

LEGISLATIVE ASSEMBLY EMPLOYEE POSITIONS AND COMPENSATION

This memorandum provides information on the number of employee positions during the 1993 and 2013 legislative sessions and reviews the proposed number of employee positions for the 2015 session. This memorandum also provides information on employee compensation during the 2013 session and proposed compensation levels for the 2015 session.

Information regarding employee positions during the 1993 session is provided as a base for comparison purposes because the number of employee positions peaked during that session.

Service contracts with third parties eliminated 13 stenographer and typist positions starting in 1995, eliminated 12 bill room clerk and journal room clerk positions starting in 1997, and eliminated 11 telephone attendant and telephone page positions starting in 2001. The secretarial, telephone message, and bill and journal room services contract proposed for 2015 provides for three positions spread among those three areas.

In 1997 a generic "legislative assistant" position was created and replaced the positions of assistant sergeant-at-arms, supply room coordinator, desk page, page and bill book clerk, information desk attendant, parking lot attendant, telephone attendant, telephone page, bill room clerk, and journal room clerk. The purpose of the legislative assistant position is to allow employees in positions not requiring substantial technical skills to be transferred to other work assignments as needed. Although the pay resolution refers to legislative assistant, the Employment Committees' reports continue to refer to the old titles as a means to indicate initial assignments.

SESSION EMPLOYEES 1993 and 2013 Employment Positions

Table 1 lists employment positions during the 1993 and 2013 sessions and proposed employment positions for the 2015 session.

During the 2011-12 interim, the Legislative Management recommended a total of 83.5 employment positions--38 Senate employees and 45.5 House employees--be employed during the 2013 session. During the session, the House employed two assistant committee clerks rather than one, and six full-time assistant sergeants-at-arms rather than five full-time and one one-half time assistant sergeants-at-arms; each majority leader employed one staff assistant rather than two; and the minority leaders employed three staff assistants rather than four. Thus, during the 2013 session, there were 37 Senate employees and 44 House employees.

2015 Proposed Positions

Table 1 lists the number of employment positions proposed for the 2015 session--38 Senate employees and 46 House employees--recognizes:

- The four staff assistants authorized for the majority leaders and the four staff assistants authorized for the minority leaders.
- Continued Senate employment of the supply room coordinator.
- Employment of a parking lot attendant by each house.
- Employment of the number of assistant sergeants-at-arms at the 2013 level.

| Employee Position | Number of Employee Positions 1993 Session | | Number of Employee Positions 2013 Session | | Proposed Number of Employee Positions 2015 Session | |
|--|---|-------|---|-------|--|-------|
| | Senate/House | Total | Senate/House | Total | Senate/House | Total |
| Secretary of the Senate/Chief Clerk of the House | 1/1 | 2 | 1/1 | 2 | 1/1 | 2 |
| Assistant secretary/assistant chief clerk | 1/1 | 2 | 1/1 | 2 | 1/1 | 2 |
| Journal reporter | 1/1 | 2 | 1/1 | 2 | 1/1 | 2 |
| Calendar clerk ¹ | N/A ¹ | 0 | 1/1 ¹ | 2 | 1/1 | 2 |
| Bill clerk | 1/1 | 2 | 1/1 | 2 | 1/1 | 2 |
| Recording clerk ² | N/A | 0 | 1/1 | 2 | 1/1 | 2 |
| Sergeant-at-arms | 1/1 | 2 | 1/1 | 2 | 1/1 | 2 |
| Administrative assistant to the Speaker | 0/1 | 1 | 0/1 | 1 | 0/1 | 1 |

