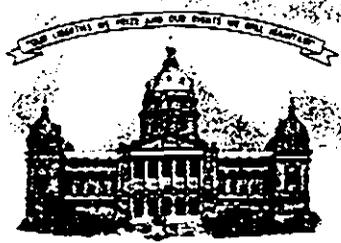


REPORT OF THE
COMPARABLE WORTH STAFF COMMITTEE
AND THE COMPARABLE WORTH APPEALS COMMITTEE

Issued: August 18, 1986

This report prepared for the Committee
by the
Legislative Service Bureau.

IOWA LEGISLATIVE COUNCIL
STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3565



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DONOVAN PEETERS, SECRETARY TO THE COUNCIL

August 18, 1986

Chairman John Connors and Members
Service Committee of the Legislative Council
State Capitol Building
Des Moines, Iowa 50319

Dear Chairman Connors and Members:

The Comparable Worth Staff Committee and the Comparable Worth Appeals Committee is pleased to submit to the Service Committee this final report of our work on comparable worth. Pursuant to the policies established by the Service Committee, there is included in this report the Committee's decisions on comparable worth appeals, the recommendations in regard to the review of unappealed decisions, and general recommendations resulting from our work.

The Chair and Vice-Chair would like to acknowledge the many long and hard hours of effort contributed by the Committee's members in fulfilling the Committee's duties.

If we can be of further assistance in interpreting this report, please feel free to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Donovan Peeters". The signature is written in black ink and is positioned above the typed name of the signatory.

DONOVAN PEETERS, Chair

A handwritten signature in cursive script that reads "Joe O'Hern". The signature is written in black ink and is positioned above the typed name of the signatory.

3
JOE O'HERN, Vice-Chair

MEMBERS OF THE
COMPARABLE WORTH STAFF COMMITTEE
AND THE COMPARABLE WORTH APPEALS COMMITTEE

Donovan Peeters, Chair
Director, Legislative Service Bureau

Joe O'Hern, Vice-Chair
Chief Clerk of the House

Bill Angrick
Citizens' Aide/Ombudsman

Phyllis Barry
Deputy Code Editor

Judy Bertelsen
Administrative Assistant to the
Senate Minority Leader

Cynde Clingan
Acting Secretary of the Senate

Dennis Prouty
Director, Legislative Fiscal Bureau

Sandy Scharf
Director, Computer Support Bureau

Cathy Sears
Executive Secretary to the Speaker

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GENERAL
INTRODUCTION
AND METHODOLOGY
OF THE COMMITTEE

GENERAL INTRODUCTION

In October of 1985, the Legislative Council of the Iowa General Assembly contracted with Arthur Young to conduct a job evaluation study on the basis of comparable worth for the legislative branch of the Iowa state government. The Service Committee of the Legislative Council functioned as the monitoring agency of the Council for the implementation of the study. During the subsequent months, the consultant proceeded to conduct the study including the issuance of questionnaires to all employees and the interviewing of selected employees. As part of the process for the comparable worth study, a Comparable Worth Staff Committee was established in consultation with the Service Committee for the purpose of serving as liaison with the consultant in performing the study. Among other activities, the Staff Committee reviewed and suggested modifications in the questionnaire used by the consultant. On May 29, 1986, the final report of the consultant in regard to the legislative branch comparable worth study was issued by Arthur Young.

Prior to the release of the report, action had been taken by the Service Committee of the Legislative Council to establish an appeals procedure for legislative employees who wished to appeal the recommendations of the Arthur Young report, including rules of procedure for appeals. The Service Committee also established that the Comparable Worth Staff Committee would function as the Appeals Committee for such appeals. The Appeals Committee adopted additional rules of procedure to clarify the original rules of procedure. The rules of procedure and the additional rules of procedure are included for reference purposes in the appendix to this report. A decision by the Service Committee was also made that the unappealed positions needed to be reviewed. The review of these positions by the Staff Committee is also included in this report. This full report is being issued pursuant to the appeals process established by the Service Committee. The report was adopted unanimously by the Staff Committee.

METHODOLOGY OF THE APPEALS COMMITTEE

The following points summarize the methodology of the Committee in reviewing the appeals.

I. Before beginning its deliberations, the Appeals Committee had copies made of the supporting documentation filed by each appellant and this was distributed to all Committee members for review prior to the hearings.

II. The Committee scheduled two full days of hearings at which any appellant could make an oral presentation to the Committee and respond to questions from Committee members.

III. The Appeals Committee reviewed each appeal on an individual basis, although individual appeals involving the same job classification or closely related job classifications were reviewed together in a joint manner.

IV. The Appeals Committee decided early in its work that there was a need to review each of the thirteen job factors for each appeal. The reason for this was that the Committee felt it needed to go beyond reviewing just the specific factors that were appealed and also look at unappealed factors since the Committee determined early in its work that it felt some factors had been misapplied by the consultant. In this manner a fair determination of the totality of the position could be made.

V. The Committee used a workform for each appellant which listed the factor scores for each factor as determined by the consultant, which listed the factor scores being appealed and the proposed new factor score from the appellant, and which provided spaces for Appeals Committee working purposes in determining what the Appeals Committee felt would be the proper factor scores for each factor.

VI. The appeals were reviewed in the order of total factor-determined score for each position as determined by the consultant. The Committee started with the positions having the lowest factor-determined scores and worked its way numerically upward through the positions to the positions with the highest scores. As the Committee worked, the Committee developed working guidelines for the application of each of the thirteen factors. As these factor application guidelines were developed during the course of the Committee's deliberations, the Committee occasionally returned to earlier appeals to review the Committee's proposed factor scores in light of the Committee's further deliberations and further development of guidelines for the factor scores. In this manner all of the appeals were reviewed. It was a lengthy process

involving hours of work as each of the thirteen factors was fully discussed in regard to each of the positions.

VII. After developing a factor score for each of the thirteen factors, then a factor-determined score was computed. This computation was determined by the factor-scoring matrix that had been developed by the consultant and used by the consultant in the study. From this the Committee determined the proposed grade level for the positions using the score as developed by the Appeals Committee and the consultant's grade-level structure. The Appeals Committee in this process was using the same thirteen factors the consultant used, including the factor definitions that the consultant used. The Committee used the same factor-determined scoring matrix as the consultant and the Committee used the same grade level structure as used by the consultant. In this regard, the Committee followed a procedure very similar to that used by the consultant in determining the scores and grades for the various positions.

VIII. The Committee had available to it in its work the questionnaires that were prepared and submitted by the appellants to the consultant in the original study. The Committee had available for reference purpose the position descriptions of the various current jobs. The Committee also had the information provided to it from the testimony during the public hearings. The Committee members were a valuable source of information among themselves since for practical purposes for every position reviewed there was at least one Committee member and in many cases more than one Committee member who were very familiar with the position. Committee members in this way provided valuable input to each other regarding the actual responsibilities, duties, and working situation of each position.

IX. Using the above procedure, the Committee reviewed the appeals that had been received. After going through all the appeals once, the Committee reviewed and checked all of its decisions twice. Thus, each appeal received thorough attention.

X. The final result of the Committee's decision-making in regard to appeals was put into final form and is included in this report.

XI. The Committee used a similar methodology in reviewing the unappealed positions, although there were obviously no appellant's proposed factor-scores to be considered for those positions.

DECISIONS

ON

APPEALS

DECISIONS OF THE APPEALS COMMITTEE

As a result of its review of appealed positions, the Appeals Committee developed some general conclusions in regard to the consultant's study. These are in addition to the Committee's decisions on the specific appeals. The following portion of the report presents these general conclusions and the specific decisions. Some of the decisions are general decisions which concern more than one job classification and these are duly noted. In summary this section of the report contains the following parts:

- A. General Conclusions (pp. 19 and 20)
- B. Index Listing of Decisions on Appeals (pp. 21-25)
- C. Decisions of the Appeals Committee (pp. 27-106), including the following General Decisions:
 - General Decision in Regard to Legislative Secretaries and Legislative Committee Secretaries (pp. 29-31)
 - General Decision in Regard to Executive Secretaries and Administrative Secretaries (pp. 59-68)
 - General Decision in Regard to Administrative Assistants (pp. 76-80)
 - General Decision in Regard to Caucus Research Analysts, LSB Research Analysts, and Fiscal Analysts (pp. 81-92)
 - General Decision in Regard to LSB Legal Counsels (pp. 97-102)
 - General Decision in Regard to Caucus Staff Directors (pp. 103-105)

GENERAL CONCLUSIONS OF THE APPEALS COMMITTEE

The Appeals Committee would like to present the following items as general conclusions of the Committee in regard to the recommendations of the consultant, in addition to the presentation of its specific decisions on appeals.

