and concisely, with little difficulty regarding interpretation, and with acceptable English usage.

Concentration - The ability to stick with a given task to the end of the task; ability to renew concentration after interruption.

Follow-through - Timely follow-up and aggressive pursuit of assignments and issues to see each matter through to a satisfactory disposition.

Initiative - The extent to which the individual pursues important work without close supervision and generates ideas helpful to the organization; the extent to which the individual is a "self-starter."

Inquiring Mind - The ability to ask the right questions at the right time.

Job Knowledge - Possesses a clear knowledge of the responsibilities and the task to be performed; proficient in skills required to perform job.

Perception, Understanding, and Insight - The ability to comprehend information, situations, circumstances, and complex problems; the ability to grasp larger issues while not losing sight of details.

Planning - Setting realistic goals and organizing resources to achieve them; ability to schedule and organize time and effort for short-range or long-range assignments; predicting problems or questions before they occur.

Problem Solving/Creativity - Uses sound judgment in analyzing problem situations; generates ideas; provides constructive suggestions towards solution; independent recognition of problems and proposal of solutions.

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

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

3. WORK-RELATED INTERPERSONAL SKILLS

Cooperation Within and Outside Bureau - The willingness and spirit with which the individual works with others toward a common goal. The ability to develop and

maintain a working relationship that is characterized by open communication enhancing the work flow among the units of the legislative branch and between the executive and legislative branches.

Delegation - The ability to entrust responsibility and authority to others while retaining control and fixing accountability for unexpected results.

Interpersonal Skills - Communicates and listens effectively; keeps others informed when necessary; promotes favorable relations with others in and outside the bureau.

Leadership - The ability to inspire confidence, productivity and teamwork; fair and consistent use of discipline and authority; respect for the individual.

Motivating Others - The ability to positively affect an organization and stimulate others through personal conduct and example.

Working With Superiors - The ability to accept direction and perform tasks in a friendly and businesslike manner.

4. WORK-RELATED ATTITUDINAL FACTORS

Acceptance of Criticism - The personal and professional reaction of the individual to constructive suggestions which may improve performance or effectiveness of the individual

Commitment to Job - The individual's overall attitude toward the job and the individual's expression of responsibility and dedication to duty; an involvement "above and beyond" the call of duty when required.

Composure and Self-control - The ability to work under pressure, to maintain a level temper, to refrain from showing emotion under stress, to react in a good-natured manner under adverse conditions.

Confidence - The ability to deal fairly and directly with facts, establish a rapport with other individuals, develop a reliable and consistent performance that enables others to depend upon the individual for advice, analysis, and recommendations.

Courtesy - The characteristic of dealing with fellow employees, members of the legislative community, and the general public in accordance with the principles of common courtesy and consideration.

Flexibility - The personal and professional willingness to accept new assignments and increased responsibility; attitude toward change; willing to master new duties and methods.

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

Tact - The ability to work with others in a manner that is not offensive, that builds a base of cooperative participation, and that results in achievement of basic purpose; listens to input before making a decision.

5. DECISION-MAKING ABILITY

Decisiveness - The ability to resolve problems encountered in daily work and to properly complete work assignments without excessive reliance upon supervision or interruption of others.

Independence - The ability not only to work alone, i.e., without close supervision, but to be free from dependence upon sole sources for information and others in making analyses or recommendations.

Judgment - The ability to resolve work problems by applying the accumulated training, experience, and understanding the individual has acquired; application of such training, experience, and understanding; achieving balanced and fair solutions to problems.

Keeping Others Informed - Knowing when to bring matters to the attention of others, particularly supervisors, so that adequate information is made available at the proper levels in the organization.

6. WORK PRODUCT QUALITY

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

Types of Work:

Bill drafting

Amendment drafting

Session committee staffing

Interim committee staffing

Minutes

Reports

Research

Special projects

Code publication duties

Code editing or indexing

Public information

Tour guiding

Library services

Fiscal services

Legislative text or word processing

Secretarial and receptionist duties

Clerical and filing duties

Work product tracking

Final work product preparation
and delivery

Proofreading

Miscellaneous

7. WORK PRODUCT QUANTITY

Work Product Quantity - The amount of usable work accomplished in given period of time. Produces expected volume consistently; willing to go beyond normal production requirements. Providing information not necessarily requested but useful once received.

Types of Work:

Bill drafting	Special projects	Legislative text or work processing
Amend drafting	Code publication duties	Secretarial and receptionist duties
Session committee staffing	Code editing or indexing	Clerical and filing duties
Interim committee staffing	Public information	Work product tracking
Minutes	Tour guiding	Final work product preparation and delivery
Reports	Library services	Proofreading
Research	Fiscal services	Miscellaneous

8. WORK PRODUCT TIMELINESS

Work Product Timeliness - Proper completion of assigned work within applicable and appropriate time frames.

Types of Work:

Bill drafting	Special projects	Legislative text or work processing
Amend drafting	Code publication duties	Secretarial and receptionist duties
Session committee staffing	Code editing or indexing	Clerical and filing duties
Interim committee staffing	Public information	Work product tracking
Minutes	Tour guiding	Final work product preparation and delivery
Reports	Library services	Proofreading
Research	Fiscal services	Miscellaneous

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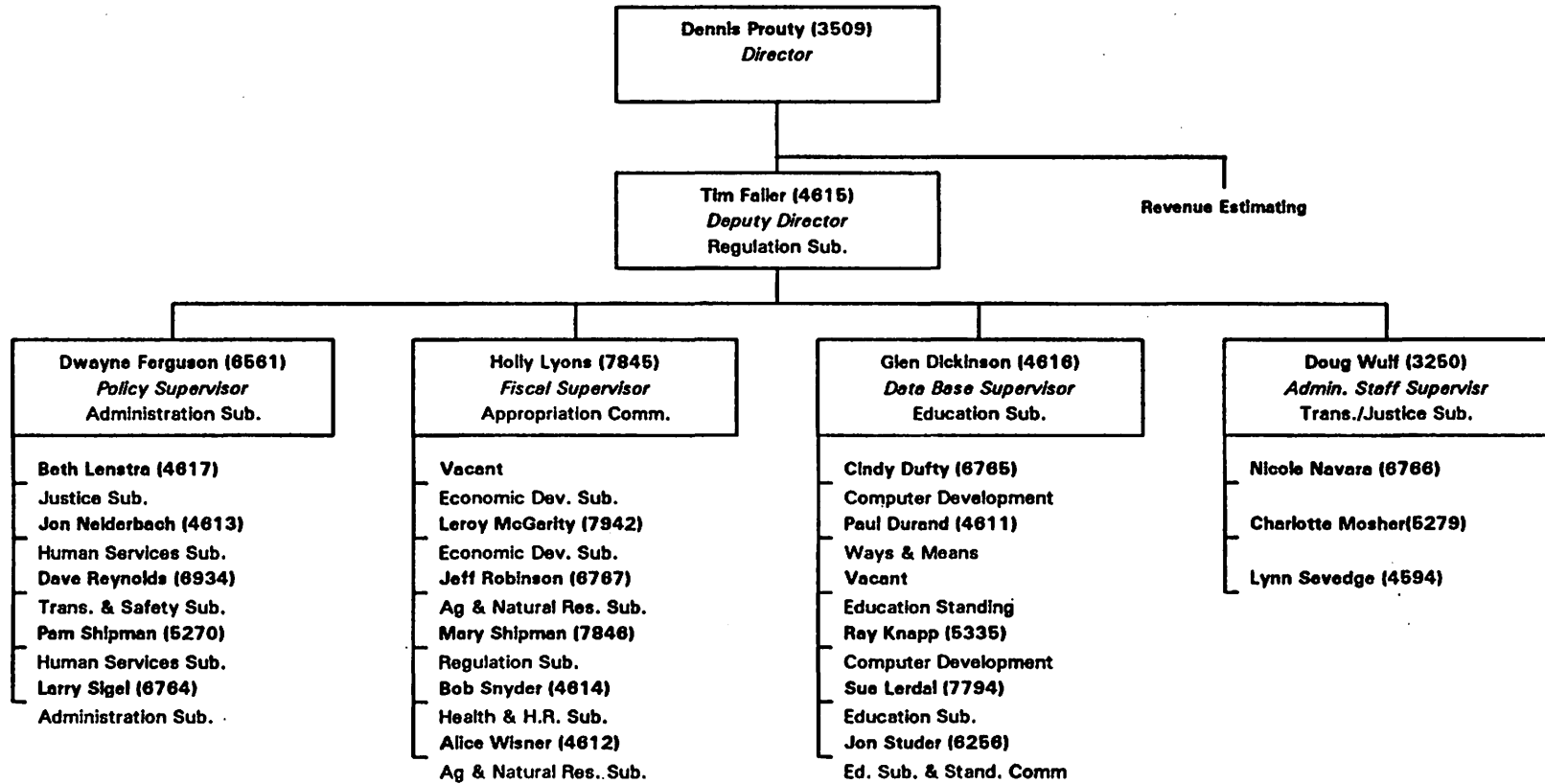
LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT
JUNE 1992

Reporting Requirement

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

Legislative Fiscal Bureau



June, 1992

Legislative Fiscal Bureau

<u>Position Classification</u>	<u>Pay Grade</u>
Legislative Analyst I	27
Legislative Analyst II	30
Legislative Analyst III	33
Senior Legislative Analyst	35
Principal Legislative Analyst	36
Deputy Director	39
Run Designer I	24
Run Designer II	27
Run Designer III	30
Software Analyst I	34
Administrative Secretary	21
Executive Secretary	23
Page	minimum wage

Source: Pay resolution adopted by Legislative Council

Job descriptions for these classifications are contained in Chapter 1 of the Legislative Fiscal Bureau Policies and Procedures Manual.

LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 1993

	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Legislative Analyst I</u>			
Shipman, M.	27-3	12/22/89	06/07/92
Shipman, P.	27-3	12/13/89	06/07/92
Reynolds	27-3	09/18/89	03/13/92
Studer	27-3	09/05/89	02/28/92
McGarity	27-2	08/01/90	01/31/92
Sigel	27-2	08/20/90	02/14/92
<u>Legislative Analyst II</u>			
Durand	30-3	01/20/87	07/05/91
Hawley, J.	30-3	01/22/87	07/05/91
Lenstra	30-3	01/21/87	07/05/91
Hawley, C.	30-3	02/09/87	07/05/91
Wisner	30-3	05/04/87	10/11/91
Robinson	30-3	11/17/87	12/20/91
<u>Legislative Analyst III</u>			
Snyder	33-3	11/19/84	07/05/91
Lerdal	33-3	02/17/89	08/16/91
<u>Senior Legislative Analyst</u>			
Neiderbach	35-4	12/21/81	04/24/92
<u>Principal Legislative Analyst</u>			
Wulf	36-6	02/11/83	00/00/00
Lyons	36-6	01/03/84	00/00/00
Ferguson	36-5	11/27/87	05/24/92
Dickinson	36-5	07/08/88	01/03/92
<u>Deputy Director</u>			
Faller	39-6	07/01/74	00/00/00
<u>Administrative Secretary</u>			
Navara	21-2	11/13/90	05/08/92
<u>Executive Secretary</u>			
Sevedge	23-5	03/25/80	07/05/91
Mosher	23-2	07/03/90	01/03/92
<u>Run Designer II</u>			
Dufty	27-3	08/18/89	01/31/92
<u>Software Analyst I</u>			
Knapp	34-5	01/02/76	06/07/92

LEGISLATIVE FISCAL BUREAU
OVERTIME and COMPENSATORY TIME
Fiscal Year 1992

Attachment #3b

ELIGIBLE FOR PARTIAL COMPENSATION

Professional Staff

Name	Overtime Hours	Adjustment first 40	Overtime less 40	Compensatory Hours
Employee 1	653.50	40.00	613.50	120.00
Employee 2	647.00	40.00	607.00	120.00
Employee 3	579.50	40.00	539.50	120.00
Employee 4	533.50	40.00	493.50	120.00
Employee 5	423.25	40.00	383.25	120.00
Employee 6	314.50	40.00	274.50	120.00
Employee 7	301.25	40.00	261.25	120.00
Employee 8	298.00	40.00	258.00	120.00
Employee 9	268.50	40.00	228.50	120.00
Employee 10	261.25	40.00	221.25	120.00
Employee 11	245.25	40.00	205.25	120.00
Employee 12	229.50	40.00	189.50	120.00
Employee 13	229.25	40.00	189.25	120.00
Employee 14	218.75	40.00	178.75	120.00
Employee 15	212.50	40.00	172.50	120.00
Employee 16	205.00	40.00	165.00	120.00
Employee 17	204.50	40.00	164.50	120.00
Employee 18	203.50	40.00	163.50	120.00
Employee 19	190.00	40.00	150.00	120.00
Employee 20	190.00	40.00	150.00	120.00
Employee 21	159.00	40.00	119.00	119.00
Employee 22	135.50	40.00	95.50	95.50
Employee 23	107.25	40.00	67.25	67.25
Total Hours	6,810.25	920.00	5,890.25	2,681.75
Average	296.10		256.10	116.60

ELIGIBLE FOR FULL COMPENSATION

Administrative Support Staff

Employee 1	53.50	80.25
Employee 2	43.00	64.50
Employee 3	29.50	44.25
Total Hours	126.00	189.00
Average	42.00	63.00

Compensatory Time Policy for Support Staff

Chapter 4 of the LFB Policies and Procedures Manual (Attachment #7 of this document) outlines the LFB policy on support staff positions and compensatory time.

Work Attendance Policy & Leave Procedures

Chapter 3 of the LFB Policies and Procedures Manual (Attachment #7 of this document) outlines the LFB policy on work attendance and leave procedures.

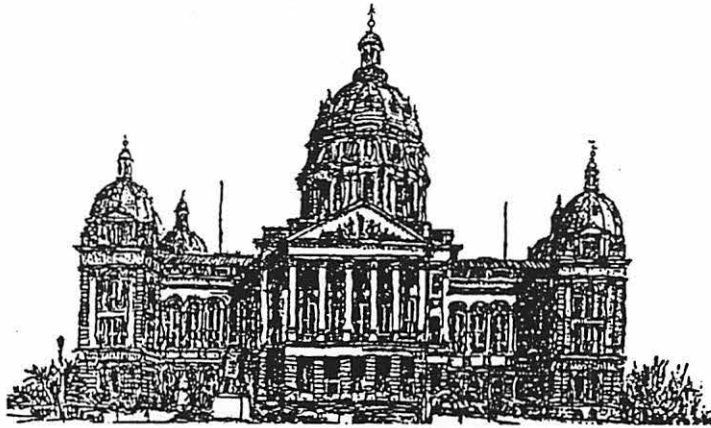
Performance Evaluation Forms

Chapter 8 of the LFB Policies and Procedures Manual (Attachment #7 of this document) contains a copy of the LFB Performance Evaluation Forms.

Educational Leave - Direct & Indirect Costs

No Educational Leave was requested or granted during FY 1991.

**LEGISLATIVE FISCAL BUREAU
STATE OF IOWA
POLICIES and PROCEDURES**



June 1992

Legislative Fiscal Bureau
Policies and Procedures*

* These policies and procedures were first established in the Fall, 1985 and have been updated periodically. They are intended to supplement and expand the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 12, 1992

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1. JOB DESCRIPTIONS

Job descriptions are maintained for each classification within the Fiscal Bureau (See the following job descriptions). These job descriptions are established in accordance with the Chapter 3.A of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

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JUNE 12, 1992

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REQUIREMENTS OF WORK

Knowledge of practices, principles, methods and techniques of budget analysis, bill analysis, public administration, program evaluation or related fields.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to gather, organize, and analyze facts, and exercise judgement regarding recommended action.

Ability to learn and apply new technical knowledge as required.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with executive, judicial and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

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Policies and Procedures

JUNE 12, 1992

1-5

May assist in training analysts and student interns.

Performs related work as assigned.

REQUIREMENTS OF WORK

Knowledge of the practices, principles, methods and techniques of budget analysis, bill analysis, public administration, program evaluation and related fields.

Knowledge of the funding practices and procedures of Iowa state agencies.

Knowledge of the organization and operation of state government.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to gather, organize, and analyze facts, and exercise judgement in the formulation of recommended action.

Ability to learn and apply new technical knowledge as required.

Ability to carry out major project activities.

Ability to communicate effectively, both orally and in writing.

Ability to plan, direct and coordinate the work of project team members.

Ability to establish and maintain effective working relationships with executive, judicial, and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

Two years of progressively responsible analytic and evaluative work experience, preferably including budget preparation. A Master's Degree in one of the above fields may be substituted for one year of work experience.

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1-7

Performs related work as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the practices, principles, methods and techniques of budget analysis, bill analysis, public administration, program evaluation, or related fields.

Considerable knowledge of the funding practices and procedures of Iowa state agencies.

Considerable knowledge of the organization and operation of state government.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to gather, organize, and analyze facts, and exercise judgement in the formulation of recommended action.

Ability to learn and apply new technical knowledge as required.

Ability to carry out major project activities.

Ability to establish and maintain effective working relationships with executive, judicial, and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

Four years of progressively responsible analytic and evaluative work experience, preferably including budget preparation or a Master's Degree in one of the above fields, and three years of work experience.

