

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

JUNE PERSONNEL REPORTS

June 23, 1998

LEGISLATIVE FISCAL BUREAU
PERSONNEL REPORT
June 23, 1998

PERSONNEL ACTION SINCE LAST REPORT: 5/28/98

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>
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MERIT INCREASES:

Sue Lerdal	Senior Legislative Analyst	38-4	5/97	38-5	5/98
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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>
Scott Miller	Computer Sys. Analyst I 9/96	27-4 9/97	Comp. Sys. Analyst II	29-4 9/98
Deb Kozel	Legislative Analyst 10/96	27-3 4/98	Legislative Analyst I	29-2 10/98
Deb Anderson	Legislative Analyst 9/96	27-3 3/98	Legislative Analyst I	29-2 9/98
Ron Robinson	Legislative Analyst 9/96	27-3 3/98	Legislative Analyst I	29-2 9/98
Larry Sigel	Legislative Analyst III 9/96	35-3 9/97	Senior Analyst	38-2 9/98
Margaret Buckton	Legislative Analyst I 11/96	29-3 11/97	Legislative Analyst II	32-2 11/98
Marlene Kruse	Legislative Analyst I 11/95	29-3 4/98	Legislative Analyst II	32-1 11/98

LEGISLATIVE SERVICE BUREAU
PROPOSED PROMOTIONS
June, 1998

Name Hire Date	Current Position Date Attained	Grade/Step Date Attained	Proposed Position	Grade/Step Effective Date
<i>Proposed Promotions:</i>				
Diane Ackerman 11/19/93	Assistant Editor 1 12/29/95	24-3 6/27/97	Assistant Editor 2	27-2 6/26/98
Ed Cook 11/9/92	Legal Counsel 1 6/16/95	32-6 6/12/98	Legal Counsel 2	35-4 6/26/98

**Legislative Service Bureau
Legal Counsel Hiring Proposal**

In January of 1998 Janet Wilson, the Deputy Iowa Code Editor, responsible for the overall legal codification work done in preparation of the Code and Code Supplement, retired. During the last cycle of codification work in the summer and fall of 1997, three employees, Ms. Wilson, Leslie Hickey and Nicole Haatvedt performed legal codification functions. I am now ready to begin the process of replacing Ms. Wilson, and would like to hire an attorney with some legal editing experience. Hiring an experienced attorney may necessitate hiring above the entry level for legal counsel. I would request that the Service Committee recommend to the Legislative Council that the Legislative Service Bureau be authorized to negotiate a salary, above the entry level if necessary, for an experienced legal counsel to assist with codification work and with the editing of bills and amendments, subject to the approval of any such higher entry level salary by a majority of the members of the Service Committee.

LEGISLATIVE SERVICE BUREAU

Personnel Report

1998

Personnel Action since Last Report: 05/27/98

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
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Merit Increases:

Cook, Ed	Legal Counsel 1	32-5	06/13/97	32-6	06/12/98
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Vacant Positions Filled:

None

Temporary Positions Filled:

None

Resignations:

None

Parental/Family Leave:

McDermott, Tim
Adkisson, Doug
Funaro, Patty
Bates, Kathleen

**LEGISLATIVE COMPUTER SUPPORT BUREAU
PERSONNEL REPORT
JUNE 23, 1998**

MERIT INCREASE

<u>Employee Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Bryan Boyd	Division Administrator I	35/2	35/3	6/98
Roel Campos	Senior Computer Systems Analyst	35/2	35/3	6/98
Cheryl Ritter	Computer Systems Analyst III	32/5	32/6	6/98

PROMOTIONS

<u>Employee Name</u>	<u>Current Position to Proposed Position</u>	<u>Current Grade/Step to Proposed Grade/Step</u>	<u>Date of Last Merit Increase</u>	<u>Date of Hire</u>	<u>Date of Last Promotion</u>	<u>Effective Date</u>
Jason Hunt	Computer Systems Analyst I Computer Systems Analyst II	27/4 29/3	7/97	1/96	N/A	7/98
Scott Mathews	Computer Systems Analyst I Computer Systems Analyst II	27/4 29/3	7/97	1/96	N/A	7/98

**CITIZENS' AIDE/OMBUDSMAN
PERSONNEL REPORT
1998**

Personnel actions since last report: 5/27/98

SERVICE COMMITTEE REVIEW:

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
MERIT INCREASES:					
Bencke, Connie	Assistant III	35/4	6/13/97	35/5	6/12/98

SERVICE COMMITTEE APPROVAL:

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
Maureen Lee 6/23/89	Administrative Secretary 21 12/15/95	Administrative Secretary 21/6 12/13/96	Executive Secretary 24/5 6/26/98

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

ANNUAL PERSONNEL REPORTS

June 23, 1998

LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT JUNE 1998

**Dennis Prouty
Director**

LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT JUNE 1998

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 1998. 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 (1-6764)
Human Services Sub.

Margaret Buckton (1-7942)
Human Services Sub.

Debra Koziel (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 (1-4612)
Computer Development

Jeff Robinson (1-4614)
Economic Development Sub.

Larry Sigel (1-4611)
Ways & Means

Jon Studer (1-7799)
Education Standing

Policy

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

Dwayne Ferguson (1-6561)
Justice System Sub.

Carolyn India (1-6765)
Administration & Regulation Sub.

Darlene Kruse (1-6301)
Justice System Sub.

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

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

Sherry Weikum (1-7846)
Ag. & Natural Resources Sub.

Administration

Sandie Laust (1-4594)

Charlotte Mosher (1-5279)

Nicole Navara (1-6766)

LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 1999

<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 - 6	2/11/83	N/A
<u>SENIOR LEGISLATIVE ANALYST</u>			
Lerdal	38 - 5	2/17/89	5/14/99
Robinson, J.	38 - 4	11/17/87	5/1/99
Ferguson	38 - 6	11/27/87	N/A
Reynolds	38 - 2	9/18/89	11/27/98
Shipman	38 - 2	12/22/89	11/27/98
Studer	38 - 2	9/5/89	11/27/98
<u>LEGISLATIVE ANALYST III</u>			
Sigel	35 - 3	8/20/90	9/5/98
<u>LEGISLATIVE ANALYST II</u>			
Thacker	32 - 2	10/4/93	11/27/98
<u>LEGISLATIVE ANALYST I</u>			
Kruse	29 - 3	9/20/93	4/2/99
Buckton	29 - 3	11/7/94	11/27/98
Piper/Bach	29 - 2	11/3/95	11/27/98
<u>LEGISLATIVE ANALYST</u>			
Robinson, R.	27 - 3	9/20/96	3/19/99
Anderson	27 - 3	9/20/96	3/19/99
Kozel	27 - 3	10/4/96	4/2/99
India Black	27 - 2	11/14/97	4/16/99
Weikum	27 - 2	10/1/97	3/19/99

LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 1999

<u>CLASS/EMPLOYEE NAME</u>	<u>PRESENT GRADE & STEP</u>	<u>EMPLOYMENT DATE</u>	<u>REVIEW DATE</u>
<u>SR. COMPUTER SYS. ANALYST</u>			
Knapp	35 - 6	1/2/76	N/A
Kair	35 - 3	1/26/96	1/22/99
<u>COMPUTER SYSTEM ANALYST I</u>			
Miller	27 - 4	9/6/96	8/24/98
<u>EXECUTIVE SECRETARY</u>			
Mosher	24 - 6	7/3/90	N/A
Navara	24 - 6	11/13/90	N/A
<u>ADMINISTRATIVE SECRETARY</u>			
Laust	21 - 6	7/8/93	12/24/98

