

This memorandum provides information on the number of employee positions during the 1995, 1997, 1999, 2001, and 2003 legislative sessions and reviews a proposed number of employee positions for the 2005 legislative session. This memorandum also provides information on employee compensation during the 2003 legislative session and possible compensation levels for the 2005 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

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.

The following table lists employment positions during the 1993, 1995, 1997, 1999, 2001, and 2003 legislative sessions and proposed employment positions for the 2005 legislative session:

[illegible]

Chief stenographer and payroll clerk	1/1	2	0/0 ⁷	0	0/0	0	0/0	0	0/0	0	0/0	0	0/0	0
Stenographer	4/5	9	0/0 ⁷	0	0/0	0	0/0	0	0/0	0	0/0	0	0/0	0
Typist	0/2	2	0/0 ⁷	0	0/0	0	0/0	0	0/0	0	0/0	0	0/0	0
Appropriations Committee clerk	1/1	2	1/1	2	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	1/3	4	1/3	4
Committee clerk	10/10	20	10/9 ⁸	19	10/10	20	10/10	20	10/10	20	10/10	20	10/10	20
Assistant committee clerk	1/1	2	1/2 ⁸	3	1/2	3	1/1	2	1/1	2	1/1	2	1/1	2
Payroll clerk ⁹	0/0	0	1/0	1	0/1	1	1/0	1	0/1	1	1/0	1	0/1	1
Deputy sergeant-at-arms	2/1	3	1/1	2	1/1	2	1/1	2	1/1	2	1/1	2	1/1	2
Assistant sergeant-at-arms	3/7	10	3/3	6	2/3	5	1/2	3	1/2	3	1/2 ¹⁰	3	1/2	3
Supply room coordinator ¹¹	1/0	1	0/1	1	1/0	1	0/1	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	1/1	2	1/1	2	1/1	2
Desk page	1/3	4	1/1	2	1/1	2	1/1	2	1/1	2	1/1	2	1/1	2
Journal page	1/1	2	0/0	0	0/0	0	0/0	0	0/0	0	0/0	0	0/0	0
Page and bill book clerk	8/17	25	5/9	14	3/6	9	2/3	5	2/4	6	3/5 ¹²	8	2/4	6
Chief telephone attendant ¹³	0/1	1	1/0	1	0/1	1	1/0	1	0/0 ¹⁴	0	0/0	0	0/0	0
Telephone attendant	4/3	7	4/4	8	4/4	8	4/4	8	0/0 ¹⁴	0	0/0	0	0/0	0
Telephone page	1/1	2	1/1	2	1/1	2	1/1	2	0/0 ¹⁴	0	0/0	0	0/0	0
Information desk attendant ¹⁵	1/1	2	1/1	2	1/1	2	1/1	2	1/0	1	0/1	1	1/0	1
Chief bill and journal room clerk ¹⁶	1/0	1	0/1	1	0/0 ¹⁷	0	0/0	0	0/0	0	0/0	0	0/0	0
Bill room clerk	4/4	8	3/3	6	0/0 ¹⁷	0	0/0	0	0/0	0	0/0	0	0/0	0
Journal room clerk	2/2	4	3/2	5	0/0 ¹⁷	0	0/0	0	0/0	0	0/0	0	0/0	0
Parking lot attendant ¹⁸	1/1	2	1/1	2	1/1	2	1/1	2	0/1	1	1/0	1	0/1	1
Total	59/77	136	51/58	109	41/51	92	40/44	84	33/38	71	34/39 ¹⁰	73	34/40	74

¹The desk reporter was designated as journal reporter in 2001.

²The secretary to a leader was designated as administrative assistant in 2001.

³Reflects 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. Although two staff assistants were authorized, the Senate majority leader employed one staff assistant rather than two.

⁴Although 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.

⁵Although 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, 2001, and 2003 legislative sessions.

⁶Although a total of four staff assistant positions was authorized, the minority leaders employed three staff assistants (recorded in 2001 as two Senate and one House and in 2003 as one Senate and two House) and reallocated part of the pay for four positions during the 2001 and 2003 legislative sessions.