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1-9

REQUIREMENTS OF WORK

Thorough knowledge of the practices, principles, methods, and techniques of budget analysis and program evaluation.

Considerable knowledge of the organization and operation of state government.

Knowledge of the application and uses of modern office equipment including electronic data processing equipment.

Ability to plan, direct and coordinate the work of subordinates.

Ability to learn and apply new technical knowledge as required.

Ability to carry out major project activities.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with executive, judicial, and legislative branch personnel, including elected officials.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration, or related field.

Five years of progressively responsible analytic and evaluative work experience preferable including budget preparation or a Master's Degree in one of the above fields and four years work experience.

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1-11

Reviews and coordinates staff proposed alternatives to committees which may include detailed proposals for program deletion, revision or the implementation of new programs to better achieve legislative intent.

Maintains a working knowledge of the statutory provisions and administrative rules authorizing and implementing state programs.

Maintains awareness of private and federal efforts which affect state operations.

Review analysis of legislative proposals for fiscal and other impact and possible further evaluation for the House and Senate.

Prepares appropriation, program evaluation, and fiscal note status reports.

Performs related work as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of the practices, principles, methods, and techniques of budget, management, and organizational analysis.

Knowledge of the funding practices and procedures of Iowa state agencies.

Knowledge of the organization and operation of state government.

Thorough knowledge of the principles and the practices of administration and supervision.

Ability to organize, direct, coordinate, and review the legislative budget analysis work of the staff.

Ability to make oral and written reports and presentations clearly and concisely.

Ability to learn and apply new technical knowledge as required.

Ability to speak effectively in public.

Ability to establish and maintain effective working relationships with legislators, high-level government officials, special interest groups, and the mass media.

Ability to identify staff training needs and recommend to the Director alternatives to accomplish the training.

MINIMUM PREPARATION FOR WORK

JUNE 12, 1992

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DEPUTY DIRECTOR

NATURE OF WORK

An employee in this class may perform analysis for budget and revenue proposals, conduct program and policy analysis and evaluations, and interact with legislators and legislative committees. An employee must become familiar with the legislative intent for any agency or program to which the employee is assigned for budgetary and program evaluation purposes. Work includes the directing and performing of analysis of management and organization structures and organization structures and analysis of budgetary and fiscal considerations to develop an effective program or agency within state government. Work is accomplished with general direction from the director and acts for the director when necessary.

EXAMPLES OF WORK (May not include all the duties performed.)

Assists in planning and coordinating the activities of the Legislative Fiscal Bureau.

Performs the functions of the Director in the Director's absence.

Selects, assigns, advises, and evaluates staff.

Serves as liaison and meet regularly with section supervisors.

Assists the Director with the revenue estimating conference.

Develops detailed guidelines to be used by staff in their analysis.

Analyzes budget requests for assigned state agencies; meets with department directors, program managers, and agency budget personnel to determine budgetary needs as they relate to program operations and objectives.

Reviews and coordinates program analysis of departmental and state-wide activities; reviews evaluation and analysis study designs, evaluates programs for effectiveness; identifies causes of effective and ineffective operation; establishes suggested program priorities, and ensures compliance with legislative intent.

Meets with members of the General Assembly and leadership regarding planning and coordinating activities of the Legislative Fiscal Bureau.

Reviews and coordinates staff proposed alternatives to committees

Legislative Fiscal Bureau
Policies and Procedures

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Director alternatives to accomplish the training.

MINIMUM PREPARATION FOR WORK

Graduation from an accredited college or university with a Bachelor's Degree in business administration, political science, economics, public administration or related field.

Seven years of analytic work experience preferably including budget preparation or analysis or a Master's Degree in one of the above fields and five years work experience.

Five years managerial work experience preferably including personnel organization and direction.

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1-17

RUN DESIGNER II

General Description

One to three years data processing and/or run design experience. Under general supervision, develops appropriate mapper application programs for the solution of business, statistical, legislative, or other problems to be processed on an electronic computer in the mapper language; performs related work as required. May confer with technical personnel in analysis and application planning. May assist in determining the causes of run malfunctions.

Job Duties

Plan and develop detailed run procedures and instructions for converting specific application problems to a logical sequence of run statements; establishes proper coding for conversion of data.

Analyze, modify, and revise established runs to adapt to changes in need and requirements.

Analyze test results with end users to detect technical run errors, to isolate factors causing abnormal run behavior, and to determine reasons for malfunctions.

Prepare written instructions to guide end user personnel during production; compile documentation of run development and revisions.

Job Skills

Knowledge of data processing theory

Knowledge of mapper manual functions and run design statements

Knowledge of mapper run design techniques

Some knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Ability to analyze run problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

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1-19

Knowledge of methods and techniques of systems analysis and development.

Knowledge of mapper manual functions and run design statements.

Knowledge of mapper run design techniques.

Knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Ability to analyze systems and/or run problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Legislative Fiscal Bureau
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1-21

Knowledge of programming languages used by the Fiscal Bureau.

Knowledge of information management principles, methods, and procedures.

Ability to advise or instruct run designers as required.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

Legislative Fiscal Bureau
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1-23

Ability to follow oral and written instructions accurately and efficiently.

MINIMUM PREPARATION OF WORK

Three years of general office or stenographic experience, one year of which involved secretarial or related program support duties.

or

Satisfactory completion of post high school course work in an accredited secretarial, business or closely related curriculum may be substituted for up to two years work experience on a month to month basis.

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JUNE 12, 1992

1-25

Ability to handle confidential work with tact and discretion; to perform complex clerical tasks and make decision requiring interpretation and judgment.

Ability to follow oral and written instructions accurately and efficiently.

May supervise other clerical staff.

MINIMUM PREPARATION OF WORK

Five years of general office or stenographic experience, three years of which involved secretarial or related program support duties.

or

Satisfactory completion of post high school course work in an accredited secretarial, business or closely related curriculum may be substituted for up to two years work experience on a month to month basis.

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separated from any substantive application materials, and shall not be seen by any person involved in screening or interviewing applicants. The questionnaire responses shall be tabulated.

- C. The Director shall periodically review the above announcement procedures to determine whether a well qualified and diverse pool of applicants is being attracted.
- D. Interviews shall be scheduled with the most qualified applicants. In screening applicants and in conducting interviews, care should be exercised that only bona fide occupational qualifications are considered.

The Legislative Fiscal Bureau will not favor or discriminate against any person in training, professional development, promotional opportunities, pay, compensation or working conditions because of race, religion, color, sex, national origin, age, or physical or mental disability. The Director of the Bureau will periodically review the rates of pay and working conditions of state employees with duties equivalent to those of Bureau employees. If discrepancies are found, the Director will develop and recommend appropriate adjustments to the Legislative Council.

Any person who believes that they have experienced discrimination in hiring, promotion, termination, or other matters pertaining to this equal employment opportunity policy, should report their concerns to the Legislative Council, which will advise the complainant of their rights under the employment policies of the Legislative Council and the laws of Iowa (see also GRIEVANCE PROCEDURE). Any person aggrieved by the decision of the Legislative Council may initiate appropriate action with the Iowa Civil Rights Commission, pursuant to Chapter 601A of the Code of Iowa.

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scheduled leave on the Friday following the end of the pay period, the time sheet will be finalized before the leave is taken.

Employee Location

All employees must indicate their location on the Mapper IN/OUT board provided by the office. If the employee is on scheduled leave, the date of return should be indicated on the IN/OUT board.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 12, 1992

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5. EMPLOYEE PROBATIONARY PERIOD

To evaluate staff members after their initial employment and to ensure satisfactory performance of duties and responsibilities, there is a probationary period. The length of the probationary period will be six months after the start of employment or through one legislative session if the time from the start of employment through one session is greater than six months in length. Employees will be evaluated in writing at the end of their probationary period by their supervisor or the Director with a recommendation to continue or terminate the staff member. During the probationary period, employees may be terminated at will and the grievance procedure is not applicable to them.

This probationary period is established in accordance with the Chapter 7.C of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Legislative Fiscal Bureau
Policies and Procedures

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7. SALARY INCREASES - MERIT STEPS

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

PERFORMANCE EVALUATION WORKSHEET

NAME _____

CLASSIFICATION TITLE _____

PERIOD COVERED BY THIS EVALUATION: Beginning _____ through _____

GUIDELINES FOR PERFORMANCE EVALUATIONS

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

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

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

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

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

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

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

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

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

Section I

PERFORMANCE STANDARDS WORKSHEET

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

Legislative Fiscal Bureau
Policies and Procedures

JUNE 12, 1992

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Termination/Demotion - if the employee has not complied with the performance requirements and/or responded to the probation or suspension period, termination or demotion may result.