**LEGISLATIVE FISCAL BUREAU
OVERTIME and COMPENSATORY TIME
Fiscal Year 1998**

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	291.00	40.00	251.00	120.00
Employee 2	274.50	40.00	234.50	120.00
Employee 3	269.00	40.00	229.00	120.00
Employee 4	248.25	40.00	208.25	120.00
Employee 5	206.75	40.00	166.75	120.00
Employee 6	202.50	40.00	162.50	120.00
Employee 7	202.50	40.00	162.50	120.00
Employee 8	191.50	40.00	151.50	120.00
Employee 9	184.30	40.00	144.30	120.00
Employee 10	180.00	40.00	140.00	120.00
Employee 11	178.50	40.00	138.50	120.00
Employee 12	173.25	40.00	133.25	120.00
Employee 13	172.00	40.00	132.00	120.00
Employee 14	167.50	40.00	127.50	120.00
Employee 15	161.50	40.00	121.50	120.00
Employee 16	159.00	40.00	119.00	119.00
Employee 17	158.75	40.00	118.75	118.75
Employee 18	158.00	40.00	118.00	118.00
Employee 19	153.00	40.00	113.00	113.00
Employee 20	125.00	40.00	85.00	85.00
Employee 21	117.25	40.00	77.25	77.25
Employee 22	112.00	40.00	72.00	72.00
Employee 23	81.45	40.00	41.45	41.45
Employee 24	63.50	40.00	23.50	23.50
Total Hours	4,231.00	960.00	3,271.00	2,567.95
Average	176.29		136.29	107.00

