

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERSHIP

Representative Brent Siegrist, Chairperson
Representative John Connors
Representative Betty Grundberg

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

TENTATIVE AGENDA

June 25, 1997
Room 24

11:30 a.m. Call to Order

 Roll Call

 Consideration of Minutes of May 21 Meeting (previously distributed)

 Receipt of Annual Personnel Reports

 Consideration of Personnel Reports

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

 Consideration of Mission Statement for Computer Support Bureau

 Response to U.S. Justice Department ADA Complaint

 Additional Business?

 Adjournment

**LEGISLATIVE FISCAL BUREAU
LEGISLATIVE SERVICE BUREAU
LEGISLATIVE COMPUTER SUPPORT BUREAU
CITIZENS' AIDE/OMBUDSMAN**

ANNUAL PERSONNEL REPORTS

June 25, 1997

LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT JUNE 1997

**Dennis C. Prouty
Director**

LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT JUNE 1997

Reporting Requirement

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

* No changes have been made during FY 1997. Copies of the current schedules are available upon request.

Iowa Legislative Fiscal Bureau
(515) 281-5279

Dennis Prouty (1-3509)
Director

Revenue Estimating

Tim Faller (1-4615)
Deputy Director

Fiscal

Holly Lyons (1-7845)
Division Administrator
 Appropriations Committee

Deborah Anderson (1-6765)
 Administration & Regulation Sub.

Margaret Buckton (1-7942)
 Human Services Sub.

Debra Kozel (1-6767)
 Ag. & Natural Resources

Dave Reynolds (1-6934)
 Trans. & Infrastructure Sub.

Mary Shipman (1-4617)
 Education Sub.

Valerie Thacker (1-5270)
 Health & Human Rights Sub.

Data Base

Glen Dickinson (1-4616)
Division Administrator
 Oversight & Communications

Dave Kair (1-3685)
 Computer Development

Ray Knapp (1-5335)
 Computer Development

Sue Lerdal (1-7794)
 Education Sub.

Scott Miller (1-6301)
 Computer Development

Jon Muller (1-4611)
 Ways & Means

Jeff Robinson (1-4614)
 Economic Development Sub.

Jon Studer (1-7799)
 Ed. Standing/Trans. & Infra. Sub.

Policy

Doug Wulf (1-3250)
Division Administrator
 Oversight & Communications

Dwayne Ferguson (1-6561)
 Justice System Sub.

Angela Frey (1-4612)
 Ag. & Natural Resources Sub.

Paige Piper/Bach (1-4613)
 Administration & Regulation Sub.

Ron Robinson (1-6256)
 Health & Human Rights Sub.

Larry Sigel (1-6764)
 Human Services Sub.

Administration

Sandie Laust (1-4594)

Charlotte Mosher (1-5279)

Nicole Navara (1-6766)

LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 1998

<u>CLASS/EMPLOYEE NAME</u>	<u>PRESENT GRADE & STEP</u>	<u>EMPLOYMENT DATE</u>	<u>REVIEW DATE</u>
<u>DEPUTY DIRECTOR</u>			
Faller	41 - 6	7/1/74	N/A
<u>DIVISION ADMINISTRATOR II</u>			
Dickinson	41 - 6	7/8/88	N/A
Lyons	41 - 6	1/3/84	N/A
Wulf	41 - 5	2/11/83	6/27/97
<u>SENIOR LEGISLATIVE ANALYST</u>			
Lerdal	38 - 4	2/17/89	5/15/98
Robinson, J.	38 - 3	11/17/87	5/1/98
Ferguson	38 - 6	11/27/87	N/A
Reynolds	38 - 1	9/18/89	11/28/97
Shipman	38 - 1	12/22/89	11/28/97
Studer	38 - 1	9/5/89	11/28/97
<u>LEGISLATIVE ANALYST III</u>			
Sigel	35 - 2	8/20/90	9/5/97
<u>LEGISLATIVE ANALYST II</u>			
Muller	32 - 2	10/5/92	11/28/97
<u>LEGISLATIVE ANALYST I</u>			
Thacker	29 - 3	10/4/93	11/28/97
Buckton	29 - 2	11/7/94	11/28/97
Frey	29 - 2	11/7/94	11/28/97
<u>LEGISLATIVE ANALYST</u>			
Piper/Bach	27 - 3	11/3/95	5/1/98
Robinson, R.	27 - 2	9/20/96	3/20/98
Anderson	27 - 2	9/20/96	3/20/98
Kozel	27 - 2	10/4/96	4/3/98

LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 1998

<u>CLASS/EMPLOYEE NAME</u>	<u>PRESENT GRADE & STEP</u>	<u>EMPLOYMENT DATE</u>	<u>REVIEW DATE</u>
<u><i>SR. COMPUTER SYS. ANALYST</i></u>			
Knapp	35 - 6	1/2/76	N/A
<u><i>COMPUTER SYSTEM ANALYST III</i></u>			
Kair	32 - 4	1/26/96	1/23/98
<u><i>COMPUTER SYSTEM ANALYST I</i></u>			
Miller	27 - 3	9/6/96	9/5/97
<u><i>EXECUTIVE SECRETARY</i></u>			
Mosher	24 - 6	7/3/90	N/A
Navara	24 - 5	11/13/90	10/3/97
<u><i>ADMINISTRATIVE SECRETARY</i></u>			
Laust	21 - 5	7/8/93	12/26/97

**LEGISLATIVE FISCAL BUREAU
OVERTIME and COMPENSATORY TIME
Fiscal Year 1997**

Attachment 2b

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Name</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
Employee 1	438.00	40.00	398.00	120.00
Employee 2	390.00	40.00	350.00	120.00
Employee 3	306.00	40.00	266.00	120.00
Employee 4	295.00	40.00	255.00	120.00
Employee 5	250.75	40.00	210.75	120.00
Employee 6	246.00	40.00	206.00	120.00
Employee 7	218.75	40.00	178.75	120.00
Employee 8	216.25	40.00	176.25	120.00
Employee 9	199.00	40.00	159.00	120.00
Employee 10	195.50	40.00	155.50	120.00
Employee 11	186.00	40.00	146.00	120.00
Employee 12	181.75	40.00	141.75	120.00
Employee 13	169.00	40.00	129.00	120.00
Employee 14	163.50	40.00	123.50	120.00
Employee 15	160.50	40.00	120.50	120.00
Employee 16	160.00	40.00	120.00	120.00
Employee 17	160.00	40.00	120.00	120.00
Employee 18	149.25	40.00	109.25	109.25
Employee 19	144.50	40.00	104.50	104.50
Employee 20	93.95	40.00	53.95	53.95
Employee 21	61.00	40.00	21.00	21.00
Employee 22	27.75	40.00	0.00	0.00
Employee 23	24.25	40.00	0.00	0.00
Total Hours	4,436.70	920.00	3,544.70	2,328.70
Average	192.90		154.12	101.25

