

**IMPLEMENTATION PLAN
PROPOSED POSITION CLASSIFICATION SYSTEM**

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

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

**POSITION RECLASSIFICATION PROPOSAL
PROFESSIONAL POSITIONS**

() indicates current pay grade

Prop. Grade	Comp. Exec. Branch Positions	CAUCUS/LEADERSHIP STAFF		LSB	LFB	CA/O	CSB
		House	Senate				
41	PSE 5/other Div Adm.	Sr. Caucus Staff Dir. (36) Sr. Asst. Chief Clerk (new)	Sr. Caucus Staff Dir. (36) Sr. Asst. Sec. of Senate (new)	Deputy Director (39) Div. Adm. 2 (new) *Code Editor (38)	Deputy Director (39) Div. Adm. 2 (new)	Sr. Deputy (new)	
OR							
38	PSE 4/other Div Adm.	Caucus Staff Dir. (34)	Caucus Staff Dir. (34)	*Admin. Code Editor (38) Div. Adm. 1 (36)	Div. Adm. 1 (36)	Deputy (36)	
* Denotes position could be pay grade 38 or 41 depending upon job responsibility and experience.							
38	PSE 4	Sr. Adm Asst to Ldr. (35) Sr. Adm Asst to Spkr (35) Sr. Research Analyst (35) Asst. Chief Clerk 3 (34)	Sr. Adm Asst to Ldr (35) Sr. Adm Asst to Pres (35) Sr. Research Analyst (35) Asst. Sec. of Senate 3 (34)	Sr. Legal Counsel (36) Sr. Research Analyst (35)	Sr. Legis. Analyst (35)	Sr. Legal Counsel (new) Sr. CA/O Asst. (new)	CSB Div. Adm. 2 (new)
35	PSE 3	Adm. Asst. 3 to Ldr (33) Adm. Asst. 3 to Spkr (33) Research Analyst 3 (33) Legal Counsel 2 (33) Asst. Chief Clerk 2 (new)	Adm. Asst. 3 to Ldr (33) Adm. Asst. 3 to Pres (33) Research Analyst 3 (33) Legal Counsel 2 (33) Asst. Sec. of Sen. 2 (new)	Deputy Code Editor (33) Dep. Adm. Code Ed. (new) Legal Counsel 2 (33) Research Analyst 3 (33) Sr Comp Sys Analyst (34)	Legislative Analyst 3 (33) Sr Comp Sys Analy (34)	Legal Counsel 2 (new) CA/O Asst. 3 (33)	CSB Div. Adm. 1 (new) Sr Comp Sys Analyst (34) Sr Comp Sys Engr (new)
32	PSE 2 Sr. Systems Analyst Data Proc. Spec. 2	Adm. Asst. 2 to Ldr (30) Adm. Asst. 2 to Spkr (30) Research Analyst 2 (30) Legal Counsel 1 (new) Asst. Chief Clerk 1 (new)	Adm. Asst. 2 to Ldr (30) Adm. Asst. 2 to Pres (30) Research Analyst 2 (30) Legal Counsel 1 (new) Asst. Sec. of Sen. 1 (new)	Legal Counsel 1 (new) Research Analyst 2 (30) Comp Syst Analy 3 (33)	Legislative Analyst 2 (30) Comp Syst Analy 3 (33)	CA/O Asst. 2 (30) Legal Counsel 1 (new)	Comp Syst Analy 3 (33) Comp Syst Engr 2 (new)
30		Legal Counsel (30)	Legal Counsel (30)	Legal Counsel (30)		Legal Counsel (31)	
29	PSE 1 System Analyst Data Proc. Spec. 1	Adm. Asst. 1 to Ldr (new) Adm. Asst. 1 to Spkr (new) Research Analyst 1 (new)	Adm. Asst. 1 to Ldr (new) Adm. Asst. 1 to Pres (new) Research Analyst 1 (new)	Research Analyst 1 (new) Comp Syst Analy 2 (30)	Legislative Analyst 1 (new) Comp Syst Analy 2 (30)	CA/O Asst. 1 (new)	Comp Syst Analy 2 (30) Comp Syst Engr 1 (new)
27		Adm. Asst. to Ldr (27) Adm. Asst. to Spkr (27) Research Analyst (27)	Adm. Asst. to Ldr (27) Adm. Asst. to Spkr (27) Research Analyst (27)	Research Analyst (27) Comp Syst Analy 1 (27)	Legislative Analyst (27) Comp Syst Analy 1 (27)	CA/O Asst. (27)	Comp Syst Analy 1 (27)
24		Research Asst.	Research Asst.				Comp Syst Analy Trn

