

R E P O R T

of the Service Committee

December 21, 1982

The Service Committee met on December 21, 1982 and makes the following recommendations to the Legislative Council:

1. That Ms. Tamara Fujinaka be employed in the Legislative Fiscal Bureau as a Legislative Fiscal Analyst at Pay Grade 24 and an annual salary of \$17,810.
2. That Ms. Patricia Hipple be employed in the Legislative Fiscal Bureau as a Program Analyst at Pay Grade 24 and an annual salary of \$17,810.
3. That authorization be granted for employment of a non-partisan joint public information officer at pay grade 24 who will work under the general supervision of the Director of the Legislative Service Bureau. The qualifications and duties of the public information officer are attached to this report.

PUBLIC INFORMATION OFFICER. Salary rate: Grade 24
\$17,430.40 - \$22,692.80

1. Qualifications, Skills, and Ability: Graduate of a college or university with a bachelor's or master's degree or equivalent experience, which emphasizes the ability to communicate. Ability to communicate orally and in writing in a clear, concise, and nonpartisan manner and to summarize legislative procedures, detailed documents, administrative rules, legislation, and other legislative materials. Ability to learn legislative procedures in this and other states and explain to the public in writing and orally those procedures. No participation in partisan politics.

2. Duties: Under general supervision of the director of the legislative service bureau, assist the House and Senate and other legislative agencies to provide information to the public relating to actions and procedures of the general assembly. Assist in the dissemination of nonpartisan legislative materials developed by the House and Senate and other legislative agencies. Develop, subject to the approval of the Service Committee, a legislative public information program designed to inform in an educational manner the general public. Supervise and coordinate session only employees or interns in the gathering of information designed to inform the public about legislative actions and procedures. The public information officer shall supervise, pursuant to policies established by the Service Committee and the Legislative Council, the tour guides.