

REPORT OF THE SERVICE COMMITTEE
OF THE IOWA LEGISLATIVE COUNCIL

September 19, 1985

The Service Committee met on September 19, 1985 and makes the following recommendations to the Legislative Council:

1. That the policy for posting vacancies for the legislative agencies under the Legislative Council be as follows:

All job openings shall be posted within the office in which a vacancy occurs advising current employees of a vacancy. The posted notice shall advise the employees that applications for the positions must be filed in writing with the administrative head of the agency. The notice to all employees shall contain a description of the job and duties and responsibilities. Current employees shall be required to follow the same procedure specified for any other applicant for the position.

2. That the Citizens' Aide be authorized to employ, subject to the approval of the Legislative Council, an Assistant Citizens' Aide to fill the vacancy created by the resignation of Ms. Doneen Willard.

3. That the Director of the Computer Support Bureau be authorized to employ, subject to the approval of the Legislative Council, a Data Processing Clerk I. This is a new position set at Grade 18, step 1. Mr. Scharf agreed to defer employment of a Systems Analyst until the next fiscal year.

4. That the Deputy Code Editor be authorized to employ, as needed, a temporary proofreader to help with proofreading the Code of Iowa.

5. That the Deputy Code Editor be authorized to change the employment status of the assistant indexer/proofreader from temporary to permanent, subject to the approval of the new Director of the Legislative Service Bureau.

6. That Arthur Young and Company be selected to conduct a comparative worth study of the legislative branch effective at the next Legislative Council meeting contingent upon the receipt by the Legislative Council of a letter from the corporate headquarters of Arthur Young and Company that the firm supports and abides by the Sullivan Principles as they relate to the Republic of South Africa.

7. That the position of Deputy Director be created in the table of organization of the Legislative Service Bureau at Grade 40 and the new Director of the Legislative Service Bureau may select the Deputy Director and salary step within grade 40, subject to the approval of the Legislative Council.

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In addition, the Citizens' Aide was instructed to ask the United States Department of Labor for further clarification in writing about the kinds of positions that must comply with the provisions of the Garcia Case relating to the payment of compensation for overtime. The Citizens' Aide was also directed to ask whether there is flexibility in managerial rights for certain kinds of employee duties; for example driving out of town to perform duties.

Respectfully submitted,

REPRESENTATIVE JOHN H. CONNORS
Chairman