LEGISLATIVE SERVICE BUREAU

**ANNUAL PERSONNEL REPORT
JUNE 1997**

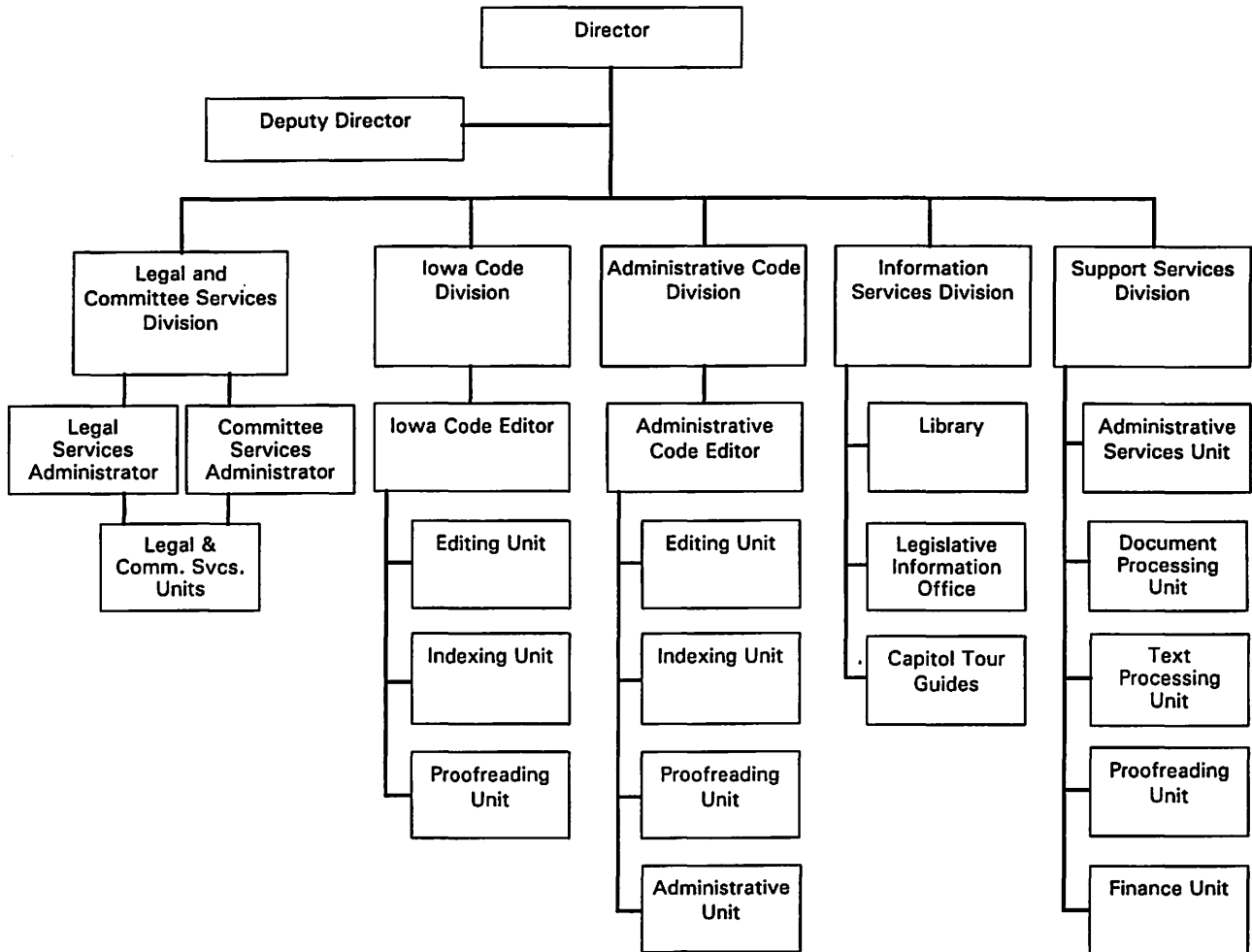
**Diane Bolender
Director**

Chapter 2. ORGANIZATIONAL STRUCTURE OF THE LEGISLATIVE SERVICE BUREAU

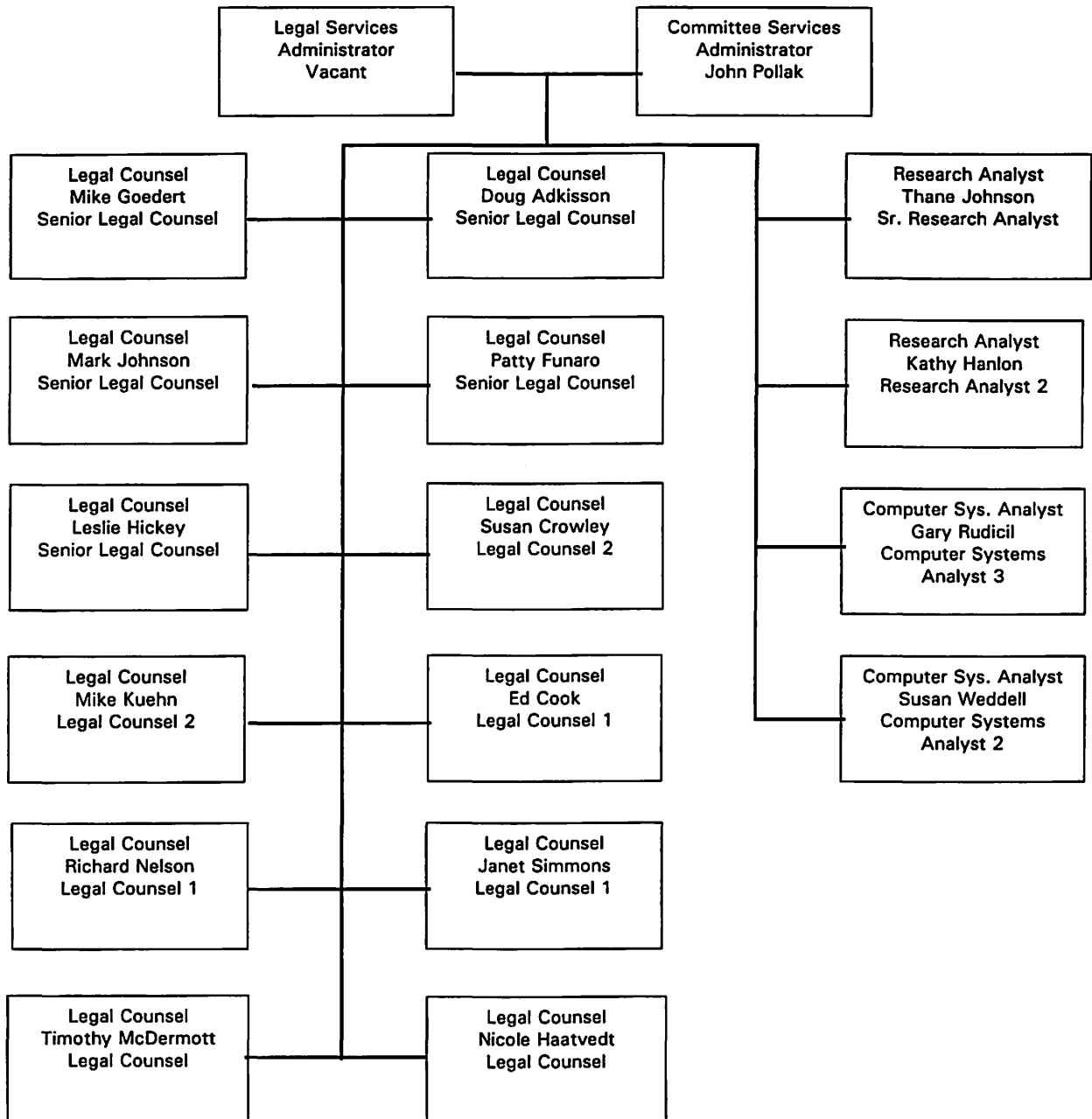
I. IOWA LEGISLATIVE SERVICE BUREAU ORGANIZATIONAL CHARTS

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

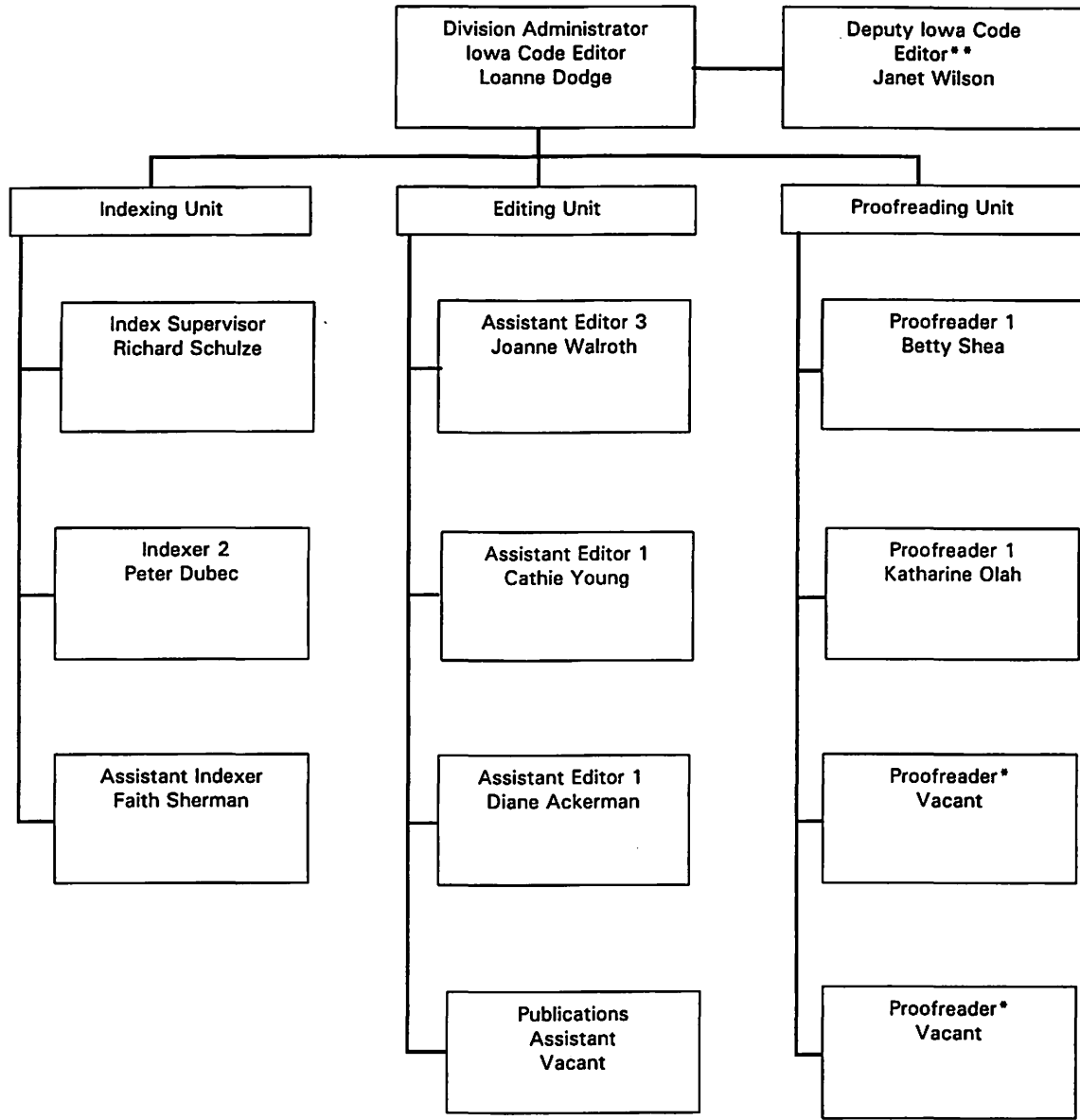
A. Organizational Chart



B. Legal and Committee Services Division



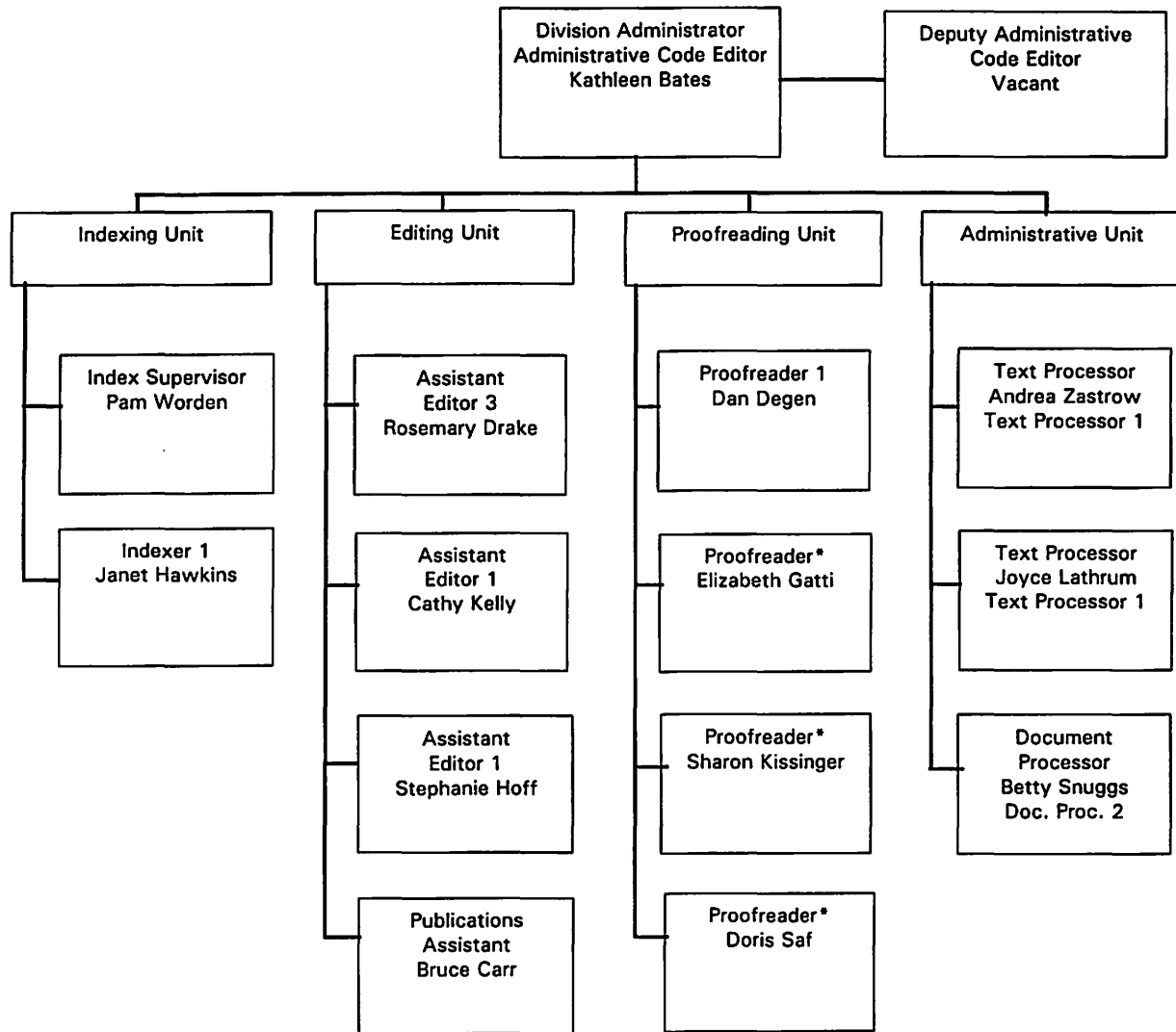
C. Iowa Code Division



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

