

SERVICE COMMITTEE REPORT

June 21, 1989

The Service Committee met on June 21, 1989 and makes the following recommendations for adoption by the Legislative Council:

1. That the proposed personnel guidelines be approved, except for the provisions relating to maternity and family leave. The provisions relating to maternity and family leave, contained in the personnel guidelines, are recommended for adoption without prejudice for the interim period commencing June 21, 1989, and ending on the date of the next Legislative Council meeting. The Service Committee intends to conduct further discussion and research on the issue of maternity and family leave and submit final recommendations at the next meeting of the Legislative Council. The personnel guidelines are included with this report.

2. That the payment of the difference between the hourly rate of \$70, to be paid through the Attorney General's office, and the hourly rate of \$85 to be charged by the attorney representing the Citizens' Aide/Ombudsman in a pending federal civil rights lawsuit be approved. The difference in attorney's fees shall be paid from moneys available to the Citizens' Aide/Ombudsman.

3. That the purchase of computer hardware, which includes 25 personal computers at a cost of \$75,000 - \$80,000, by the Director of the Legislative Fiscal Bureau, be approved, provided that the purchase conforms to the long-range compatibility requirements of the current legislative computer system. The actual purchase of hardware will be through one of four vendors demonstrating equipment in the Legislative Dining Room on June 21, 1989, and the cost will be paid from moneys available to the Legislative Fiscal Bureau and the Computer Support Bureau in the current fiscal year. The Computer Oversight Subcommittee of the Service Committee will continue to function and make recommendations to the Service Committee concerning the acquisition of software for personal computers and possible future mainframe improvements.

4. That the filling of the vacancy in the position of Software Analyst I by the Computer Support Bureau be approved.

5. That the Director of the Computer Support Bureau be permitted to commence negotiations with Hawkeye Security in acquiring their used UNISYS 1100/72 mainframe computer to add a fourth central processing unit (CPU) at an approximate cost of \$20,000 to move and install the CPU. The Computer Support Bureau will return with precise cost estimates.

6. That the Director of the Computer Support Bureau be authorized to purchase five to ten Sperry terminal emulator package (STEP) boards and modems for use by members of the General Assembly.

7. That the following individuals who are employed by the Legislative Service Bureau in positions for which the position classification and grade were changed in the Central Legislative Staff Agency Pay Resolution adopted by the Legislative Council on May 17, 1989, be assigned the following listed position classifications, grades, and steps:

- a. Ms. Phyllis Barry, Administrative Code Editor, grade 38, step 1.
- b. Ms. Marge Knudsen, Senior Finance Officer, grade 31, step 2.
- c. Mr. Richard Schulze, Chief Indexer, Iowa Code, grade 24, step 5.
- d. Ms. Pamela Worden, Chief Indexer, grade 24, step 5.

8. That Mr. Gary Kaufman, Legislative Service Bureau, be reclassified from Legal Counsel II, to Senior Legal Counsel, grade 36, step 2.

9. That Ms. Susan Voss, Legislative Service Bureau, be reclassified from Legal Counsel I to Legal Counsel II at grade 33, step 4, which is the same salary as Ms. Voss was receiving September 1988 as a Legal Counsel in the Office of Citizens' Aide/Ombudsman.

10. That Ms. Patricia Feters, Legislative Service Bureau, be promoted from Proofreader-Indexer in the Administrative Code Division to the vacant position of Assistant Administrative Code Indexer at grade 18, step 6, effective retroactively to the nearest pay period to May 17, 1989, when the request to fill the position was made.

11. That Ms. Andrea Meier, Legislative Service Bureau, be promoted from Proofreader to the vacant position of Proofreader Coordinator at grade 18, step 2, effective retroactively to the nearest pay period to January 9, 1989, as Ms. Meier was performing the duties of Proofreader Coordinator during the 1989 legislative session.

12. That Ms. Aida Audeh be employed in the Legislative Service Bureau as a Legal Counsel I, at grade 30, step 1, effective July 17, 1989. Ms. Audeh will fill the position that will be vacated by Ms. Deanne Nail who has submitted her resignation due to her August 19, 1989 marriage.

13. That the position of Deputy Iowa Code Editor, approved by the Legislative Council as a part of the 1989-1990 fiscal year budget request, be classified at pay grade 33 based upon a factor score of 487.

In addition, the Service Committee received and filed the following reports and information upon which no action was required:

1. Annual personnel reports for the Legislative Service Bureau, Legislative Fiscal Bureau, Computer Support Bureau, and Citizens' Aide/Ombudsman were received and filed.

2. An oral report regarding the activities of the Personnel Subcommittee was received.

3. Information about pending lawsuits against the Citizens' Aide/Ombudsman was received and filed.

4. Information from the Citizens' Aide/Ombudsman relating to action by the Department of General Services to correct possible noncompliance with State Fire Marshal safety recommendations in the building in which the Citizens' Aide/Ombudsman' office is located, was received and filed.

5. Information relating to application procedures for the position of Director of the Legislative Service Bureau was received and filed.

6. Mr. Gary Rudicil has been employed by the Legislative Service Bureau as a Research Analyst I at grade 27, step 1, to assist Mr. Kaufman in performing reapportionment work.

7. Ms. Grace Rehnblom will be retiring on July 20, 1989, from the Administrative Code Division, Legislative Service Bureau, and the Service Bureau will fill this position using regular employment procedures.

8. Ms. Ruth McGhee will be retiring soon from the Legislative Service Bureau and the Service Bureau will fill one of its two librarian positions using regular employment procedures.

9. The Public Information Office Assistant position in the Legislative Service Bureau will be filled using regular employment procedures.

10. A listing of individuals filling temporary positions in the Legislative Service Bureau was received and filed.

11. Position descriptions for positions established in the Central Staff Agency Pay Resolution for the Legislative Service Bureau were received and filed.