LEGISLATIVE SERVICE BUREAU

**ANNUAL PERSONNEL REPORT
JUNE 1998**

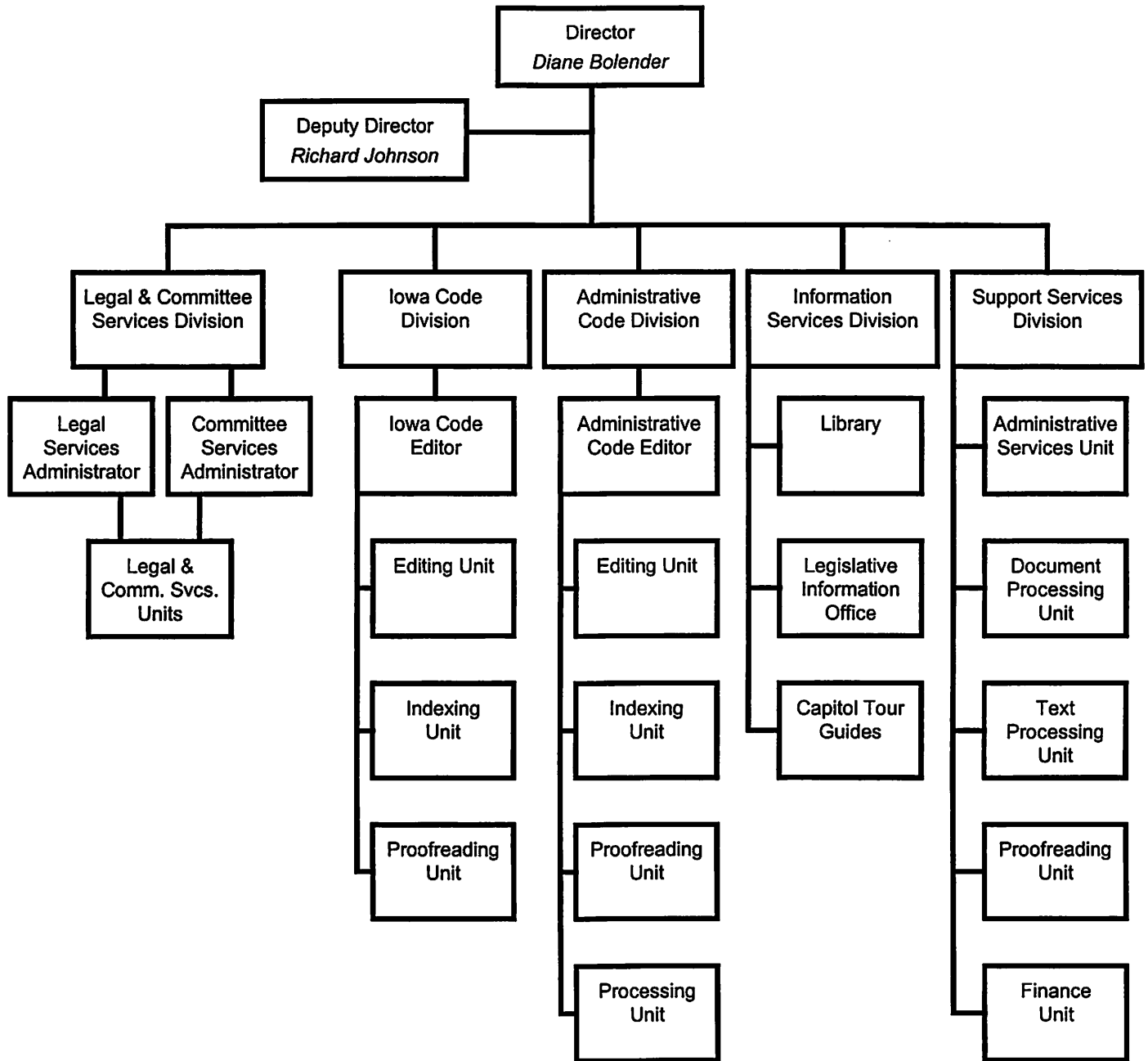
**Diane Bolender
Director**

Chapter 2. ORGANIZATIONAL STRUCTURE OF THE LEGISLATIVE SERVICE BUREAU

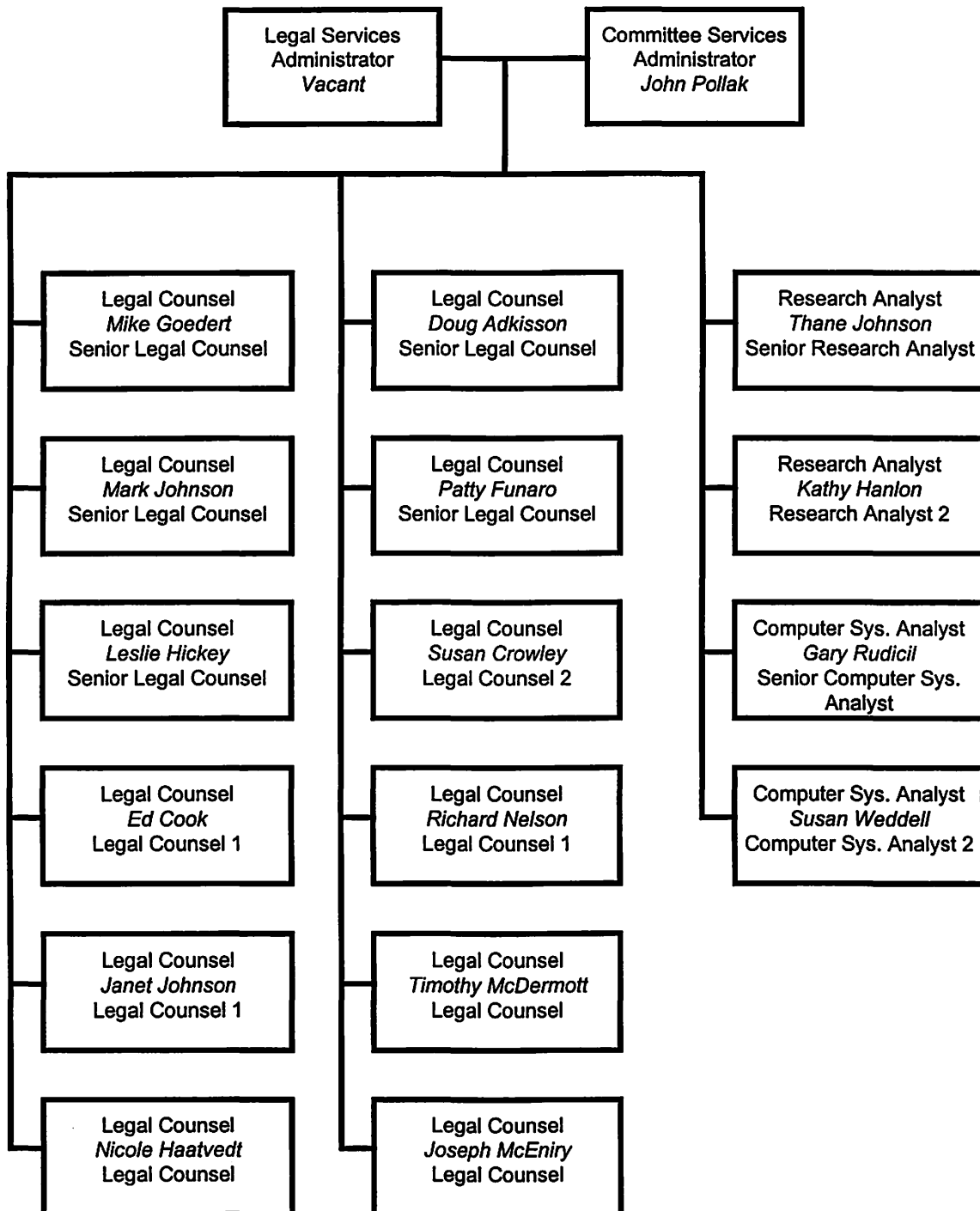
I. IOWA LEGISLATIVE SERVICE BUREAU ORGANIZATIONAL CHARTS

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

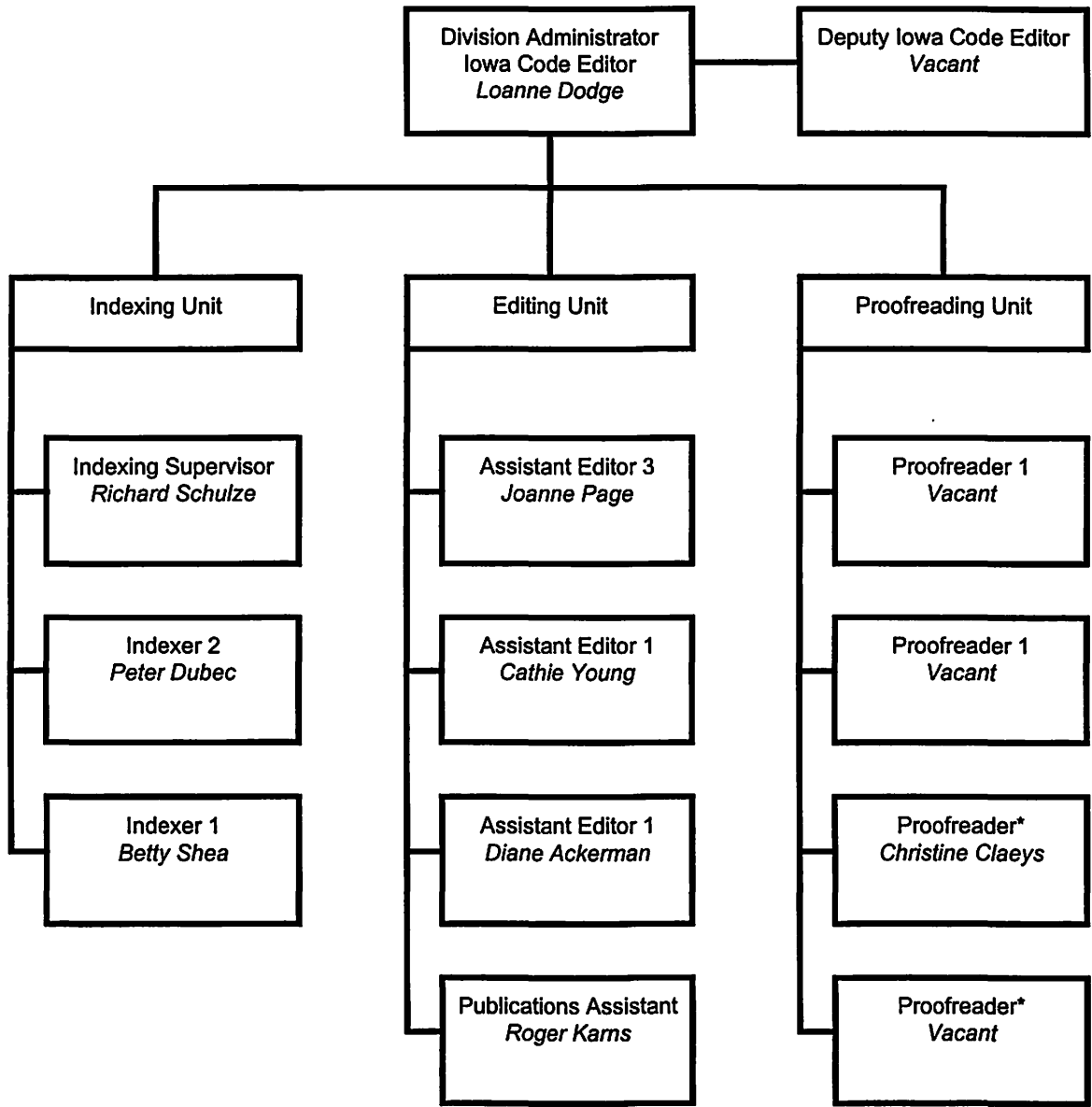