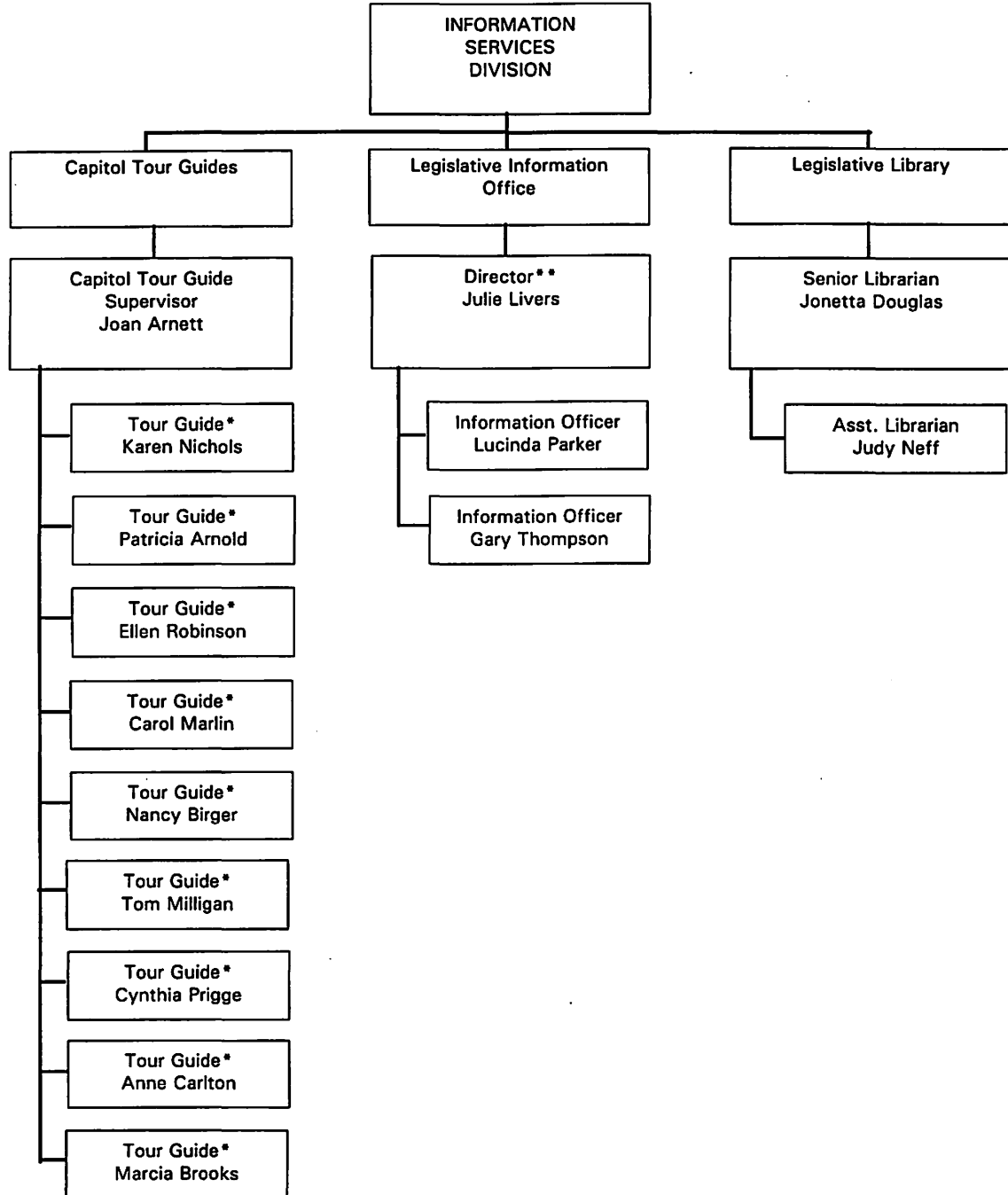
** This position is a half-time position.

D. Administrative Code Division



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

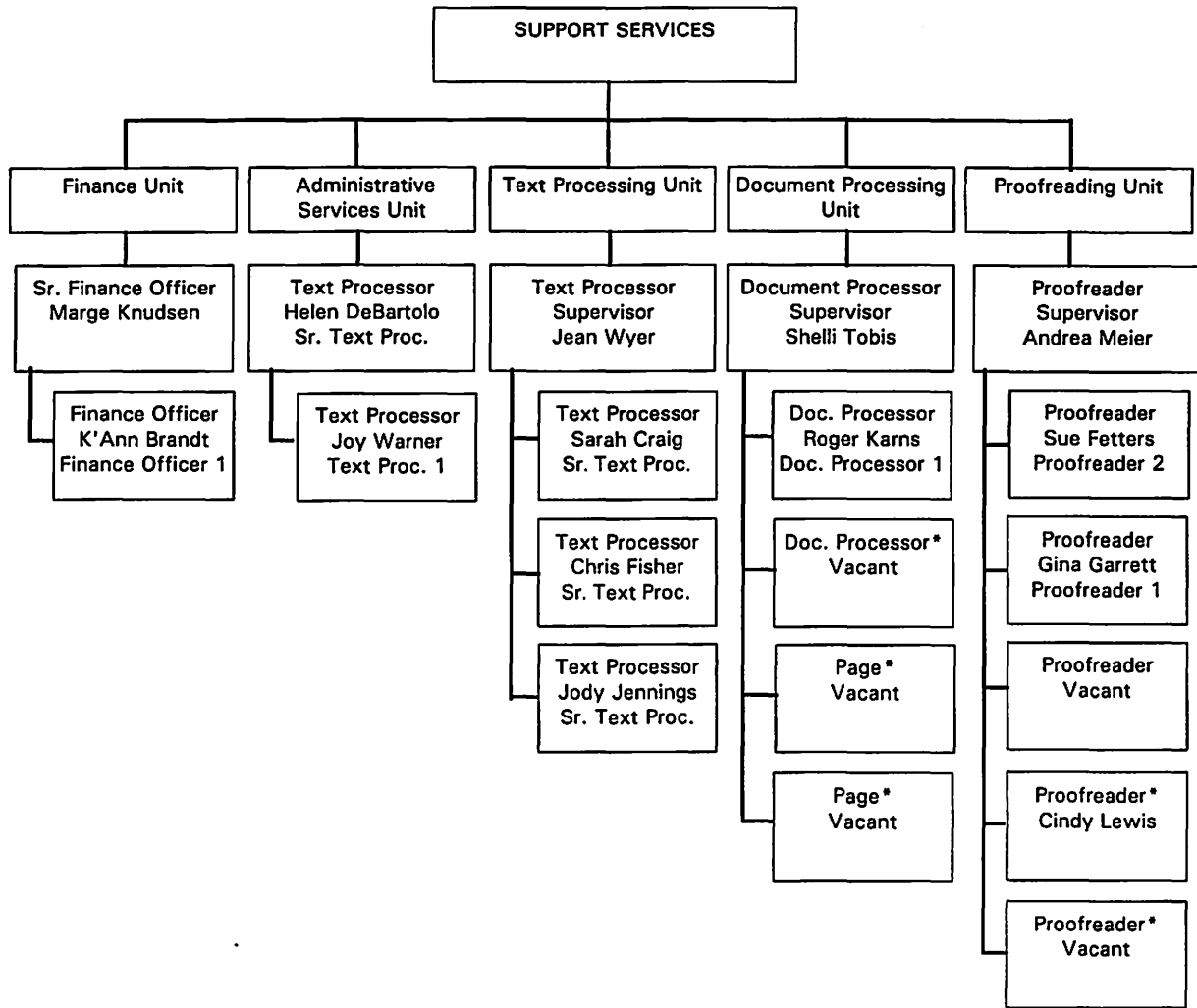
E. Information Services Division



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

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

F. Support Services Division



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

NOTE: The specific positions may be transferred among the five work units and other divisions as needed.