CONSULTANT'S STUDY

As a result of its review of appeals from the recommendations of the Arthur Young study, the Committee presents the following two findings in regard to the Committee's general reaction to the study:

1. The Appeals Committee feels that the consultant did not fully understand the legislative work environment and as a result consistently misapplied some of the factors in performing the study. Factors in this category include "personal contacts", "complexity in judgment", "impact of errors", and "pace and interruptions". A factor in the misapplication of "personal contacts" was the lack of a standard definition to use in applying it.

2. The Appeals Committee also feels that there were a few particular positions that the consultant misunderstood. It appears that the consultant was not fully aware of the basic duties and responsibilities of these positions and as a result developed an inappropriate factor-determined score. In the cases in which this happened, it appears there may have been two contributing causes. First, some of the positions have job titles that don't fully reflect the position. Secondly, the legislative branch has many very specific type positions that are "one-of-a-kind" in nature. This is rather different from the executive branch situation where many positions are of what might be described as a generic nature and may have literally scores of occupants for a particular job classification in the executive branch. Since many of these one-of-a-kind positions were not interviewed, the Committee feels this may have resulted in their not being fully evaluated.

JOB SERIES SITUATIONS

Another general recommendation of the Committee is in regard to job classifications that are interrelated. In its work the Committee reviewed several job classifications which it felt were very closely related to other job classifications. In these cases the Committee did some review work of these related positions as a group and has developed some general decisions which relate to these positions, including in some cases decisions that propose the creation of a job series including more than one job classification.

JOB TITLES

The Committee agrees with the consultant that many of the job classifications currently have inappropriate job titles, but the appellants and the Committee do not agree with all the job titles proposed by the consultant. The Committee recommends that management review all current job titles and develop new ones in cases where the current ones are inappropriate. Job titles that are particularly inappropriate are indicated on specific appeals.

15	Capitol Guide Coordinator	H. Macaulay	32
	Code Proofreader	H. Schroedel	33
	Ass't. to the Legal Counsel/ Ass't. Finance Officer	J. Mitchell	34
	LSB Proofreader	K. Bates B. Walsh	35 35
	Records & Supply Clerk	M. Buban	36

16	Leg./Com. Secretary	J. Hanover J. Heller N. Bakros P. Cowles J. Critelli K. Doyle D. Higginbottom M. Nelson	29-31 29-31 29-31 29-31 29-31 29-31 29-31 29-31
	Leg. Text Processor I	A. McGrean	37
	Bill Expeditor	K. Miklus	38

NOTE: See the information under "Grade 14 -- Legislative Secretary." Also, some persons have appeals listed under both "Grade 14 -- Legislative Secretary" and "Grade 16 -- Leg./Com. Secretary" due to the inter-relationship of the two proposed classifications.

18	Compositor	E. Schoonover	39
	Indexing Clerk	W. Zika N. Gibson	40 40
	Recording Clerk	L. Bristol L. Ward	41 41
	Assistant Finance Officer	D. Rex	42
	Citizens Aide/Ombudsman Secretary	J. Green	43
	Assistant Code Indexer	M. Scott*	44

*This person has held different positions during session and during interim and is filing appeals for both positions.

19	Caucus Secretary	M. Callas C. Dillon	59-68 59-68
	Journal Recorder	J. Elder	45
20	Legislative Indexer	C. Wilbur J. Swackhammer	46 46
	Senior Legislative Text Processor	R. Royce S. Craig	47 47
	Assistant Journal Editor	V. Anders C. Edwards	48 48
	Engrossing/Enrolling Clerk	P. Kephart	49
	Librarian	R. McGhee	50
	Senate Sec. Coordinator	D. Stinson	52
	House Sup. of Secretaries	V. Rowen	51
	Public Information Ass't.	G. Wegter	53
21	Computer Operator	D. Robinson	54
	Indexer/Pub. Coordinator	J. Benoit L. Dodge	55 55
	Assistant Journal Editor/ Assistant Finance Officer	N. Smith	56
22	Majority Leader's Secretary	K. Hillman	59-68
	Speaker's Secretary	C. Sears	59-68
	Executive Secretary	D. Greenwood V. Haag	59-68 59-68
	Administrative Coordinator	C. Fisher	57
24	Finance-Personnel Admin.	M. Knudsen	58
	Legislative Text Processor Supervisor	J. Wyer	69
	Public Information Officer	J. Goeldner	70

25	Administrative Code Ass't.	L. Swanson	71
	Finance Officer	M. Abbott B. Walling	72 72
26	Leg. Research Analyst I	M. Thomson W. Haigh	81-92 81-92
	Senate Journal Editor	C. Kelly	73
27	Assistant for Corrections	C. Key, Jr.	74
	Leg. Research Analyst II	A. Welsh	81-92
		J. Boose	81-92
		E. Conlow	81-92
		T. Dunbar	81-92
		M. Gannon	81-92
		M. O'Connor	81-92
		C. Olson	81-92
T. Patterson	81-92		
Fiscal Analyst I	M. Welch	81-92	
	D. Werning	81-92	
28	LSB Research Analyst I	T. Johnson	81-92
	Administrative Assistant to Minority Leader	M. Wellman J. Bertelsen	81-92 76-80
29	Ass't Secretary of Senate	C. Clingan	93
	Administrative Assistant to Speaker	M. Brandsgard	76-80
	Fiscal Analyst II	G. Dickinson	81-92
		H. Lyons	81-92
		R. Harrington	81-92
	LSB Research Analyst II	S. Lerdal	81-92
Systems Analyst	R. Knapp, Jr.	75	
30	Administrative Assistant to Majority Leader	W. Maloney	76-80
		G. Nichols	76-80

31	Assistant Chief Clerk	E. Isaacson	94
	Caucus Staff Director	P. Dierenfeld D. Harbaugh S. Robinson	103-105 103-105 103-105
32	Deputy Citizens' Aide-Gen.	R. Mosher	95
33	LSB Legal Counsel	L. Donner R. Rowland	97-102 97-102
	Administrative Rules Comm. Legal Counsel	J. Royce	96
34	Code Consultant	J. Wilson	97-102
	Sen. LSB Research Analyst	D. Bolender T. Johnson	97-102 97-102
35	Legal Counsel/Systems Coordinator	G. Kaufman	97-102
36	Senior LSB Legal Counsel	M. Goedert	97-102
		R. Johnson	97-102
39	Deputy Director-LSB	B. Koebernick	106

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: CAPITOL TOUR GUIDE

APPELLANT(S): Karen M. Nichols and Joan Arnett

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>2</u>	<u>3</u>	<u>2</u>
2.Knowledge-Exp.	<u>1</u>	<u>2</u>	<u>2</u>
3.Job Complexity	<u>1</u>	<u>3</u>	<u>1</u>
4.Guidelines/Superv.	<u>1</u>	<u>3</u>	<u>1</u>
5.Pers. Contacts	<u>D1</u>	<u>D3</u>	<u>D1</u>
6.Physical Demands	<u>2</u>	<u>2</u>	<u>2</u>
7.Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>1</u>
8.Superv.Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9.Scope/Effect	<u>1</u>	<u>2</u>	<u>1</u>
10.Impact of Error	<u>1</u>	<u>3</u>	<u>1</u>
11.Wk. Environment	<u>1</u>	<u>2</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13.Pace/Interruptions	<u>A2</u>	<u>B2</u>	<u>B2</u>
TOTAL POINTS	<u>154</u>	<u>247</u>	<u>166</u>
GRADE LEVEL:			
CURRENT	<u>11</u>	<u>19</u>	<u>12</u>

NOTE: Joan Arnett withdrew her appeal of this job classification by not submitting supporting documentation.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT BILL CLERK

APPELLANT(S): Madeline James

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>2</u>	<u>x</u>	<u>x</u>
2.Knowledge-Exp.	<u>1</u>	<u>x</u>	<u>x</u>
3.Job Complexity	<u>1</u>	<u>x</u>	<u>x</u>
4.Guidelines/Superv.	<u>2</u>	<u>x</u>	<u>x</u>
5.Pers. Contacts	<u>D1</u>	<u>x</u>	<u>x</u>
6.Physical Demands	<u>2</u>	<u>x</u>	<u>x</u>
7.Mental/Visual Dem.	<u>1</u>	<u>x</u>	<u>x</u>
8.Superv.Exercised	<u>A1</u>	<u>x</u>	<u>x</u>
9.Scope/Effect	<u>1</u>	<u>x</u>	<u>x</u>
10.Impact of Error	<u>2</u>	<u>x</u>	<u>x</u>
11.Wk. Environment	<u>1</u>	<u>x</u>	<u>x</u>
12.Hazards/Risks	<u>1</u>	<u>x</u>	<u>x</u>
13.Pace/Interruptions	<u>B2</u>	<u>x</u>	<u>x</u>
TOTAL POINTS	<u>171</u>	<u>x</u>	<u>x</u>

GRADE LEVEL:

CURRENT 12 13 x x

NOTE: This appeal was withdrawn due to not submitting supporting documentation. The position is reviewed in the section on review of unappealed decisions.

