

REPORT OF THE SERVICE COMMITTEE

TO THE LEGISLATIVE COUNCIL

May 30, 1985

A Subcommittee of the Service Committee met on May 29, 1985 and developed recommendations for the Service Committee to consider. The Service Committee met on May 30, 1985 and makes the following recommendations to the Legislative Council:

1. That action on the grievance filed by Patricia Hipple against Dennis Prouty, Director of the Legislative Fiscal Bureau, be postponed until Ms. Hipple can be present.

2. That the proposed budget allocation for the fiscal year beginning July 1, 1985 for the Legislative Service Bureau be approved as submitted to the Service Committee and transmitted to the Legislative Council.

3. That the proposed budget allocation for the fiscal year beginning July 1, 1985 for the Legislative Fiscal Bureau be approved as submitted to the Service Committee and transmitted to the Legislative Council.

4. That the proposed budget allocation for the fiscal year beginning July 1, 1985 for the Office of Citizens' Aide be approved as submitted to the Service Committee and transmitted to the Legislative Council.

5. That the job classification of Mr. Clarence Key, be changed from Assistant Citizens' Aide to Assistant Citizens' Aide for Corrections and that his pay grade be established at Grade 28, step 1, which is entry level established for that position.

6. That the additional step granted to Mrs. Ruth Mosher for added responsibilities for handling corrections complaints be removed as of May 17, 1985.

7. That the employment of Ms. Kristine A. Winter, Clerk Typist III, a session only employee in the Public Information Office, be continued through June 27, 1985.

8. That the requirements for applicants for Director of the Legislative Service Bureau be as attached to this Report.

9. That the job requirements attached to this Report be sent to the following: National Conference of State Legislatures, Council of State Governments, National Governors Association, American Bar

Association, Iowa State Bar Association, University of Iowa, Iowa State University, University of Northern Iowa, Drake University, and the Des Moines Register, and be distributed to legislative agencies of other states on NCSL labels.

10. That the legislative agencies develop an information base about their job classifications and duties including contacting other states that have implemented comparable worth to determine the manner in which comparable worth was accomplished for legislative job classifications, and that the Legislative Council review the criteria for implementing comparable worth used by the judicial branch, with an intent that comparable criteria be used, and proceed to employ, by bid, (the bids being accompanied by the methodology the firm would be using to conduct and complete the study), a firm to conduct a comparable worth study of legislative job classifications and report the results of the study to the Legislative Council.

Respectfully submitted,

REPRESENTATIVE JOHN H. CONNORS  
Chairman

## LEGISLATIVE SERVICE BUREAU DIRECTOR'S POSITION

1. Law degree and admitted to practice law in a state, with office administration experience or other equivalent work experience, and with working knowledge of the legislative process and legislative procedures.
2. The Director's position is a non-partisan position which prohibits participation in partisan political activities.
3. Requires ability to cooperate with legislative staffs and other legislative agencies.
4. Requires writing ability and knowledge of writing and reviewing legislative bill drafts.
5. Serves as secretary to the Legislative Council and its committees.
6. Serves as secretary to the Interstate Cooperation Commission.
7. Responsible for overseeing professional non-partisan staff of approximately fifteen attorneys and research analysts, plus support staff.
8. Responsible for providing bill drafting and research services to the Iowa General Assembly, which includes 100 Representatives and 50 Senators, and their respective staffs.
9. Responsible for providing staff support for the Standing Committees of the Senate and House.
10. Responsible for providing staff support for interim committees established by the General Assembly and the Legislative Council.
11. Employ, with the approval of the Legislative Council, such temporary employees as may be required to provide temporary bill drafting or research services prior to or during sessions of the General Assembly.
12. Employ temporary support staff necessary for the sessions of the General Assembly.
13. Salary range \$40,000-\$55,000, depending upon qualifications and experience. Salary and other benefits negotiable.