A. Organizational Chart



B. Legal and Committee Services Division

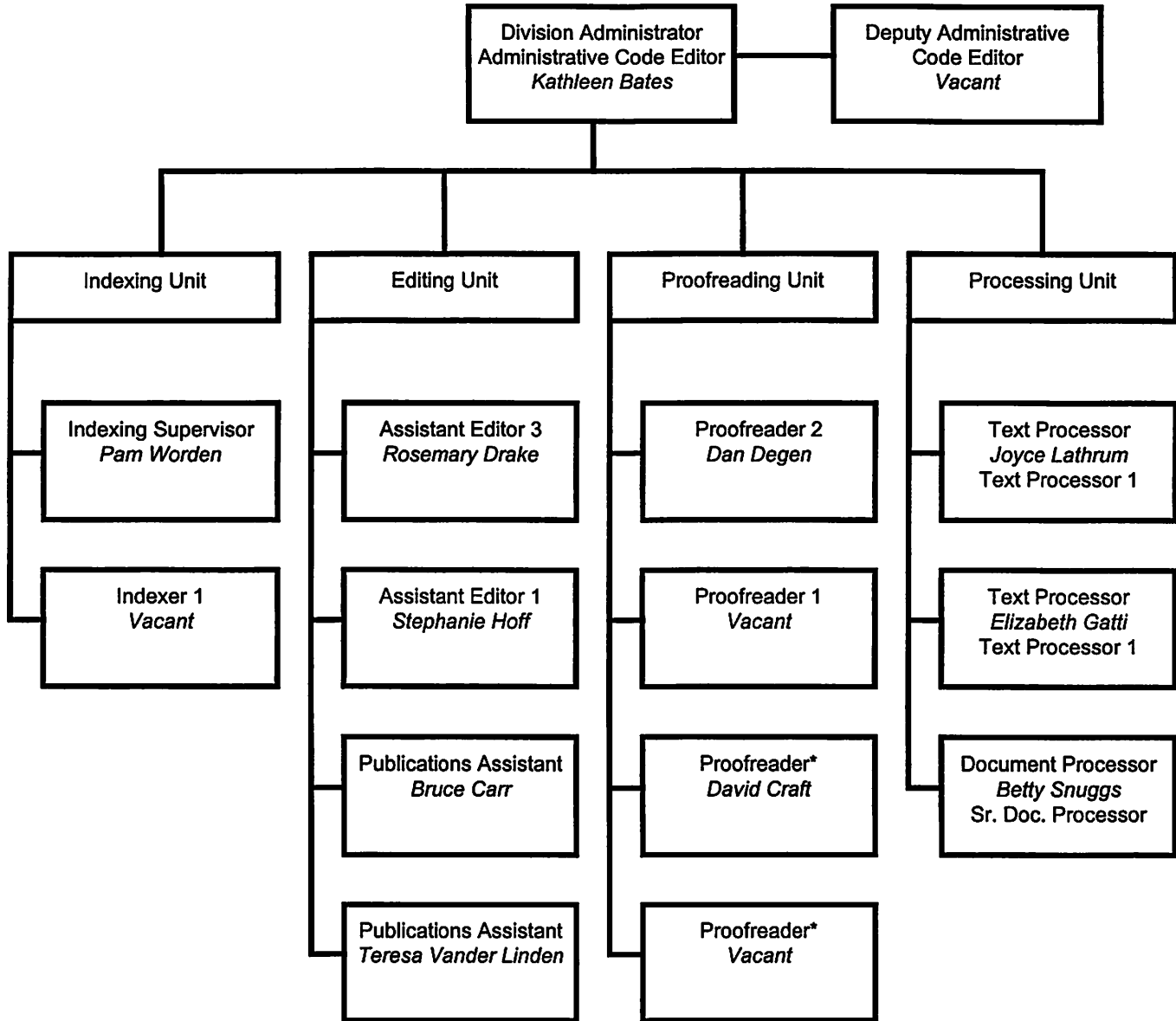


C. Iowa Code Division



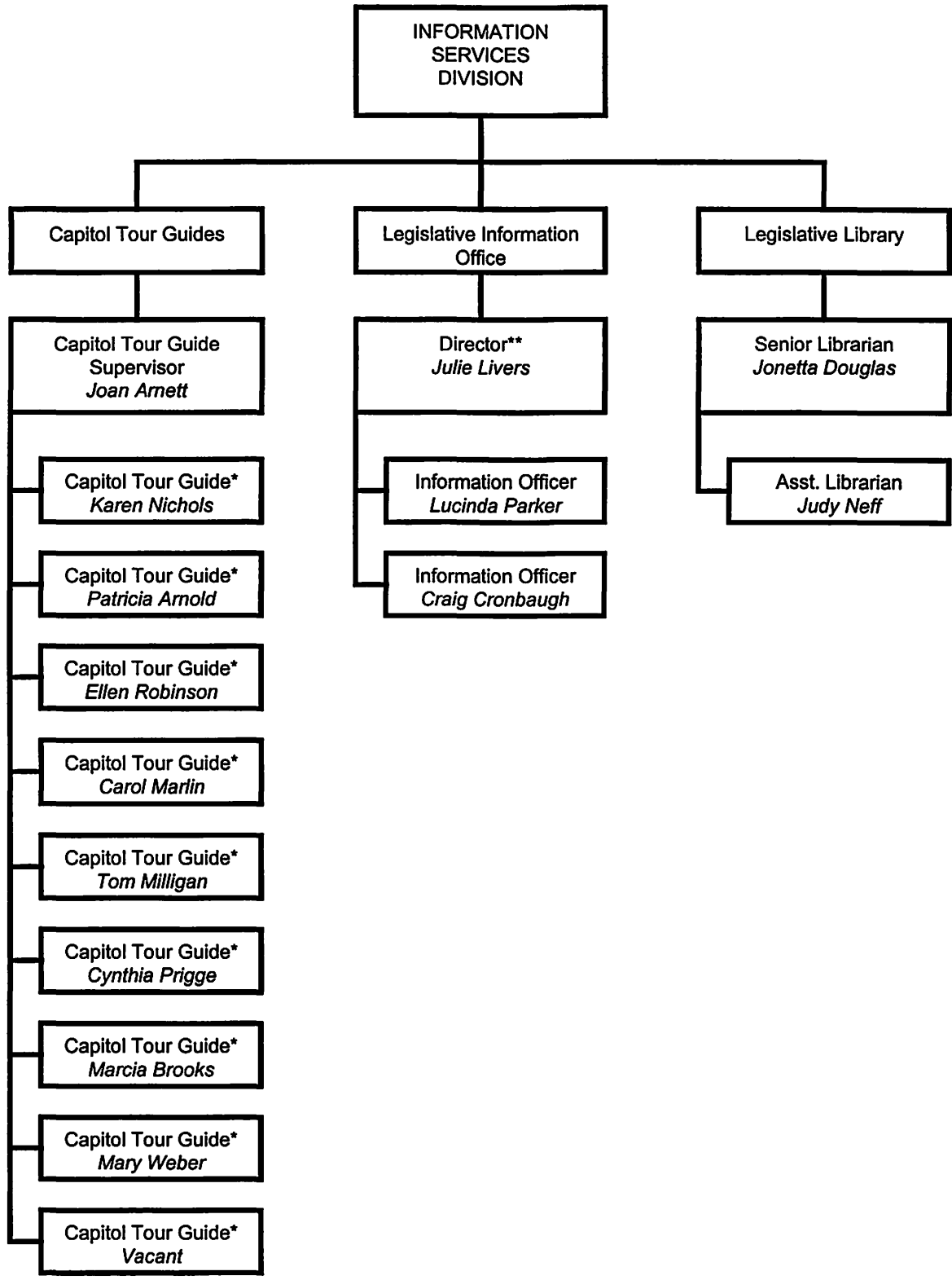
* These positions are not full-time year-round positions.

D. Administrative Code Division



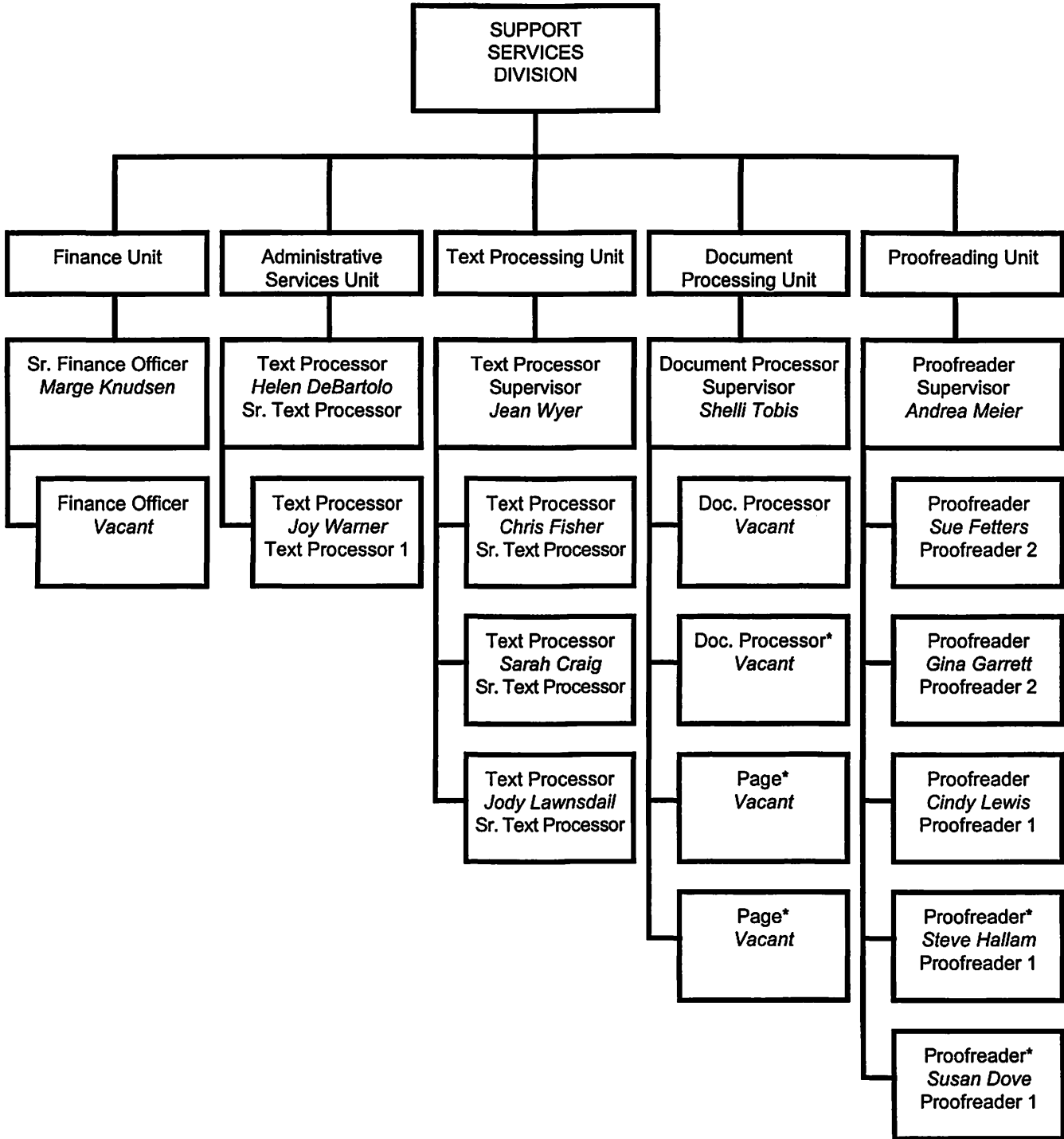
* These positions are not full-time year-round positions.