GENERAL DECISION IN REGARD TO LEGISLATIVE SECRETARIES AND LEGISLATIVE COMMITTEE SECRETARIES

The Committee jointly reviewed the very great number of appeals that had been received in regard to the proposed job classifications of Legislative Secretary and Legislative Committee Secretary. The appellants in these job classifications had jointly submitted supporting documentation for these positions and this greatly facilitated and made appropriate the joint review of these positions.

The positions of Legislative Secretary and Legislative Committee Secretary in general refers to those positions that are commonly referred to as "floor secretaries". The proposed job classification of Legislative Committee Secretary refers to the "floor secretaries" of legislators who hold committee chair positions. It was the conclusion of the consultant that a floor secretary who is working for a legislator who is a committee chair has, generally speaking, a higher level of duties and responsibilities than a floor secretary who is serving a legislator who is not a committee chair. The Appeals Committee agrees with this general finding of the consultant and would also like to note that the appellants who testified before the Committee also agreed to this grouping of floor secretaries into two different job classifications. It should be noted that obviously a person's position could shift from session-to-session depending on the position of the person by whom they are employed.

The appellants, although they agreed with the two-tiered job classification for floor secretaries, did not agree with the factor-determined scores for the two respective job classifications. The Appeals Committee carefully reviewed the consultant's proposed factor scores and also reviewed the supporting documentation and testimony submitted by the appellants in regard to what they thought the various factor scores should be. After reviewing these sets of scores and the other submitted information, the Committee developed its set of factor scores for the positions.

The Committee would like to note that there are two factors that made its decision-making difficult for these positions. One is that there is a very wide disparity among the roles and responsibilities of these positions. Another is that compensation methods for session-only positions are different from the methods used for year-round positions.

The results of the Committee's work is included in the specific decisions immediately following this summary of the general decision. It should be noted that in regard to the appeals of the floor secretaries there are only two decisions being issued, one in regard to legislative secretaries and one in regard to legislative committee secretaries. The various appellants' names are mentioned on the decisions for these two proposed job classifications.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGISLATIVE SECRETARY

APPELLANT(S): Norma Bakros, Joan K. Brauer, R. Lugene Burns, Joyce

Chamberlain, Phyllis R. Cowles, Cheryl Critelli, JoAnn Critelli, Katie Doyle,

Joan Hansen, Barbara J. Harrison, Darlene J. Higgenbottom*

<u>FACTOR</u>	<u>CONSUL. LEVEL</u>	<u>HOUSE APPEL. LEVEL</u>	<u>SENATE APPEL. LEVEL</u>	<u>APPEALS COMMITTEE LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>4</u>	<u>---</u>	<u>3</u>
2. Knowledge-Exp.	<u>2</u>	<u>4</u>	<u>3</u>	<u>2</u>
3. Job Complexity	<u>2</u>	<u>3</u>	<u>3</u>	<u>2</u>
4. Guidelines/Superv	<u>1</u>	<u>3</u>	<u>2</u>	<u>2</u>
5. Pers. Contacts	<u>D2</u>	<u>---</u>	<u>D3</u>	<u>D2</u>
6. Physical Demands	<u>1</u>	<u>---</u>	<u>2</u>	<u>1</u>
7. Mental/Visual Dem	<u>2</u>	<u>---</u>	<u>---</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>---</u>	<u>A1</u>
9. Scope/Effect	<u>1</u>	<u>---</u>	<u>2</u>	<u>1</u>
10. Impact of Error	<u>1</u>	<u>---</u>	<u>2</u>	<u>1</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>3</u>	<u>2</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B1</u>	<u>C3</u>	<u>C3</u>	<u>C1</u>
TOTAL POINTS	<u>181</u>	<u>259</u>	<u>279</u>	<u>193</u>

GRADE LEVEL:

CURRENT	<u>14 to 16</u>	<u>14</u>	<u>20</u>	<u>22</u>	<u>15</u>
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*Additional Appellants included Betty Hirschauer, Dolores M. Horton, Donna B. Hove, Joan A. Kiernan, Pat King, Frances B. Kurtz, JoAnn Leachman, Marcella L. Nelson, Anne B. O'Connell, Joann B. Quade, Mary Rhoads, Geovanna Ries, Doris F. Saf, Mary Ann Scott, Jo Ann West and Margaret Wimmer

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGISLATIVE COMMITTEE SECRETARY

APPELLANT(S): JoAnn Hanover, Jeanne W. Heller, Norma Bakros, Phyllis R.

Cowles, JoAnn Critelli, Katie Doyle, Darlene J. Higginbottom, and

Marcella L. Nelson

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>3</u>
2.Knowledge-Exp.	<u>2</u>	<u>4</u>	<u>3</u>
3.Job Complexity	<u>2</u>	<u>4</u>	<u>2</u>
4.Guidelines/Superv.	<u>1</u>	<u>3</u>	<u>2</u>
5.Pers. Contacts	<u>D2</u>	<u>D3</u>	<u>D2</u>
6.Physical Demands	<u>1</u>	<u>2</u>	<u>1</u>
7.Mental/Visual Dem.	<u>2</u>	<u>---</u>	<u>1</u>
8.Superv.Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9.Scope/Effect	<u>2</u>	<u>3</u>	<u>2</u>
10.Impact of Error	<u>2</u>	<u>3</u>	<u>2</u>
11.Wk. Environment	<u>1</u>	<u>3</u>	<u>2</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13.Pace/Interruptions	<u>B1</u>	<u>C3</u>	<u>C1</u>
TOTAL POINTS	<u>207</u>	<u>345</u>	<u>216</u>
GRADE LEVEL:			
CURRENT	<u>16</u>	<u>26</u>	<u>17</u>

NOTE: The appellants' proposed levels were jointly submitted by the appealing Senate floor secretaries.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: CAPITOL GUIDE COORDINATOR

APPELLANT(S): Henrietta Macauley

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>2</u>	<u>3</u>	<u>2</u>
2. Knowledge-Exp.	<u>2</u>	<u>3</u>	<u>2</u>
3. Job Complexity	<u>2</u>	<u>3</u>	<u>1</u>
4. Guidelines/Superv.	<u>2</u>	<u>3</u>	<u>2</u>
5. Pers. Contacts	<u>D2</u>	<u>D3</u>	<u>D1</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>1</u>
8. Superv. Exercised	<u>B2</u>	<u>---</u>	<u>B2</u>
9. Scope/Effect	<u>1</u>	<u>2</u>	<u>1</u>
10. Impact of Error	<u>2</u>	<u>3</u>	<u>1</u>
11. Wk. Environment	<u>1</u>	<u>2</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B1</u>	<u>B2</u>	<u>B2</u>
TOTAL POINTS	<u>195</u>	<u>267</u>	<u>182</u>
GRADE LEVEL:			
CURRENT	<u>15</u>	<u>21</u>	<u>14</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: CODE PROOFREADER

APPELLANT(S): Hazel Schroedel

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>4</u>	<u>x</u>
2. Knowledge-Exp.	<u>2</u>	<u>3</u>	<u>x</u>
3. Job Complexity	<u>1</u>	<u>3</u>	<u>x</u>
4. Guidelines/Superv.	<u>1</u>	<u>---</u>	<u>x</u>
5. Pers. Contacts	<u>A2</u>	<u>---</u>	<u>x</u>
6. Physical Demands	<u>1</u>	<u>---</u>	<u>x</u>
7. Mental/Visual Dem.	<u>4</u>	<u>---</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>x</u>
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>x</u>
10. Impact of Error	<u>2</u>	<u>---</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>A2</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>198</u>	<u>229</u>	<u>x</u>
GRADE LEVEL:			
CURRENT	<u>15</u>	<u>15</u>	<u>18</u>
			<u>x</u>

DECISION: This position was misclassified by the consultant. This position should be an indexer-proofreader. Please see that position, in the section on review of unappealed positions, for the Committee's factor scores.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASST. TO LEGAL COUNSEL/ASST.

