

## LEGISLATIVE ASSEMBLY EMPLOYEE POSITIONS AND COMPENSATION

This memorandum provides information on the number of employee positions during the 2005, 2007, and 2009 legislative sessions and reviews a proposed number of employee positions for the 2011 legislative session. This memorandum also provides information on employee compensation during the 2009 legislative session and proposed compensation levels for the 2011 legislative session.

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.

Service contracts with third parties eliminated 12 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 2011 provides for six positions spread among those three areas.

### SESSION EMPLOYMENT TABLE

Table 1 lists employment positions during the 2005, 2007, and 2009 legislative sessions and

proposed employment positions for the 2011 legislative session.

During the 2007-08 interim, the Legislative Management Committee recommended a total of 79 employment positions--36.5 Senate employees and 42.5 House employees--be employed during the 2009 legislative session. During the legislative session, the House employed two full-time and two one-half time assistant sergeants-at-arms rather than three full-time and one one-half time assistant sergeants-at-arms; the majority leaders employed two staff assistants rather than four; and the minority leaders employed three staff assistants rather than four. Thus, during the 2009 legislative session there were 35.5 Senate employees and 40 House employees.

### 2011 Proposed Positions

The number of employment positions proposed for the 2011 legislative session--37.5 Senate employees and 41 House employees--recognizes:

- The four staff assistants authorized for the majority leaders and the four staff assistants authorized for the minority leaders.
- Senate, rather than House, employment of the payroll clerk.
- Continued Senate employment of the supply room coordinator.
- House employment of two one-half time assistant sergeants-at-arms (which was done in 2009).
- Employment of a parking lot attendant by each house.

**Table 1**  
**Employment Positions - 2005 Through 2009 and Proposed 2011 Session Employment Positions**

Employee Position	Number of Employee Positions 2005	Total	Number of Employee Positions 2007	Total	Number of Employee Positions 2009	Total	Proposed Number of Employee Positions 2011	Total
	Session Senate/ House		Session Senate/ House		Session Senate/ House		Session Senate/ House	
Secretary of the Senate/Chief Clerk of the House	1/1	2	1/1	2	1/1	2	1/1	2
Assistant secretary/assistant chief clerk	1/1	2	1/1	2	1/1	2	1/1	2
Journal reporter	1/1	2	1/1	2	1/1	2	1/1	2
Calendar clerk	1/1	2	1/1	2	1/1	2	1/1	2
Bill clerk	1/1	2	1/1	2	1/1	2	1/1	2
Sergeant-at-arms	1/1	2	1/1	2	1/1	2	1/1	2
Administrative assistant to the Speaker	0/1	1	0/1	1	0/1	1	0/1	1
Administrative assistant to the majority leader	1/1	2	1/1	2	1/1	2	1/1	2
Staff assistant to the majority leader	1/1 <sup>1</sup>	2	1/1 <sup>1</sup>	2	2/2	4	2/2	4
Administrative assistant to the minority leader	1/1	2	1/1	2	1/1	2	1/1	2
Staff assistant to the minority leader	1/2 <sup>2</sup>	3	1/2 <sup>2</sup>	3	2/2	4	2/2	4
Chief committee clerk	1/1	2	1/1	2	1/1	2	1/1	2
Appropriations Committee clerk	1/1	2	1/1	2	1/1	2	1/1	2
Assistant Appropriations Committee clerk	1/4 <sup>3</sup>	5	1/3	4	1/3	4	1/3	4
Committee clerk	10/10	20	10/10	20	10/10	20	10/10	20
Assistant committee clerk	1/1	2	1/1	2	1/1	2	1/1	2
Payroll clerk <sup>4</sup>	0/1	1	1/0	1	0/1	1	1/0	1
Deputy sergeant-at-arms	1/1	2	1/1	2	1/1	2	1/1	2
Assistant sergeant-at-arms	1/2.5 <sup>5</sup>	3.5	1/3 <sup>5</sup>	4	1.5/3.5 <sup>9</sup>	5	1.5/3 <sup>9</sup>	4.5
Supply room coordinator <sup>6</sup>	1/0	1	1/0	1	1/0	1	1/0	1
Chief page and bill book clerk	1/1	2	1/1	2	1/1	2	1/1	2
Desk page	1/1	2	1/1	2	1/1	2	1/1	2
Page and bill book clerk	3/4	7	3/4	7	3/4	7	3/4	7
Information kiosk attendant <sup>7</sup>	1/5 <sup>7</sup>	1.5	0/1.5 <sup>7</sup>	1.5	1/1 <sup>10</sup>	2	1/1	2
Parking lot attendant <sup>8</sup>	1 <sup>8</sup> /1	2	1/1	2	1/1	2	1/1	2
<b>Total</b>	<b>34/41</b>	<b>75</b>	<b>34/40.5</b>	<b>74.5</b>	<b>36.5/42.5</b>	<b>79</b>	<b>37.5/41</b>	<b>78.5</b>

<sup>1</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 two staff assistants being authorized for each leader since the 1995 session. Although a total of four staff assistant positions have been authorized beginning with the 1995 session, the majority leaders employed three staff assistants in the 1995 and 1997 sessions and employed two staff assistants (recorded in the total as one Senate and one House) during the 1999 through 2007 sessions. The pay resolution authorizes reallocation of pay for the five staff assistant and administrative assistant positions authorized among the positions filled.

