

## LEGISLATIVE ASSEMBLY EMPLOYEE POSITIONS AND COMPENSATION

This memorandum provides information on the number of employee positions during the 2001, 2003, and 2005 legislative sessions and reviews a proposed number of employee positions for the 2007 legislative session. This memorandum also provides information on employee compensation during the 2005 legislative session and proposed compensation levels for the 2007 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 for 2007 provides for 8 positions spread among those three areas.

### SESSION EMPLOYMENT TABLE

Table 1 lists employment positions during the 2001, 2003, and 2005 legislative sessions and proposed employment positions for the 2007 legislative session.

During the 2001-02 interim, the Legislative Management Committee recommended a total of 74 employment positions--34 Senate employees and 40 House employees--be employed during the 2003 legislative session. During the legislative session, the Senate added a page and bill book clerk; the Senate continued to employ the supply room coordinator; the House added a page and bill book clerk (but that individual was transferred to the House minority office on January 17 to replace the staff assistant who terminated employment and the extra page and bill book position was not filled for the remainder of the session); the House added a one-half time assistant sergeant-at-arms during the usual floor session hours of 12:00 noon to 4:00 p.m.; the majority leaders employed two staff assistants rather than four; and the

minority leaders employed three staff assistants rather than four, with the second staff assistant in the House shared by the House and the Senate minority leaders. Thus, during the 2003 legislative session there were 34 Senate employees and 39.5 House employees.

During the 2003-04 interim, the Legislative Management Committee recommended a total of 74 employment positions--34 Senate employees and 40 House employees--be employed during the 2005 legislative session. During the legislative session, the Senate added a page and bill book clerk and a parking lot attendant; the House added an assistant Appropriations Committee clerk, a one-half time assistant sergeant-at-arms, and a one-half time information kiosk attendant; the majority leaders employed two staff assistants rather than four; and the minority leaders employed three staff assistants rather than four, with the second staff assistant in the House shared by the House and the Senate minority leaders. Thus, during the 2005 legislative session there were 34 Senate employees and 41 House employees.

### 2007 Proposed Positions

The number of employment positions proposed for the 2007 legislative session--35 Senate employees and 42.5 House employees--recognizes:

- The four staff assistants authorized for the majority leaders and the four staff assistants authorized for the minority leaders.
- Senate employment of the payroll clerk.
- Continued Senate employment of the supply room coordinator.
- Senate employment of three rather than two page and bill book clerks (which has been done since 2003).
- House employment of two and one-half assistant sergeant-at-arms (which has been done since 2003).
- An additional parking lot attendant (as was done during the 2005 legislative session), with one to be employed by the Senate and one to be employed by the House, rather than only one parking lot attendant to be employed by the Senate on the alternating basis started in 2001.

The proposed positions do not include an additional one-half time information kiosk attendant, as was employed by the House during the 2005 legislative session. The proposed plan continues the alternating of the information kiosk attendant position started in 2001, with one information desk attendant to be employed by the House.

**Table 1**  
**Employment Positions - 2001-2005 and Proposed 2007 Legislative Sessions**

Employee Position	Number of Employees 2001 Session Senate/ House		Number of Employees 2003 Session Senate/ House		Number of Employees 2005 Session Senate/ House		Proposed Number of Employees 2007 Session Senate/ House	
	Total	Total	Total	Total	Total	Total	Total	Total
Secretary of Senate/Chief Clerk of 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	1/1 <sup>1</sup>	2	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	2/1 <sup>2</sup>	3	1/2 <sup>2</sup>	3	1/2 <sup>2</sup>	3	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	1/3	4	1/3	4	1/4 <sup>3</sup>	5	1/4	5
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	3	1/2.5 <sup>5</sup>	3.5	1/2.5 <sup>5</sup>	3.5	1/2.5	3.5
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	2/4	6	3/5 <sup>7</sup>	8	3/4	7	3/4	7
Information kiosk attendant <sup>8</sup>	1/0	1	0/1	1	1/5 <sup>8</sup>	1.5	0/1	1
Parking lot attendant <sup>9</sup>	0/1	1	1/0	1	1 <sup>9</sup> /1	2	1/1	2
<b>Total</b>	<b>34/38</b>	<b>71</b>	<b>34/39.5</b>	<b>73.5</b>	<b>34/41</b>	<b>75</b>	<b>35/42.5</b>	<b>77.5</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 1999-2005 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 2001-2005 sessions (recorded in the 2001 session as two Senate and one House and in the 2003 and 2005 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 in 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>In 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.

<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>In the 2003 session the House initially employed five page and bill book clerks rather than four, but on January 17 one page and bill book clerk was transferred to the House minority leader's office as a staff assistant in place of a staff assistant who terminated employment and a new page and bill book clerk was not employed for the remainder of the session.

<sup>8</sup>Since the 2001 session the information kiosk attendant is a position that alternates between the Senate and House from session to session but in the 2005 session the House employed a one-half time information kiosk attendant.

<sup>9</sup>Since the 2001 session the parking lot attendant is a position that alternates between the House and Senate from session to session but in the 2005 session the Senate also employed a parking lot attendant.

## 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 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. 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).

Table 2 illustrates the 2005 daily salary and the proposed 2007 daily salary for all positions proposed for the 2007 legislative session. The proposed daily salary for 2007 is based on the daily salaries for the 2005 legislative session increased generally across the board by 4 percent and 4 percent (or a total of 8.16 percent) which reflects the 4 percent and 4 percent average pay increases for state employees approved by the 59th Legislative Assembly for state employees in 2005 and 2006. As proposed, compensation will range from \$77 to \$130 per day (\$9.63 to \$16.25 per hour based on an eight-hour day).