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
Capitol Tour Guide 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 2	14
Assistant Document Processor	13
Capitol Tour Guide 1	12
LSB Page	minimum wage

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

LEGISLATIVE SERVICE BUREAU
Eligibility Report for Merit Increases
FY 1999

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Director</u>			
Bolender	--	09/11/67	00/00/00
<u>Deputy Director</u>			
Johnson, R.	41-6	07/10/78	00/00/00
LEGAL AND COMMITTEE SERVICES DIVISION			
<u>Legal Services Administrator</u>			
Vacant	38		
<u>Committee Services Admin.</u>			
Pollak	41-3	11/16/87	06/26/98
<u>Senior Legal Counsel</u>			
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	38-5	12/17/86	06/26/98
Hickey	38-6	02/01/88	00/00/00
<u>Legal Counsel 2</u>			
Crowley	35-4	10/08/90	06/26/98
<u>Legal Counsel 1</u>			
Cook	32-6	11/09/92	06/11/99
Nelson	32-2	11/06/95	12/11/98
Johnson, J.	32-2	11/15/95	12/11/98
<u>Legal Counsel</u>			
McDermott	30-3	11/13/96	05/14/99
Haatvedt	30-2	12/18/96	06/26/98
McEniry	30-1	01/15/98	07/24/98
<u>Senior Research Analyst</u>			
Johnson, T.	38-6	08/01/69	00/00/00
<u>Research Analyst 2</u>			
Hanlon	32-4	01/21/91	06/26/98

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Sr. Computer Systems Analyst</u>			
Rudicil	35-4	07/05/89	06/26/98
<u>Computer Systems Analyst 2</u>			
Weddell	29-4	11/06/87	12/11/98
IOWA CODE DIVISION			
<u>Code Editor</u>			
Dodge	38-6	01/14/80	00/00/00
<u>Deputy IA Code Editor</u>			
Vacant	35		
<u>Assistant Editor 3</u>			
Page	30-3	08/24/92	02/19/99
<u>Assistant Editor 1</u>			
Young	24-4	01/03/89	12/11/98
Ackerman	24-3	11/19/93	06/26/98
<u>Publications Assistant</u>			
Karns	21-1	12/27/95	10/30/98
<u>Iowa Code Index Supervisor</u>			
Schulze	28-6	06/27/86	00/00/00
<u>Indexer 2</u>			
Dubec	25-6	10/09/87	00/00/00
<u>Indexer 1</u>			
Shea	22-1	05/15/95	09/18/98
<u>Proofreader 1</u>			
Vacant	16		
Vacant	16		
ADMINISTRATIVE CODE DIVISION			
<u>Administrative Code Editor</u>			
Bates	38-3	06/13/86	04/02/99
<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	30-4	10/14/88	12/25/98
<u>Assistant Editor 1</u>			
Hoff	24-3	07/26/96	04/16/99
<u>Publications Assistant</u>			
Carr	21-3	01/26/96	07/24/98
Vander Linden	21-1	11/14/97	09/04/98
<u>Admin. Code Index Supervisor</u>			
Worden	28-6	04/27/72	00/00/00
<u>Indexer 1</u>			
Vacant	22		
<u>Legislative Text Processor 1</u>			
Lathrum	19-3	10/24/96	04/30/99
Gatti	19-2	08/08/97	04/02/99
<u>Proofreader 2</u>			
Degen	19-3	06/16/95	06/26/98
<u>Senior Document Processor</u>			
Snuggs	22-5	03/25/85	06/26/98
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
Cronbaugh	24-1	12/18/97	06/26/98
<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	22-1	01/23/76	06/26/98

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Capitol Tour Guide</u>			
Nichols	14-5	10/15/76	06/26/98
SUPPORT SERVICES DIVISION			
<u>Senior Finance Officer</u>			
Knudsen	31-6	11/29/66	00/00/00
<u>Finance Officer 1</u>			
Vacant	24		
<u>Document Processor Supervisor</u>			
Tobis	25-2	12/12/94	12/11/98
<u>Document Processor 1</u>			
Vacant	16		
<u>Legis. Text Processor Supervisor</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
Lawnsdail	25-6	11/11/88	00/00/00
DeBartolo	25-3	10/19/92	12/25/98
<u>Legislative Text Processor 1</u>			
Warner	19-2	12/30/96	07/10/98
Vacant	19		
<u>Legislative Proofreader Supervisor</u>			
Meier	22-6	12/30/87	00/00/00
<u>Proofreader 2</u>			
Fetters	19-6	09/27/91	00/00/00
Garrett	19-2	06/16/95	06/26/98
<u>Proofreader 1</u>			
Lewis	16-3	06/27/97	03/19/99
Vacant	16		

**LEGISLATIVE SERVICE BUREAU
MANAGERS & DRAFTERS OVERTIME
05/02/97 - 04/30/98**

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	413.50	40.00	373.50	120.00
2	349.00	40.00	309.00	120.00
3	333.50	40.00	293.50	120.00
4	310.00	40.00	270.00	120.00
5	300.50	40.00	260.50	120.00
6	293.25	40.00	253.25	120.00
7	283.00	40.00	243.00	120.00
8	263.50	40.00	223.50	120.00
9	254.75	40.00	214.75	120.00
10	223.75	40.00	183.75	120.00
11	217.50	40.00	177.50	120.00
12	207.00	40.00	167.00	120.00
13	200.25	40.00	160.25	120.00
14	175.50	40.00	135.50	120.00
15	174.00	40.00	134.00	120.00
16	164.00	40.00	124.00	120.00
17	160.00	40.00	120.00	120.00
Total	4,323.00	680.00	3,643.00	2,040.00
Average	254.29	40.00	214.29	120.00

LEGISLATIVE INFORMATION OFFICE

1	415.50	40.00	375.50	120.00
2	149.75	40.00	109.75	109.75
3	80.00	40.00	40.00	40.00
Total Hours	645.25	120.00	525.25	269.75
Average	215.08	40.00	175.08	89.92

OTHERS

1	73.25	40.00	33.25	33.25
2	68.00	40.00	28.00	28.00
3	66.00	40.00	26.00	26.00
Total Hours	207.25	120.00	87.25	87.25
Average	69.08	40.00	29.08	29.08

**LEGISLATIVE SERVICE BUREAU
 FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME
 01/01/98 - 04/30/98**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	185.50	278.25
2	179.00	268.50
3	165.50	248.25
4	165.25	247.88
5	156.25	234.38
6	152.25	228.38
7	134.50	201.75
8	112.75	169.13
9	110.50	165.75
10	107.50	161.25
11	96.00	144.00
12	86.00	129.00
13	76.75	115.13
14	40.25	60.38
Total Hours	1,768.00	2,652.03
Average	126.29	189.43

**LEGISLATIVE SERVICE BUREAU
IOWA CODE DIVISION
PROFESSIONAL AND SUPPORT STAFF OVERTIME
04/01/97 - 03/31/98**

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	17.25	40.00	40.00	0.00
2	8.25	40.00	40.00	0.00
Total Hours	25.50	80.00	80.00	0.00
Average	12.75	40.00	40.00	0.00

**FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME
04/01/97 - 03/31/98**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	33.75	50.63
2	33.25	49.88
3	15.50	23.25
4	12.50	18.75
5	3.25	4.88
Total Hours	98.25	147.39
Average	19.65	29.48

**LEGISLATIVE SERVICE BUREAU
ADMINISTRATIVE CODE DIVISION
PROFESSIONAL AND SUPPORT STAFF OVERTIME
07/01/97 - 05/28/98**

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	43.50	40.00	3.50	3.50
Total Hours	43.50	40.00	3.50	3.50
Average	43.50	40.00	3.50	3.50

**FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME
07/01/97 - 05/28/98**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	48.25	72.38
2	20.00	30.00
3	5.50	8.25
4	2.50	3.75
5	3.25	4.88
Total Hours	79.50	119.26
Average	15.90	23.85

LEGISLATIVE SERVICE BUREAU
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME
01/01/98 - 04/30/98

<u>Employee</u>	<u>Total Overtime Worked</u>
1	93.00
2	43.00
3	33.50
4	18.25
Total Hours	187.75