Termination & Resignation

Termination is a separation from the Bureau initiated by the Bureau Director. Termination may result from:

1. Failure to meet required work standards of performance or attendance.
2. Inability to maintain proper working relationships.
3. Insubordination constituting a serious breach of conduct.
4. Unauthorized absence or abuse of leave privileges.
5. Falsification of any state records.
6. Reduction in work force or elimination of a position.
7. Conversion or taking of state property for personal benefit.
8. Willful violation of the law or of any of these policies.

Every effort will be made to provide the employee two weeks advance notice of termination. However, no notice is required if termination occurs during the probationary period and no notice is required if termination is due to misconduct.

Resignation is a separation from the Legislative Fiscal Bureau initiated by the staff member. Employees who resign their positions shall give two weeks notice and submit a written statement of intent to the Director. The Director or supervisor will conduct an exit interview before the employee's final working day.

Legislative Fiscal Bureau
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11-1

11. PARTICIPATION IN PARTISAN POLITICS

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

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13-1

13. PROFESSIONAL CONDUCT & LEGISLATIVE PROTOCOL

All staff members shall conduct themselves in a professional manner during the normal work day at the office or while attending meetings or conferences away from their work location. Employees shall fulfill to the best of their ability the responsibilities of their position.

The principal activity of this office involves providing services to the General Assembly. All materials and information should be provided to legislators and committees on a confidential basis unless authorized differently. Similarly, in working on a request from a legislator, no mention of the member's name is to be made without specific permission.

When present at, or participating in a committee meeting, staff members should avoid behavior which could be interpreted as indicating approval or disapproval of testimony or committee action. Further, staff members should not interject themselves in committee deliberations except upon the request of the chairperson or a member.

Analysts should strive to be objective in their work. Analysts should never be perceived as an advocate or antagonist of an agency, issue, or program.

In responding to an inquiry for information in a committee meeting, if an analyst does not know the answer, the analyst should say so and get the answer as quickly as possible.

Due to the nature of the budget process, many times Fiscal Bureau staff is required to spend time with the chairpersons of the subcommittee during the budget development process. Once the initial bill is drafted and at each stage of the process, the Fiscal Bureau staff should give extra effort in seeking out the ranking members and other subcommittee members to determine if they need additional explanations of the bill, have additional information requests, or would like to discuss the implications of alternative scenarios.

As public employees, staff of the Legislative Fiscal Bureau are to meet the requirements in Chapters 68B and 721, Code of Iowa. Chapter 68B deals with the Gift law and Chapter 721 deals with the using of state property or equipment for private purposes or personal gain.

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14. DRESS CODE & OFFICE PROTOCOL

Uniform Dress Code

When the General Assembly is in session, employees of the Fiscal Bureau shall wear appropriate attire. For male employees, appropriate attire means slacks, jackets, and ties; for female employees, appropriate attire means suits, dresses, skirts, or dress slacks.

During the legislative interim, if a legislative employee is required to be present at a legislative meeting or to meet with employees of other public or private agencies, the employee shall wear the attire required for the legislative session. Otherwise, the employee may wear less formal attire. Jeans, shorts, tee shirts, and rubber soled sports shoes are not acceptable work attire.

The Director may grant exceptions to the Uniform Dress Code when special circumstances exist.

Stereo/radio Headphones

Stereo/radio headphones may be worn only at the employee's assigned work area within the Fiscal Bureau office. (i.e., desk) The volume level must be low enough so the employee can hear the telephone ring at their work site and adjacent work sites. In addition, the volume level must be low enough so as not to disturb co-workers.

Smoking

Chapter 98A, 1989 Code of Iowa, prohibits smoking in any of the current Fiscal Bureau offices.

PC Laptop Take Home Procedures

The LFB laptop computer is available to all staff for general training or work related projects during the nights and weekends. The laptop is stationed at the Capitol Building. The administrative staff at the Capitol is responsible for reservation and checking out the laptop.

A reservation book will be maintained at the Capitol Building. Do not reserve the machine for more than two concurrent days. In all cases, work related projects will take priority over general training. When you pick up the laptop to take it home, you will need to sign it out and indicate the time and date taken. When you return the laptop, you need to sign it back in with an administrative staff person or supervisor. (Do not just drop it off.)

The laptop must be returned to the administrative staff each work day morning even if you check it out for two days. This will ensure availability for training needs during the work day. Times when the laptop is not in use it is the responsibility of the administrative

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15-1

15. PAYCHECKS

Paychecks are distributed every other Friday and contain information on deductions from salary, vacation hours accrued and used, and sick leave hours accrued and used. Employees who desire to have their pay deposited directly into their financial institution account should complete the appropriate form available from the administrative staff in the Capitol Building.

There are a number of voluntary deductions available to an employee. These include the state employees' credit union, United States savings bonds, health and dental insurance, life insurance, pre-tax dependent care, charities, and deferred compensation. More information on the deductions is available in Chapters 22-27 of this document or from the administrative staff in Capitol Building.

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17-1

17. SICK LEAVE

Sick leave with full pay accumulates at the rate of 18 days annually for full-time employees. The bi-weekly accrual rate is 5.54 for the first and second pay periods in a month and 5.52 for the third pay period. Sick leave cannot be used in excess of the amount accrued. The allowed use of sick leave is established by Chapter 6.C(1.b) of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

Sick leave may be converted to vacation leave by an employee who has accumulated 240 hours (30 days) of sick leave and who has not used any sick leave during the month. Commonly known as "flip-time," 12 hours of sick leave converts to 4 hours of vacation leave. Employees who have accumulated 240 hours of sick leave and wish to "flip" their future accumulations to vacation must indicate this in writing to the Deputy Director. See Code of Iowa section 79.1 and 79.23, and Iowa Department of Personnel Administrative Rules, chapter 14, for more information.

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JUNE 12, 1992

19-1

19. OTHER TYPES OF LEAVE

Other types of leaves are addressed in Chapter 6 of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council. The additional leave established are: sick leave without pay, family death leave, leave of absence without pay, leave of absence for purposes of family/maternity, educational leave, military leave, voting leave, court/jury service leave, business leave, and olympic leave.

JUNE 12, 1992

21-1

21. WORKER'S COMPENSATION - INJURIES ON THE JOB

An employee should immediately notify their supervisor of any work-related injuries requiring medical treatment, and should next contact First Aid at 281-5266 for instructions. The state doctor or nurse will either provide care, refer the employee to their own physician, or may direct the employee to a local hospital for out-patient care. Medical bills for unauthorized care will not be paid by the state unless the nature of the injury, or where it occurred, prevented the employee from securing authorization.

If an employee is injured at work during other than normal hours, the employee should immediately attempt to notify their supervisor, and should next go to the nearest facility providing appropriate medical services.

The first report of a work related injury must be completed and filed by the employee's department within 16 working hours after the injury occurs.

Employees who are injured or become ill while at work may seek assistance from the Capitol complex nurse (located on the ground floor of the Capitol building).

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JUNE 12, 1992

23-1

23. DISABILITY INSURANCE

Permanent employees are insured by a long-term disability program. This program pays a monthly income benefit to employees unable to work due to prolonged sickness or accident. There is a waiting period; this is the greater of ninety working days of continuous sickness/accident disability, or the expiration of accrued sick leave time. Benefits can be paid until age 65. The benefits are computed by multiplying the monthly earning by 20% if employed less than one year, 40% if employed between one and two years, and 60% if employed two years or more. There is a minimum monthly benefit of \$50 and a maximum monthly benefit of \$2,000. Benefits are reduced by the amount of social security or worker's compensation benefits paid to the employee.

JUNE 12, 1992

25-1

25. OTHER VOLUNTARY DEDUCTIONS

Credit Union

Employees may join the State Employees Credit Union. Information about the Credit Union and its services is available from the administrative staff person in the Capitol Building.

Combined Charitable Campaign

Employees who wish to make a charitable contribution may do so at any time, either through direct contribution or payroll deduction. A list of those charitable agencies to which contributions may be made is included in the brochure distributed annually by the campaign administrator. The One Gift charitable campaign is held in the fall of each year. Employees may elect to contribute to the campaign through payroll deduction.

Savings Bonds

Employees may elect to have payroll deductions for the purchase of U.S. Savings (Series EE) Bonds.

Dependent Care Plan

Employees have the opportunity to use pre-tax dollars to pay for day care expenses for their children or other dependent adult(s) while they and their spouse work. An employee may set aside a designated amount of salary (in pre-tax dollars) in a Dependent Care Account and then be reimbursed for qualifying expenses. Pre-tax dollars are not subject to state, federal, or social security taxes. Some restrictions apply, but eligible expenses include: in-home day care, in-home nursing care, nursery school or day care center, adult day care, household services in conjunction with day care.