⁷Reflects the provision of secretarial services under contract with a private party starting in 1995.

⁸In 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.

⁹The payroll clerk is a part-time position that replaced the chief stenographer and payroll clerk position of each house in 1995 (when secretarial services were first provided under contract with a private party) and which alternates between the House and Senate from session to session.

¹⁰In 2003 the House employed a one-half time assistant sergeant-at-arms for approximately four hours per day during the floor session.

¹¹The supply room coordinator is a position that traditionally had alternated between the Senate and House from session to session, but starting in 2003 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.

¹²In 2003 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.

¹³The 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.

¹⁴Reflects the provision of telephone message services under contract with a private party starting in 2001.

¹⁵Since 2001 the information desk attendant is a position that alternates between the Senate and House from session to session.

¹⁶The 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.

¹⁷Reflects the provision of bill and journal room services under contract with a private party starting in 1997.

¹⁸Since 2001 the parking lot attendant is a position that alternates between the House and Senate from session to 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 to the number of positions recommended by the Legislative Management Committee; the majority leaders employed two staff assistants rather than the four authorized; the minority leaders employed three staff assistants rather than the four authorized, with the second staff assistant in the House shared by the House and the Senate minority leaders; the House added a page and bill book clerk to the number of positions recommended by the Legislative Management Committee 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; and 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.

In summary, the number of employment positions proposed for the 2005 legislative session recognizes the four staff assistants authorized for the majority leaders, the four staff assistants authorized for the minority leaders, House employment of the payroll clerk and parking lot attendant, and Senate employment of the supply room coordinator and the information desk attendant. The number does not recognize the additional page and bill book clerk employed by the Senate during the 2003 legislative session, the

additional page and bill book clerk employed by the House for nine days during the 2003 legislative session, nor the additional one-half time assistant sergeant-at-arms employed by the House during the 2003 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).

In 2003 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 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.

The following table illustrates the 2003 daily salary and the 2005 daily salary for all positions proposed by the 2005 legislative session. The continued daily rate from 2003 to 2005 is based on the fact that the 58th Legislative Assembly did not approve average pay increases for state employees. 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.

Proposed Number of Employees	Position	Salary Per Position	
		2003 Daily Salary	2005 Daily Salary
2	Secretary of the Senate/Chief Clerk of the House	\$114	\$114
2	Assistant secretary/Assistant chief clerk	\$100	\$100
2	Journal reporter	\$111	\$111
2	Calendar clerk	\$100	\$100
2	Bill clerk	\$95	\$95
2	Sergeant-at-arms	\$88	\$88
1	Administrative assistant to the Speaker	\$88	\$88
2	Administrative assistant to the majority leader	\$104	\$104
4	Staff assistant to the majority leader	\$88	\$88
2	Administrative assistant to the minority leader	\$104	\$104
4	Staff assistant to the minority leader	\$88	\$88
2	Chief committee clerk	\$104	\$104
2	Appropriations Committee clerk	\$104	\$104
4	Assistant Appropriations Committee clerk	\$100	\$100
10	Committee clerk - Three day	\$100	\$100
10	Committee clerk - Two day	\$92	\$92
2	Assistant committee clerk	\$82	\$82
1	Payroll clerk	\$84	\$84
2	Deputy sergeant-at-arms	\$73	\$73
2	Chief page and bill book clerk	\$81	\$81
3	Legislative assistant - Assistant sergeant-at-arms	\$68	\$68
1	Legislative assistant - Supply room coordinator	\$68	\$68
2	Legislative assistant - Desk page	\$68	\$68
6	Legislative assistant - Page and bill book clerk	\$68	\$68
1	Legislative assistant - Information desk attendant	\$68	\$68
1	Legislative assistant - Parking lot attendant	\$68	\$68
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The 2003 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.

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 Legislative Management Committee distributed an invitation to bid to provide a total of 12 employees for secretarial, bill and journal room, and telephone message services during the 2005 legislative session. This compares to a total of 18 contractor-provided employees in those areas in 2003 and a total of 34 employees in those areas during the last sessions those positions were filled by Senate and House employees.