**LEGISLATIVE COMPUTER SUPPORT
BUREAU**

**ANNUAL PERSONNEL REPORT
JUNE 1998**

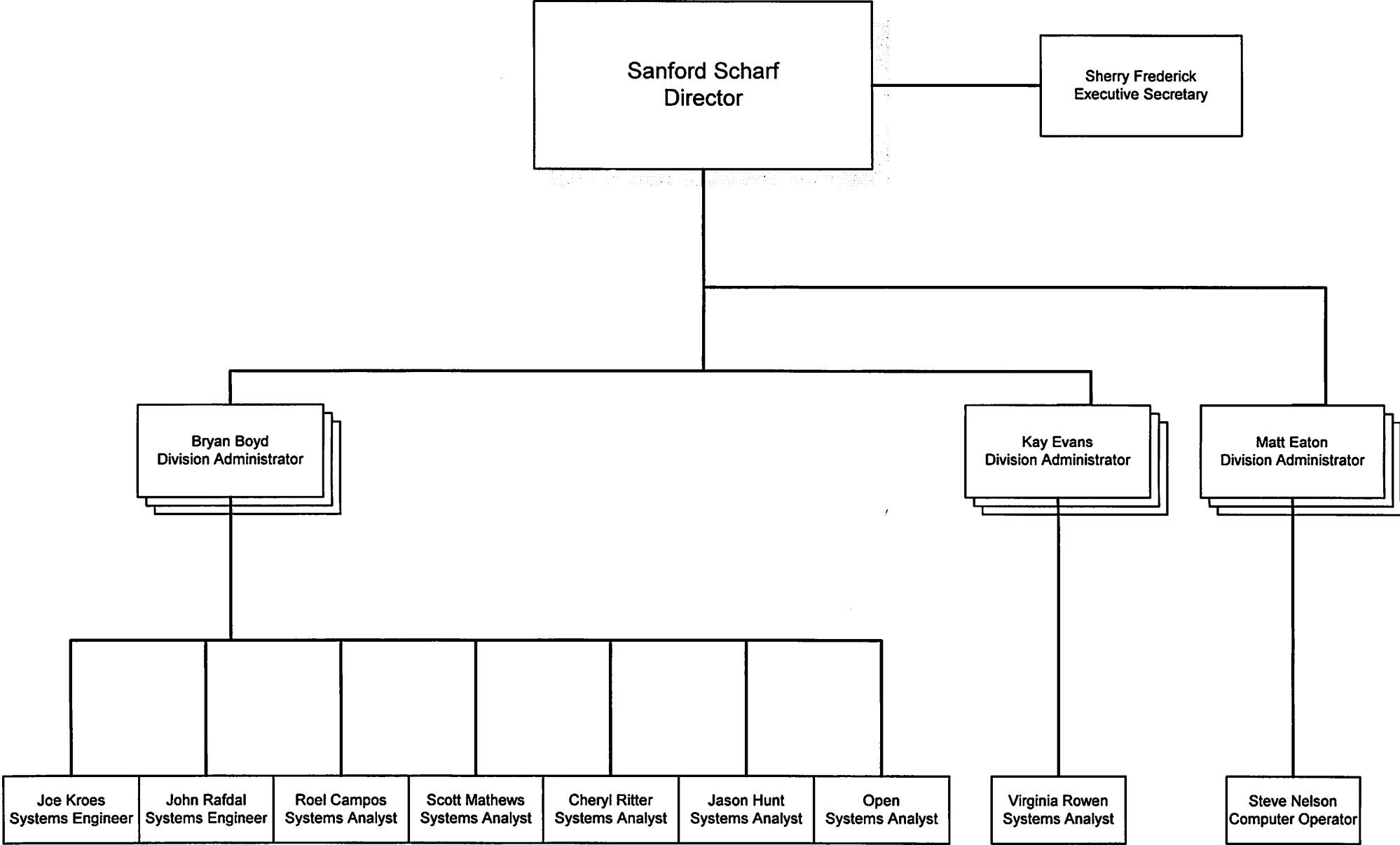
**Sandy Scharf
Director**

LEGISLATIVE COMPUTER SUPPORT BUREAU
ANNUAL PERSONNEL REPORT
JUNE 1998

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 |

Iowa 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' 98**

<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 1998</u>
Scharf, Sanford	Director	00/00		CT	N/A
Bishop, Mike	Computer Systems Analyst I	27/1	Resigned	CT	N/A
Boyd, Bryan	Division Administrator I	35/2	6/26/98	CT	N/A
Campos, Roel	Senior Computer Systems Analyst	35/2	6/26/98	CT	N/A
Eaton, Matthew	Division Administrator I	35/2	2/5/99	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	27/3	7/10/98	CT	N/A
Kroes, Joe	Computer Systems Engineer II	32/2	11/13/98	CT	N/A
Mathews, Scott	Computer Systems Analyst I	27/3	7/10/98	CT	N/A
Nelson, Steve	Computer Operator II	24/6	Maxed	OT	83.25
Rafdal, John	Computer Systems Engineer I	29/3	4/2/99	CT	N/A
Ritter, Cheryl	Computer Systems Analyst III	32/5	6/26/98	CT	N/A
Rowen, Virginia	Computer Systems Analyst III	32/5	11/13/98	CT	N/A

Total comptime hours from January 1, 1998 thru June 15, 1998

	<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	65.75	-40.00	25.75	25.75	23.25
Employee 2	160.00	-40.00	120.00	120.00	66.00
Employee 3	178.50	-40.00	138.50	120.00	120.00
Employee 4	110.25	-40.00	70.25	70.25	58.50
Employee 5	63.25	-40.00	23.25	23.25	23.25
Employee 6	76.75	-40.00	36.75	36.75	24.00
Employee 7	143.75	-40.00	103.75	103.75	94.25
Employee 8	113.50	-40.00	73.50	73.50	20.00
Employee 9	80.75	-40.00	40.75	40.75	32.75
Employee 10	42.00	-40.00	2.00	2.00	2.00

