

## LEGISLATIVE ASSEMBLY EMPLOYEE POSITIONS AND COMPENSATION

This memorandum provides information on the number of employee positions during the 1993 and 2011 legislative sessions and reviews the proposed number of employee positions for the 2013 session. This memorandum also provides information on employee compensation during the 2011 session and proposed compensation levels for the 2013 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 2013 provides for five 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 2011 Employment Positions

Table 1 lists employment positions during the 1993 and 2011 sessions and proposed employment positions for the 2013 session.

During the 2009-10 interim, the Legislative Management recommended a total of 78.5 employment positions--37.5 Senate employees and 41 House employees--be employed during the 2011 session. During the session, the House employed four full-time and one one-half time assistant sergeants-at-arms rather than two full-time and two one-half time assistant sergeants-at-arms; the Senate employed two full-time assistant sergeants-at-arms rather than one full-time and one one-half time sergeants-at-arms; the majority leaders employed one staff assistant rather than four; and the minority leaders employed three staff assistants rather than four. Thus, during the 2011 session there were 35 Senate employees and 39.5 House employees.

#### 2013 Proposed Positions

Table 1 lists the number of employment positions proposed for the 2013 session--37 Senate employees and 43.5 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 2011 level.
- Addition of a recording clerk position in each house.
- Elimination of the payroll clerk position.
- Elimination of one information kiosk position, with the remaining position to alternate between the houses, with the 2013 position to be filled by the House.

#### Recording Clerk (New Position)

A recording clerk position is proposed for each house. Although the new video recording systems in the Senate and House chambers are "automated" and programmed to focus on the general area of the member speaking, fine-tuning and selection of the video feed requires an individual. During non-floor session hours, the individual would be available to assist the front desk force. This individual would be located at the front desk in each chamber, as previously determined by the Legislative Procedure and Arrangements Committee. The proposed pay level would be equivalent to the bill clerk.

The result would be to "free-up" the responsibilities of the equivalent of the one-half time position allocated to an assistant sergeant-at-arms in each house.

#### Payroll Clerk

The payroll clerk position was created in 1995 when the chief stenographer and payroll clerk position in each house was eliminated due to contracting with a third party for secretarial services. The first payroll clerk hired (a former Legislative Council employee) noted the position did not require full-time status, and the position was converted to a part-time position during the 1995 session. The state payroll system is PeopleSoft. Currently, before any individual can access the PeopleSoft payroll system the individual must undergo a criminal background check. In addition, PeopleSoft has been enhanced to the degree that after initial entry of legislator and legislative employee payroll information in December, only minimal work--a couple of days a month--is required to prepare the payroll. Thus, the proposal is

to eliminate the payroll clerk position in reliance on the work being performed by the Legislative Council Legislative Administrative Officer, who currently trains and reviews the work of the payroll clerk throughout the session.

### Information Kiosk Attendant

The information kiosk is located between the Senate and House chambers, so as to provide information to visitors to the Legislative Assembly during the session.

The information kiosk originally was staffed by two attendants, one employed by each house. During the 2001 and 2003 sessions, one attendant was employed in a position that alternated between the houses in 2001 (Senate) and 2003 (House). In 2005 and 2007 the House employed a one-half time attendant in addition to the full-time attendant. Starting in 2009, each house again employed a full-time attendant.

Much of the information formerly requested at the information kiosk now is obtained through viewing the

monitors on the information wall at the bill and journal room and the monitors between the north and south entrances on the ground floor.

The Legislative Council employs a tour guide, who contacts all the school districts in the state before the session begins. The school districts are offered the opportunity to schedule tours during the session. The tour guide meets the students, arranges meetings with local legislators, and conducts tours of the legislative wing.

The proposal is for one information kiosk attendant--first to be employed as a House employee, with the position to alternate between the houses from session to session--and the Legislative Council tour guide to be located in the information kiosk. Thus, information on the tours could be provided at the information kiosk, and the tour guide could be available to cover the information kiosk when the attendant is absent. Collocating the tour guide and the information kiosk attendant would result in better coordination of tours and information regarding legislative events.