The federal government has placed restrictions on this benefit program, therefore an employee's decision to participate in this plan will be based on their individual tax situation. Once money has been allocated to your Dependent Care Account, the amount cannot be changed for the entire year, unless you have a change in family status.

More information on all voluntary deduction programs is available from the administrative staff in the Capitol Building.

JUNE 12, 1992

27-1

27. DEFERRED COMPENSATION PROGRAM

The Deferred Compensation Program is a method whereby State employees can defer the receipt of a portion of their salary until retirement. The portion deferred is not subject to federal or state income taxes until the money is actually received.

The amount the employee elects to defer is deducted from the employee's pay and invested in an annuity program or life insurance with a financial institution, licensed by the State of Iowa, of the employee's choice. The State of Iowa is the owner of the contract or policy; however, the State executes an agreement with the employee as to the disposition of the proceeds of the policy, "Deferred Compensation Agreement" (Form CFN 552-0371).

This program is primarily an additional retirement income and income tax savings program rather than an ordinary savings plan. Rigid restrictions have been established on withdrawal requirements prior to retirement. Funds can be withdrawn prior to retirement only in the case of death of the employee, termination of employment, or financial hardship.

All permanent or probationary employees of the State of Iowa, except the Board of Regents Institutions, who regularly work twenty hours or more per week and expect to be paid each payday of the year, are eligible to participate in the program. It is a program for employees who anticipate continuous employment with the State.

Legislative Fiscal Bureau
Policies and Procedures

JUNE 12, 1992

28-1

28. AFTER HOURS ACCESS TO CAPITOL & LUCAS BUILDINGS

Capitol Access

Employees may request a pass allowing after hours access to the Capitol offices by completing an after hours pass application, available from the administrative staff in the Capitol Building. This pass should be shown to Capitol security officers upon request. Employees who enter or leave the building after hours should sign the register book, located in the cafeteria area in the Capitol.

Lucas Access

An employee parking card is required for after hours access to the Lucas Building. A card reader is located outside the east side entrance doors.

Office keys can be issued to employees. Contact the administrative staff in the Capitol Building to obtain or return keys.

JUNE 12, 1992

30-1

30. STATE CARS, USE OF PERSONAL CARS, & TRAVEL REIMBURSEMENTS

All travel on Fiscal Bureau business requires the prior approval of a supervisor. The accrual of work hours while away from the usual workplace for work-related reasons is established in Chapter 6.C(1.i) of the Personnel Guidelines for the Central Legislative Staff Agencies, adopted by the Legislative Council.

State Cars

Employees who plan to undertake authorized travel on Bureau business should use a state car obtained from the vehicle dispatcher. Requests should be submitted on the appropriate form and if possible, should be submitted three days in advance. The vehicle dispatcher is located at 301 East 7th Street (down the hill from the Capitol).

Business Use of Personal Cars

Employees who use their own cars on authorized Bureau business can receive reimbursement at \$.21 per mile. Specific authorization from a supervisor is required prior to the use of a personal car. Travel reimbursement forms are available from the administrative staff in the Capitol Building.

Travel Reimbursements

Employees who undertake authorized travel on Bureau business may receive reimbursement for expenses. Receipts are required for lodging and parking expenses, but are not required for meals. Lodging and meals are reimbursable at a reasonable rate. Reimbursements for meals that are not associated with an overnight trip away from Des Moines are taxable income. Forms to apply for reimbursement are available from the administrative staff in the Capitol Building.

LEGISLATIVE COMPUTER SUPPORT BUREAU

ANNUAL PERSONNEL REPORT

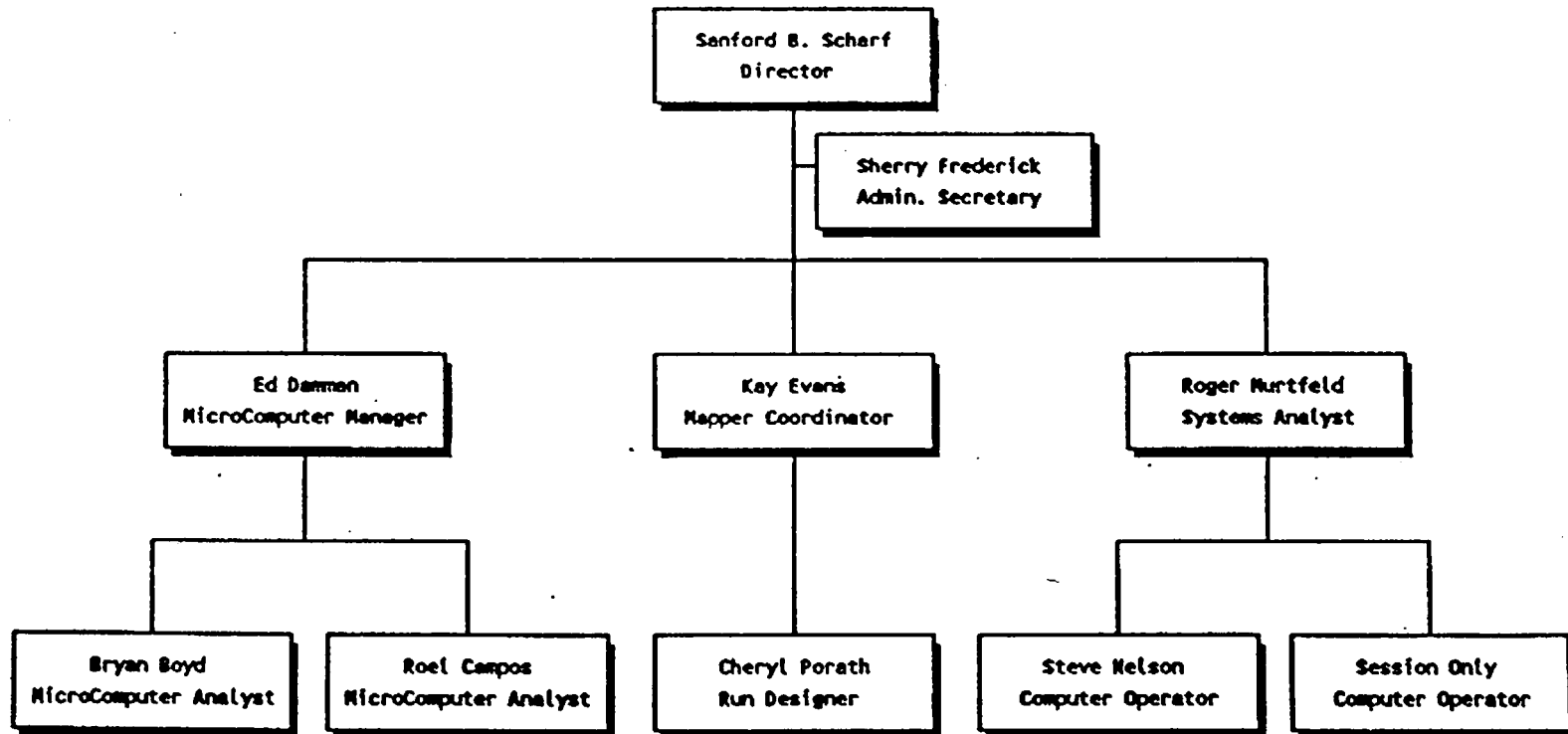
JUNE 1992

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. Performance Evaluation Forms | Attachment 5 |
| 6. Educational Leave - Costs | Attachment 6 |

Legislative Computer Support Bureau

as of July 1, 1992



Legislative Computer Support Bureau

<u>Position Classification</u>	<u>Pay Grade</u>
Run Designer I	24
Run Designer II	27
Mapper Coordinator I	32
Mapper Coordinator II	35
Computer Operator I	21
Computer Operator II	24
Software Analyst I	34
Software Analyst II	36
Microcomputer Support Analyst I	27
Microcomputer Manager I	33
Administrative Secretary	21
Executive Secretary	23
Computer Operator-Session Only	21

Source: Pay resolution adopted by Legislative Council

Job Descriptions are attached

Legislative Computer Support Bureau
Annual Personnel Report
FY 1992

NAME	POSITION	CURRENT GD/STEP	MERIT INCREASE ELIG. DATES	COMPTIME/OR OVERTIME	OVERTIME HOURS 1992
Damman, Ed	Microcomputer Manager	33/2	05-22-92	CT	N/A
Boyd, Bryan	Microcomputer Support Analyst	27/2	04-10-92	CT	N/A
Campos, Roel	Microcomputer Support Analyst	27/2	02-28-92	CT	N/A
Evans, Kay	Mapper Co-Ordinator II	35/3	11-22-91	CT	N/A
Frederick, Sherry	Admin. Secretary	21/4	08-02-91	CT	N/A
Porath, Cheryl	Run Designer II	27/3	11-22-91	CT	N/A
Nelson, Steve	Computer Operator I	21/1	08-16-91	OT	217.75
Murtfeld, Roger	Software Analyst I	34/2	01-17-92	CT	N/A

Total comptime hours from January 1, 1992 thru June 15, 1992:

	COMP WORKED	ADJUST 1ST 40 HOURS	COMP/LESS ADJUSTMENT	COMPENSATORY ALLOWED	COMPTIME NOT USED
Employee 1	232.75	-40	192.75	120.00	120.00
Employee 2	81.50	-40	41.50	41.50	17.50
Employee 3	102.50	-40	62.50	22.50	40.00
Employee 4	10.50	-40	0.00	0.00	0.00

RUN DESIGNER I

Grade 24

General Description

Entry level position with six to twelve months data processing experience. Under immediate supervision, acquires the basic skills and techniques used in writing mapper application runs; performs related work as required.