**POSITION RECLASSIFICATION PROPOSAL
ADMINISTRATIVE AND SUPPORT POSITIONS**

Prop. Grade	House	Senate	LSB	LFB	CA/O	CSB
31	Sr. Finance Off. (31)	Sr. Finance Off. (31)	Sr. Finance Off. (31)			
30	Sr. Editor (29)	Sr. Editor (29)	Asst. Ed. III (now) LIO Dir. (30)			
28			Indexer Sup. (now) Text Proc. Sup. (28)			
27	Finance Officer II (27) Eng./Enr. Proc. (new) Conf. Sec. (26) Asst. Legal Cal. (26) Sec. Sup./Tr. II (now)	Finance Officer II (27) Conf. Sec. (26) Asst. Legal Cal. (26) Sec. Sup./Tr. II (now)	Finance Officer II (27) Asst. Ed. II (27) Conf. Sec. (26) Sr. Lib. (27)			
25	Editor II (24) Indexer II (24) Sr. Text Proc. (25)	Editor II (24) Indexer II (24)	Doc. Proc. Sup. (23) Indexer II (24) Sr. Text Proc. (25)			
24	Fin. Off. I (24) Exec. Sec. (23) Sr. Cauc. Sec. (23) Sec. Sup./Tr. I (24) Rec. Clerk II (new)	Fin. Off. I (24) Exec. Sec. (23) Sr. Cauc. Sec. (23) Sec. Sup./Tr. I (24) Rec. Clerk II (new)	Fin. Off. I (24) Exec. Sec. (23) Asst. Ed. I (24) Lib. (24) LIO Off. (22)	Exec. Sec. (23)	Fin. Off. I (new) Exec. Sec. (23)	Comp. Oper. II (24) Exec. Sec. (23)
22	Editor I (21) Indexer I (21) Text Proc. II (new)	Editor I (21) Indexer I (21)	Text Proc. II (22) Indexer I (21) Sr. Doc. Proc. (new) Proof. Sup. (18) Asst. Lib. (22)			
21	Asst. Fin. Off. (21) Adm. Sec. (21) Cauc. Sec. (21) Sec. Sup. (now) Rec. Clerk I (20)	Asst. Fin. Off. (21) Adm. Sec. (21) Cauc. Sec. (21) Sec. Sup. (now) Rec. Clerk I (20)	Asst. Fin. Off. (21) Adm. Sec. (21) Pub. Asst. (21)	Adm. Sec. (21)	Asst. Fin Off. (new) Adm. Sec. (21)	Comp. Oper. I (21) Adm. Sec. (21)
19	Asst. Editor (now) Indexing Asst. (18) Text Proc. I (new) Sec. (19) Asst. to Leg. Cal. (17)	Asst. Editor (now) Indexing Asst. (18) Sec. (19) Asst. to Leg. Cal. (17)	Indexing Asst. (18) Text Proc. I (19) Doc. Proc. II (18) Proof. II (new) LIO Asst. (18)		Sec. (19)	
18		Rec. & S. Clerk (18)				
17	Compositor (17) Comm. Sec. (17) Sergeant-at-Arms (17)	Compositor (17) Comm. Sec. (17) Sergeant-at-Arms (17)				

POSITION RECLASSIFICATION PROPOSAL

16	Clerk to Ch. Clerk (16) Supply Clerk (16)	Proof. (new)	Proof. 1 (15, 16, 17) Doc. Proc. 1 (new)
15	Legis. Sec. (15)	Legis. Sec. (15)	
14	Asst. Serg. (14) Sw. Operator (13) Bill Clerk (13)	Asst. Serg. (14) Sw. Operator (13) Bill Clerk (13)	Tour G. Sup. (14)
13			Doc. Proc. Asst. (13)
12	Ch. Doorkeeper (new) Postmaster (12) Asst. Bill Clerk (12)	Ch. Doorkeeper (12) Postmaster (12) Asst. Bill Clerk (12)	Tour G. (12)
11	Doorkeeper (11)	Doorkeeper (11)	
MIN	Pages (MIN)	Pages (MIN)	Pages (MIN)
	Position Classification deleted: Assistant to the Legal Counsel and Enrolling/Enrolling Clerk (24)	Position Classifications deleted: Assistant to Legal Counsel/Assistant Finance Officer (16); Assistant Journal Editor/Assistant Finance Officer (23)	Position classification deleted: Administrative Assistant (20)