2011 LEGISLATIVE ASSEMBLY REVIEW

Secretarial Service ◇ *Bill & Journal Room*

September 14th, 2011

Presented By:

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spherion®
Staffing

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Week Ending	Test / Speeches		Press Releases		Chart		Letter		Faxes		Mail Merges		Misc.		Messages
	# Docs	# Copies	# Docs	# Copies	# Docs	# Copies	# Docs	# Copies	# Docs	# Copies	# Docs	# Copies	# Docs	# Copies	# Msgs
1/07/11	3	0	3	2	12	186	3	1	5	1	2	2	20	107	27
1/14/11	0	0	0	0	2	75	5	3	1	1	1	2	17	1000	92
1/21/11	5	66	1	1	4	3	12	23	0	0	2	0	335	0	332
1/28/11	2	26	3	10	11	8	47	111	10	8	28	8	136	88	515
2/04/11	1	0	2	8	0	4	22	6	3	11	3	2	268	120	585
2/11/11	3	3	1	7	0	0	73	1677	13	1	53	1	46	262	1276
2/18/11	6	2	0	0	30	2	39	19	4	0	5	1698	226	60	1134
2/25/11	1	0	0	0	0	0	23	0	0	0	0	0	19	33	359
3/04/11	CROSS	OVER													
3/11/11	2	0	1	7	3	3	29	29	7	7	0	0	30	15	180
3/18/11	14	14	1	7	6	6	17	17	7	7	0	0	25	10	423
3/25/11	2	1	1	7	2	0	22	6	6	5	3	11	47	19	298
4/01/11	3	16	2	2	0	0	25	25	0	0	3	3	20	6	237
4/08/11	4	12	1	1	1	1	16	20	0	0	0	0	18	94	110
4/15/11	0	0	0	0	5	5	58	63	0	0	11	481	11	11	147
4/22/11	0	0	0	0	2	2	31	60	0	0	7	1203	78	78	160
4/29/11	0	0	0	0	0	0	11	0	0	0	1	40	0	0	15
TOTAL	46	140	16	52	78	295	433	2060	56	41	119	3451	1296	1903	6025

During the 2011 Legislative Session, Spherion staffed the Legislative Departments per bid specifications as follows:

	Number of Supervisors	Number of Employees	TOTAL
Secretarial	1	3	4
Bill & Journal	0	2	2
TOTAL	1	5	6

Using flexible scheduling, Spherion was successful at saving $5,799.26 for the 2011 Legislative Session.

Estimated Dollars Per Bid Specifications		Actual Dollars Billed by Spherion	Total
COMBINED: Secretarial and Bill & Journal Room			
Secretarial $563.82/day x 75 days	$ 42,286.50	Secretarial $514.20/day x 75 days	$ 38,565.24
Bill & Journal $89.10/day x 14 days	$ 1,247.40	Bill & Journal $89.10 / day x 13 days	$ 1,158.56
Subtotal	$ 43,533.90	Subtotal	$ 39,723.80
Extra Days ($563.82/day x 6 Days)	$ 3,382.92	Extra Days ($514.20/day x 6 Days)	$ 3,085.22
TOTAL	$ 46,916.82	TOTAL	$ 42,809.02
TOTAL SAVINGS			$ 4,107.80

Cost per Day Analysis:

Bid (75 Days)	Actual (81 Days)
$563.82 per day	$ 514.20 per day

Cost Savings Summary:

	2011
2011 Total Dollars Saved	$ 4,107.80
Savings	8.8%

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2011 LEGISLATIVE SESSION
Recommendations & Suggestions

Bid Process

◇ Spherion understands the staffing logistics and will continue to make recommendations with each session.

◇ Spherion recommends that the Legislative Assembly set the _minimum pay rate_ for each position to be filled in order to ensure the staffed employees are of the highest quality.
For example:
- Supervisor should be at a minimum of $12.00/hour
- Secretarial Services should be at a minimum of $11.50/hour
- Bill and Journal Room should be at a minimum of $11.00/hour

Staffing Recommendations

Secretarial Services

◇ Spherion recommends the following level of staffing for the next Legislative Session:

- 1 Supervisor
- 1 Full-time Secretary and 1 Part-time Secretary
- The part-time person would work core hours from 11:00 AM – 3:00 PM to cover lunches and also float between Secretarial Services and the Bill and Journal room.

◇ All 3 to cross-train for the Bill and Journal room with overflow during heavy volume.

◇ Provide more training on what legislators may request. For example, be more specific on how to deliver finished requests to the legislators and have sample copies of the most usual requests from the legislators. Include instructions or specific format for testimonies, floor speeches, press releases and mail merges.

◇ A policy manual outlining specific formats for documents and the general legislative process would be helpful for the employees. Since the session is every other year, returning employees, as well as first-time session employees, would find this helpful.