Job Duties

Undergo formal mapper run design training to learn to write mapper application runs.

Make minor changes in established runs to adapt them to new requirements

Assist in analyzing a run to ascertain if other combinations of statements would achieve greater flexibility or more dependable results

Execute test runs and corrects run errors by altering run statements and sequences

Job Skills

General knowledge of data processing theory

Ability to learn and to apply basic run design techniques

Ability to analyze run problems and develop satisfactory solutions

Ability to establish and maintain effective working relations as necessitated by work assignments

RUN DESIGNER II

Grade 27

General Description

One to three years data processing and/or run design experience. Under general supervision, develops appropriate mapper application programs for the solution of business, statistical, legislative, or other problems to be processed on an electronic computer in the mapper language; performs related work as required. May confer with technical personnel in analysis and application planning. May assist in determining the causes of run malfunctions.

Job Duties

Plan and develop detailed run procedures and instructions for converting specific application problems to a logical sequence of run statements; establishes proper coding for conversion of data.

Analyze, modify, and revise established runs to adapt to changes in need and requirements.

Analyze test results with end users to detect technical run errors, to isolate factors causing abnormal run behavior, and to determine reasons for malfunctions

Prepare written instructions to guide end user personnel during production; compile documentation of run development and revisions

Job Skills

Knowledge of data processing theory

Knowledge of mapper manual functions and run design statements

Knowledge of mapper run design techniques

Some knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Ability to analyze run problems and develop satisfactory solutions

Ability to establish and maintain effective working relations as necessitated by work assignments.

MAPPER COORDINATOR I

Grade 32

General Description

One to three years data processing and three to five years run design experience. Under general direction, performs technical analytical work in the total Mapper computer environment; oversees the daily activities performed on the Mapper system; performs related work as required.

Job Duties

Undergo formal Mapper coordinator training to learn all aspects of coordination.

Establish and administer Mapper data base security procedures.

Register Mapper system users and Mapper runs.

Establish local policies and procedures for obtaining user manuals and local documentation.

Develop training programs for users, using both manual functions and run design.

Monitor all Mapper software applications and act to ensure efficient use according to plan.

Monitor utilization of Mapper system resources.

Plan, test, and introduce new levels of Mapper software.

Interact with the user community.

Provide guidance and direction to subordinate run designers as required.

Job Skills

Knowledge of data processing theory.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of Mapper manual functions and run design statements.

Knowledge of Mapper run design techniques.

Knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Knowledge of coordinator runs to help monitor the system.

Knowledge of Mapper computer operations.

Must possess excellent communication skills both oral and written.

Ability to establish and maintain effective working relations as necessitated by work assignments.

MAPPER COORDINATOR II

Grade 35

General Description

Three to five years run design experience and one to three years Mapper coordination. Under general direction, performs advanced technical analytical work in the total Mapper computer environment; determines causes of Mapper system malfunctions and suggests solutions and alternate courses of action; oversees the daily activities performed on the Mapper system; performs related work as required.

Job Duties

Help support groups to define the software enhancements they need.

Plan Mapper hardware enhancements and expansion requirements by comparing known Mapper system storage with daily and monthly reports that reflect Mapper system efficiency, response time, and growth patterns.

Determine economic justification for new applications, evaluate layout of form types for efficiency and use, and generate new form types.

Establish and administer Mapper data base security procedures.

Register Mapper system users and Mapper runs.

Establish local policies and procedures for obtaining user manuals and local documentation.

Develop training programs for users, using both manual functions and run design.

Monitor all Mapper software applications and act to ensure efficient use according to plan.

Monitor utilization of Mapper system resources.

Plan, test, and introduce new levels of Mapper software.

Interact with the user community.

Provide guidance and direction to subordinate run designers as required.

Job Skills

Knowledge of data processing theory.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of Mapper manual functions and run design statements.

Knowledge of Mapper run design techniques.

Knowledge of Mapper coordination techniques.

Knowledge of capabilities and limitations of the current level of Mapper software.

Knowledge of modern information management principles, methods and procedures.

Knowledge of business, statistical, accounting, and/or text processing theories, methods, and practices as applies to work assignments.

Knowledge of coordinator runs to help monitor the system.

Knowledge of Mapper computer operations.

Must possess excellent communication skills both oral and written.

Ability to establish and maintain effective working relations as necessitated by work assignments.

COMPUTER OPERATOR I

Grade 21

General Description

Entry level position with three to twelve months data processing experience. Under immediate supervision, operates a computer system and peripheral equipment; performs related work as required.

Job Duties

Operate a computer system and related peripheral equipment including disk drives, tape drives, communication devices, and system printers.

Start up the Mapper system.

Mount and switch recovery tapes and history tapes.

Execute functions to update and copy report data bases.

Pack and recover report files.

Execute cycle merge and purge procedures.

Maintain tape library and storage.

Job Skills

Knowledge of the operation and maintenance of computers and peripheral equipment.

Some general knowledge of data processing theory

Ability to reason and think logically.

Ability to understand and execute run instructions.

Ability to interpret computer malfunctions.

Ability to maintain appropriate records.

COMPUTER OPERATOR II

Grade 24

General Description

One to three years computer operations experience. Under general supervision, monitors and controls computer by operating the central console; performs related work as required.

Job Duties

Operate a computer system and related peripheral equipment including disk drives, tape drives, communication devices, and system printers.

Confers with technical staff in the event errors require a change in instructions or sequence of operations.

Perform initial program load procedure and start the operating system; monitor the console for errors; observe elements of operation for evidence of incorrect operation.

Start up the Mapper system.

Restart the Mapper system in event of Mapper or system malfunction.

Mount and switch recovery tapes and history tapes.

Execute functions to update and copy report data bases.

Pack and recover report files.

Execute cycle merge and purge procedures.

Maintain tape library and storage.

Job Skills

Knowledge of the operation and maintenance of computers and peripheral equipment.

Knowledge of Mapper error recovery procedures.

Knowledge of the functional characteristics of computer equipment.

Knowledge of basic data processing principles.

Knowledge of operating systems.

Knowledge of online real-time concepts.

Ability to reason and think logically.

Ability to understand and execute a variety of oral and written run instructions.

Ability to interpret computer malfunctions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to operate assigned equipment skillfully and in conformance with applicable procedures.

SOFTWARE ANALYST I

Grade 34

General description

Three to five years experience in systems analysis. Under general direction, performs research, specification, and support work in the development and maintenance of complex computer systems; performs related work as required.

Job duties

Undergo formal training in software generation and communications support and assist with such installations. Does some systems programming and debugging.

Work with MCSS staff to resolve software problems and install solutions and fixes.

Design, test, implement, and maintain all programs not written in Mapper.

Assist in development and selection of mainframe software.

Advise and assist in development and/or selection of software used in communication between the mainframe and microcomputers.

Write system documentation, both internal (program documentation) and external (user manuals). Maintain all vendor-supplied documentation.

Analyze user needs and act as liaison to user departments; make formal and informal presentations to users and potential users.

Design large-scale application systems; develop specifications for run designers' use in writing runs.

Provide project leadership; direct, coordinate, and supervise project staff. Test system and resolve problems.

Provide staff and user training and consulting.

Job skills

Knowledge of data processing theory, principles, standards, and techniques of operation, systems support work, and computer programming.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of programming languages used by the Computer Support Bureau.

Knowledge of information management principles, methods, and procedures.

Ability to advise or instruct run designers as required.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

SOFTWARE ANALYST II

Grade 36

General description

Three to five years experience in systems analysis and one to three years experience in software analysis. Under administrative direction, performs planning, research, specification, and support work in the development and maintenance of complex computer systems; performs related work as required.

Job duties

Perform systems software generation and installation; provide communications support. Do systems programming and debugging.

Work with MCSS staff to resolve software problems and install solutions and fixes.

Coordinate outside software help for specific software malfunctions.

