

**REPORT OF THE SERVICE COMMITTEE  
TO THE LEGISLATIVE COUNCIL**

June 23, 1993

The Service Committee of the Legislative Council met on June 23, 1993. The meeting was called to order by Speaker Harold Van Maanen, Chairperson, at 11:29 a.m. in Room 305 of Kirkwood Hall, Kirkwood Community College, Cedar Rapids, Iowa.

The Service Committee respectfully submits to the Legislative Council the following report and recommendations:

1. The Service Committee received and filed the annual personnel reports of the Legislative Service Bureau, the Legislative Fiscal Bureau, the Legislative Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman.
2. The Service Committee received and filed a personnel report from the Legislative Fiscal Bureau. The Service Committee recommends that the Legislative Council approve, effective October 5, 1993, and pending completion of a satisfactory review, the promotion of Ms. Tami Fujinaka from the position of Legislative Analyst, at grade 27, step 2, to Legislative Analyst 1, at grade 29, step 1. Ms. Fujinaka's qualifications exceed the minimum requirements for the Legislative Analyst 1 position.
3. The Service Committee received and filed a personnel report from the Legislative Service Bureau. The Service Committee recommends that the Legislative Council approve, effective June 18, 1993, the promotion of the following employees whose qualifications meet or exceed the minimum requirements for the new positions:
  - a. Ms. Susan Crowley from Legal Counsel at grade 30, step 3, to Legal Counsel 1 at grade 32, step 2.
  - b. Mr. Michael Kuehn from Legal Counsel at grade 30, step 3, to Legal Counsel 1 at grade 32, step 2.
  - c. Ms. Kathy Hanlon from Research Analyst at grade 27, step 3, to Research Analyst 1 at grade 29, step 2.
  - d. Ms. Susan Weddell from Computer Systems Analyst Trainee at grade 24, step 2, to Computer Systems Analyst 1 at grade 27, step 1.
  - e. Ms. Jody Jennings from Text Processor 2 at grade 22, step 3, to Senior Text Processor at grade 25, step 2.
4. The Service Committee received and filed a personnel report from the Legislative Computer Support Bureau. The Service Committee recommends that, pursuant to

the recommendation of the Computer User Policy Direction Committee, the Legislative Council approve the hiring of a new Computer Systems Analyst at grade 27, step 1. The position was included in the approved 1994 Fiscal Year Budget and hiring of the additional personnel will not increase the budget of the Legislative Computer Support Bureau in FY 1994.

5. The Service Committee received and filed a personnel report from the Office of Citizens' Aide/Ombudsman. The Service Committee recommends that the Legislative Council approve, effective July 2, 1993, the promotion of Ms. Connie Bencke from the position of Assistant I, at grade 29, step 3, to Assistant II, at grade 32, step 2. Ms. Bencke's qualifications exceed the minimum requirements for the position.
6. The Service Committee received and filed a report from the Computer User Direction Policy Committee.
7. The Service Committee received, filed, and recommends that the Legislative Council approve the following proposed changes to the Personnel Guidelines of the Central Legislative Staff Agencies:
  - a. Substance abuse policy.
  - b. Sexual harassment policy.
  - c. Amendments to the gifts and sales of goods and services policy.
  - d. Amendments to the conflicts of interest policy.
  - e. Personal financial disclosure policy.

Copies of the proposed changes are contained in the Legislative Council meeting materials.

Respectfully submitted,  
SPEAKER HAROLD VAN MAANEN  
Chairperson