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North Dakota Legislative Council

Prepared for the Legislative Procedure and
Arrangements Committee
LC# 25.9282.01000
July 2024

LEGISLATIVE COUNCIL PROPOSED STAFF EXPANSION - POSITION DESCRIPTIONS AND COMPENSATION

This memorandum provides information regarding the duties and compensation levels for the positions proposed to be added to the Legislative Council during the 2025-27 and 2027-29 bienniums. The proposed additional positions will be added under the legal services, fiscal services, information technology services, and administrative services and operations areas of the Legislative Council.

DESCRIPTION OF ADDITIONAL STAFF POSITIONS Legal Services Positions

Legal Counsel

An individual in this position will serve as the primary contact on an assigned portfolio of statutory topics; draft and review bills, resolutions, amendments, and memorandums; conduct general and specialized legal research; prepare reports and analysis on findings; provide staff services to interim committees; provide testimony and procedural assistance to standing committees; analyze legal documents and provide legal counsel; interpret and provide guidance on legislative rules; and supervise legislative interns.

One individual in 2025, and one individual in 2027, are proposed to be added for this position.

Policy Analyst

An individual in this position will research, analyze, and develop policy proposals for legislators upon request, prepare summaries of bills and amendments, prepare information requests, draft reports and data visualizations, produce source materials to add to the Legislative Council's website, prepare title summaries, and assist in staffing interim and standing committees.

Six individuals in 2025, and four individuals in 2027, are proposed to be added for this position.

Policy Director

An individual in this position will supervise a team of 10 policy analysts to ensure comprehensive research and analysis is provided to legislators, coordinate and oversee the addition of policy and research source materials to the Legislative Council's website, draft strategic reports, and provide occasional testimony and presentations to interim and standing committees.

One individual in 2027 is proposed to be added for this position.

Legislative Editor

An individual in this position will review and edit bills, resolutions, amendments, meeting minutes, reports, memorandums, and other documents prepared by Legislative Council's legal and fiscal staff for consistency in tone, style, grammar, and readability. This individual also will support the Code Revisor by assisting in the review of North Dakota Century Code volumes scheduled for replacement and the review of subject indexes and Session Law indexes during the legislative session.

Two individuals in 2025, and one individual in 2027, are proposed to be added for this position.

Human Resources Specialist

An individual in this position will support Legislative Council and Legislative Assembly employee recruitment and retention efforts, onboard new employees, assist with payroll and benefits administration, and maintain accurate human resource records.

One individual in 2025 is proposed to be added for this position.

Human Resources Manager

An individual in this position will supervise the human resource specialist, develop and implement policies to attract and retain a skilled Legislative Council and Legislative Assembly workforce, assist with onboarding new employees, foster a positive workforce culture, address employee grievances, assist in staff performance management, and monitor labor laws to provide guidance to managers on hiring and termination regulations.

One individual in 2027 is proposed to be added for this position.

Fiscal Services Positions**Fiscal Analyst**

An individual in this position will conduct budget analyses; monitor state revenues and state agency budgets; prepare budget-related memorandums, reports, bills, and amendments; and staff the appropriations committees during the legislative session and budget-related committees during the interim.

One individual in 2025, and one individual in 2027, are proposed to be added for this position.

Program Evaluator

An individual in this position will conduct evaluations of state-operated programs, including designing and planning evaluations, reviewing program policies and procedures, collecting and analyzing data, assessing program results and outcomes, and reporting findings and recommendations.

Four individuals in 2025, and one individual in 2027, are proposed to be added for this position.

Program Evaluations Director

An individual in this position will have management authority over five program evaluators and will conduct, oversee, and supervise evaluations of state-operated programs, including designing and planning evaluations, reviewing program policies and procedures, collecting and analyzing data, assessing program results and outcomes, and reporting findings and recommendations.

One individual in 2027 is proposed to be added for this position.

Accounting Specialist

An individual in this position will assist in payroll, accounting, financial reporting, and budget preparation for the Legislative Assembly and the Legislative Council.

Two individuals in 2027 are proposed to be added for this position.

Information Technology Services Positions**Website Platform Administrator**

An individual in this position will manage the design, enhancement, development, and support of website applications, Legislative Council's public website, and mobile software applications; oversee platform performance; and implement updates to maintain dependable functionality.

One individual in 2025 is proposed to be added for this position.

Cybersecurity Specialist

An individual in this position will design, monitor, and support information technology infrastructure, endpoint, and business application security; conduct vulnerability assessments; ensure compliance with industry standards; and respond to security-related issues or incidents.

One individual in 2025 is proposed to be added for this position.

Application Support Specialist

An individual in this position will design and test legislative information technology applications, including manual and automated application unit, system integration, regression, performance, usability, security, and functional testing.

Two individuals in 2025 are proposed to be added for this position.

Assistant Information Technology Manager

An individual in this position will assist the information technology manager in overseeing application development, server administration, and information technology specialist staff; manage various ongoing information technology projects; and onboard new staff.

One individual in 2025 is proposed to be added for this position.