FINANCE OFFICER

APPELLANT(S): Jennifer Mitchell

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>4</u>
2.Knowledge-Exp.	<u>2</u>	<u>---</u>	<u>2</u>
3.Job Complexity	<u>2</u>	<u>---</u>	<u>2</u>
4.Guidelines/Superv.	<u>2</u>	<u>---</u>	<u>2</u>
5.Pers. Contacts	<u>B2</u>	<u>D2</u>	<u>D1</u>
6.Physical Demands	<u>1</u>	<u>---</u>	<u>1</u>
7.Mental/Visual Dem.	<u>2</u>	<u>---</u>	<u>2</u>
8.Superv.Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9.Scope/Effect	<u>2</u>	<u>---</u>	<u>2</u>
10.Impact of Error	<u>2</u>	<u>3</u>	<u>2</u>
11.Wk. Environment	<u>1</u>	<u>---</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13.Pace/Interruptions	<u>B2</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>200</u>	<u>246</u>	<u>228</u>

GRADE LEVEL:

CURRENT 17 15 19 18

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LSB PROOFREADER

APPELLANT(S): Kathleen Bates and Betty Walsh

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>3</u>	<u>4</u>	<u>3</u>
2.Knowledge-Exp.	<u>2</u>	<u>---</u>	<u>2</u>
3.Job Complexity	<u>1</u>	<u>3</u>	<u>2</u>
4.Guidelines/Superv.	<u>1</u>	<u>---</u>	<u>1</u>
5.Pers. Contacts	<u>A1</u>	<u>---</u>	<u>A1</u>
6.Physical Demands	<u>1</u>	<u>*</u>	<u>2</u>
7.Mental/Visual Dem.	<u>4</u>	<u>---</u>	<u>4</u>
8.Superv.Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9.Scope/Effect	<u>2</u>	<u>---</u>	<u>2</u>
10.Impact of Error	<u>2</u>	<u>---</u>	<u>2</u>
11.Wk. Environment	<u>1</u>	<u>3</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13.Pace/Interruptions	<u>B2</u>	<u>C3</u>	<u>B2</u>
TOTAL POINTS	<u>200</u>	<u>250</u>	<u>211</u>
GRADE LEVEL:			
CURRENT	<u>15</u>	<u>20</u>	<u>16</u>

NOTE: The appeal by Betty Walsh was withdrawn due to not submitting supporting documentation.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: RECORDS AND SUPPLY CLERK

APPELLANT(S): Mary Buban

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>3</u>	<u>---</u>	<u>3</u>
2.Knowledge-Exp.	<u>2</u>	<u>---</u>	<u>2</u>
3.Job Complexity	<u>3</u>	<u>---</u>	<u>2</u>
4.Guidelines/Superv.	<u>2</u>	<u>---</u>	<u>2</u>
5.Pers. Contacts	<u>C2</u>	<u>D2</u>	<u>D2</u>
6.Physical Demands	<u>2</u>	<u>3</u>	<u>2</u>
7.Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>1</u>
8.Superv.Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9.Scope/Effect	<u>2</u>	<u>---</u>	<u>2</u>
10.Impact of Error	<u>2</u>	<u>---</u>	<u>2</u>
11.Wk. Environment	<u>1</u>	<u>---</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13.Pace/Interruptions	<u>B2</u>	<u>C3</u>	<u>C2</u>
TOTAL POINTS	<u>202</u>	<u>245</u>	<u>216</u>
GRADE LEVEL:			
CURRENT	<u>19</u>	<u>15</u>	<u>17</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGISLATIVE TEXT PROCESSOR I

APPELLANT(S): Autumn McGrean

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>x</u>	<u>x</u>
2. Knowledge-Exp.	<u>3</u>	<u>x</u>	<u>x</u>
3. Job Complexity	<u>2</u>	<u>x</u>	<u>x</u>
4. Guidelines/Superv.	<u>1</u>	<u>x</u>	<u>x</u>
5. Pers. Contacts	<u>D1</u>	<u>x</u>	<u>x</u>
6. Physical Demands	<u>1</u>	<u>x</u>	<u>x</u>
7. Mental/Visual Dem.	<u>3</u>	<u>x</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>x</u>	<u>x</u>
9. Scope/Effect	<u>1</u>	<u>x</u>	<u>x</u>
10. Impact of Error	<u>2</u>	<u>x</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>x</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>x</u>	<u>x</u>
13. Pace/Interruptions	<u>B2</u>	<u>x</u>	<u>x</u>
TOTAL POINTS	<u>203</u>	<u>x</u>	<u>x</u>
GRADE LEVEL:			
CURRENT	<u>16</u>	<u>x</u>	<u>x</u>

NOTE: This appeal was withdrawn due to not filing supporting documentation, but the job classification is reviewed in the section of this report concerning the review of unappealed positions.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: BILL EXPEDITOR

APPELLANT(S): Kathaleen Miklus

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>3</u>	<u>---</u>	<u>3</u>
2.Knowledge-Exp.	<u>3</u>	<u>5</u>	<u>3</u>
3.Job Complexity	<u>2</u>	<u>3</u>	<u>2</u>
4.Guidelines/Superv.	<u>2</u>	<u>3</u>	<u>2</u>
5.Pers. Contacts	<u>C1</u>	<u>D3</u>	<u>D1</u>
6.Physical Demands	<u>2</u>	<u>---</u>	<u>2</u>
7.Mental/Visual Dem.	<u>1</u>	<u>2</u>	<u>2</u>
8.Superv.Exercised	<u>B3</u>	<u>---</u>	<u>B3</u>
9.Scope/Effect	<u>1</u>	<u>2</u>	<u>2</u>
10.Impact of Error	<u>2</u>	<u>3</u>	<u>2</u>
11.Wk. Environment	<u>1</u>	<u>3</u>	<u>2</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13.Pace/Interruptions	<u>C2</u>	<u>---</u>	<u>B2</u>
TOTAL POINTS	<u>211</u>	<u>312</u>	<u>233</u>

GRADE LEVEL:

CURRENT 15 16 24 18

NOTE: The job title is to be referred to LSB management for review.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: COMPOSITOR

APPELLANT(S): C. Elaine Schoonover

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>4</u>
2.Knowledge-Exp.	<u>3</u>	<u>---</u>	<u>3</u>
3.Job Complexity	<u>2</u>	<u>3</u>	<u>2</u>
4.Guidelines/Superv.	<u>2</u>	<u>---</u>	<u>2</u>
5.Pers. Contacts	<u>B2</u>	<u>---</u>	<u>B2</u>
6.Physical Demands	<u>1</u>	<u>2</u>	<u>2</u>
7.Mental/Visual Dem.	<u>3</u>	<u>4</u>	<u>4</u>
8.Superv.Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9.Scope/Effect	<u>2</u>	<u>---</u>	<u>2</u>
10.Impact of Error	<u>3</u>	<u>---</u>	<u>2</u>
11.Wk. Environment	<u>1</u>	<u>3</u>	<u>2</u>
12.Hazards/Risks	<u>1</u>	<u>2</u>	<u>2</u>
13.Pace/Interruptions	<u>B2</u>	<u>B3</u>	<u>B2</u>
TOTAL POINTS	<u>228</u>	<u>294</u>	<u>260</u>
GRADE LEVEL:			
CURRENT	<u>18</u>	<u>23</u>	<u>20</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: INDEXING CLERK

APPELLANT(S): Wilma Zika and Nancy Gibson

<u>FACTOR</u>	<u>CONSUL. LEVEL</u>	<u>HOUSE (WILMA) LEVEL</u>	<u>SENATE (NANCY) LEVEL</u>	<u>APPEALS COMMITTEE LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>---</u>	<u>3</u>
2. Knowledge-Exp.	<u>3</u>	<u>---</u>	<u>---</u>	<u>3</u>
3. Job Complexity	<u>2</u>	<u>3</u>	<u>3</u>	<u>2</u>
4. Guidelines/Superv	<u>2</u>	<u>3</u>	<u>---</u>	<u>2</u>
5. Pers. Contacts	<u>D1</u>	<u>---</u>	<u>---</u>	<u>C1</u>
6. Physical Demands	<u>1</u>	<u>---</u>	<u>---</u>	<u>2</u>
7. Mental/Visual Dem	<u>3</u>	<u>---</u>	<u>---</u>	<u>4</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>---</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>---</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>3</u>	<u>3</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>3</u>	<u>---</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B3</u>	<u>---</u>	<u>B2</u>
TOTAL POINTS	<u>229</u>	<u>277</u>	<u>242</u>	<u>236</u>
GRADE LEVEL:				
CURRENT	<u>18</u>	<u>18</u>	<u>22</u>	<u>19</u>

- NOTES: 1. The job title is to be referred to management for review.
 2. The work environment problem in the House Journal Room is to be referred to the House Administration Committee with the recommendation that the House position be given a one-step higher salary level as long as exposure to hazardous materials exists.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: RECORDING CLERK

APPELLANT(S): Lori Bristol and Laura Ward

<u>FACTOR</u>	<u>CONSUL. LEVEL</u>	<u>APPEL. (LORI B) LEVEL</u>	<u>APPEL. (LAURA) LEVEL</u>	<u>APPEALS COMMITTEE LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>---</u>	<u>---</u>	<u>3</u>
2. Knowledge-Exp.	<u>3</u>	<u>---</u>	<u>---</u>	<u>3</u>
3. Job Complexity	<u>2</u>	<u>---</u>	<u>---</u>	<u>3</u>
4. Guidelines/Superv	<u>2</u>	<u>4</u>	<u>---</u>	<u>2</u>
5. Pers. Contacts	<u>D2</u>	<u>---</u>	<u>---</u>	<u>D1</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>---</u>	<u>2</u>
7. Mental/Visual Dem	<u>2</u>	<u>---</u>	<u>---</u>	<u>2</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>---</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>3</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>---</u>	<u>---</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>---</u>	<u>2</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>C3</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>230</u>	<u>269</u>	<u>264</u>	<u>252</u>