Design, test, implement, and maintain all programs not written in Mapper.

Develop software and policies for use of PC's and other microcomputers.

Responsible for public subscribers and legislative access programs.

Provide user training and consulting.

Write system documentation, both internal (program documentation) and external (user manuals). Maintain all vendor-supplied documentation.

Analyze user needs and act as liaison to user departments; make formal and informal presentations to users and potential users.

Suggest particular software solutions for projects and applications.

Design large-scale application systems; develop specifications for run designers' use in writing runs.

Provide project leadership; direct, coordinate, and supervise project staff. Test system and resolve problems.

Job skills

Knowledge of data processing theory, principles, standards, and techniques of operation, systems support work, and computer programming.

Knowledge of methods and techniques of systems analysis and development.

Knowledge of programming languages used by the Computer Support Bureau.

Knowledge of hardware and software configurations used in the legislative computer system.

Knowledge of information management principles, methods, and procedures.

Ability to interface all system software.

Ability to advise or instruct run designers as required.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

MICROCOMPUTER SUPPORT ANALYST I

Grade 27

General description

One to three years professional experience with Microcomputers. Under general direction, provides microcomputer user support, performs research, specification, and support work in the development and maintenance of microcomputer systems; performs related work as required.

Job duties

Coordinate with the General Assembly, and the Legislative Council and its agencies the installation of microcomputers.

Work with the General Assembly, and the Legislative Council and its agencies to resolve hardware problems and recommend solutions.

Work with the General Assembly, and the Legislative Council and its agencies to resolve software problems and install solutions and fixes.

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

Advise and assist in selection of software used in communication between the mainframe and microcomputers.

Analyze the needs of the General Assembly, and the Legislative Council and its agencies and act as liaison to user departments; make formal and informal presentations to users and potential users.

Provide staff and user training and consulting.

Job skills

Knowledge of general microcomputing, principles, standards, and techniques of operation, and systems support work, as related to microcomputers.

Knowledge of application programs used by the Computer Support Bureau.

Knowledge of Local Area Networks.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

MICROCOMPUTER MANAGER I

GRADE 33

General Description

One to three years professional experience with Microcomputers. Under general direction, performs research, specification, and support work in the development and maintenance of microcomputer systems; performs related work as required.

Job Duties

Interact with the user community in a leading role as it relates to the support of PC application software.

Plan overall needs of PC application software and hardware for the entire user community, and the implications to present hardware/software platform, user knowledge, and training requirements.

Undergo formal training on PC application level integration software to learn all aspects required to automate and integrate PC applications.

Coordinate purchasing activities including the following:

a) Maintain contract price information b) Purchase PC hardware and application software c) Provide order assistance to user department purchasing and finance officers d) Approve PC hardware and application software purchases and coordinate payment through CSB Secretary e) Maintain billing information and inventory data base information.

Establish local policies and procedures for installing approved PC application software on users PC's. Register and maintain upgrade information on PC application software. Help users maintain users documentation libraries.

Develop and conduct training programs for users, and coordinate contract training of PC application software. Develop, conduct, and/or coordinate training programs for computer contacts in the user departments on advanced PC computing topics.

Plan, assist users with testing, and coordinate new versions of PC applications software.

Provide guidance and direction to subordinate Microcomputer Support Analyst as required.

Job Skills

Knowledge of data processing theory, principles, standards, and techniques of operation, and systems support work, as related to microcomputers.

Knowledge of application programs used by the Computer Support Bureau.

Ability to logically analyze complex systems and/or programming problems and develop satisfactory solutions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas and proposals clearly and concisely, orally and in writing to fellow employees, supervisors, administrators, officials, and the public.

ADMINISTRATIVE SECRETARY

Grade 21

General Description

One to three years experience involving secretarial duties, performs related work as required.

Job Duties

Serves as secretary to the employees of the Legislative Computer Support Bureau.

Serves as receptionist. Provides general information about the office to the public and routes such calls to the appropriate staff member.

Greets and assists callers and visitors and obtains necessary information before directing them to the appropriate staff person for assistance.

Responsible for the processing of Claim vouchers and all Internal vouchers and for recording and maintaining various transactions in the departmental budget book. Also monthly balancing of the budget book against the IFAS report.

Maintains general correspondence and accounts payable files.

Maintains all personnel records.

Teaches Mapper Word Processing to any legislative staff member and is available for any follow-up word processing questions. Also maintains and updates any Mapper Word Processing material for classes.

Performs varied office administrative tasks such as supply ordering and distribution of mail.

Types and edits the typing of a variety of materials including reports for reproduction and distribution.

Maintains and updates inventory.

Job Skills

Knowledge of functions and duties of the Legislative Computer Support Bureau, interest in state government and ability to work on a non-partisan basis is required.

Knowledge of office practices and procedures; grammar, punctuation, spelling and word usage.

Knowledge of the application and uses of modern office equipment including word and data processing equipment.

Knowledge of the business arithmetic: addition, subtraction, multiplication and division, including fractions and percentages.

Knowledge of basic public relations techniques.

Ability to handle confidential work with tact and discretion; to perform complex clerical tasks and make decision requiring interpretation and judgment.

Ability to follow oral and written instructions accurately and efficiently.

EXECUTIVE SECRETARY

Grade 23

General Description

Three to five years experience involving secretarial duties, performs related work as required.

Job Duties

Serves as secretary to the employees of the Legislative Computer Support Bureau. Coordinate and maintains a schedule of appointments and meeting for the Director and other staff employees.

Serves as receptionist. Provides general information about the office to the public and routes such calls to the appropriate staff member.

Greets and assists callers and visitors and obtains necessary information before directing them to the appropriate staff person for assistance.

Responsible for the processing of Claim vouchers and all Internal vouchers and for recording and maintaining various transactions in the departmental budget book. Also monthly balancing of the budget book against the IFAS report.

Maintains general correspondence and accounts payable files.

Maintains all personnel records.

Teaches Mapper Word Processing to any legislative staff member and is available for any follow-up word processing questions. Also maintains and updates any Mapper Word Processing material for classes.

Performs varied office administrative tasks such as supply ordering and distribution of mail.

Types and edits the typing of a variety of materials including reports for reproduction and distribution.

Maintains and updates inventory.

Job Skills

Knowledge of functions and duties of the Legislative Computer Support Bureau, interest in state government and ability to work on a non-partisan basis is required.

Knowledge of office practices and procedures; grammar, punctuation, spelling and word usage.

Knowledge of the application and uses of modern office equipment including word and data processing equipment.

Knowledge of the business arithmetic: addition, subtraction, multiplication and division, including fractions and percentages.

Knowledge of basic public relations techniques.

Ability to handle confidential work with tact and discretion; to perform complex clerical tasks and make decision requiring interpretation and judgment.

Ability to follow oral and written instructions accurately and efficiently.

JUNE 5, 1990

LEGISLATIVE COMPUTER SUPPORT BUREAU
WORK ATTENDANCE POLICY

1. The regular office hours for employees of the Legislative Computer Support Bureau are from 8:00 a.m. to 4:30 p.m. Flextime arrangements are acceptable provided that arrangements are in writing and agreed to by the director.
2. All employees are expected to be at their respective work stations as assigned. When an employee expects to be absent from the employee's work station, the employee is expected to notify the Bureau Secretary and use the IO run on the computer system.
3. One-half hour (unpaid) is allowed for lunch. An employee shall normally take the one-half hour lunch period between 11:00 a.m. and 1:30 p.m. unless prior approval from the Director has been obtained.
4. One-half hour is allowed within the eight total paid work hours for both fifteen minute breaks. If an employee does not use either or both of the two fifteen minute break periods, the break time not used may be added to the lunchtime break. If an employee does not use either or both of the fifteen minute break periods during the day, the time is lost and shall not be added to any overtime total. If an employee does not use the one-half hour lunch break, the time is lost and shall not be added to any overtime total.
5. In order to assure that staffing requirements are met, it may be necessary to schedule lunchtimes and break times.
6. Each employee is to complete the employee's timesheet at the end of each working day or the following morning. Time sheets should be submitted to the Bureau Secretary by 9:00 a.m. on the Friday following the end of the pay period.
7. In order to meet the workload demands of the Computer Support Bureau, it may be necessary to require overtime hours of employees on short notice.

