

## LEGISLATIVE ASSEMBLY EMPLOYEE POSITIONS AND COMPENSATION

This memorandum provides information on the number of employee positions during the 1995, 1997, 1999, and 2001 legislative sessions and reviews a proposed number of employee positions for the 2003 legislative session. This memorandum also provides information on employee compensation during the 2001 legislative session and possible compensation levels for the 2003 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 stenographer and typist positions starting in 1995, eliminated bill room clerk and journal room clerk positions starting in 1997, and eliminated telephone attendant and telephone page positions starting in 2001.

### SESSION EMPLOYMENT TABLE

The following table lists employment positions during the 1995, 1997, 1999, and 2001 legislative sessions and proposed employment positions for the 2003 legislative session:

EMPLOYMENT POSITIONS - 1995-2003 LEGISLATIVE SESSIONS										
Employee Position	Number of Employees 1995 Session		Number of Employees 1997 Session		Number of Employees 1999 Session		Number of Employees 2001 Session		Proposed Number of Employees 2003 Session	
	Senate/ House	Total	Senate/ House	Total	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	1/1	2	1/1	2
Assistant secretary/assistant chief clerk	1/1	2	1/1	2	1/1	2	1/1	2	1/1	2
Journal reporter <sup>1</sup>	1/1	2	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	1/1	2
Bill clerk	1/1	2	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	1/1	2
Administrative assistant to the Speaker <sup>2</sup>	0/1	1	0/1	1	0/1	1	0/1	1	0/1	1
Administrative assistant to the majority leader <sup>2</sup>	1/1	2	1/1	2	1/1	2	1/1	2	1/1	2
Staff assistant to the majority leader	1/2 <sup>3</sup>	3	1/2 <sup>4</sup>	3	1/1 <sup>5</sup>	2	1/1 <sup>6</sup>	4	2/2	4
Administrative assistant to the minority leader <sup>2</sup>	1/1	2	1/1	2	1/1	2	1/1	2	1/1	2
Staff assistant to the minority leader	2/2 <sup>3</sup>	4	2/2	4	2/2	4	2/1 <sup>7</sup>	4	2/2	4
Chief committee clerk	1/1	2	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	1/1	2
Assistant Appropriations Committee clerk	1/3	4	1/3	4	1/3	4	1/3	4	1/3	4
Committee clerk	10/9 <sup>4</sup>	19	10/10	20	10/10	20	10/10	20	10/10	20
Assistant committee clerk	1/2 <sup>8</sup>	3	1/2	3	1/1	2	1/1	2	1/1	2
Payroll clerk <sup>9</sup>	1/0	1	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	1/1	2
Assistant sergeant-at-arms	3/3	6	2/3	5	1/2	3	1/2	3	1/2	3
Supply room coordinator <sup>10</sup>	0/1	1	1/0	1	0/1	1	1/0	1	0/1	1

Employee Position	Number of Employees 1995		Number of Employees 1997		Number of Employees 1999		Number of Employees 2001		Proposed Number of Employees 2003	
	Session Senate/ House	Total	Session Senate/ House	Total	Session Senate/ House	Total	Session Senate/ House	Total	Session Senate/ House	Total
Chief page and bill book clerk	1/1	2	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	1/1	2
Page and bill book clerk	5/9	14	3/6	9	2/3	5	2/4	6	2/4	6
Chief telephone attendant <sup>11</sup>	1/0	1	0/1	1	1/0	1	0/0 <sup>12</sup>	0	0/0	0
Telephone attendant	4/4	8	4/4	8	4/4	8	0/0 <sup>12</sup>	0	0/0	0
Telephone page	1/1	2	1/1	2	1/1	2	0/0 <sup>12</sup>	0	0/0	0
Information desk attendant <sup>13</sup>	1/1	2	1/1	2	1/1	2	1/0	1	0/1	1
Chief bill and journal room clerk <sup>14</sup>	0/1	1	0/0 <sup>15</sup>	0	0/0	0	0/0	0	0/0	0
Bill room clerk	3/3	6	0/0 <sup>15</sup>	0	0/0	0	0/0	0	0/0	0
Journal room clerk	3/2	5	0/0 <sup>15</sup>	0	0/0	0	0/0	0	0/0	0
Parking lot attendant <sup>16</sup>	1/1	2	1/1	2	1/1	2	0/1	1	1/0	1
<b>Total</b>	<b>51/58</b>	<b>109</b>	<b>41/51<sup>4</sup></b>	<b>92</b>	<b>40/44<sup>5</sup></b>	<b>84</b>	<b>33/38<sup>6,7</sup></b>	<b>74</b>	<b>34/40</b>	<b>74</b>

<sup>1</sup> The desk reporter was designated as journal reporter in 2001.

<sup>2</sup> The secretary to a leader was designated as administrative assistant in 2001.

<sup>3</sup> Reflects addition of one staff assistant for each leader, as recommended by the Legislative Management Committee during the 1993-94 interim, rather than assignment of a legislative intern to each caucus.

<sup>4</sup> Although a total of four staff assistant positions was authorized, the majority leaders employed three staff assistants (recorded in the total as one Senate and two House) and reallocated pay for four positions during the 1997 legislative session.