GRADE LEVEL:

CURRENT	<u>20</u>	<u>18</u>	<u>21</u>	<u>21</u>	<u>20</u>
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COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT FINANCE OFFICER

APPELLANT(S): Debra Rex

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>5</u>	<u>4</u>
2. Knowledge-Exp.	<u>4</u>	<u>---</u>	<u>4</u>
3. Job Complexity	<u>2</u>	<u>3</u>	<u>3</u>
4. Guidelines/Superv.	<u>2</u>	<u>5</u>	<u>3</u>
5. Pers. Contacts	<u>B2</u>	<u>---</u>	<u>C3</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>1</u>
7. Mental/Visual Dem.	<u>2</u>	<u>4</u>	<u>3</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>3</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B3</u>	<u>B2</u>
TOTAL POINTS	<u>230</u>	<u>340</u>	<u>274</u>
GRADE LEVEL:			
CURRENT	<u>18</u>	<u>26</u>	<u>21</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: CITIZENS' AIDE/OMBUDSMAN SECRETARY

APPELLANT(S): Judith Green and Pat Nett

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>4</u>	<u>3</u>
2. Knowledge-Exp.	<u>4</u>	<u>4</u>	<u>4</u>
3. Job Complexity	<u>2</u>	<u>4</u>	<u>3</u>
4. Guidelines/Superv.	<u>2</u>	<u>3</u>	<u>3</u>
5. Pers. Contacts	<u>D2</u>	<u>D3</u>	<u>D2</u>
6. Physical Demands	<u>1</u>	<u>3</u>	<u>1</u>
7. Mental/Visual Dem.	<u>2</u>	<u>2</u>	<u>2</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>2</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>3</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>2</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>C2</u>	<u>B2</u>
TOTAL POINTS	<u>230</u>	<u>320</u>	<u>243</u>
GRADE LEVEL:			
CURRENT	<u>16</u>	<u>24</u>	<u>19</u>

NOTE: Due to differences in responsibilities, it is the Committee's feeling that the consultant's recommendation for these two positions to be in the same job classification is inappropriate. It is recommended that two separate job classifications be established for these two positions. One position would be "CAO Secretary", which is covered here, and the other would be "CAO Administrative Secretary", which is covered under the "general decision on executive secretaries and administrative secretaries".

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT CODE INDEXER

APPELLANT(S): Mary Ann Scott

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>4</u>	<u>4</u>	<u>4</u>
2.Knowledge-Exp.	<u>3</u>	<u>4</u>	<u>4</u>
3.Job Complexity	<u>3</u>	<u>3</u>	<u>3</u>
4.Guidelines/Superv.	<u>1</u>	<u>2</u>	<u>2</u>
5.Pers. Contacts	<u>A2</u>	<u>A2</u>	<u>A2</u>
6.Physical Demands	<u>1</u>	<u>1</u>	<u>1</u>
7.Mental/Visual Dem.	<u>4</u>	<u>4</u>	<u>3</u>
8.Superv.Exercised	<u>A1</u>	<u>B3</u>	<u>A1</u>
9.Scope/Effect	<u>2</u>	<u>3</u>	<u>2</u>
10.Impact of Error	<u>2</u>	<u>2</u>	<u>2</u>
11.Wk. Environment	<u>1</u>	<u>2</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>
13.Pace/Interruptions	<u>A2</u>	<u>B3</u>	<u>A2</u>
TOTAL POINTS	<u>229</u>	<u>299</u>	<u>228</u>
GRADE LEVEL:			
CURRENT	<u>15</u>	<u>23</u>	<u>18</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: JOURNAL RECORDER

APPELLANT(S): Julie Elder

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>3</u>
2. Knowledge-Exp.	<u>4</u>	<u>---</u>	<u>4</u>
3. Job Complexity	<u>3</u>	<u>---</u>	<u>3</u>
4. Guidelines/Superv.	<u>2</u>	<u>---</u>	<u>2</u>
5. Pers. Contacts	<u>C2</u>	<u>---</u>	<u>C1</u>
6. Physical Demands	<u>1</u>	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>2</u>	<u>3</u>	<u>3</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>---</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>3</u>	<u>2</u>
12. Hazards/Risks	<u>1</u>	<u>2</u>	<u>2</u>
13. Pace/Interruptions	<u>B2</u>	<u>---</u>	<u>C3</u>
TOTAL POINTS	<u>244</u>	<u>287</u>	<u>275</u>

GRADE LEVEL:

CURRENT 21 19 22 21

NOTE: Refer job title to management for review.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGISLATIVE INDEXER

APPELLANT(S): Caryll Wilbur and Juanita Swackhammer

<u>FACTOR</u>	<u>CONSUL. LEVEL</u>	<u>APPEL. (CARYLL) LEVEL</u>	<u>APPEL. (JUANITA) LEVEL</u>	<u>APPEALS COMMITTEE LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>---</u>	<u>4</u>
2. Knowledge-Exp.	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>
3. Job Complexity	<u>3</u>	<u>---</u>	<u>---</u>	<u>3</u>
4. Guidelines/Superv	<u>2</u>	<u>4</u>	<u>4</u>	<u>2</u>
5. Pers. Contacts	<u>C2</u>	<u>D2</u>	<u>D2</u>	<u>C2</u>
6. Physical Demands	<u>1</u>	<u>---</u>	<u>---</u>	<u>2</u>
7. Mental/Visual Dem	<u>3</u>	<u>4</u>	<u>4</u>	<u>3</u>
8. Superv. Exercised	<u>B3</u>	<u>---</u>	<u>---</u>	<u>B2</u>
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>---</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>3</u>	<u>3</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>3</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B3</u>	<u>C2</u>	<u>B2</u>
TOTAL POINTS	<u>249</u>	<u>329</u>	<u>348</u>	<u>267</u>
GRADE LEVEL:				
CURRENT	<u>20</u>	<u>20</u>	<u>25</u>	<u>21</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SR. LEGISLATIVE TEXT PROCESSOR

APPELLANT(S): Roberta Royce and Sarah Craig

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>4</u>
2.Knowledge-Exp.	<u>4</u>	<u>---</u>	<u>4</u>
3.Job Complexity	<u>2</u>	<u>---</u>	<u>3</u>
4.Guidelines/Superv.	<u>2</u>	<u>3</u>	<u>2</u>
5.Pers. Contacts	<u>B2</u>	<u>---</u>	<u>B2</u>
6.Physical Demands	<u>2</u>	<u>4</u>	<u>2</u>
7.Mental/Visual Dem.	<u>3</u>	<u>4</u>	<u>4</u>
8.Superv.Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9.Scope/Effect	<u>2</u>	<u>---</u>	<u>3</u>
10.Impact of Error	<u>2</u>	<u>3</u>	<u>2</u>
11.Wk. Environment	<u>1</u>	<u>3</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13.Pace/Interruptions	<u>B3</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>251</u>	<u>347</u>	<u>302</u>
GRADE LEVEL:			
CURRENT <u>20 & 23*</u>	<u>20</u>	<u>26</u>	<u>23</u>

* Current grade levels are not the same

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT JOURNAL EDITOR

APPELLANT(S): Vivian Anders and Carol Edwards

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>4</u>	<u>4</u>
2. Knowledge-Exp.	<u>3</u>	<u>3</u>	<u>4</u>
3. Job Complexity	<u>3</u>	<u>3</u>	<u>3</u>
4. Guidelines/Superv.	<u>3</u>	<u>3</u>	<u>2</u>
5. Pers. Contacts	<u>B2</u>	<u>B2</u>	<u>B2</u>
6. Physical Demands	<u>2</u>	<u>4</u>	<u>2</u>
7. Mental/Visual Dem.	<u>3</u>	<u>4</u>	<u>3</u>
8. Superv. Exercised	<u>B2</u>	<u>---</u>	<u>B2</u>
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>3</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>4</u>	<u>2</u>
12. Hazards/Risks	<u>1</u>	<u>2</u>	<u>2</u>
13. Pace/Interruptions	<u>A3</u>	<u>C3</u>	<u>B2</u>
TOTAL POINTS	<u>252</u>	<u>389</u>	<u>271</u>
GRADE LEVEL:			
CURRENT	<u>20</u>	<u>28</u>	<u>21</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ENGROSSING/ENROLLING CLERK