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

None

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

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

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

CITIZENS' AIDE/OMBUDSMAN

**ANNUAL PERSONNEL REPORT
JUNE 1998**

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

CITIZENS' AIDE/OMBUDSMAN

**ANNUAL PERSONNEL REPORT
JUNE 1998**

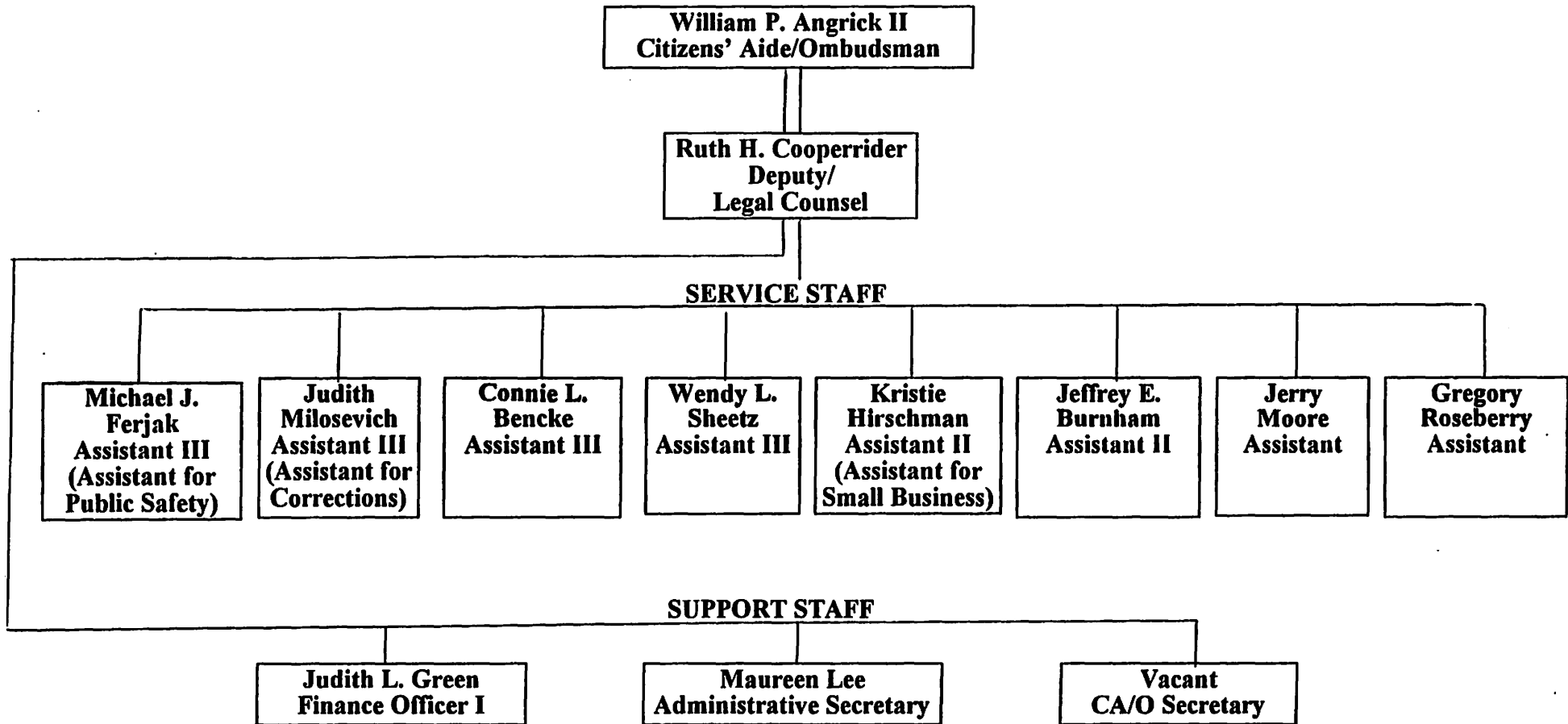
**WILLIAM P. ANGRICK II
DIRECTOR**

**CITIZENS' AIDE/OMBUDSMAN
ANNUAL PERSONNEL REPORT
June 1998**

Required Reports:

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

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



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

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Deputy/Legal Counsel	38
Assistant III	35
Assistant II	32
Assistant	27
Finance Officer 1	24
Executive Secretary	24
Administrative Secretary	21
Citizens' Aide/Ombudsman Secretary	19

CITIZENS' AIDE/OMBUDSMAN
Employee Personnel Information
FY 1998

Employee	Present Grade & Step	Employment Date	Review Date
<u>Director</u> Angrick	-	4/3/78	00/00/00
<u>Deputy/Legal Counsel</u> Cooperrider	38-4	7/9/90	11/27/98
<u>Assistant III</u> Milosevich	35-5	1/17/91	12/25/98
Bencke	35-5	8/22/90	6/11/99
Ferjak	35-3	12/11/87	12/25/98
Sheetz	35-3	9/15/90	12/11/98
<u>Assistant II</u> Hirschman	32-4 ✓	11/13/95 ✓	5/14/99
Burnham	32-3	6/6/92	11/27/98
<u>Assistant</u> Moore	27-2	1/3/97	6/25/99
Roseberry	27-1	2/2/98	8/7/98
<u>Finance Officer I</u> Green	24-6	7/1/74	00/00/00
<u>Administrative Secretary</u> Lee	21-6	6/23/89	00/00/00

**CITIZENS' AIDE/OMBUDSMAN
OVERTIME AND COMP TIME REPORT
Calendar Year 1997**

Name	Overtime Hours	Overtime less 40	Compensatory Hours
Employee 1	40.75	0.75	0.75
Employee 2	56.75	16.75	16.75
Employee 3	128.00	88.00	88.00
Employee 4	42.00	2.00	2.00
Employee 5	229.25	189.25	120.00
Employee 6	135.75	95.75	95.75
Employee 7	132.50	92.50	92.50
	Total Hours	765.00	485.00
	Average	109.29	69.29
			415.75

**CITIZENS' AIDE/OMBUDSMAN
EDUCATIONAL LEAVE REPORT
Fiscal Year 1997**

One employee was reimbursed tuition for a Powerpoint computer applications course completed in June 1997.

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

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

**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 23, 1998
Room 118, State Capitol

1:00 p.m.

Call to Order

Roll Call

Consideration of Minutes of May 27 Meeting (previously distributed)

Receipt of Annual Personnel Reports

Consideration of Personnel Reports

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

Links to General Assembly's Home page

Additional Business?

Adjournment

The High-Tech Brain Drain

Ask Mike Benzen, Missouri's chief information officer, about his state government's shortage of information technology workers, and he immediately starts talking about the intern who got away.

The intern, who this year was a senior studying computer science at a Jefferson City university, had pitched in full-time for a semester with a state agency. The agency had hoped to make him an offer, but even before he graduated, a private-sector company had already put on the table almost \$20,000 more than the state could afford. "We're seeing this whenever we recruit at colleges," Benzen says. "The kids say, 'Don't even bother talking to them, they're not paying anything.'"

Missouri is not alone. The high-tech worker crunch is sweeping the economy, and nearly every state and local government is getting hit hard. Keeping information technology employees from jumping at spectacular private-sector salaries—and finding new people to take the place of the ones who do jump—is one of the most vexing personnel issues governments face today. Nearly every kind of high-tech worker, from entry-level to upper management, is in high demand these days; some, such as network administrators, are nearly impossible to find. According to the Information Technology Association of America, there are nearly 350,000 vacant IT positions nationwide—and that counts only relatively large businesses. For governments, which rarely can match the kinds of salaries business is offering these days, the situation seems much worse.

It's not unusual, of course, for public-sector salaries to lag behind private-sector ones. But the situation in IT goes beyond the standard pay disparity: Technology industry salaries are rising rapidly, and in many cases are double what workers can get in government. More and more, companies—often aided by aggressive headhunting firms—are sweetening the deal with big signing bonuses and stock options. The situation is only exacerbated by the infamous Year 2000 computer bug, which

The private sector's lure of big salaries is making it ever harder for governments to find information technology workers—and keep the ones they have.

□ CHRISTOPHER SWOPE



has siphoned countless IT workers away from other projects, and done so in a deadline atmosphere that is setting off bidding wars for qualified people. "If the gap were \$3,000 to \$5,000, we could compete—we always have," says Benzen, who also chairs the National Association of State Information Resource Executives' task force on high-tech workers. "But in the last 18 months, the market has moved so far beyond us. It's no longer a rational decision for a new graduate to work for us."

Making matters even tighter, the num-

ber of college students getting computer science degrees has been dropping. "The pace of change is so rapid that the university system has had a hard time staying in front of it," says Robert Mayer, Maine's chief information officer. "They're scrambling to put together courses on the computer language Java, but it's so new that it's hard to find a professor with a background in it."

What can governments do? Raising salaries is the easy answer, but that's more difficult to do than it sounds. First of all, agencies have to find the money, whether they scrape it up from within or get it from a legislature or council. Then there are civil service and union rules, which in many state and local governments limit the freedom of managers to raise the salaries of just one class of employees.

Perhaps the biggest compensation problem, though, is structural: The underlying pay systems governments use are not designed to respond quickly to market pressures. The complex matrixes of classifications and pay ranges instead are built on pillars of seniority and equitability. "The typical public-sector response is inadequate for this problem," says Howard Risher, co-author of the book *New Strategies for Public Pay*. "The concept of classification is so ingrained in the public sector that it takes an act of God to deviate from it."

Mississippi is one place that found its classifications for IT positions woefully out of date. Most job titles were reflective of bygone technologies. And the salary ranges for IT positions, especially at the entry level, were roughly \$10,000 out of sync with the market. Meanwhile, the growing telecommunications giant WorldCom, which is headquartered in the state capital of Jackson, has been sucking the state's IT staff dry. "We knew we had a mishmash," says J.K. "Hoopy" Stringer, the state personnel director. "The classifications we had in place did not call for the type of people we need for today and for tomorrow."

The state hired a consultant to suggest

Technology managers need relief from the time-consuming rigidity of the civil service hiring bureaucracy.



ways to redefine IT positions and to do a survey of salaries in nearby industry and neighboring state governments. Revised IT classifications, pegged to salary ranges that start \$4,000 to \$8,000 higher in most cases, will go into effect July 1.

Some states are trying variations of a more flexible concept, known as "broadbanding." In Texas, a whole new pay scale was set up for several job types, including IT people. Before, managers' hands were tied: Employees got raises in rigid steps of 3.4 percent, and new hires were automatically cast into a certain salary box according to their skills and experience. The new scale ditches the rigid steps, and sets very broad pay ranges for each job group. That means managers now have discretion to negotiate higher salaries for new hires who are entertaining multiple job offers or to give higher-than-usual raises to existing employees who might be shopping around. Just as important, the highest salary on the page, which used to be \$52,000, is now \$163,000.

The legislature didn't put up extra money for the higher pay, however, leaving it to agencies to find money within their own budgets. "Just having the authority helps a lot," says Edward Serna, the director of oversight operations at the Department of Information Resources, which had a startling 56 percent staff turnover rate last year. "Now, we can basically write a number on a sheet of paper and slide it across the table."