| Employee Position | Number of Employee Positions 1993 Session | | Number of Employee Positions 2013 Session | | Proposed Number of Employee Positions 2015 Session | |
|--|---|------------|---|-----------|--|-----------|
| | Senate/House | Total | Senate/House | Total | Senate/House | Total |
| Administrative assistant to the majority leader | 1/1 | 2 | 1/1 | 2 | 1/1 | 2 |
| Staff assistant to the majority leader | 1/1 ³ | 2 | 1/1 ³ | 2 | 2/2 ³ | 4 |
| Administrative assistant to the minority leader | 1/1 | 2 | 1/1 | 2 | 1/1 | 2 |
| Staff assistant to the minority leader | 1/1 | 2 | 2/1 ⁴ | 3 | 2/2 | 4 |
| Chief committee clerk | 1/1 | 2 | 1/1 | 2 | 1/1 | 2 |
| Appropriations Committee clerk | 1/1 | 2 | 1/1 | 2 | 1/1 | 2 |
| Assistant Appropriations Committee clerk | 1/3 | 4 | 1/3 | 4 | 1/3 | 4 |
| Committee clerk | 10/10 | 20 | 10/10 | 20 | 10/10 | 20 |
| Assistant committee clerk | 1/1 | 2 | 1/2 | 3 | 1/2 | 3 |
| Deputy sergeant-at-arms | 2/1 | 3 | 1/1 | 2 | 1/1 | 2 |
| Assistant sergeant-at-arms | 3/7 | 10 | 2/6 | 8 | 2/6 | 8 |
| Supply room coordinator ⁵ | 1/0 | 1 | 1 ⁵ /0 | 1 | 1/0 | 1 |
| Chief page and bill book clerk | 1/1 | 2 | 1/1 | 2 | 1/1 | 2 |
| Desk page | 1/3 | 4 | 1/1 | 2 | 1/1 | 2 |
| Page and bill book clerk | 8/17 | 25 | 3/4 ⁶ | 7 | 3/4 | 7 |
| Journal page ⁷ | 1/1 | 2 | N/A ⁷ | 0 | N/A | 0 |
| Information kiosk attendant ⁸ | 1/1 | 2 | 1/1 ⁸ | 2 | 1/1 | 2 |
| Parking lot attendant ⁹ | 1/1 | 2 | 1/1 ⁹ | 2 | 1/1 | 2 |
| Chief stenographer and payroll clerk ¹⁰ | 1/1 | 2 | N/A ¹⁰ | 0 | N/A | 0 |
| Stenographer ¹⁰ | 4/5 | 9 | N/A ¹⁰ | 0 | N/A | 0 |
| Typist ¹⁰ | 0/2 | 2 | N/A ¹⁰ | 0 | N/A | 0 |
| Chief bill and journal room clerk ¹¹ | 1/0 | 1 | N/A ¹¹ | 0 | N/A | 0 |
| Bill room clerk ¹¹ | 4/4 | 8 | N/A ¹¹ | 0 | N/A | 0 |
| Journal room clerk ¹¹ | 2/2 | 4 | N/A ¹¹ | 0 | N/A | 0 |
| Chief telephone attendant ¹² | 0/1 | 1 | N/A ¹² | 0 | N/A | 0 |
| Telephone attendant ¹² | 4/3 | 7 | N/A ¹² | 0 | N/A | 0 |
| Telephone page ¹² | 1/1 | 2 | N/A ¹² | 0 | N/A | 0 |
| Payroll clerk ¹³ | N/A | 0 | 0/0 ¹³ | 0 | N/A ¹³ | 0 |
| Total | 59/77 | 136 | 37/44 | 81 | 38/46 | 84 |

¹Beginning with the 1995 session, the calendar clerk position was established to handle daily calendar responsibilities under the newly computerized calendar system.

²Beginning with the 2013 session, the position of recording clerk was created to operate the chamber video system.

³During the 1993-94 interim, the Legislative Management Committee recommended the "reassignment" of a legislative intern position for each caucus to each leader, resulting in 2 staff assistants being authorized for each leader since the 1995 session. Although a total of 4 staff assistant positions have been authorized beginning with the 1995 session, the majority leaders have employed from 1 to 3 staff assistants. During the 2013 session, each majority leader employed 1 staff assistant. The pay resolution authorizes reallocation of pay for the 5 staff assistant and administrative assistant positions authorized among the positions filled.

⁴Although a total of 4 staff assistant positions have been authorized since the 1995 session, the minority leaders usually have employed 3 staff assistants. During the 2013 session, the minority leaders employed 3 staff assistants, recorded as 1 House and 2 Senate staff assistants. One of the "Senate" staff assistants was designated "communications director (both houses)." The pay resolution authorizes reallocation of pay for the 5 staff assistant and administrative assistant positions authorized among the positions filled.