APPELLANT(S): Peg Kephart

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>4</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>4</u>
3. Job Complexity	<u>3</u>	<u>---</u>	<u>3</u>
4. Guidelines/Superv.	<u>3</u>	<u>---</u>	<u>3</u>
5. Pers. Contacts	<u>C1</u>	<u>D2</u>	<u>D2</u>
6. Physical Demands	<u>1</u>	<u>---</u>	<u>2</u>
7. Mental/Visual Dem.	<u>3</u>	<u>---</u>	<u>3</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>4</u>	<u>3</u>
10. Impact of Error	<u>3</u>	<u>---</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>255</u>	<u>356</u>	<u>315</u>
GRADE LEVEL:			
CURRENT	<u>21</u>	<u>27</u>	<u>24</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LIBRARIAN

APPELLANT(S): Ruth McGhee

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>x</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>x</u>	<u>x</u>
3. Job Complexity	<u>3</u>	<u>x</u>	<u>x</u>
4. Guidelines/Superv.	<u>3</u>	<u>x</u>	<u>x</u>
5. Pers. Contacts	<u>C2</u>	<u>x</u>	<u>x</u>
6. Physical Demands	<u>1</u>	<u>x</u>	<u>x</u>
7. Mental/Visual Dem.	<u>3</u>	<u>x</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>x</u>	<u>x</u>
9. Scope/Effect	<u>2</u>	<u>x</u>	<u>x</u>
10. Impact of Error	<u>3</u>	<u>x</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>x</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>x</u>	<u>x</u>
13. Pace/Interruptions	<u>B1</u>	<u>x</u>	<u>x</u>
TOTAL POINTS	<u>256</u>	<u>x</u>	<u>x</u>
GRADE LEVEL:			
CURRENT	<u>22</u>	<u>x</u>	<u>x</u>
	<u>20</u>		

NOTE: The Committee felt it had insufficient information to evaluate this position and recommends that it be referred to LSB management for further review in consultation with the Service Committee. In the meantime, the salary should be frozen.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: HOUSE SUPERVISOR OF SECRETARIES

APPELLANT(S): Virginia Rowen

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>4</u>	<u>4/5</u>	<u>4</u>
2.Knowledge-Exp.	<u>4</u>	<u>---</u>	<u>4</u>
3.Job Complexity	<u>3</u>	<u>4</u>	<u>4</u>
4.Guidelines/Superv.	<u>3</u>	<u>4</u>	<u>3</u>
5.Pers. Contacts	<u>B3</u>	<u>C3</u>	<u>C2</u>
6.Physical Demands	<u>2</u>	<u>---</u>	<u>1</u>
7.Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>2</u>
8.Superv.Exercised	<u>D2</u>	<u>E2</u>	<u>E2</u>
9.Scope/Effect	<u>2</u>	<u>3</u>	<u>2</u>
10.Impact of Error	<u>2</u>	<u>2</u>	<u>1</u>
11.Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>
13.Pace/Interruptions	<u>B2</u>	<u>C2</u>	<u>C2</u>
TOTAL POINTS	<u>261</u>	<u>323</u>	<u>281</u>
GRADE LEVEL:			
CURRENT	<u>20</u>	<u>25</u>	<u>22</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SENATE SECRETARY COORDINATOR

APPELLANT(S): Donna Stinson

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>4</u>
2.Knowledge-Exp.	<u>4</u>	<u>---</u>	<u>4</u>
3.Job Complexity	<u>3</u>	<u>4</u>	<u>4</u>
4.Guidelines/Superv.	<u>2</u>	<u>3</u>	<u>3</u>
5.Pers. Contacts	<u>D1</u>	<u>D3</u>	<u>D2</u>
6.Physical Demands	<u>1</u>	<u>2</u>	<u>2</u>
7.Mental/Visual Dem.	<u>2</u>	<u>---</u>	<u>2</u>
8.Superv.Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9.Scope/Effect	<u>2</u>	<u>---</u>	<u>2</u>
10.Impact of Error	<u>3</u>	<u>---</u>	<u>2</u>
11.Wk. Environment	<u>1</u>	<u>---</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13.Pace/Interruptions	<u>C2</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>253</u>	<u>310</u>	<u>296</u>
GRADE LEVEL:			
CURRENT	<u>20</u>	<u>24</u>	<u>23</u>

NOTE: This position no longer exists.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: PUBLIC INFORMATION ASSISTANT

APPELLANT(S): Geraldine Wegter

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>5</u>	<u>---</u>	<u>4</u>
2. Knowledge-Exp.	<u>3</u>	<u>4</u>	<u>3</u>
3. Job Complexity	<u>4</u>	<u>---</u>	<u>3</u>
4. Guidelines/Superv.	<u>3</u>	<u>4</u>	<u>3</u>
5. Pers. Contacts	<u>D2</u>	<u>D4</u>	<u>D2</u>
6. Physical Demands	<u>1</u>	<u>2</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>2</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>3</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>4</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A2</u>	<u>C3</u>	<u>A2</u>
TOTAL POINTS	<u>261</u>	<u>378</u>	<u>234</u>
GRADE LEVEL:			
CURRENT	<u>22</u>	<u>20</u>	<u>18</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: COMPUTER OPERATOR

APPELLANT(S): David Robinson

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>*</u>	<u>4</u>
2. Knowledge-Exp.	<u>3</u>	<u>*</u>	<u>4</u>
3. Job Complexity	<u>4</u>	<u>*</u>	<u>4</u>
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>3</u>
5. Pers. Contacts	<u>B2</u>	<u>*</u>	<u>B2</u>
6. Physical Demands	<u>1</u>	<u>*</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>1</u>
8. Superv. Exercised	<u>B2</u>	<u>---</u>	<u>A1</u>
9. Scope/Effect	<u>3</u>	<u>*</u>	<u>3</u>
10. Impact of Error	<u>2</u>	<u>*</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>*</u>	<u>2</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>*</u>	<u>B2</u>
TOTAL POINTS	<u>262</u>	<u>---</u>	<u>267</u>
GRADE LEVEL:			
CURRENT	<u>21</u>	<u>21</u>	<u>24*</u>
		<u>24*</u>	<u>21</u>

*Appellant does not propose specific levels, but does suggest that the position is equivalent to "computer operator 3" at pay grade 24 in the merit system.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: INDEXER/PUBLICATION COORDINATOR

APPELLANT(S): Loanne Dodge and Joyann Benoit

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>4</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>4</u>
3. Job Complexity	<u>3</u>	<u>---</u>	<u>4</u>
4. Guidelines/Superv.	<u>3</u>	<u>---</u>	<u>3</u>
5. Pers. Contacts	<u>A2</u>	<u>C2</u>	<u>C2</u>
6. Physical Demands	<u>1</u>	<u>---</u>	<u>1</u>
7. Mental/Visual Dem.	<u>4</u>	<u>---</u>	<u>3</u>
8. Superv. Exercised	<u>A1</u>	<u>B2</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>*</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>A2</u>	<u>C2</u>	<u>A2</u>
TOTAL POINTS	<u>262</u>	<u>324</u>	<u>266</u>

GRADE LEVEL:

CURRENT 21 21 25 21

* Appellant does not indicate proposed level but is appealing the factor.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT JOURNAL EDITOR/ASSISTANT

FINANCE OFFICER

APPELLANT(S): Nancy Smith

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>4</u>
2.Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>4</u>
3.Job Complexity	<u>3</u>	<u>---</u>	<u>3</u>
4.Guidelines/Superv.	<u>3</u>	<u>---</u>	<u>3</u>
5.Pers. Contacts	<u>B3</u>	<u>C3</u>	<u>C3</u>
6.Physical Demands	<u>2</u>	<u>---</u>	<u>2</u>
7.Mental/Visual Dem.	<u>3</u>	<u>---</u>	<u>3</u>
8.Superv.Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9.Scope/Effect	<u>2</u>	<u>---</u>	<u>2</u>
10.Impact of Error	<u>2</u>	<u>3</u>	<u>3</u>
11.Wk. Environment	<u>1</u>	<u>---</u>	<u>2</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>2</u>
13.Pace/Interruptions	<u>B2</u>	<u>C3</u>	<u>B2</u>
TOTAL POINTS	<u>263</u>	<u>325</u>	<u>293</u>
GRADE LEVEL:			
CURRENT	<u>22</u>	<u>25</u>	<u>23</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ADMINISTRATIVE COORDINATOR

APPELLANT(S): Chris Fisher

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>4</u>
2. Knowledge-Exp.	<u>4</u>	<u>---</u>	<u>4</u>
3. Job Complexity	<u>3</u>	<u>4</u>	<u>3</u>
4. Guidelines/Superv.	<u>2</u>	<u>4</u>	<u>2</u>
5. Pers. Contacts	<u>D2</u>	<u>D2</u>	<u>D2</u>
6. Physical Demands	<u>2</u>	<u>3</u>	<u>2</u>
7. Mental/Visual Dem.	<u>3</u>	<u>4</u>	<u>3</u>
8. Superv. Exercised	<u>B3</u>	<u>---</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>3</u>	<u>3</u>
10. Impact of Error	<u>3</u>	<u>4</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>2</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>C2</u>	<u>C3</u>
TOTAL POINTS	<u>288</u>	<u>391</u>	<u>301</u>
GRADE LEVEL:			
CURRENT	<u>23</u>	<u>28</u>	<u>23</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: FINANCE-PERSONNEL ADMINISTRATOR