In addition, the proposed 2007 daily salary for the assistant committee clerk was set at the two-day clerk level because these positions were "deemed" to be two-day clerk positions during the 2005 legislative session so as to provide the higher daily salary.

The 2005 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. During the 2005 legislative session, 2 employees had 12 sessions' experience; 1 employee - 10 sessions; 1 employee - 9 sessions; 1 employee - 8 sessions; 3 employees - 7 sessions; 4 employees - 6 sessions; 3 employees - 5 sessions; 5 employees - 4 sessions; 5 employees - 3 sessions; 10 employees - 2 sessions; and 13 employees - 1 session.

During the 2005 legislative session, the total daily compensation received by Legislative Assembly employees was \$7,437.50, which includes the \$175 per day cumulative resulting from the \$1 per day per session allowed for prior legislative session experience.

The total daily compensation proposed for Legislative Assembly employees in 2007 is \$8,059.50, which does not include the \$1 per day per session allowed for prior legislative session experience (which amounted to \$175 per day in 2005).

Any decisions to adjust compensation for any position can be made by the Legislative Management Committee 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.

## IMPACT OF CONTRACTING WITH THIRD PARTIES FOR EMPLOYEE SERVICES Secretarial Services

During the 1993 legislative session, the Senate and House employed a total of 10.5 employees in 11 stenographer and typist positions at a cost of \$56,629.20 and the Senate and House each employed a chief stenographer and payroll clerk at a total cost of \$14,326.59. Beginning with the 1995 legislative session, the Senate and House shared a part-time payroll clerk and contracted with a private contractor to provide secretarial services. The contractor provided 10 employees in 1995 at a cost of \$46,053.50; 8 employees in 1997 at a cost of \$41,462.50; 4 employees in 1999 at a cost of \$32,564.47; 4 employees in 2001 at a cost of

\$24,975.97; and 4 employees in 2003 at a cost of \$23,634.13.

### Bill and Journal Room Services

During the 1995 legislative session, the Senate and House employed a chief bill and journal room clerk and 11 bill and journal room clerks at a cost of \$57,170.61. Beginning with the 1997 legislative session, the Senate and House contracted with a private contractor to provide bill and journal room services. The 2 contractors who have held these contracts provided 6 employees in 1997 at a cost of \$39,160; 6 employees in 1999 at a cost of \$38,840; 6 employees in 2001 at a cost of \$49,750; and 5 employees in 2003 at a cost of \$29,559.59.

### Telephone Message Services

During the 1999 legislative session, the Senate and House employed a chief telephone attendant, 8 telephone attendants, and 2 telephone pages, for a total of 11 employees at a cost of \$57,169.69. Beginning with the 2001 legislative session, the Senate and House contracted with a private contractor to provide telephone message services. The contractor provided 9 employees in 2001 at a

cost of \$44,963.29 and 9 employees in 2003 at a cost of \$41,265.60.

### Combined Secretarial, Bill and Journal Room, and Telephone Message Services

Based on recommendations of the contractor that provided secretarial, bill and journal room, and telephone message services during the 2003 legislative session and on a review of the workload in those areas by the Legislative Council staff, the Senate and House contracted with a private contractor to provide a total of 12 employees for secretarial, bill and journal room, and telephone message services during the 2005 legislative session. The contractor provided 12 employees in 2005 at a cost of \$76,848.79.

The Legislative Management Committee, at its meeting on October 3, 2006, recommended contracting with a private contractor (Kelly Services) to provide a total of 8 employees for secretarial, bill and journal room, and telephone message services during the 2007 legislative session. This compares to a total of 34.5 employees in those areas during the last sessions those positions were filled by Senate and House employees.

2007 Proposed Employees	Position	Salary Per Position	
		2005 Daily Salary	2007 Proposed Daily Salary
2	Secretary of the Senate/Chief Clerk of the House	\$120	\$130
2	Assistant secretary/assistant chief clerk	\$105	\$114
2	Journal reporter	\$117	\$127
2	Calendar clerk	\$105	\$114
2	Bill clerk	\$100	\$108
2	Sergeant-at-arms	\$92	\$100
1	Administrative assistant to the Speaker	\$92	\$100
2	Administrative assistant to the majority leader	\$109	\$118
4	Staff assistant to the majority leader	\$109	\$118
2	Administrative assistant to the minority leader	\$109	\$118
4	Staff assistant to the minority leader	\$109	\$118
2	Chief committee clerk	\$109	\$118
2	Appropriations Committee clerk	\$109	\$118
5	Assistant Appropriations Committee clerk	\$105	\$114
10	Committee clerk - Three day	\$105	\$114
10	Committee clerk - Two day	\$97	\$105
2	Assistant committee clerk	\$86	\$105
1	Payroll clerk	\$88	\$95
2	Deputy sergeant-at-arms	\$77	\$83
2	Chief page and bill book clerk	\$85	\$92
3.5	Legislative assistant - Assistant sergeant-at-arms	\$71	\$77
1	Legislative assistant - Supply room coordinator	\$71	\$77
2	Legislative assistant - Desk page	\$71	\$77
7	Legislative assistant - Page and bill book clerk	\$71	\$77
1	Legislative assistant - Information desk attendant	\$71	\$77
2	Legislative assistant - Parking lot attendant	\$71	\$77
77.5			