**LEGISLATIVE SERVICE BUREAU
Position Classification System**

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

**LEGISLATIVE SERVICE BUREAU
Position Classification System**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Assistant Editor 1	24
Librarian	24
Executive Secretary	24
Finance Officer 1	24
Document Specialist 1	24
Assistant Librarian	22
Indexer 1	22
Text Processor 2	22
Senior Document Processor	22
Proofreader Supervisor	22
Publications Assistant	21
Administrative Secretary	21
Assistant Finance Officer	21
Document Specialist	21
LIO Assistant	19
Assistant Indexer	19
Text Processor 1	19
Document Processor 2	19
Proofreader 2	19
Document Processor 1	16
Proofreader 1	16
Capitol Tour Guide Supervisor	14
Assistant Document Processor	13
Capitol Tour Guide	12
LSB Page	minimum wage

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

LEGISLATIVE SERVICE BUREAU
Eligibility Report for Merit Increases
FY 1998

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
Director			
Bolender	--	09/11/67	00/00/00
Deputy Director			
Johnson, R.	41-6	07/10/78	00/00/00
LEGAL AND COMMITTEE SERVICES DIVISION			
Legal Services Administrator			
Vacant	38		
Committee Services Admin.			
Pollak	41-2	11/16/87	06/27/97
Senior Legal Counsel			
Goedert	38-6	07/14/76	00/00/00
Johnson, M.	38-6	01/24/87	00/00/00
Adkisson	38-6	12/22/86	00/00/00
Funaro	38-4	12/17/86	06/27/97
Hickey	38-5	02/01/88	12/12/97
Legal Counsel 2			
Crowley	35-3	10/08/90	06/27/97
Kuehn	35-3	10/22/90	06/27/97
Legal Counsel 1			
Cook	32-4	11/09/92	06/13/97
Nelson	32-1	11/06/95	12/12/97
Simmons	32-1	11/15/95	12/12/97
Legal Counsel			
McDermott	30-2	11/13/96	05/15/98
Haatvedt	30-1	12/18/96	06/27/97
Senior Research Analyst			
Johnson, T.	38-6	08/01/69	00/00/00
Research Analyst 2			
Hanlon	32-3	01/21/91	06/27/97

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Computer Systems Analyst 3</u>			
Rudicil	32-6	07/05/89	00/00/00
<u>Computer Systems Analyst 2</u>			
Weddell	29-3	11/06/87	12/12/97
IOWA CODE DIVISION			
<u>Code Editor</u>			
Dodge	38-5	01/14/80	06/13/97
<u>Deputy IA Code Editor</u>			
Wilson	35-6	12/01/83	00/00/00
<u>Assistant Editor 3</u>			
Walroth	30-2	08/24/92	02/20/98
<u>Assistant Editor 1</u>			
Young, C.	24-3	01/03/89	12/12/97
Ackerman	24-2	11/19/93	06/27/97
<u>Iowa Code Index Supervisor</u>			
Schulze	28-6	06/27/86	00/00/00
<u>Indexer 2</u>			
Dubec	25-6	10/09/87	00/00/00
<u>Publications Assistant</u>			
Vacant	21		
<u>Assistant Indexer</u>			
Sherman	19-2	03/20/95	09/19/97
<u>Proofreader 1</u>			
Shea	16-3	05/15/95	11/14/97
Olah	16-3	06/16/95	12/12/97
ADMINISTRATIVE CODE DIVISION			
<u>Administrative Code Editor</u>			
Bates	38-2	06/13/86	04/03/98
<u>Deputy Admin. Code Editor</u>			
Vacant	35		

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Assistant Editor 3</u>			
Drake	30-3	10/14/88	12/26/97
<u>Assistant Editor 1</u>			
Kelly	24-2	03/27/95	06/27/97
Hoff	24-2	07/26/96	04/17/98
<u>Publications Assistant</u>			
Carr	21-2	01/26/96	07/25/97
<u>Admin. Code Index Supervisor</u>			
Worden	28-6	04/27/72	00/00/00
<u>Legislative Text Processor 1</u>			
Zastrow	19-2	03/18/96	09/19/97
Lathrum	19-2	10/24/96	05/01/98
Vacant	19		
<u>Indexer 1</u>			
Hawkins	22-4	07/31/92	06/13/97
<u>Proofreader 1</u>			
Degen	16-5	06/16/95	01/09/98
<u>Document Processor 2</u>			
Snuggs	19-6	03/25/85	00/00/00
	Doc. Proc. 1 or 2		
Vacant	16/19		
INFORMATION SERVICES DIVISION			
<u>Legislative Information Director</u>			
Livers	30-6	04/09/90	00/00/00
<u>Legislative Information Officer</u>			
Parker	24-6	09/05/89	00/00/00
Thompson	24-5	01/08/90	07/11/97
<u>Senior Librarian</u>			
Douglas	27-6	10/23/89	00/00/00
<u>Assistant Librarian</u>			
Neff	22-6	12/01/92	00/00/00
<u>Capitol Tour Guide Supervisor</u>			
Arnett	14-6	01/23/76	00/00/00

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Capitol Tour Guide</u> Nichols	12-6	10/15/76	00/00/00
SUPPORT SERVICES DIVISION			
<u>Senior Finance Officer</u> Knudsen	31-6	11/29/66	00/00/00
<u>Finance Officer 1</u> Brandt	24-5	06/01/90	11/28/97
<u>Document Processor Supervisor</u> Tobis	25-1	12/12/94	12/12/97
<u>Document Processor 1</u> Karns	16-2	12/27/95	08/22/97
<u>Legis. Text Processor Supervisor</u> Wyer	28-6	01/01/67	00/00/00
<u>Senior Legis. Text Processor</u> Craig Fisher Jennings DeBartolo	25-6 25-6 25-5 25-2	11/06/78 11/16/74 11/11/88 10/19/92	00/00/00 00/00/00 06/13/97 12/26/97
<u>Legislative Text Processor 2</u> Vacant	22		
<u>Legislative Text Processor 1</u> Warner	19-1	12/30/96	07/11/97
<u>Legislative Proofreader Supervisor</u> Meier	22-5	12/30/87	06/13/97
<u>Proofreader 2</u> Fetters, S.	19-5	09/27/91	12/26/97
<u>Proofreader 1</u> Garrett Vacant	16-3 16	06/16/95	06/27/97

**LEGISLATIVE SERVICE BUREAU
MANAGERS & DRAFTERS OVERTIME
01/01/97 - 05/01/97**

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	324.50	40.00	284.50	120.00
2	308.25	40.00	268.25	120.00
3	280.75	40.00	240.75	120.00
4	270.50	40.00	230.50	120.00
5	265.00	40.00	225.00	120.00
6	245.00	40.00	205.00	120.00
7	231.75	40.00	191.75	120.00
8	213.00	40.00	173.00	120.00
9	197.25	40.00	157.25	120.00
10	197.00	40.00	157.00	120.00
11	190.00	40.00	150.00	120.00
12	176.50	40.00	136.50	120.00
13	173.25	40.00	133.25	120.00
14	169.75	40.00	129.75	120.00
15	159.75	40.00	119.75	119.75
16	142.50	40.00	102.50	102.50
17	133.50	40.00	93.50	93.50
Total	3,678.25	680.00	2,998.25	1,995.75
Average	216.37	40.00	176.37	117.40

LEGISLATIVE INFORMATION OFFICE

1	391.25	40.00	351.25	120.00
2	133.00	40.00	93.00	93.00
3	87.75	40.00	47.75	47.75
Total Hours	612.00	120.00	492.00	260.75
Average	204.00	40.00	164.00	86.92

OTHERS

1	93.25	40.00	53.25	53.25
2	89.25	40.00	49.25	49.25
3	59.00	40.00	19.00	19.00
Total Hours	241.50	120.00	121.50	121.50
Average	80.50	40.00	40.50	40.50

**LEGISLATIVE SERVICE BUREAU
PERMANENT FULL-TIME SUPPORT STAFF OVERTIME
01/01/97 - 05/01/97**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	181.75	272.63
2	159.75	239.63
3	155.50	233.25
4	135.00	202.50
5	133.00	199.50
6	131.25	196.88
7	119.50	179.25
8	97.25	145.88
9	88.50	132.75
10	85.00	127.50
11	75.25	112.88
12	56.50	84.75
13	37.50	56.25
Total Hours	1,455.75	2,183.65
Average	111.98	167.97

**LEGISLATIVE SERVICE BUREAU
IOWA CODE DIVISION
PROFESSIONAL AND SUPPORT STAFF OVERTIME
04/01/96 - 03/31/97**

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	80.00	40.00	40.00	40.00
2	37.75	40.00	0.00	0.00
3	2.00	40.00	0.00	0.00
Total Hours	119.75	120.00	40.00	40.00
Average	39.92	40.00	13.33	13.33

**PERMANENT FULL-TIME SUPPORT STAFF OVERTIME
04/01/96 - 03/31/97**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	123.75	185.63
2	86.00	129.00
3	35.00	52.50
4	12.00	18.00
5	1.00	1.50
Total Hours	257.75	386.63
Average	51.55	77.33

**LEGISLATIVE SERVICE BUREAU
ADMINISTRATIVE CODE DIVISION
PROFESSIONAL AND SUPPORT STAFF OVERTIME
07/01/96 - 05/01/97**

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	92.00	40.00	52.00	52.00
2	10.75	40.00	0.00	0.00
Total Hours	102.75	80.00	52.00	52.00
Average	51.38	40.00	26.00	26.00

**PERMANENT FULL-TIME SUPPORT STAFF OVERTIME
07/01/96 - 05/01/97**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	124.50	186.75
2	48.50	72.75
3	11.75	17.63
4	11.00	16.50
5	1.00	1.50
6	1.00	1.50
7	0.50	0.75
8	0.50	0.75
Total Hours	198.75	298.13
Average	24.84	37.27

**LEGISLATIVE SERVICE BUREAU
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME
01/01/97 - 05/01/97**

<u>Employee</u>	<u>Total Overtime Worked</u>
1	89.25
2	74.75
3	71.50
4	9.25
5	4.00
Total Hours	248.75