⁵The supply room coordinator is a position that traditionally had alternated between the Senate and House from session to session, but starting with the 2003 session, the Senate continued to employ the supply room coordinator as a means of obtaining an "additional" assistant sergeant-at-arms to help out during the floor session as necessary.

⁶After the 1993 session, page and bill book clerk positions were substantially reduced due to increased distribution of computer terminals, and ultimately personal computers, to legislators which in turn resulted in elimination of bill books and their necessary maintenance by page and bill book clerks. A total of 14 page and bill book clerks were employed in 1995, 9 in 1997, 5 in 1999, 6 in 2001 and 2003, and 7 beginning with the 2005 session.

⁷The journal page position was eliminated beginning with the 1995 session because the computerized journal reporting system was enhanced enough for the journal reporter to assume full responsibility for journal preparation rather than rely on a page to deliver reports to the Legislative Council staff for completion of the journal after each daily session.

- ⁸During the 2001 and 2003 sessions, the information kiosk attendant position alternated between the Senate and House, but starting with the 2005 session, each house again employed an information kiosk attendant.
- ⁹During the 2001 and 2003 sessions, the parking lot attendant position was reduced to 1 position, which alternated between the House and Senate, but starting with the 2005 session, each house again employed a parking lot attendant.
- ¹⁰Beginning with the 1995 session, secretarial services were first provided under contract with a private party. This resulted in elimination of 13 positions at that time--2 chief stenographer and payroll clerks, 9 stenographers, and 2 typists.
- ¹¹Beginning with the 1997 session, bill and journal room services were first provided under contract with a private party. This resulted in elimination of 12 positions at that time--1 chief bill and journal room clerk, 6 bill room clerks, and 5 journal room clerks.
- ¹²Beginning with the 2001 session, telephone message services were first provided under contract with a private party. This resulted in elimination of 11 positions at that time--1 chief telephone attendant, 8 telephone attendants, and 2 telephone pages.
- ¹³The payroll clerk was converted to a part-time position that replaced the chief stenographer and payroll clerk position of each house beginning with the 1995 session (when secretarial services were first provided under contract with a private party) and which alternated between the House and Senate from session to session. This part-time position was eliminated in 2013 because anyone now accessing PeopleSoft--the payroll system software--is subject to criminal background checks, and after the Legislative Council staff enters information concerning new legislators and session employees, monthly payroll requirements are minimal.

SESSION EMPLOYEE COMPENSATION

In 1999 employee compensation was increased generally across the board by 7 percent. In addition, a skills recognition adjustment was provided for certain session employees to recognize supervisory, technical, and communications skills. The skills recognition adjustments ranged from an additional \$1 to \$11 per day. As a result, compensation ranged from \$62 to \$102 per day (\$7.75 to \$12.75 per hour based on an eight-hour day).

In 2001 employee compensation was increased generally across the board by 5 percent, rounded to the nearest dollar. The percentage was based on the fact that the 56th Legislative Assembly approved average pay increases of 2 percent for the first year of the biennium and 3 percent for the second year of the biennium for state employees. In addition, skills recognition adjustments ranging from an additional \$3 to \$11 per day were provided for desk force positions, which increasingly require greater technical abilities than most other employee positions.

In 2003 and 2005 employee compensation was increased generally across the board by 5 percent, rounded to the nearest dollar.

In 2007 employee compensation was increased generally across the board by 8.16 percent, which reflected the 4 percent and 4 percent average pay increases for state employees approved by the 59th Legislative Assembly in 2005 and 2006.

In 2009 employee compensation was increased generally across the board from 11.8 to 14.3 percent to reach levels reflecting increases in the state's average weekly wage since 1999, rather than the 4 percent and 4 percent average pay increases for state employees approved by the 60th Legislative Assembly in 2007 and 2008.

In 2011 employee compensation was increased generally across the board by 5 percent and 5 percent, which reflected the 5 percent and 5 percent average pay increases authorized for state employees approved by the 61st Legislative Assembly in 2009 and 2010.

In 2013 employee compensation was increased generally across the board by 3 percent and 3 percent, which reflected the 3 percent and 3 percent average pay increases authorized for state employees approved by the 62nd Legislative Assembly in 2011 and 2012.