<sup>5</sup> Although a total of four staff assistant positions was authorized, the majority leaders employed two staff assistants (recorded in the total as one Senate and one House) and reallocated pay for four positions during the 1999 legislative session.

<sup>6</sup> Although a total of four staff assistant positions was authorized, the majority leaders employed two staff assistants (recorded in the total as one Senate and one House) and reallocated part of the pay for four positions during the 2001 legislative session.

<sup>7</sup> Although a total of four staff assistant positions was authorized, the minority leaders employed three staff assistants (recorded in the total as two Senate and one House) and reallocated part of the pay for four positions during the 2001 legislative session.

<sup>8</sup> In 1995 the House assigned its chief committee clerk to a committee, rather than employing 10 committee clerks, and increased the number of assistant committee clerks from one to two.

<sup>9</sup> The payroll clerk is a part-time position that alternates between the Senate and House from session to session.

<sup>10</sup> The supply room coordinator is a position that alternates between the House and Senate from session to session.

<sup>11</sup> The chief telephone attendant used to alternate between House and Senate, but the position was abolished in 2001 when telephone message services were provided under contract with a private party.

<sup>12</sup> Reflects the provision of telephone message services under contract with a private party starting in 2001.

<sup>13</sup> The information desk attendant, since 2001, is a position that alternates between the House and Senate from session to session.

<sup>14</sup> The chief bill and journal room clerk used to alternate between the House and Senate, but the position was abolished in 1997 when bill and journal room services were provided under contract with a private party.

<sup>15</sup> Reflects the provision of bill and journal room services under contract with a private party starting in 1997.

<sup>16</sup> The parking lot attendant, since 2001, is a position that alternates between the Senate and House from session to session.

During the 1999-2000 interim, the Legislative Management Committee recommended a total of 73 employment positions--34 Senate employees and 39 House employees. During the 2001 legislative session, the House added a page and bill book clerk to the number of positions recommended by the Legislative Management Committee; the majority leaders employed two staff assistants rather than the four authorized; and minority leaders employed three staff assistants rather than the four authorized. In summary, the number of employment positions proposed for the 2003 legislative session recognizes the four staff assistants authorized for the majority leaders, the four staff assistants authorized for the minority leaders, and the additional page and bill book

clerk employed by the House during the 2001 legislative session.

## 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 based on an eight-hour day).

The following table illustrates the effect of a 5 percent average pay increase, rounded to the nearest dollar, for all positions proposed for the 2003 legislative session. The percentage is based on the fact that the 57th Legislative Assembly approved average pay increases of 3 percent for the first year of the biennium and 2 percent for the second year of the biennium for state employees.

Proposed Number of Employees	Position	Salary Per Position		
		2001 Daily Salary	Five Percent Increase	2003 Daily Salary
2	Secretary of the Senate/Chief Clerk of the House	\$109	\$5.45	\$114
2	Assistant secretary/Assistant chief clerk	\$95	\$4.75	\$100
2	Journal reporter	\$106	\$5.30	\$111
2	Calendar clerk	\$95	\$4.75	\$100
2	Bill clerk	\$90	\$4.50	\$95
2	Sergeant-at-arms	\$84	\$4.20	\$88
1	Administrative assistant to the Speaker	\$84	\$4.20	\$88
2	Administrative assistant to the majority leader	\$99	\$4.95	\$104
4	Staff assistant to the majority leader	\$84	\$4.20	\$88
2	Administrative assistant to the minority leader	\$99	\$4.95	\$104
4	Staff assistant to the minority leader	\$84	\$4.20	\$88
2	Chief committee clerk	\$99	\$4.95	\$104
2	Appropriations Committee clerk	\$99	\$4.95	\$104
4	Assistant Appropriations Committee clerk	\$95	\$4.75	\$100
10	Committee clerk - Three day	\$95	\$4.75	\$100
10	Committee clerk - Two day	\$88	\$4.40	\$92
2	Assistant committee clerk	\$78	\$3.90	\$82
1	Payroll clerk	\$80	\$4.00	\$84
2	Deputy sergeant-at-arms	\$69	\$3.45	\$73
2	Chief page and bill book clerk	\$77	\$3.85	\$81
3	Legislative assistant - Assistant sergeant-at-arms	\$65	\$3.25	\$68
1	Legislative assistant - Supply room coordinator	\$65	\$3.25	\$68
2	Legislative assistant - Desk page	\$65	\$3.25	\$68
6	Legislative assistant - Page and bill book clerk	\$65	\$3.25	\$68
1	Legislative assistant - Information desk attendant	\$65	\$3.25	\$68
1	Legislative assistant - Parking lot attendant	\$65	\$3.25	\$68
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With a 5 percent pay increase, compensation would range from \$68 to \$114 per day (\$8.50 to \$14.25 per hour based on an eight-hour day). The estimated cost of the increase is \$314 per day, which totals \$23,550 for 75 legislative days, not including Social Security and workers' compensation contributions.

The 2001 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 2001 legislative session, one Senate employee received an additional \$9 per day. The remaining Senate employees received from \$0 to \$5 per day. One House employee received an additional \$10 per day, one received an additional \$9 per day, one received an additional \$8 per day, and one received an additional \$7 per day. The remaining House employees received from \$0 to \$6 per day.

North Dakota Century Code Section 54-03-10 requires the compensation of Legislative Assembly employees to be set by concurrent resolution. 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.