**LEGISLATIVE COMPUTER SUPPORT
BUREAU**

**ANNUAL PERSONNEL REPORT
JUNE 1997**

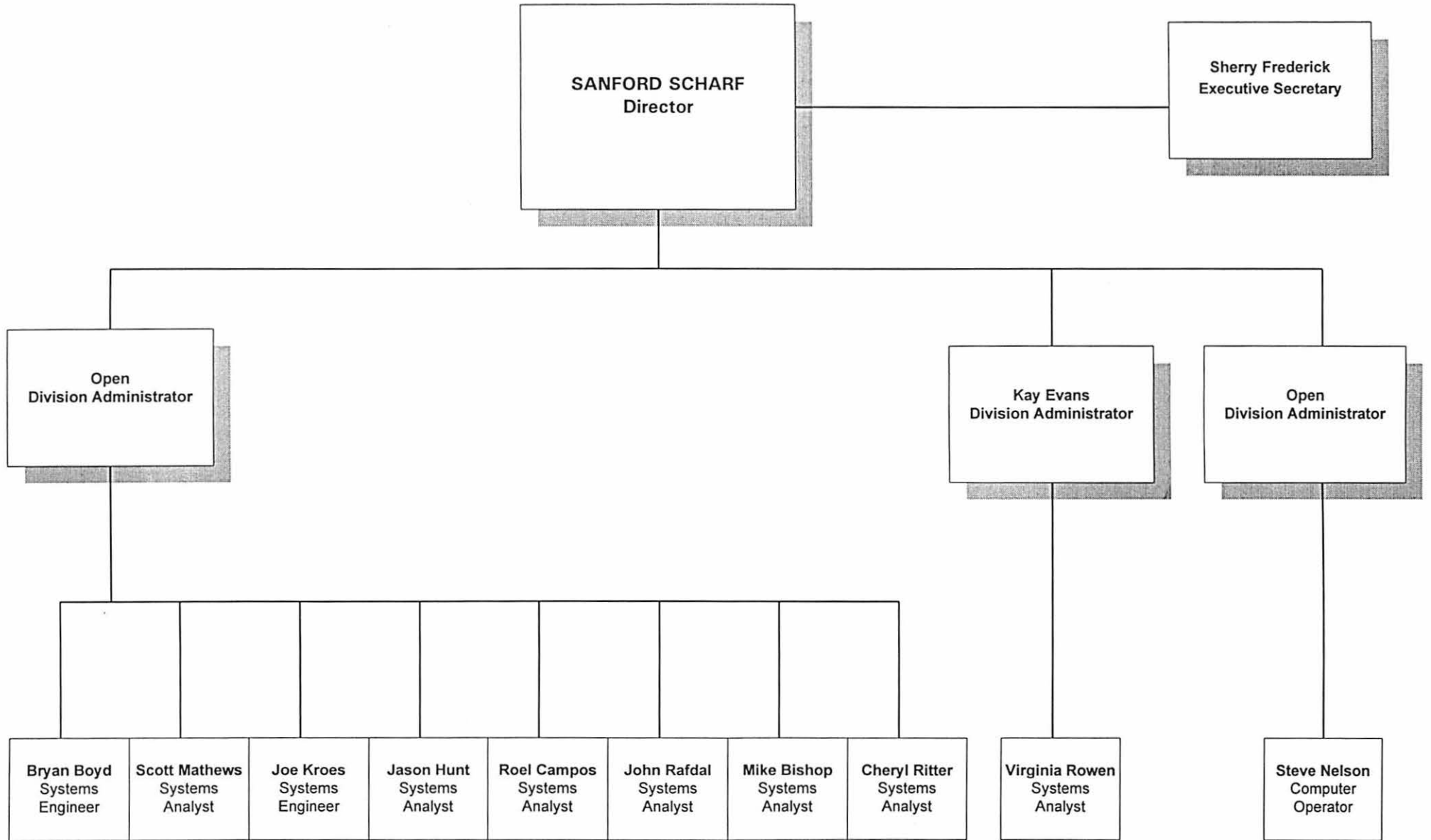
**Sandy Scharf
Director**

**LEGISLATIVE COMPUTER SUPPORT BUREAU
ANNUAL PERSONNEL REPORT
JUNE 1997**

Reporting Requirement:

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

LEGISLATIVE COMPUTER SUPPORT BUREAU



LEGISLATIVE COMPUTER SUPPORT BUREAU

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Computer Systems Analyst	24
Computer Systems Analyst I	27
Computer Systems Analyst II	29
Computer Systems Analyst III	32
Senior Computer Systems Analyst	35
Computer Operator-Session Only	21
Computer Operator I	21
Computer Operator II	24
Computer Systems Engineer I	29
Computer Systems Engineer II	32
Senior Computer Systems Engineer	35
Administrative Secretary	21
Executive Secretary	24
Division Administrator I	35
Division Administrator II	38

**LEGISLATIVE COMPUTER SUPPORT BUREAU
ANNUAL PERSONNEL REPORT
FY' 97**

<u>NAME</u>	<u>POSITION</u>	<u>CURRENT GD/STEP</u>	<u>MERIT INCREASE ELIGIBILITY DATE</u>	<u>COMPTIME/OR OVERTIME</u>	<u>OVERTIME HOURS 1994</u>
Scharf, Sanford	Director	00/00		CT	N/A
Bishop, Mike	Computer Systems Analyst I	27/1	7/11/97	CT	N/A
Boyd, Bryan	Computer Systems Engineer II	32/3	6/27/97	CT	N/A
Campos, Roel	Computer Systems Analyst III	32/3	6/27/97	CT	N/A
Evans, Kay	Division Administrator II	38/6	Maxed	CT	N/A
Frederick, Sherry	Executive Secretary	24/6	Maxed	CT	N/A
Hunt, Jason	Computer Systems Analyst I	27/2	7/11/97	CT	N/A
Kroes, Joe	Computer Systems Engineer I	29/3	11/14/97	CT	N/A
Mathews, Scott	Computer Systems Analyst I	27/2	7/11/97	CT	N/A
Murtfeld, Roger	Division Administrator I	35/6	Resigned	CT	N/A
Nelson, Steve	Computer Operator II	24/6	Maxed	OT	98.25
Rafdal, John	Computer Systems Analyst I	27/3	3/20/98	CT	N/A
Ritter, Cheryl	Computer Systems Analyst II	29/6	Maxed	CT	N/A
Rowen, Virginia	Computer Systems Analyst I	29/6	Maxed	CT	N/A

Total comptime hours from January 1, 1997 thru June 15, 1997

	<u>Comp Worked</u>	<u>Adjust 1st 40 Hours</u>	<u>Comp/Less Adjust.</u>	<u>Comp. Allowed</u>	<u>Comp. Available</u>
Employee 1	104.00	-40.00	64.00	64.00	53.00
Employee 2	71.25	-40.00	31.25	31.25	16.25
Employee 3	88.25	-40.00	48.25	48.25	25.25
Employee 4	170.50	-40.00	130.50	120.00	104.00
Employee 5	160.75	-40.00	120.75	120.00	115.00
Employee 6	120.00	-40.00	80.00	80.00	41.25
Employee 7	68.00	-40.00	28.00	28.00	0.00
Employee 8	91.50	-40.00	51.50	51.50	45.00
Employee 9	218.75	-40.00	178.75	120.00	63.00
Employee 10	156.75	-40.00	116.75	116.75	53.75
Employee 11	127.50	-40.00	87.50	87.50	87.50

**LEGISLATIVE COMPUTER SUPPORT BUREAU
WORK ATTENDANCE POLICY**

June 5, 1990

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

**LEGISLATIVE COMPUTER SUPPORT BUREAU
PROCEDURES FOR USE OF LEAVE TIME**

June 5, 1990

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

EDUCATIONAL LEAVE

Educational Leave - Direct & Indirect Costs

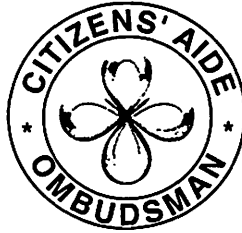
Educational funding was granted for Jason Hunt to take the "Basic" class in the amount of \$202.45.

CITIZENS' AIDE/OMBUDSMAN

**ANNUAL PERSONNEL REPORT
JUNE 1997**

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

STATE OF IOWA



CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592
TOLL FREE 1-800-358-5510

WILLIAM P. ANGRICK II
CITIZENS' AIDE / OMBUDSMAN

In reply, please refer to:

June 20, 1997

The Honorable Brent Siegrist
Chair, Service Committee
Iowa Legislative Council
State Capitol
LOCAL

Dear Representative Siegrist:

Enclosed please find the following report for the Service Committee meeting on June 25, 1997.

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,
 - 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. The employee handbook of policies and procedures is available to any Service Committee member upon request.

Please let me know if you or any member of the Service Committee have questions or require additional information.