Table 2 illustrates the 2013 daily salary and the proposed 2015 daily salary for all positions proposed for the 2015 session. The proposed daily salaries for 2015 are based on the daily salaries for the 2013 session increased generally across the board by 4 percent and 3 percent, which reflects the 4 percent and 3 percent average pay increases authorized for state employees approved by the 63rd Legislative Assembly for state employees in 2013 and 2014. As proposed, compensation is rounded up to the next dollar and will range from \$112 to \$184 per day (\$14 to \$23 per hour based on an eight-hour day).

The 2013 concurrent resolution setting compensation levels also provided for additional compensation of \$1 per day per session worked, up to a maximum of \$10 per day. Depending on the extent employees return from session to session, the additional compensation for prior session experience approximates \$160 to \$180 per day.

During the 2013 session, the total daily compensation received by Legislative Assembly employees was \$11,479, which does not include the \$1 per day per session allowed for prior session experience.

The total daily compensation proposed for Legislative Assembly employees in 2015 is \$12,335, which does not include the \$1 per day per session allowed for prior session experience.

Employee Position Resolution

Any decision to adjust compensation for any position can be made by the Legislative Management by changing the amounts on the draft of the concurrent resolution designating employment positions and fixing compensation or by amending the resolution during the session.

North Dakota Century Code Section 54-03-10 requires the compensation of Legislative Assembly employees to be set by concurrent resolution. The concurrent resolution has traditionally been introduced by members of the Senate and House Employment Committees. Since 1997, the concurrent resolution establishing employee positions has not included specific names or identified specific individuals. This avoids special action to hire an employee after adoption of the resolution. By designating positions rather than naming employees, a report by an Employment Committee which names an employee and the position is sufficient to identify that employee, the position, and the compensation level. Since 1997, the concurrent resolution establishing employee positions also has authorized the Employment Committees to convert full-time positions to part-time positions, as appropriate, and has provided for a generic position of "legislative assistant" for employees not requiring technical skills so those employees can be transferred to work assignments as needed. The legislative assistant position covers positions formerly identified as assistant sergeant-at-arms, supply room coordinator, desk page, page and bill book clerk, information desk attendant, and parking lot attendant.

| Table 2 | | | |
|---|---|------------------------------|---|
| 2013 Compensation and Proposed 2015 Compensation | | | |
| 2015 Proposed Employees | Position | Salary Per Position | |
| | | 2013 Daily Salary | 2015 Proposed Daily Salary |
| 2 | Secretary of the Senate/Chief Clerk of the House | \$171 | \$184 |
| 2 | Assistant secretary/assistant chief clerk | \$151 | \$162 |
| 2 | Journal reporter | \$167 | \$179 |
| 2 | Calendar clerk | \$151 | \$162 |
| 2 | Bill clerk | \$144 | \$155 |
| 2 | Recording clerk | \$144 | \$155 |
| 2 | Sergeant-at-arms | \$134 | \$144 |
| 1 | Administrative assistant to the Speaker | \$157 | \$169 |
| 2 | Administrative assistant to the majority leader | \$157 | \$169 |
| 4 | Staff assistant to the majority leader | \$157 | \$169 |
| 2 | Administrative assistant to the minority leader | \$157 | \$169 |
| 4 | Staff assistant to the minority leader | \$157 | \$169 |
| 2 | Chief committee clerk | \$157 | \$169 |
| 2 | Appropriations Committee clerk | \$157 | \$169 |
| 4 | Assistant Appropriations Committee clerk | \$151 | \$162 |
| 10 | Committee clerk - Three day | \$151 | \$162 |
| 10 | Committee clerk - Two day | \$140 | \$150 |
| 3 | Assistant committee clerk | \$140 | \$150 |
| 2 | Deputy sergeant-at-arms | \$110 | \$118 |
| 2 | Chief page and bill book clerk | \$122 | \$131 |
| 8 | Legislative assistant - Assistant sergeant-at-arms | \$104 | \$112 |
| 1 | Legislative assistant - Supply room coordinator | \$104 | \$112 |
| 2 | Legislative assistant - Desk page | \$104 | \$112 |
| 7 | Legislative assistant - Page and bill book clerk | \$104 | \$112 |
| 2 | Legislative assistant - Information kiosk attendant | \$104 | \$112 |
| 2 | Legislative assistant - Parking lot attendant | \$104 | \$112 |
| 84 | | | |