APPELLANT(S): Marge Knudsen

FACTOR	CONSULTANT'S LEVEL	APPELLANT'S LEVEL	APPEALS COMMITTEE'S LEVEL
1. Knowledge-Ed.	<u>5</u>	<u>---</u>	<u>5</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>5</u>
3. Job Complexity	<u>3</u>	<u>5</u>	<u>3</u>
4. Guidelines/Superv.	<u>3</u>	<u>---</u>	<u>3</u>
5. Pers. Contacts	<u>D3</u>	<u>---</u>	<u>C3</u>
6. Physical Demands	<u>2</u>	<u>3</u>	<u>1</u>
7. Mental/Visual Dem.	<u>2</u>	<u>3</u>	<u>3</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>3</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>4</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>2</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B3</u>	<u>C3</u>	<u>C2</u>
 TOTAL POINTS	 <u>308</u>	 <u>427</u>	 <u>324</u>
 GRADE LEVEL:			
CURRENT	<u>26</u>	<u>30</u>	<u>25</u>

GENERAL DECISION IN REGARD TO EXECUTIVE SECRETARIES AND ADMINISTRATIVE SECRETARIES

The Appeals Committee in reviewing specific appeals came across a group of positions for which the consultant had proposed separate job classifications. The Appeals Committee felt that these separate positions were related in terms of their duties and responsibilities and considered them jointly. These positions are Speaker's Executive Secretary, Senate Majority Leader's Executive Secretary, House Majority Leader's Executive Secretary, and Minority Leader's Executive Secretary. Also included in this grouping are the executive secretaries to agency heads. Caucus secretaries and agency administrative secretaries were also reviewed in relation to this group and are covered later in this general decision. The Committee felt that the duties and responsibilities of these positions were not based so much on the structural characteristics of the position as on the desires of the supervisor of the position in regard to what the supervisor expected the role and responsibility of the position to be. In this case the supervisor of the position is one of the legislative leadership figures or an agency head. Since the level of duties and responsibilities of these positions is determined not by the job title or the structural location of the position but by the desires of the supervisor of the position, it was felt that a pair of job series should be set up for Leader's and Agency Head's Secretaries and that, respectively, four and three job classifications be established within the two series. It would then be at the choice of the legislative leader or agency head as to which job classification that the leader or agency head would desire his or her executive secretary to be placed corresponding to the role and level of responsibilities that the leader or agency head wished the Executive Secretary to perform. The proposed levels are as follows:

1. Leader's Confidential Secretary;
2. Leader's Executive Secretary;
3. Leader's Administrative Secretary; and
4. Leader's Session-only Secretary.

A similar job series would exist for the secretaries to agency heads, as follows:

1. Agency Head's Confidential Secretary;
2. Agency Head's Executive Secretary; and
3. Agency Head's Administrative Secretary.

The Committee felt that the above two job series would reflect the wide range of roles and responsibilities that leaders and agency heads have chosen to give their Executive Secretaries and thus allow the compensation level to be

set at the level corresponding to the position's role.

The Committee reviewed the various roles and responsibilities of persons holding these positions and developed factor-scores for the above different levels that the Committee perceived these positions to be operating on. Immediately following this summary of the general decision, there will be found the factor-scores for the specified levels. Also, there is included the factor-scores of the consultant and the appellants for the positions reviewed in reaching this general decision.

There are some additional positions of the "executive secretary" type that the Committee reviewed with the above positions and, in light of this review, felt were appropriately classified at equivalent to the administrative secretary level in the above job series due to the duties, responsibilities, and roles of the positions. These positions include the caucus secretaries and agency secretaries in the legislative staff agencies. It was also the feeling of the Committee that the newly created position of "Secretary to the Secretary of the Senate" should be classified as an agency administrative secretary.

NOTE: The word "administrative" is part of the job title for six different job classifications on the pages that follow. Although the grade levels are the same, the positions have different responsibilities, the specific factor scores vary, and the exact job titles are different.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATION: LEADER'S SECRETARY JOB SERIES

<u>FACTOR</u>	<u>LEADER'S SESSION-ONLY SECRETARY LEVEL</u>	<u>LEADER'S ADMINISTRATIVE SECRETARY LEVEL</u>	<u>LEADER'S EXECUTIVE SECRETARY LEVEL</u>	<u>LEADER'S CONFIDENTIAL SECRETARY LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>3</u>	<u>4</u>	<u>4</u>
2. Knowledge-Exp.	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>
3. Job Complexity	<u>2</u>	<u>3</u>	<u>4</u>	<u>4</u>
4. Guidelines/Superv.	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>
5. Pers. Contacts	<u>D2</u>	<u>D2</u>	<u>D2</u>	<u>D3</u>
6. Physical Demands	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>
10. Impact of Error	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>C3</u>	<u>C3</u>	<u>C3</u>
 TOTAL POINTS	 <u>242</u>	 <u>270</u>	 <u>299</u>	 <u>350</u>
 PROPOSED GRADE LEVELS:				
CURRENT <u>Various</u>	<u>19</u>	<u>21</u>	<u>23</u>	<u>26</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATION: AGENCY HEAD'S SECRETARY JOB SERIES

<u>FACTOR</u>	<u>AGENCY HEAD'S ADMINISTRATIVE SECRETARY LEVEL</u>	<u>AGENCY HEAD'S EXECUTIVE SECRETARY LEVEL</u>	<u>AGENCY HEAD'S CONFIDENTIAL SECRETARY LEVEL</u>
1.Knowledge-Ed.	<u>3</u>	<u>4</u>	<u>4</u>
2.Knowledge-Exp.	<u>4</u>	<u>4</u>	<u>5</u>
3.Job Complexity	<u>3</u>	<u>4</u>	<u>4</u>
4.Guidelines/Superv.	<u>3</u>	<u>3</u>	<u>3</u>
5.Pers. Contacts	<u>D2</u>	<u>D2</u>	<u>D3</u>
6.Physical Demands	<u>2</u>	<u>2</u>	<u>2</u>
7.Mental/Visual Dem.	<u>2</u>	<u>2</u>	<u>2</u>
8.Superv.Exercised	<u>A1</u>	<u>A1</u>	<u>A1</u>
9.Scope/Effect	<u>2</u>	<u>2</u>	<u>3</u>
10.Impact of Error	<u>2</u>	<u>3</u>	<u>3</u>
11.Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>
13.Pace/Interruptions	<u>C3</u>	<u>C3</u>	<u>C3</u>
 TOTAL POINTS	 <u>270</u>	 <u>299</u>	 <u>350</u>
 PROPOSED GRADE LEVELS:			
CURRENT <u>Various</u>	<u>21</u>	<u>23</u>	<u>26</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: CAUCUS SECRETARY

COMMITTEE'S PROPOSED JOB CLASSIFICATION: CAUCUS ADMINISTRATIVE SECRETARY

APPELLANT(S): Marie Callas, Marty Bustad, and Colleen Dillon

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>4</u>	<u>3</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>4</u>
3. Job Complexity	<u>2</u>	<u>3</u>	<u>3</u>
4. Guidelines/Superv.	<u>3</u>	<u>---</u>	<u>3</u>
5. Pers. Contacts	<u>D1</u>	<u>D3</u>	<u>D2</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>2</u>
7. Mental/Visual Dem.	<u>2</u>	<u>3</u>	<u>2</u>
8. Superv. Exercised	<u>A1</u>	<u>B2</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>---</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>C2</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>242</u>	<u>352</u>	<u>270</u>
GRADE LEVEL:			
CURRENT <u>19 & 20*</u>	<u>19</u>	<u>26</u>	<u>21</u>

* The grade level varies among caucus staffs.

NOTE: It is recommended that the job title for this position be changed to Caucus Administrative Secretary (or Administrative Secretary to Caucus).

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATION: AGENCY ADMINISTRATIVE SECRETARY

<u>FACTOR</u>	<u>CAO ADM. SECRETARY LEVEL</u>	<u>CSB ADM. SECRETARY* LEVEL**</u>	<u>LFB ADM. SECRETARY LEVEL**</u>
1. Knowledge-Ed.	<u>4</u>	<u>4</u>	<u>3</u>
2. Knowledge-Exp.	<u>4</u>	<u>4</u>	<u>4</u>
3. Job Complexity	<u>3</u>	<u>3</u>	<u>3</u>
4. Guidelines/Superv	<u>3</u>	<u>3</u>	<u>3</u>
5. Pers. Contacts	<u>D2</u>	<u>D2</u>	<u>D2</u>
6. Physical Demands	<u>1</u>	<u>1</u>	<u>2</u>
7. Mental/Visual Dem	<u>2</u>	<u>2</u>	<u>3</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>2</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>2</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>C2</u>	<u>C3</u>
 TOTAL POINTS	 <u>262</u>	 <u>264</u>	 <u>270</u>

PROPOSED GRADE LEVELS:

<u>CURRENT</u>	<u>Various</u>	<u>21</u>	<u>21</u>	<u>21</u>
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* Data-processing coordinator is the consultant's proposed job title.