Sincerely,

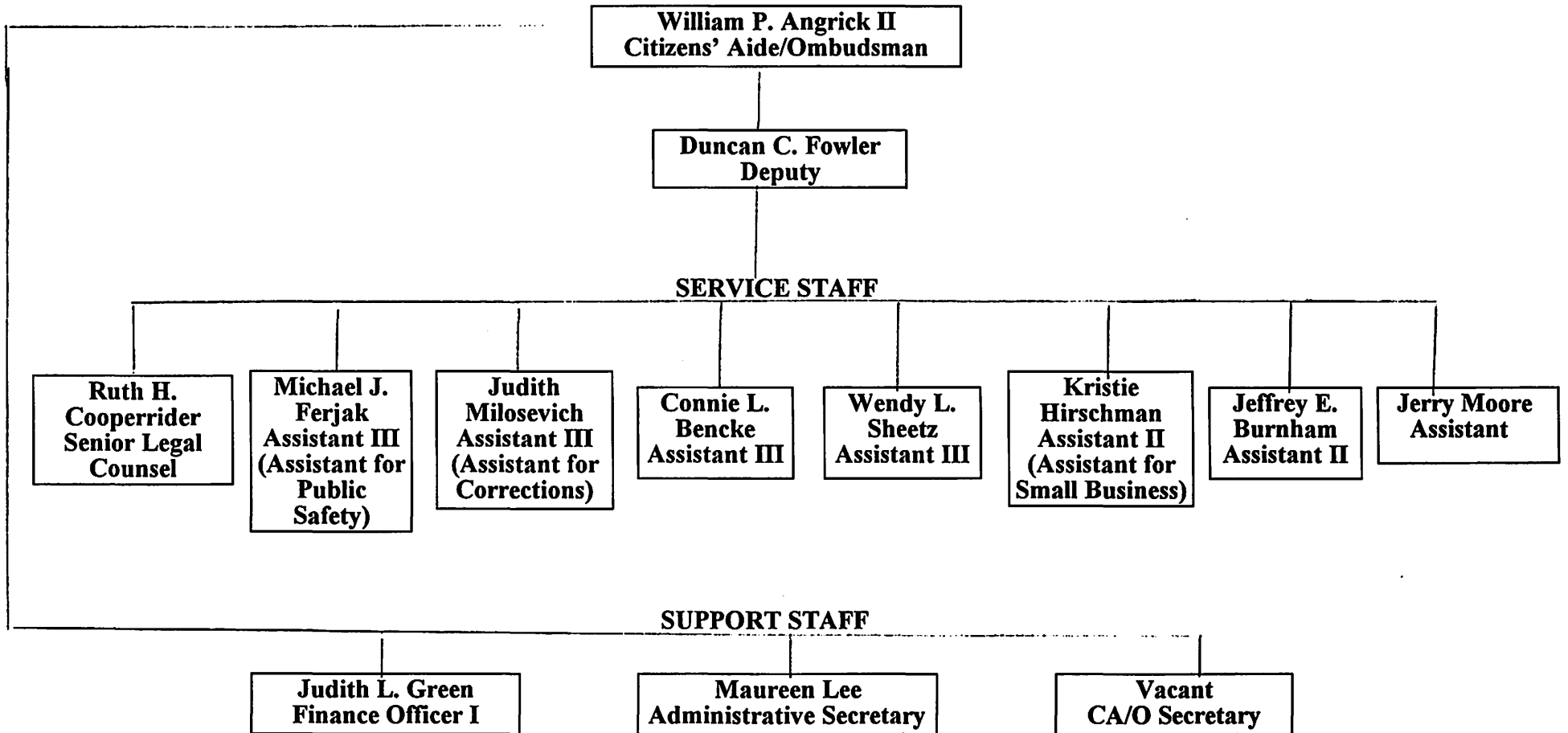


William P. Angrick II

WPA:jg

Enclosures
sc97annualletter

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



TOjune97

**CITIZENS' AIDE/OMBUDSMAN
POSITION CLASSIFICATIONS AND PAY GRADES**

POSITION CLASSIFICATION	PAY GRADE	FTE
Senior Deputy	41	filled (1.0 FTE)
Senior Legal Counsel	38	filled (1.0 FTE)
Assistant III	35	filled (4.0 FTE)
Assistant II	32	filled (2.0 FTE)
Assistant	27	filled (1.0 FTE)
Finance Officer I	24	filled (1.0 FTE)
Administrative Secretary	21	filled (1.0 FTE)
Citizens' Aide/Ombudsman Secretary	19	vacant (1.0 FTE) (1 intermittent)

The agency has 13.0 FTE's authorized (including the Citizens' Aide) and currently employs 12.0 FTE's (including the Citizens' Aide) and one intermittent temporary.

JOB DESCRIPTION

Position: Senior Deputy
Office of Citizens' Aide/Ombudsman (CA/O)

Salary Rate: Grade 41

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 five years CA/O employment, with at least three years as CA/O Deputy and/or other directly related experience. Able to perform duties with minimal direct supervision.

Duties summarized: The Senior Deputy has all the powers, responsibilities, and duties of the CA/O as prescribed by law with the exception of issuing reports to the General Assembly and the Governor. The Senior 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.

In addition to the duties summarized for the Deputy position may be assigned specific administrative and institutional responsibilities. In this capacity is responsible for coordinating travel and investigations stemming from the assignments and caseload.

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 to travel at no additional cost to the office.

Revised June, 1993

JOB DESCRIPTION

Position: Senior Legal Counsel
Office of Citizens' Aide/Ombudsman (CA/O)

Salary Rate: Grade 38

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 CA/O Legal Counsel II employment and/or other directly related experience. Able to maintain a caseload with little direct supervision.

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 Senior Legal Counsel has all the powers, responsibilities and duties of the 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.

In addition to the duties summarized for the Legal Counsel II position may be assigned specific 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 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.

JOB DESCRIPTION

Position: Assistant III
Office of Citizens' Aide/Ombudsman (CA/O)

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.

Has at least two years of CA/O Assistant II 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 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 designee 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 assigned specific institutional responsibilities. In this capacity is responsible for coordinating travel and investigations stemming from the assignment(s) and caseload. May be assigned special responsibilities and duties by 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/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.

Revised June, 1993

JOB DESCRIPTION

Position: Assistant II
Office of Citizens' Aide/Ombudsman (CA/O)

Salary Rate: Grade 32

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 two years of CA/O Assistant I 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 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 designee 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 expend 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.

JOB DESCRIPTION

Position: Assistant
Office of Citizens' Aide/Ombudsman (CA/O)

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 has all the powers, responsibilities, and duties of the 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 designee 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 or designee.

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, 1993

JOB DESCRIPTION

Position: Finance Officer I
Office of Citizens' Aide/Ombudsman (CA/O)

Salary Rate: Grade 24

General skills, knowledge, and abilities required

Knowledge of, and skill in, accounting principles and accounting transactions; prepare reports; acquire knowledge of changes or specialized procedures of state accounting; advise CA/O employees in the operation of the state accounting system and regarding benefits for staff. Good math skills. Has good working relationships with CA/O employees and other state agencies. Has computer and other office machine experience. Able to assist CA/O in agency budget preparation; knowledge of accounting forms and their preparation and purchasing procedures. Knowledge of policies and procedures regarding state personnel, employees' benefit programs and form preparation. Good written and oral communication skills.

Must have two years' experience as an Assistant Finance Officer and a higher degree of competency, knowledge and skill. Experience elsewhere may be substituted. Must have ability to train and supervise other staff in accounting and personnel matters.

Duties: Maintain all records relating to CA/O personnel and finances with guidance from the CA/O. Maintain records on purchases, payrolls, expense claims, budgets, leave of CA/O staff, and inventory, and process all forms connected with them and similar items. In cooperation with the CA/O, prepare the CA/O budget, and generally inform CA/O of budget status monthly. Inform other employees of new or revised policies and procedures relating to employee benefits.

Revised June, 1993

JOB DESCRIPTION

Position: Administrative Secretary
Office of Citizens' Aide/Ombudsman

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 (computer [word-processing, database and legislative mainframe], laser printer, typewriter, transcriber, copy machine, fax, shredder, and telecommunication device for the deaf).

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 temporary and volunteer help with CA/O approval.

Opens mail for CA/O's review. Keeps record of calls for case files at State Archives and returns same.

Maintains a current and accurate office filing system including: Complaint case files; Attorney General (AG) 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 institutional policy and procedures manuals and departmental manuals as assigned.

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 backup 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, 1993

JOB DESCRIPTION

Position: CA/O Secretary
Office of Citizens' Aide/Ombudsman (CA/O)

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 (computer [word-processing, database and legislative mainframe], laser printer, typewriter, transcriber, copy machine, fax, shredder, and telecommunication device for the deaf); 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; transcribe and type accurately from handwritten or roughly drafted (typed) copy, and dictation tapes; interpret rules and procedures which pertain to the duties require 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 Iowa Financial Accounting System (IFAS) 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, 1993

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

NAME	POSITION	EMPLOY DATE	CURRENT GRADE/ STEP	REVIEW DATE
Fowler, D	Senior Deputy	06/10/94	41/2	12/12/97
Cooperrider, R	Senior Legal Counsel	07/09/90	38/3	06/12/98
Ferjak, M	Assistant III (Assistant for Public Safety)	12/11/87	35/3	12/26/97
Milosevich, J	Assistant III (Assistant for Corrections)	01/16/91	35/4	12/26/97
Bencke, C	Assistant III	08/22/90	35/4	06/12/98
Hirschman, K	Assistant II (Assistant for Small Business)	11/13/95	32/3	05/15/98
Sheetz, W	Assistant III	09/14/90	35/2	12/12/97
Burnham, J	Assistant II	06/05/92	32/2	11/28/97
Moore, J	Assistant	01/03/97	27/1	06/27/97
Green, J	Financial Officer I	07/01/74	24/6*	10/31/97
Lee, M	Administrative Secretary	06/22/89	21/6*	12/12/97

*Top of the Grade/Step

PerRept97

June 1997

**CITIZENS' AIDE/OMBUDSMAN
ANNUAL COMPENSATORY TIME REPORT**

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

CALENDAR YEAR 1996

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

<u>EMPLOYEE</u>	<u>COMPENSATORY TIME EARNED</u>
1	4.00 hours
2	72.25 hours
3	5.50 hours
4	25.00 hours
5	120.00 hours
6	73.50 hours

SUPPORT STAFF ANNUAL OVERTIME REPORT

Support staff of the office of Citizens' Aide/Ombudsman are not eligible for overtime pay.

EDUCATIONAL LEAVE REPORT

FISCAL YEAR 1996

No educational leave was taken by Citizens' Aide/Ombudsman staff during Fiscal Year 1996.

EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES

There have been no additions to the Citizens' Aide/Ombudsman employee handbook of policies and procedures since the June 1996 annual report to the Service Committee. The handbook is available to any member of the Service Committee upon request.

**LEGISLATIVE FISCAL BUREAU
LEGISLATIVE SERVICE BUREAU
LEGISLATIVE COMPUTER SUPPORT BUREAU
CITIZENS' AIDE/OMBUDSMAN**

JUNE PERSONNEL REPORTS

June 25, 1997

LEGISLATIVE FISCAL BUREAU
PERSONNEL REPORT
June 17, 1997

PERSONNEL ACTION SINCE LAST REPORT: 5/21/97

SERVICE COMMITTEE REVIEW

<u>NAME</u>	<u>TITLE</u>	<u>PREVIOUS GRADE/STEP</u>	<u>DATE ATTAINED</u>	<u>CURRENT GRADE/STEP</u>	<u>DATE ATTAINED</u>
-------------	--------------	--------------------------------	--------------------------	-------------------------------	--------------------------

MERIT INCREASES:

None

VACANT POSITIONS:

None

VACANT POSITIONS FILLED:

None

SICK/FAMILY LEAVE:

None

SERVICE COMMITTEE APPROVAL

PROMOTIONS:

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

None

**LEGISLATIVE SERVICE BUREAU
PERSONNEL REPORT**

**NOTIFICATION OF MERIT STEP INCREASES
Since May 21, 1997**

Name	Position	Effective Date Previous Grade & Step	Effective Date Current Grade & Step
Judy Neff	Assistant Librarian	5/31/96 22-5	5/30/97 22-6
Loanne Dodge	Iowa Code Editor	6/14/96 38-5	6/13/97 38-6
Andrea Meier	Proofreader Super.	6/14/96 22-5	6/13/97 22-6
Ed Cook	Legal Counsel 1	6/14/96 32-4	6/13/97 32-5
Jody Lawnsdail	Senior Text Processor	6/14/96 25-5	6/13/97 25-6
Janet Hawkins	Indexer 1	6/14/96 22-4	6/13/97 22-5