But when it comes to hiring high-tech workers, salary flexibility is not all technology managers are finding they need. They also need some relief from the time-consuming rigidity of the civil service hiring bureaucracy. In some places, it can be two or three months between the time a job vacancy gets posted and the time an offer is made. Compare that with small high-tech firms, which can sometimes do the same in two or three hours.

New York state is one place that's trying to accelerate the high-tech hiring process. Traditionally, it has been a painfully drawn-out operation, due in no small part to a required six-hour written test of skills. The test was offered every other week at best, and it could take a week or two more to grade. Then there was time for interviews, whittling down lists and making a selection. "If a candidate is faced with two equally good job opportunities and one requires six hours on a Saturday engaged in a rather undesirable experience

and the other he can start tomorrow, which one will he take?" says Daniel Wall, New York's executive deputy civil service commissioner.

In April, the state ditched the exam in favor of a system of rating a candidate's skills and experience. Scoring now can be done almost instantaneously: People attending job fairs or students talking to state recruiters, for instance, can know the same day whether they should apply. In some cases, they might even be offered a job on the spot.

New York's focus is not just on hiring new people but also on bringing back some older ones: retirees. This is especially true for dealing with the Year 2000 problem, which Governor George E. Pataki has decreed to be the state's number one technology priority. Officials sifted through retirees' personnel records, looking for people who might be interested in coming off the bench to pinch-hit on Y2K. They sent out letters to those people, and have a pool of almost 60 retirees who are interested in going back to work.

A parallel coping strategy is to offer tech jobs—and intense training—to non-tech government employees. The idea is to give people with a record of loyalty to public service a chance to advance themselves and change careers. Missouri's social services department is trying a limited experiment of this approach with a small batch of workers. Interested employees were first given aptitude tests to determine whether they were cut out for programming work. A group of 10 were then given an eight-week boot camp of sorts, with the training narrowly focused on the COBOL programming language.

Benzen admits that using non-techies is not ideal, but times are desperate and

options are few. "They are trained very narrowly, so they can contribute to that part of the job," he says. "They're not necessarily the most desirable replacement for someone with 10 years of experience."

Missouri has high hopes for a longer-term strategy. The vulnerable pocket of competent but underpaid state IT workers in the state capital of Jefferson City has corporate vultures from nearby cities circling overhead. Benzen says one Kansas City-based technology firm has even set up shop in Jefferson City, not to do any business there but to lure the state's IT people away. A steady and sometimes surging stream of people have been leaving state government for big bucks in industry.

State IT officials figured the key to easing the hyper-competitive atmosphere and growing the tech labor pool was to get more locals interested in technology careers. The easiest people to retain, they found, were the ones who had grown up near Jefferson City. The state teamed with local companies to talk about work force needs, and created the Jefferson City Information Technology Coalition. Then they talked with all 10 local higher education institutions about bolstering technology curricula. The coalition is also hitting the airwaves locally, and has held two job fairs, appealing to professionals who are thinking about changing careers. Enrollments in local college IT programs are way up, and Benzen estimates the number of area people in the tech training pipeline has doubled in the past year.

A second, even longer-term component of the program is to sell local middle- and high-school students on the idea of careers in technology. The coalition organized a speaker's bureau of business and education volunteers to go into schools and talk with students, guidance counselors, teachers and parent organizations about it. The hope is that college enrollments in tech programs will increase even more, and that four to eight years from now, the high-tech worker shortage in Jefferson City will dissipate. But there are no guarantees, of course, that a new crop of graduates will not blow off state recruiters the way they do today.

"We know not everyone who graduates locally will stay here," Benzen says, "but the vast majority of our work force has roots here. They choose to live here. If we can build the local work force, some will move on. But if many stay, it will help us a lot." □

REPORT OF THE SERVICE COMMITTEE TO THE LEGISLATIVE COUNCIL

June 23, 1998

The Service Committee of the Legislative Council met on June 23, 1998, and makes the following report and recommendations to the Legislative Council:

1. The Service Committee received and filed the June 1998 and the annual personnel report from the Legislative Fiscal Bureau and recommends that the following employees be promoted:
 - Mr. Scott Miller, from Computer Systems Analyst 1, grade 27, step 4, to Computer Systems Analyst 2, grade 29, step 4, effective September 1998.
 - Ms. Deb Kozel, from Legislative Analyst, grade 27, step 3, to Legislative Analyst 1, grade 29, step 2, effective October 1998.
 - Ms. Deb Anderson, from Legislative Analyst, grade 27, step 3, to Legislative Analyst 1, grade 29, step 2, effective September 1998.
 - Mr. Ron Robinson, from Legislative Analyst, grade 27, step 3, to Legislative Analyst 1, grade 29, step 2, effective September 1998.
 - Mr. Larry Sigel, from Legislative Analyst 3, grade 35, step 3, to Senior Analyst, grade 38, step 2, effective September 1998.
 - Ms. Margaret Buckton, from Legislative Analyst 1, grade 29, step 3, to Legislative Analyst 2, grade 32, step 2, effective November 1998.
 - Ms. Darlene Kruse, from Legislative Analyst 1, grade 29, step 3, to Legislative Analyst 2, grade 32, step 1, effective November 1998.

2. The Service Committee received and filed the June 1998 and the annual personnel report from the Legislative Service Bureau and recommends the following:
 - That the following employees be promoted:
 - Ms. Diane Ackerman, from Assistant Editor 1, grade 24, step 3, to Assistant Editor 2, grade 27, step 2, effective June 1998.
 - Mr. Ed Cook, from Legal Counsel 1, grade 32, step 6, to Legal Counsel 2, grade 35, step 4, effective June 1998.
 - That the Legislative Service Bureau be authorized to negotiate a salary, above the entry level if necessary, in hiring an experienced legal counsel to assist with codification work and editing of bills and amendments, subject to approval of the negotiated salary by the Service Committee.

3. The Service Committee received and filed the June 1998 and the annual personnel report from the Legislative Computer Support Bureau and recommends that the following employees be promoted:
 - Mr. Jason Hunt, from Computer Systems Analyst 1, grade 27, step 4, to Computer Systems Analyst 2, grade 29, step 3, effective July 1998.
 - Mr. Scott Mathews, from Computer Systems Analyst 1, grade 27, step 4, to Computer Systems Analyst 2, grade 29, step 3, effective July 1998.

4. The Service Committee received and filed the June 1998 and the annual personnel report from the Office of Citizens' Aide/Ombudsman and recommends that the following employee be promoted:
 - Ms. Maureen Lee, from Administrative Secretary, grade 21, step 6, to Executive Secretary, grade 24, step 5, effective June 1998.

5. The Service Committee recommends that the Computer Support Bureau shall continue to store home pages for each of the four legislative caucuses on the Iowa General Assembly's Internet home page for an additional six month trial period or until the next Legislative Council meeting following the additional six month period.

6. The Service Committee received an oral report from the Director of the Legislative Service Bureau concerning hiring, retention, and cross training of support personnel within the Bureau. The Director may forward suggestions to address these issues to the Service Committee before its next meeting.

Respectfully submitted,

Representative Brent Siegrist
Chairperson

LEGAL COUNSELS

Douglas L. Adkisson
 Edwin G. Cook
 Susan E. Crowley
 Patricia A. Funaro
 Michael J. Goedert
 Dale R. Haatvedt
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RESEARCH ANALYSTS

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GENERAL ASSEMBLY OF IOWA**LEGISLATIVE SERVICE BUREAU**

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 June 18, 1998

DIANE E. BOLENDER
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LOANNE M. DODGE
 IOWA CODE EDITOR

KATHLEEN K. BATES
 ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
 LEGISLATIVE INFORMATION OFFICE DIRECTOR

TO: CHAIRPERSON SIEGRIST AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: MATERIALS FOR JUNE MEETING

Please note that the meeting room for this meeting is changed to Committee Room 118. The Legislative Council will meet at 2:00 p.m. at the State Historical Building Auditorium.

Enclosed are copies of the following information for the June 23 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

Enclosure 3: Revised Agenda for the meeting.

Enclosure 4: Article from Governing magazine from Sandy Scharf.

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.

I look forward to seeing you on Tuesday, June 23, 1998 at 1:00 p.m.