<sup>2</sup>Although a total of four staff assistant positions have been authorized since the 1995 session, the minority leaders employed three staff assistants in the 2001 through 2007 sessions (recorded in the 2001 session as two Senate and one House and in the 2003, 2005, and 2007 sessions as one Senate and two House). The pay resolution authorizes reallocation of pay for the five staff assistant and administrative assistant positions authorized among the positions filled.

<sup>3</sup>During the 2005 session, the House established a fourth division of the Appropriations Committee and employed a fourth assistant Appropriations Committee clerk.

<sup>4</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.

<sup>5</sup>During the 2003 and 2005 sessions, the House employed a one-half time assistant sergeant-at-arms for approximately four hours per day during the floor session. During the 2007 session, the House employed two one-half time assistant sergeants-at-arms for approximately four hours per day.

<sup>6</sup>The supply room coordinator is a position that traditionally had alternated between the Senate and House from session to session, but starting in 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>7</sup>During the 2001 and 2003 sessions, the information kiosk attendant position alternated between the Senate and House, but starting with the 2005 session the House employed a one-half time information kiosk attendant in addition to the alternating position.

<sup>8</sup>During the 2001 and 2003 sessions, the parking lot attendant position alternated between the House and Senate, but starting with the 2005 session each house has employed a parking lot attendant.

<sup>9</sup>The 1.5 positions for the Senate include a one-half time position for operating the video camera during floor sessions. The three positions for the House reflect actual employment of two full-time and two one-half time positions started in 2007.

<sup>10</sup>An information kiosk attendant is provided for each house rather than alternating the position between the House and Senate. The additional attendant is to assist in answering telephone inquiries and messages.

## LEGISLATIVE 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 legislative 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. As a result, compensation ranged from \$65 to \$109 per day (\$8.13 to \$13.63 per hour).

In 2003 and 2005 employee compensation was increased generally across the board by 5 percent, rounded to the nearest dollar. As a result, compensation in 2005 ranged from \$71 to \$120 per day (\$8.88 to \$15 per hour).

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 percent 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.

Table 2 illustrates the 2009 daily salary and the proposed 2011 daily salary for all positions proposed for the 2011 legislative session. The proposed daily salaries for 2011 are based on the daily salaries for the 2009 legislative session increased generally across the board by 5 percent and 5 percent which reflects the 5 percent and 5 percent average pay increases for state employees approved by the 61<sup>st</sup> Legislative Assembly for state employees in 2009 and 2010. As proposed, compensation will range

from \$98 to \$161 per day (\$12.25 to \$20.13 per hour based on an eight-hour day).

The 2009 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 2009 legislative session, the total daily compensation received by Legislative Assembly employees was \$9,241.50, which does not include the \$1 per day per session allowed prior legislative session experience which amounted to \$168 per day (in 2007 the additional compensation amounted to \$181 per day).

The total daily compensation proposed for Legislative Assembly employees in 2011 is \$10,187, which does not include the \$1 per day per session allowed for prior legislative session experience.

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>2011 Proposed Employees</b>	<b>Position</b>	<b>Salary Per Position</b>	
		<b>2009 Daily Salary</b>	<b>2011 Proposed Daily Salary</b>
2	Secretary of the Senate/Chief Clerk of the House	\$146	\$161
2	Assistant secretary/assistant chief clerk	\$129	\$142
2	Journal reporter	\$142	\$157
2	Calendar clerk	\$129	\$142
2	Bill clerk	\$123	\$136
2	Sergeant-at-arms	\$114	\$126
1	Administrative assistant to the Speaker	\$134	\$148
2	Administrative assistant to the majority leader	\$134	\$148
4	Staff assistant to the majority leader	\$134	\$148
2	Administrative assistant to the minority leader	\$134	\$148
4	Staff assistant to the minority leader	\$134	\$148
2	Chief committee clerk	\$134	\$148
2	Appropriations Committee clerk	\$134	\$148
4	Assistant Appropriations Committee clerk	\$129	\$142
10	Committee clerk - Three day	\$129	\$142
10	Committee clerk - Two day	\$120	\$132
2	Assistant committee clerk	\$120	\$132
1	Payroll clerk	\$109	\$120
2	Deputy sergeant-at-arms	\$94	\$104
2	Chief page and bill book clerk	\$104	\$115
4.5	Legislative assistant - Assistant sergeant-at-arms	\$89	\$98
1	Legislative assistant - Supply room coordinator	\$89	\$98
2	Legislative assistant - Desk page	\$89	\$98
7	Legislative assistant - Page and bill book clerk	\$89	\$98
2	Legislative assistant - Information kiosk attendant	\$89	\$98
2	Legislative assistant - Parking lot attendant	\$89	\$98
78.5			