RESIGNATIONS

Beverly Burkett, Proofreader 1, May 29, 1997

GENERAL ASSEMBLY OF IOWA

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Susan E. Crowley
Patricia A. Funaro
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Mark W. Johnson
Michael A. Kuehn
Timothy C. McDermott
Richard S. Nelson
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RESEARCH ANALYSTS

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LEGISLATIVE SERVICE BUREAU

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COMMITTEE SERVICES ADMINISTRATOR

LOANNE M. DODGE
IOWA CODE EDITOR

KATHLEEN K. BATES
ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

June 18, 1997

MEMORANDUM

TO: CHAIRPERSON SIEGRIST AND MEMBERS OF THE SERVICE COMMITTEE
FROM: DIANE BOLENDER, DIRECTOR *DB*
RE: CAPITOL TOUR GUIDES

Approval is requested to change the pay grades in the Capitol tour guide job series as follows:

- Capitol tour guide, pay grade remains grade 12.
- Senior Capitol tour guide, new position, grade 14.
- Capitol tour guide supervisor, increase from grade 14 to grade 22

Attached to this memorandum are revised job descriptions for each of the three positions and charts listing factor scores for each of the thirteen factors used in the comparable worth process to analyze positions based upon those revised job descriptions. At the time of the implementation of comparable worth, factor scores were developed for each legislative position for determining each position's pay grade.

The Capitol tour guide supervisor position was established as a full-time position in February 1995 upon the retirement of the previous part-time Capitol tour guide coordinator, and the Legislative Council approved this change in employment status of the supervisor. At that time the Legislative Service Bureau and Legislative Information Office, with the assistance of the Capitol tour guide supervisor, analyzed the tour requirements and focus for tours of the State Capitol and many changes and improvements were instituted for the Capitol tour guides. The Legislative Service Bureau recommends that the position be assigned pay grade 22. The enclosed job

description for Capitol tour guide supervisor has been updated to reflect the following changes in the Capitol tour guide operation and additional responsibilities for the Capitol tour guide supervisor:

1. Hiring and supervision of additional Capitol tour guides.

Additional Capitol tour guides were employed for fewer hours of work per pay period so that the hours worked by a guide would generally not exceed 30 hours for each two-week pay period. While the number of guides was increased, the total person hours were not.

2. Training of a staff of Capitol tour guides.

3. Designing and implementing a variety of diverse tours of the building and Capitol grounds.

Different tours have been established for adults and for school children, including a "hands-on" tour that has been extremely popular with school children; "treasure hunt" tours for school children that are conducted during the fall; Capitol Complex grounds tours; and special tours for state employees including basement and dome tours.

4. Creating outreach programs.

5. Restructuring the communication process between the tour guides and members of the General Assembly concerning notification of school groups and other groups touring from specific legislative districts.

6. Developing and implementing practices and procedures for Capitol tour guides.

7. Using computer programs to schedule the Capitol tour guides' work hours and tours.

8. Conducting additional historical research to update and provide more complete information for tours.

For the Capitol tour guide position, although the responsibilities of the position have been increased due to the number of different types of tours, the factor scores have not changed appreciably, and so the recommended pay grade remains at 12.

In addition to the increased responsibilities of the Capitol tour guide supervisor, the Legislative Service Bureau recommends that a senior Capitol tour guide position for Capitol tour guides with at least four years' experience be established at pay grade 14. In addition to performing the duties of the Capitol tour guide, a senior Capitol tour guide would assist the supervisor in setting policy for scheduling tours and in scheduling tour guide work hours, would maintain the computerized data base of information relating to tour guide operations, would contact legislators regarding groups from their respective districts and send confirmations and pre-visit information to teachers and tourism directors, and would assist the supervisor in development and implementation of policies and procedures.

**PROPOSED COMPARABLE WORTH FACTOR SCORES
FOR CAPITOL TOUR GUIDES**

FACTOR	CAPITOL TOUR GUIDE*	SENIOR CAPITOL TOUR GUIDE	CAPITOL TOUR GUIDE SUPERVISOR
1 Knowledge - Ed.	2	2	3
2 Knowledge - Exp.	2	2	4
3 Job Complexity	1	2	3
4 Guidelines/Super	1	1	3
5 Pers. Contacts	D1	D2	D3
6 Physical Demand	2	2	2
7 Mental/Visual De	1	1	1
8 Superv. Exercise	A1	A1	C3
9 Scope/Effect	1	1	2
10 Impact of Error	1	1	3
11 Work Enviorn.	1	2	2
12 Hazards/Risks	1	1	1
13 Pace/Interruption	B2	B2	B2
Total Points:	166	188	287
Grade Level	12	14	22

*Unchanged from current pay grade 12.

Capitol Tour Guides

Capitol Tour Guide Supervisor. Salary rate: Grade 1422

Qualifications, Skills, and Abilities: ~~Permanent, full-time~~ Full-time position. Must possess the ability to evaluate, update, develop and implement materials and information concerning the State Capitol and assist the other Tour Guides in using it. Must possess the ability to learn and utilize the computer systems for the Iowa General Assembly. 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 a clear, audible, and pleasant voice. Knowledge of current events. Able to create a positive impression and image of the State Capitol, the Iowa General Assembly and state government in general. Able to communicate with people of various ages (particularly young children) and backgrounds and relate to large groups of people. Minimum of five years' cumulative 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 and scheduling of the Tour Guides and training new Tour Guides. ~~Must possess the ability to evaluate, update, develop and implement materials and information concerning the State Capitol and assist the other Tour Guides in using it. Must possess the ability to learn and utilize the computer systems for the Iowa General Assembly.~~ Physically able to climb the 130 steps to give dome tours. Emergency medical knowledge or training desirable.

Duties: In consultation with the LSB Director and LIO Director supervise the Capitol Tour Guide operation which provides tours Monday through Saturday and coordinate the operation with the work of the LIO as appropriate. Conduct tours of the State Capitol, provide historical facts and anecdotes. Cooperate with various offices and branches of government while conducting tours so as not to unduly disturb their work. Schedule tours of the State Capitol and coordinate tours with those of other buildings. Provide information including but not limited to tour times, parking, hours, tour times for other attractions in the city, special events, parks, shopping, hotels and restaurants. Develop and implement a variety of regular and specialized tours and new programs. ~~Research~~ Supervise the researching of historical information and ~~document~~ the documenting of the information. Supervise, schedule work hours, balance workloads, and verify time sheets of the other Tour Guides. With the approval of the LSB Director, hire 8 to 10 Tour Guides, and in consultation with the LIO Director, supervise Tour Guides and provide training for them. Develop and implement policies for the tour guide operation and the Tour Guides. Supervise all formal communications with legislators and write and publish a newsletter for legislators. Supervise the maintenance and use of the computerized data base of information relating to tour guide operations.

Communicate with convention groups and others in providing information and establishing tours and communicate with other governmental offices in establishing policies and procedures for tours. Work with Capitol Police in maintaining the security of the Capitol. Perform other related duties as assigned by the LSB Director after consultation with the LIO Director.

Capitol Tour Guides Guide 2. Salary rate: Grade 1214

Qualifications, Skills, and Abilities: ~~Permanent, part-time~~ Part-time position. 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 a clear, audible, and pleasant voice. Knowledge of current events. Able to create a positive impression and image of the State Capitol, the Iowa General Assembly and state government in general. Able to communicate with people of various ages (particularly young children) and backgrounds and relate to large groups of people. Minimum of ~~two~~four 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 learn and utilize the computer systems for the Iowa General Assembly. Physically able to climb the 130 steps to give dome tours. Emergency medical knowledge or training desirable. Duties: Conduct tours of the State Capitol, provide historical facts and anecdotes. Cooperate with various offices and branches of government while conducting tours so as not to unduly disturb their work. ~~Schedule~~Assist the supervisor in setting policy for scheduling tours of the State Capitol and ~~coordinate~~coordinating tours with those of other buildings. Assist supervisor in scheduling tour guide work hours. Provide information including but not limited to tour times, parking, hours, tour times for other attractions in the city, special events, parks, shopping, hotels and restaurants. Assist supervisor in developing and implementing a variety of tours and new programs. Research historical information and document information. Compile and maintain records of number of tours and visitors. Maintain the computerized data base of information relating to tour guide operations. Contact legislators regarding groups from their respective districts. Send confirmations and pre-visit information to teacher and tourism directors. Assist supervisor in development and implementation of policies and ~~procedures and new programs.~~ Perform other related duties and duties in the absence of the supervisor as assigned by the supervisor.

Capitol Tour GuidesGuide 1. Salary rate: Grade 12

Qualifications, Skills, and Abilities: Temporary, part-time position. 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 a clear, audible, and pleasant voice. Knowledge of current events. Able to create a positive impression and image of the State Capitol, the Iowa General Assembly and state government in general. Able to communicate with people of various ages (particularly young children) and backgrounds and relate to large groups of people. Must possess the ability to learn and utilize the computer systems for the Iowa General Assembly. Physically able to climb the 130 steps to give dome tours. Emergency medical knowledge or training desirable.

Duties: Conduct tours of the State Capitol, provide historical facts and anecdotes. Cooperate with various offices and branches of government while conducting tours so as not to unduly disturb their work. Schedule tours of the State Capitol and coordinate tours with those of other buildings. Provide information including but not limited to tour times, parking, hours, tour times for other attractions in the city, special events, parks, shopping, hotels and restaurants. Assist supervisor in developing and implementing a variety of tours and new programs. Research historical information and document information. Perform other related duties as assigned by the supervisor.