Information Technology Specialist

An individual in this position will administer business applications; provide user support and training to legislators, Legislative Council staff, and Legislative Assembly staff on desktops, mobile devices, and information technology systems; provide audio and video support; conduct troubleshooting on server issues; and provide installation, maintenance, and support for numerous systems and the applications that run on those systems.

One individual in 2025, and one individual in 2027, are proposed to be added for this position.

Legislative Information Technology Developer

An individual in this position will perform information technology business application analysis, design, and development for the legislative branch; create new information technology business processes and applications; create enhancements to existing information technology business processes and applications; and research and evaluate new development tools and libraries, and apply industry best practices and principles, to software development work.

One individual in 2025, and three individuals in 2027, are proposed to be added for this position.

Business Analyst

An individual in this position will work closely with developer and server administration staff to analyze business processes and procedures to translate business needs into information technology solutions by formulating requirements for software application systems.

One individual in 2027 is proposed to be added for this position.

Server Administrator

An individual in this position will perform information technology security, server, and infrastructure administration; support and training for the legislative branch; installation, maintenance, and technical support for server systems and the applications that run on those systems; and ensure backup and disaster recovery plans are in place.

Two individuals in 2027 are proposed to be added for this position.

Information Technology Trainer

An individual in this position will design, implement, and conduct technology training for legislators, Legislative Council staff, and Legislative Assembly staff; provide training and assistance to the public on legislative technology systems and applications; evaluate the effectiveness of training programs; and assist the information technology specialist staff.

One individual in 2027 is proposed to be added for this position.

Administrative Services and Operations Positions**Front Desk Specialist**

An individual in this position will answer phones; greet walk-ins; pick up, drop-off, and distribute mail; sort and scan office documents and assist in the long-term archiving and document storage project; cover lunches, breaks, and time off for the other receptionist; and eliminate the need to hire a temporary receptionist from October through May of session years, which is becoming increasingly more difficult.

One individual in 2025 is proposed to be added for this position.

Administrative Specialist I

An individual in this position will proofread and process documents, including letters, notices, agendas, meeting minutes, memorandums, bills, amendments, and administrative rules; conduct post-session processing duties to codify passed legislation; scan documents and assist in the long-term archiving and document storage project; and maintain website and database content.

One individual in 2025, and two individuals in 2027, are proposed to be added for this position.

Communications Specialist

An individual in this position will develop and implement communication plans with stakeholders in the legislative branch, write and issue press releases, manage media relations, respond to requests for information including open records requests, and develop and implement communication approaches and monitor effectiveness.

One individual in 2025 is proposed to be added for this position.

Communications Specialist - Graphic Designer

An individual in this position will supplement the other communications specialist position; create images for the website and other media; and design visual aids, booklet covers, report covers, newsletters, digital signage, posters, and informational brochures.

One individual in 2027 is proposed to be added for this position.

Webmaster

An individual in this position will maintain, develop, and organize website pages, views, and content; monitor the website for broken links; fix error codes; run updates and migrations; and ensure Americans with Disabilities Act compliance of content and format.

One individual in 2027 is proposed to be added for this position.

COST OF ADDITIONAL STAFF POSITIONS

The following table provides the estimated salary range for each of the positions proposed to be added to the Legislative Council staff in 2025-27 and 2027-29 bienniums.

Additional Positions Proposed for 2025 and 2027			
Number		Position Title	Salary Range
2025	2027		
Legal Services Positions			
1	1	Legal Counsel	\$90,000 - \$105,600
6	4	Policy Analyst	\$64,800 - \$85,800
	1	Policy Director	\$85,000 - \$105,000
2	1	Legislative Editor	\$48,200 - \$59,400
1		Human Resources Specialist	\$64,800 - \$79,200
	1	Human Resources Manager	\$86,400 - \$105,600
Fiscal Services Positions			
1	1	Fiscal Analyst	\$85,000 - \$105,600
4	1	Program Evaluator	\$64,800 - \$85,800
	1	Program Evaluations Director	\$85,000 - \$105,000
	2	Accounting Specialist	\$49,500 - \$60,500
Information Technology Services Positions			
1		Website Platform Administrator	\$81,000 - \$99,000
1		Cybersecurity Specialist	\$81,000 - \$99,000
2		Application Support Specialist	\$64,800 - \$79,200
1		Assistant Information Technology Manager	\$124,200 - \$151,800
1	1	Information Technology Specialist	\$54,000 - \$72,600
1	3	Legislative Information Technology Developer	\$64,800 - \$85,800
	1	Business Analyst	\$81,000 - \$99,000
	2	Server Administrator	\$75,600 - \$92,400
	1	Information Technology Trainer	\$54,000 - \$66,000
Administrative Services and Operations Positions			
1		Front Desk Specialist	\$45,000 - \$52,800
1	2	Administrative Specialist I	\$45,000 - \$59,400
1		Communications Specialist	\$54,000 - \$66,000
	1	Communications Specialist - Graphic Designer	\$64,800 - \$79,200
	1	Webmaster	\$64,800 - \$79,200

The total estimated cost of adding 25 staff members in 2025 is approximately \$6 million. The total estimated cost of adding an additional 25 staff members in 2027 is approximately \$6 million. These estimates are inclusive of all costs, including salary, benefits, training, and equipment.