JUNE 5, 1990

LEGISLATIVE COMPUTER SUPPORT BUREAU
PROCEDURES FOR USE OF LEAVE TIME

1. Employees shall file the standard Request for Leave form with the Bureau Secretary at least 24 hours in advance of the starting time of a leave of any type. All leaves must be approved by the Director.
2. A request for use of leave of 8 hours or less need not be submitted in advance.
3. Use of leave time during a legislative session is subject to the prior approval of the Director. Leave time during the legislative interim should be scheduled, to the extent possible, so that the employee does not conflict with the other employees.
4. An employee who will arrive at work more than 20 minutes after the scheduled arrival time must notify the Bureau Secretary and file the appropriate leave form upon arrival.
5. An employee who is sick or injured and cannot report for work must call the Bureau Secretary by 8:30 a.m. and file the appropriate leave form upon returning to work.
6. An absence from work which does not comply with the leave policy may, at the discretion of the Director, be considered an unauthorized absence and payment of salary may be withheld for that period.

PERFORMANCE EVALUATION FORM
LEGISLATIVE COMPUTER SUPPORT BUREAU

Employee: _____

Date: _____

PERFORMANCE EVALUATION FORM

Explanation of Ratings:

- | | | |
|---------------|---|--|
| EXCELLENT | - | Consistently exceeds performance standards; outstanding performance |
| VERY GOOD | - | Frequently exceeds performance standards; good performance |
| SATISFACTORY | - | Consistently meets performance standards and requirements; competent performance |
| BELOW AVERAGE | - | Frequently fails to meet performance standards; performance improvement necessary |
| POOR | - | Significantly fails to meet performance standards; unacceptable level of performance |

EVALUATION FACTOR GROUPINGS

1. General Performance Characteristics
2. General Work Skills and Communication Skills
3. Work-related Interpersonal Skills
4. Work-related Attitudinal Factors
5. Decision-making Ability

EMPLOYEE: Based upon the descriptions for each factor grouping, please rate your performance by circling ONE rating per grouping and entering a comment if necessary. At the end of this Performance Evaluation Form you can make additional comments.

1. GENERAL PERFORMANCE CHARACTERISTICS

EXCELLENT VERY GOOD SATISFACTORY BELOW AVERAGE POOR

COMMENT (optional):

- A. ATTENDANCE AND PUNCTUALITY - Record of work attendance, with emphasis on important work periods; timeliness of attendance.
- B. OBSERVANCE OF RULES - Familiarity with and acceptance of guidelines, regulations, and procedures; considerate of coworkers.
- C. PERSONAL APPEARANCE - The selection of personal business attire; grooming and cleanliness.
- D. PERSONAL INTEGRITY - Adherence to a code of moral values and principles which impact the organization; does not abuse privileges.
- E. PERSONAL ORGANIZATION - The order, appearance, and overall condition of an individual's work area; coordination of personal matters to minimize disruption of work duties and responsibilities; uses time efficiently.
- F. PROFESSIONALISM - The individual's ability to order one's conduct in such a manner that all persons dealing with the individual are aware of the individual's maturity, integrity, and commitment to job.
- G. RELIABILITY - The confidence which may be placed in the individual's professional opinions, recommendations, and analyses.

2. GENERAL WORK SKILLS AND COMMUNICATION SKILLS

EXCELLENT	VERY GOOD	SATISFACTORY	BELOW AVERAGE	POOR
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COMMENT (optional):

- A. COMMUNICATION, ORAL - The ability to orally develop and convey thoughts clearly and concisely to others, with acceptable English usage.
- B. COMMUNICATION, WRITTEN - The ability to convey written thoughts clearly and concisely, with little difficulty regarding interpretation, and with acceptable English usage.
- C. CONCENTRATION - The ability to stick with a given task to the end of the task; ability to renew concentration after interruption.
- D. INITIATIVE - The extent to which the individual pursues important work without close supervision and generates ideas helpful to the organization; the extent to which the individual is a "self-starter".
- E. JOB KNOWLEDGE - Possesses a clear knowledge of the responsibilities and the task to be performed; proficient in skills required to perform job.
- F. PLANNING - Setting realistic goals and organizing resources to achieve them; ability to schedule and organize time and effort for short-range or long-range assignments; predicting problems or questions before they occur.
- G. PROBLEM SOLVING/CREATIVITY - Uses sound judgment in analyzing problem situations; generates ideas; provides constructive suggestions towards solution; independent recognition of problems and proposal of solutions.
- H. RESOURCEFULNESS - The degree of originality of ingenuity of ideas; independence of thinking; ability to connect ingenuity with work-related projects.
- I. TIME EFFECTIVENESS - The ability to meet deadlines and accomplish objectives by efficient allotment of time; assignments completed by deadlines.

3. WORK-RELATED INTERPERSONAL SKILLS

EXCELLENT VERY GOOD SATISFACTORY BELOW AVERAGE POOR

COMMENT (optional):

- A. COOPERATION OUTSIDE BUREAU - The willingness and spirit with which the individual works with others toward a common goal. The ability to develop and maintain a working relationship that is characterized by open communication enhancing the work flow among the units of the legislative branch and between the executive and legislative branches.
- B. COOPERATION WITH COWORKERS - The willingness with which the individual works with colleagues in a common effort; reaction to coworker suggestions or requests.
- C. COOPERATION WITHIN BUREAU - Takes direction well; works well with others; promotes team effort; willingly assists other employees within bureau.
- D. DELEGATION - The ability to entrust responsibility and authority to others while retaining control and fixing accountability for unexpected results
- E. INTERPERSONAL SKILLS - Communicates and listens effectively; keeps others informed when necessary; promotes favorable relations with others in and outside the bureau.
- F. LEADERSHIP - The ability to inspire confidence, productivity and teamwork; fair and consistent use of discipline and authority; respect for the individual.
- G. MOTIVATING OTHERS - The ability to positively affect an organization and stimulate others through personal conduct and example.
- H. WORKING WITH SUPERIORS - The ability to accept direction and perform tasks in a friendly and businesslike manner.

4. WORK-RELATED ATTITUDINAL FACTORS

EXCELLENT VERY GOOD SATISFACTORY BELOW AVERAGE POOR

COMMENT (optional):

- A. ACCEPTANCE OF CRITICISM - The personal and professional reaction of the individual to constructive suggestions which may improve performance or effectiveness of the individual.
- B. COMMITMENT TO JOB - The individual's overall attitude toward the job and the individual's expression of responsibility and dedication to duty; an involvement "above and beyond" the call of duty when required.
- C. COMPOSURE AND SELF-CONTROL - The ability to work under pressure, to maintain a level temper, to refrain from showing emotion under stress, to react in a good-natured manner under adverse conditions.
- D. CONFIDENCE - The ability to deal fairly and directly with facts, establish a rapport with other individuals, develop a reliable and consistent performance that enables others to depend upon the individual for advice, analysis, and recommendations.
- E. COURTESY - The characteristic of dealing with fellow employees, members of the legislative community, and the general public in accordance with the principles of common courtesy and consideration.
- F. FLEXIBILITY - The personal and professional willingness to accept new assignments and increased responsibility; attitude toward change; willing to master new duties and methods.
- G. TACT - The ability to work with others in a manner that is not offensive, that builds a base of cooperative participation, and that results in achievement of basic purpose; listens to input before making a decision.

EMPLOYEES -- FINAL COMMENTS (optional) - Additional sheets may be attached

DIRECTOR'S RESPONSE (optional) - Additional sheets may be attached

Designated time/month for next evaluation: _____

Date: _____

Director's Signature: _____

Employee's Signature: _____

*The signature of the employee indicates discussion of the evaluation with the Director. It does not necessarily indicate agreement with the evaluation. An employee may file additional comments in response to an evaluation or the Director's response within seven days of receiving such evaluation.

5. DECISION-MAKING ABILITY

EXCELLENT VERY
GOOD SATISFACTORY BELOW
AVERAGE POOR

COMMENT (optional):

- A. DECISIVENESS - The ability to resolve problems encountered in daily work and to properly complete work assignments without excessive reliance upon supervision or interruption of others.
- B. JUDGMENT - The ability to resolve work problems by applying the accumulated training, experience, and understanding the individual has acquired; application of such training, experience, and understanding; achieving balanced and fair solutions to problems.
- C. KEEPING OTHERS INFORMED - Knowing when to bring matters to the attention of others, particularly supervisors, so that adequate information is made available at the proper levels in the organization.

Educational Leave - Direct & Indirect Costs

No Educational Leave was requested or granted during FY 1992.

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERS

<i>Senator Mike Gronstal, Chairperson</i>	<i>Representative John Connors, Vice Chairperson</i>
<i>Senator Bill Hutchins</i>	<i>Representative Kay Chapman</i>
<i>Senator Jack Rife</i>	<i>Representative Harold Van Maanen</i>

TENTATIVE AGENDA

Thursday, June 18, 1992
Committee Room 22

10:00 a.m.

Call to Order

Roll Call

Consider Minutes of May 19
(Previously Distributed)

Report of the Salary Committee

Personnel Reports

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

Annual Personnel Reports

Reports of Computer User Policy Committee

Additional Business, if any

Adjournment