**Table 1**  
**Employment Positions - 1993 and 2011 Sessions and Proposed 2013 Session Employment Positions**

Employee Position	Number of Employee Positions 1993 Session		Number of Employee Positions 2011 Session		Proposed Number of Employee Positions 2013 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 <sup>1</sup>	N/A <sup>1</sup>	0	1/1 <sup>1</sup>	2	1/1	2
Bill clerk	1/1	2	1/1	2	1/1	2
Recording clerk <sup>2</sup>	N/A	-	N/A	-	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
Administrative assistant to the majority leader	1/1	2	1/1	2	1/1	2
Staff assistant to the majority leader	1/1 <sup>3</sup>	2	1/0 <sup>3</sup>	1 <sup>3</sup>	2/2 <sup>3</sup>	4
Administrative assistant to the minority leader	1/1	2	1/1	2	1/1	2
Staff assistant to the minority leader	1/1	3	2/1 <sup>4</sup>	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	1/1	2	1/1	2
Deputy sergeant-at-arms	2/1	3	1/1	2	1/1	2
Assistant sergeant-at-arms	3/7	10	2 <sup>5</sup> /4.5 <sup>6</sup>	6.5	2/4.5	6.5
Supply room coordinator <sup>7</sup>	1/0	1	1 <sup>7</sup> /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
Journal page <sup>8</sup>	1/1	2	N/A <sup>8</sup>	-	N/A <sup>8</sup>	-
Page and bill book clerk	8/17	25	3/4 <sup>9</sup>	7	3/4	7
Chief stenographer and payroll clerk <sup>10</sup>	1/1	2	N/A <sup>10</sup>	-	N/A <sup>10</sup>	-
Stenographer <sup>10</sup>	4/5	9	N/A <sup>10</sup>	-	N/A <sup>10</sup>	-
Typist <sup>10</sup>	0/2	2	N/A <sup>10</sup>	-	N/A <sup>10</sup>	-
Chief bill and journal room clerk <sup>11</sup>	1/0	1	N/A <sup>11</sup>	-	N/A <sup>11</sup>	-
Bill room clerk <sup>11</sup>	4/4	8	N/A <sup>11</sup>	-	N/A <sup>11</sup>	-

**Table 1  
Employment Positions - 1993 and 2011 Sessions and Proposed 2013 Session Employment Positions**

Employee Position	Number of Employee Positions		Number of Employee Positions		Proposed Number of Employee Positions	
	1993 Session Senate/House	Total	2011 Session Senate/House	Total	2013 Session Senate/House	Total
Journal room clerk <sup>11</sup>	2/2	4	N/A <sup>11</sup>	-	N/A <sup>11</sup>	-
Chief telephone attendant <sup>12</sup>	0/1	1	N/A <sup>12</sup>	-	N/A <sup>12</sup>	-
Telephone attendant <sup>12</sup>	4/3	7	N/A <sup>12</sup>	-	N/A <sup>12</sup>	-
Telephone page <sup>12</sup>	1/1	2	N/A <sup>12</sup>	-	N/A <sup>12</sup>	-
Payroll clerk <sup>13</sup>	N/A	0	1/0 <sup>13</sup>	1	0/0 <sup>13</sup>	0
Information kiosk attendant <sup>14</sup>	1/1	2	1/1	2	0/1 <sup>14</sup>	1
Parking lot attendant <sup>15</sup>	1/1	2	1/1 <sup>15</sup>	2	1/1	2
Total	59/77	136	37/39.5	76.5	37/43.5	80.5

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

<sup>2</sup>The position of recording clerk is proposed for the Senate and the House. The individual would be located at the front desk in each chamber. The main responsibilities would be "fine-tuning" the video recording of floor sessions, and otherwise would be available to assist at the front desk.

<sup>3</sup>During 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 2011 session, the majority leaders employed 1 staff assistant, recorded as 1 Senate staff assistant. The pay resolution authorizes reallocation of pay for the 5 staff assistant and administrative assistant positions authorized among the positions filled.

<sup>4</sup>Although 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 2011 session, the minority leaders employed 3 staff assistants, recorded as 1 House and 2 Senate staff assistants. The pay resolution authorizes reallocation of pay for the 5 staff assistant and administrative assistant positions authorized among the positions filled.