Tourguid/ami/gfj/6/18/97

**LEGISLATIVE SERVICE BUREAU
PROPOSED PROMOTIONS**

Name Date of Hire	Current Position		Recommended Position
	Job Title Grade Date Attained	Job Title Grade, Step Last Step Increase	Job Title Grade, Step Effective Date
Gary Rudicil 7/5/89	Computer Systems An. 3 32 12/30/94	Computer Systems An. 3 32-6 12/27/96	Sr. Computer Systems An. 35-4 6/27/97
Roger Karns 12/27/95	Document Processor 1 16 12/27/95	Document Processor 1 16-2 6/28/96	Document Processor 2 19-1 8/22/97
Gina Garrett 6/16/95	Proofreader 1 16 6/16/95	Proofreader 1 16-3 6/28/96	Proofreader 2 19-2 6/27/97
Danny Degen 6/16/95	Proofreader 1 16 6/16/95	Proofreader 1 16-5 1/10/97	Proofreader 2 19-3 6/27/97
Betty Snuggs 3/25/85	Document Processor 2 19 7/17/92	Document Processor 2 19-6 5/17/96	Sr. Document Processor 22-5 6/27/97
Katharine Olah 6/16/95	Proofreader 1 16 6/16/95	Proofreader 1 16-3 12/13/96	Proofreader 2 19-1 6/27/97
Betty Shea 5/15/95	Proofreader 1 16 5/15/95	Proofreader 1 16-3 11/15/96	Proofreader 2 19-1 6/27/97

PROPOSED HIRE

Cindy Lewis 9/10/96	Proofreader 1 (Temporary) 16 9/10/96	Proofreader 1 (Temporary) 16-2 3/21/97	Proofreader 1 16-2 6/27/97
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PROPOSED POSITION RECLASSIFICATIONS

Joan Arnett 1/23/76	Capitol Tour Guide Super. 14 2/24/95	Capitol Tour Guide Super. 14-6 2/23/96	Capitol Tour Guide Super. 22-1 6/27/97
Karen Nichols 10/15/76	Capitol Tour Guide 12 1/9/87	Capitol Tour Guide 12-6 6/26/87	Capitol Tour Guide 14-5 6/27/97

**COMPUTER SUPPORT BUREAU
PERSONNEL REPORT
JUNE 25, 1997**

<u>Resignation</u>	<u>Position</u>	<u>Effective Date</u>
Roger Murtfeld	Division Administrator I	6/97

<u>Promotions</u>	<u>Current Position to Proposed Position</u>	<u>Current Grade/Step to Proposed Grade/Step</u>	<u>Date of Last Merit Increase</u>	<u>Date of Hire</u>	<u>Date of Last Promotion</u>
Bryan Boyd	Computer Systems Engineer II Division Administrator I	32/3 35/2	6/96	10/90	6/95
Roel Campos	Computer Systems Analyst III Senior Computer Systems Analyst	32/3 35/2	6/96	8/90	6/95
Cheryl Ritter	Computer Systems Analyst II Computer Systems Analyst III	29/6 32/5	6/96	10/85	6/95

STATE OF IOWA



CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592
TOLL FREE 1-800-358-5510

WILLIAM P. ANGRICK II
CITIZENS' AIDE / OMBUDSMAN

In reply, please refer to:

June 20, 1997

The Honorable Brent Siegrist
Chair, Service Committee
Legislative Council
Capitol Building
LOCAL

Dear Representative Siegrist:

I wish to submit the following for the June 25, 1997 Service Committee meeting.

PERSONNEL REPORT


Merit Step Increases

Ruth Cooperrider, Senior Legal Counsel, successfully completed her annual employee evaluation and was awarded a one step merit increase from Grade 38 Step 2 to Grade 38 Step 3 effective June 13, 1997.

Connie Bencke, Assistant III, successfully completed her annual employee evaluation and was awarded a one step merit increase from Grade 35 Step 3 to Grade 35 Step 4 effective June 13, 1997.

Please let me know if you or any member of the Service Committee have questions or require additional information.

Sincerely,


William P. Angrick II

WPA:jg

scjun97



SANFORD B. SCHARF
DIRECTOR
515-281-7840

LUCAS STATE OFFICE BUILDING
DES MOINES, IOWA
50319

STATE OF IOWA

LEGISLATIVE COMPUTER SUPPORT BUREAU

Memorandum

To: Service Committee of the Legislative Council
From: Sanford B. Scharf, Director *[Signature]*
Date: June 16, 1997
Re: Mission Statement

The Legislative Computer Support Bureau supports the Iowa General Assembly and operates under the direction and control of the Iowa Legislative Council. The mission of the Legislative Computer Support Bureau is to provide information technology support and services in an efficient, effective and reliable way to Legislators, Legislative Staff, and Central Staff Agencies in a non-partisan manner. The Legislative Computer Support Bureau should guide the Iowa Legislature through new emerging information technologies and recommend technology standards for the Legislature to implement and follow.

GENERAL ASSEMBLY OF IOWA

LEGAL COUNSELS

Douglas L. Adkisson
Ewin G. Cook
Sean E. Crowley
Patricia A. Funaro
Michael J. Goedert
Nicole R. Haatvedt
Leslie E. W. Hickey
Mark W. Johnson
Michael A. Kuehn
Timothy C. McDermott
Richard S. Nelson
Janet L. Simmons

RESEARCH ANALYSTS

Kathleen B. Hanlon
Thane R. Johnson



LEGISLATIVE SERVICE BUREAU

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

DIANE E. BOLENDER
DIRECTOR
RICHARD L. JOHNSON
DEPUTY DIRECTOR
JOHN C. POLLAK
COMMITTEE SERVICES ADMINISTRATOR
LOANNE M. DODGE
IOWA CODE EDITOR
KATHLEEN K. BATES
ADMINISTRATIVE CODE EDITOR
JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

June 20, 1997

MEMORANDUM

TO: CHAIRPERSON SIEGRIST AND MEMBERS OF THE SERVICE COMMITTEE
FROM: DIANE BOLENDER *DB*
RE: MATERIALS FOR JUNE MEETING

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

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

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

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

Each of the agencies has a policies and procedures manual based upon the Personnel Guidelines that have been adopted by the Legislative Council. If any of you would like to receive a copy of an agency's policies and procedures manual, please notify that agency and a copy will be transmitted to you.

Enclosure 3: Background memorandum and proposed change in the Policy for Persons with Disabilities.

The proposed Mission Statement for the Computer Support Bureau was already mailed to you by Sandy Scharf.

I look forward to seeing you on Wednesday, June 25 at 11:30 a.m.

STATE WELLNESS PROGRAM
Projected Budget
FISCAL YEARS: JULY 1998 - JUNE 2000

FISCAL YEAR 1998	COST
<ol style="list-style-type: none"> 1. Conduct second screening for Polk County State Employees. 2. Conduct first health screening for DOC employees. 3. Conduct sick leave analysis for Woodward employees. 	\$82,372.00
FISCAL YEAR 1999	COST
<ol style="list-style-type: none"> 1. Conduct intervention and education for Polk County State employees. 2. Conduct second health screening for DOC employees. 3. Conduct sick leave analysis for Polk County State employees. 	\$23,428.00
FISCAL YEAR 2000	COST
<ol style="list-style-type: none"> 1. Conduct first health screening for field office for Workforce Development, Agriculture, Natural Resources, Revenue and Finance, Human Services, Auditor, Inspections & Appeals, Education, Public Health and Public Safety. 2. Conduct intervention and education for DOC employees. 3. Conduct sick leave analysis for DOC Institution employees. 	\$23,923.00
TOTAL 3 YEAR COST	\$129,723.00
Unspent Balance 6/23/97	\$121,384.89
New Money Requested	8,338.11

STATE WELLNESS PROGRAM
Projected Budget
FY 1998 Activities*

Component	Participation Assumption	Cost
Health Screening Orientation @ \$41.00 per person for 9,137 employees: Polk County State employees 6,872 DOC institution employees 2,265	25% Participation (2,284 Emp)	\$ 93,644.00
Education and Interventions Program focusing on the three highest risk factors. 60 one hour sessions @ \$75 per hour		\$ 4,500.00
Health Newsletter 4 x per year @ \$2.00 each	(2,284 Emp)	\$ 4,568.00
Sick Leave Analysis for Woodward employees		<u>\$ 2,500.00</u>
SUBTOTAL		\$100,212.00
\$10.00 participation charge to employees		<u>-\$ 22,840.00</u>
TOTAL		\$ 82,372.00

- * 1. Conduct second screening for Polk County State employees.
- 2. Conduct first health screening for DOC employees.
- 3. Conduct sick leave analysis for Woodward employees.

**STATE WELLNESS PROGRAM
Projected Budget
FY 1999 Activities***

<u>Component</u>	<u>Participation Assumption</u>	<u>Cost</u>
Health Screening Orientation @ \$41.00 per person for 2,265 DOC employees	25% Participation (566 Emp)	\$23,206.00
Education and Interventions Program focusing on the three highest risk factors. 30 one hour sessions @ \$75.00 per hour		\$ 2,250.00
Health Newsletter 4 x per year @ \$2.00 each	(566 Emp)	\$ 1,132.00
Sick Leave Analysis for Polk County State employees		<u>\$ 2,500.00</u>
SUBTOTAL		\$29,088.00
\$10.00 participation charge to employees		<u>-\$ 5,660.00</u>
TOTAL		\$ 23,428.00

- * 1. Conduct intervention and education for Polk County State employees.
- 2. Conduct second health screening for DOC employees.
- 3. Conduct sick leave analysis for Polk County State employees.

STATE WELLNESS PROGRAM

**Projected Budget
FY 2000 Activities***

Component	Participation Assumption	Cost
Health Screening Orientation @ \$41.00 per person for 2,325 field employees:	25% Participation (581 Emp)	\$23,821.00
Workforce Development 441		
Agriculture 270		
Natural Resources 494		
Revenue & Finance 132		
Human Services 195		
Auditor 20		
Inspections & Appeals 193		
Education 154		
Public Health 7		
Public Safety 419		
Education and Interventions Programs focusing on the three highest risk factors. 20 one hour sessions @ \$75 per hour		\$ 2,250.00
Health Newsletter 4 x per year @ \$2.00 each	(581 Emp)	\$ 1,162.00
Sick Leave Analysis for DOC Institutions employees		<u>\$ 2,500.00</u>
SUBTOTAL		\$29,733.00
\$10.00 participation charge to employees		<u>-\$ 5,810.00</u>
TOTAL		\$23,923.00

- * 1. Conduct first health screening for field office for Workforce Development, Agriculture, Natural Resources, Revenue and Finance, Human Services, Auditor, Inspections & Appeals, Education, Public Health and Public Safety.
- 2. Conduct intervention and education for DOC employees.
- 3. Conduct sick leave analysis for DOC Institution employees.