<sup>5</sup>The 2 positions for the Senate include a one-half time position for operating the video camera during floor sessions.

<sup>6</sup>The 4.5 positions for the House reflect actual employment of 4 full-time and 1 one-half time position (for approximately four hours per day). The positions include a one-half time position for operating the video camera during floor sessions.

<sup>7</sup>The 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.

<sup>8</sup>The 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.

<sup>9</sup>After 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.

<sup>10</sup>Beginning 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.

<sup>11</sup>Beginning 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.

<sup>12</sup>Beginning 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.

<sup>13</sup>The payroll clerk is 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 alternates between the House and Senate from session to session. This part-time position is proposed for elimination 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.

<sup>14</sup>During the 2001 and 2003 sessions, the information kiosk attendant position alternated between the Senate and House, but starting with the 2005 session each house employed an information kiosk attendant. One information kiosk position is proposed for elimination, with the position again alternating between the houses (the 2013 position being a House employee). The proposal includes locating the tour guide employed by the Legislative Council to coordinate high school student tours at the information kiosk and using the information kiosk as the staging area for session tour groups.

<sup>15</sup>During 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.

## 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 56<sup>th</sup> 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 59<sup>th</sup> 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 60<sup>th</sup> 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 61<sup>st</sup> Legislative Assembly in 2009 and 2010.

Table 2 illustrates the 2011 daily salary and the proposed 2013 daily salary for all positions proposed for the 2013 session. The proposed daily salaries for 2013 are based on the daily salaries for the 2011 session increased generally across the board by 3 percent and 3 percent which reflects the 3 percent and 3 percent average pay increases authorized for state employees approved by the 62<sup>nd</sup> Legislative Assembly for state employees in 2009 and 2010. As proposed, compensation will range from \$104 to

\$171 per day (\$13.00 to \$21.38 per hour based on an eight-hour day).

The 2011 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 2011 session, the total daily compensation received by Legislative Assembly employees was \$10,383, which does not include the \$1 per day per session allowed prior session experience.

The total daily compensation proposed for Legislative Assembly employees in 2013 is \$10,935, 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.

<b>Table 2</b>			
<b>2009 Compensation and Proposed 2011 Compensation</b>			
<b>2013 Proposed Employees</b>	<b>Position</b>	<b>Salary Per Position</b>	
		<b>2011 Daily Salary</b>	<b>2013 Proposed Daily Salary</b>
2	Secretary of the Senate/Chief Clerk of the House	\$161	\$171
2	Assistant secretary/assistant chief clerk	\$142	\$151
2	Journal reporter	\$157	\$167
2	Calendar clerk	\$142	\$151
2	Bill clerk	\$136	\$144
2	Recording clerk	N/A	\$144
2	Sergeant-at-arms	\$126	\$134
1	Administrative assistant to the Speaker	\$148	\$157
2	Administrative assistant to the majority leader	\$148	\$157
4	Staff assistant to the majority leader	\$148	\$157
2	Administrative assistant to the minority leader	\$148	\$157
4	Staff assistant to the minority leader	\$148	\$157
2	Chief committee clerk	\$148	\$157
2	Appropriations Committee clerk	\$148	\$157
4	Assistant Appropriations Committee clerk	\$142	\$151
10	Committee clerk - Three day	\$142	\$151
10	Committee clerk - Two day	\$132	\$140
2	Assistant committee clerk	\$132	\$140
0	Payroll clerk	\$120	\$127
2	Deputy sergeant-at-arms	\$104	\$110
2	Chief page and bill book clerk	\$115	\$122
6.5	Legislative assistant - Assistant sergeant-at-arms	\$98	\$104
1	Legislative assistant - Supply room coordinator	\$98	\$104
2	Legislative assistant - Desk page	\$98	\$104
7	Legislative assistant - Page and bill book clerk	\$98	\$104
1	Legislative assistant - Information kiosk attendant	\$98	\$104
2	Legislative assistant - Parking lot attendant	\$98	\$104
80.5			