** These two classifications were not appealed, but were reviewed with the unappealed positions.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: MAJORITY LEADER'S SECRETARY

APPELLANT(S): Kathy Hillman

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>x</u>
3. Job Complexity	<u>3</u>	<u>4</u>	<u>x</u>
4. Guidelines/Superv.	<u>3</u>	<u>---</u>	<u>x</u>
5. Pers. Contacts	<u>D2</u>	<u>D3</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>x</u>
7. Mental/Visual Dem.	<u>2</u>	<u>---</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>x</u>
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>x</u>
10. Impact of Error	<u>3</u>	<u>---</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>C2</u>	<u>C3</u>	<u>x</u>
TOTAL POINTS	<u>278</u>	<u>336</u>	<u>x</u>
GRADE LEVEL:			
CURRENT <u>22</u>	<u>22</u>	<u>25</u>	<u>x</u>

NOTE: See "general decision in regard to executive secretaries and administrative secretaries".

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SPEAKER'S SECRETARY

APPELLANT(S): Cathy Sears

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>	
1. Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>x</u>	
2. Knowledge-Exp.	<u>4</u>	<u>---</u>	<u>x</u>	
3. Job Complexity	<u>3</u>	<u>---</u>	<u>x</u>	
4. Guidelines/Superv.	<u>3</u>	<u>4</u>	<u>x</u>	
5. Pers. Contacts	<u>D2</u>	<u>D4</u>	<u>x</u>	
6. Physical Demands	<u>2</u>	<u>2</u>	<u>x</u>	
7. Mental/Visual Dem.	<u>2</u>	<u>---</u>	<u>x</u>	
8. Superv. Exercised	<u>A1</u>	<u>B2</u>	<u>x</u>	
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>x</u>	
10. Impact of Error	<u>3</u>	<u>---</u>	<u>x</u>	
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>x</u>	
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>	
13. Pace/Interruptions	<u>C2</u>	<u>C3</u>	<u>x</u>	
TOTAL POINTS	<u>278</u>	<u>343</u>	<u>x</u>	
GRADE LEVEL:				
CURRENT	<u>23</u>	<u>22</u>	<u>26</u>	<u>x</u>

NOTE: See "general decision in regard to executive secretaries and administrative secretaries".

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: EXECUTIVE SECRETARY

APPELLANT(S): Donna Greenwood

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>x</u>
3. Job Complexity	<u>3</u>	<u>4</u>	<u>x</u>
4. Guidelines/Superv.	<u>3</u>	<u>4</u>	<u>x</u>
5. Pers. Contacts	<u>D2</u>	<u>D4</u>	<u>x</u>
6. Physical Demands	<u>1</u>	<u>2</u>	<u>x</u>
7. Mental/Visual Dem.	<u>2</u>	<u>3</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>B2</u>	<u>x</u>
9. Scope/Effect	<u>2</u>	<u>3</u>	<u>x</u>
10. Impact of Error	<u>3</u>	<u>4</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>2</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>282</u>	<u>422</u>	<u>x</u>
GRADE LEVEL:			
CURRENT	<u>24</u>	<u>22</u>	<u>30</u>
			<u>x</u>

NOTE: See "general decision in regard to executive secretaries and administrative secretaries".

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: EXECUTIVE SECRETARY

APPELLANT(S): Vivian Haag

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>5</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>x</u>
3. Job Complexity	<u>3</u>	<u>*</u>	<u>x</u>
4. Guidelines/Superv.	<u>3</u>	<u>---</u>	<u>x</u>
5. Pers. Contacts	<u>D2</u>	<u>*</u>	<u>x</u>
6. Physical Demands	<u>1</u>	<u>*</u>	<u>x</u>
7. Mental/Visual Dem.	<u>2</u>	<u>3</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>*</u>	<u>x</u>
9. Scope/Effect	<u>2</u>	<u>*</u>	<u>x</u>
10. Impact of Error	<u>3</u>	<u>*</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>282</u>	<u>335</u>	<u>x</u>
GRADE LEVEL:			
CURRENT	<u>22</u>	<u>22</u>	<u>25</u>
			<u>x</u>

* Appellant is appealing the factor but does not make a specific suggestion.

NOTE: See "general decision in regard to executive secretaries and administrative secretaries".

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGISLATIVE TEXT PROCESSOR

SUPERVISOR

APPELLANT(S): Jean Wyer

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>4</u>
2.Knowledge-Exp.	<u>5</u>	<u>---</u>	<u>5</u>
3.Job Complexity	<u>3</u>	<u>4</u>	<u>3</u>
4.Guidelines/Superv.	<u>3</u>	<u>---</u>	<u>3</u>
5.Pers. Contacts	<u>B3</u>	<u>C3</u>	<u>B2</u>
6.Physical Demands	<u>2</u>	<u>4</u>	<u>2</u>
7.Mental/Visual Dem.	<u>3</u>	<u>4</u>	<u>4</u>
8.Superv.Exercised	<u>B3</u>	<u>---</u>	<u>B3</u>
9.Scope/Effect	<u>2</u>	<u>3</u>	<u>3</u>
10.Impact of Error	<u>3</u>	<u>---</u>	<u>2</u>
11.Wk. Environment	<u>1</u>	<u>2</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13.Pace/Interruptions	<u>B3</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>317</u>	<u>422</u>	<u>347</u>
GRADE LEVEL:			
CURRENT	<u>26</u>	<u>30</u>	<u>26</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: PUBLIC INFORMATION OFFICER

APPELLANT(S): John Goeldner

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>5</u>	<u>6</u>	<u>5</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>3</u>
3. Job Complexity	<u>4</u>	<u>---</u>	<u>4</u>
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>4</u>
5. Pers. Contacts	<u>D3</u>	<u>D4</u>	<u>D3</u>
6. Physical Demands	<u>1</u>	<u>3</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>3</u>	<u>1</u>
8. Superv. Exercised	<u>C3</u>	<u>---</u>	<u>B3</u>
9. Scope/Effect	<u>2</u>	<u>3</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>4</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>2</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>A2</u>	<u>C3</u>	<u>B2</u>
TOTAL POINTS	<u>317</u>	<u>488</u>	<u>307</u>
GRADE LEVEL:			
CURRENT <u>25</u>	<u>24</u>	<u>33</u>	<u>24</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ADMINISTRATIVE CODE ASSISTANT

APPELLANT(S): Laverne Swanson

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>5</u>
2. Knowledge-Exp.	<u>5</u>	<u>---</u>	<u>5</u>
3. Job Complexity	<u>3</u>	<u>4</u>	<u>4</u>
4. Guidelines/Superv.	<u>3</u>	<u>---</u>	<u>3</u>
5. Pers. Contacts	<u>C2</u>	<u>D3</u>	<u>D3</u>
6. Physical Demands	<u>1</u>	<u>---</u>	<u>1</u>
7. Mental/Visual Dem.	<u>4</u>	<u>---</u>	<u>3</u>
8. Superv. Exercised	<u>C2</u>	<u>C3</u>	<u>C3</u>
9. Scope/Effect	<u>2</u>	<u>---</u>	<u>3</u>
10. Impact of Error	<u>3</u>	<u>---</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>C3</u>	<u>B2</u>
 TOTAL POINTS	 <u>321</u>	 <u>378</u>	 <u>369</u>
 GRADE LEVEL:			
CURRENT	<u>28</u>	<u>25</u>	<u>27</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: FINANCE OFFICER

APPELLANT(S): Mary Ann Abbott and Billie Jean Walling

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>5</u>	<u>---</u>	<u>5</u>
2.Knowledge-Exp.	<u>5</u>	<u>---</u>	<u>5</u>
3.Job Complexity	<u>3</u>	<u>5</u>	<u>4</u>
4.Guidelines/Superv.	<u>3</u>	<u>4</u>	<u>3</u>
5.Pers. Contacts	<u>B3</u>	<u>D3</u>	<u>C3</u>
6.Physical Demands	<u>1</u>	<u>---</u>	<u>1</u>
7.Mental/Visual Dem.	<u>2</u>	<u>3</u>	<u>3</u>
8.Superv.Exercised	<u>B3</u>	<u>---</u>	<u>B3</u>
9.Scope/Effect	<u>2</u>	<u>3</u>	<u>2</u>
10.Impact of Error	<u>3</u>	<u>4</u>	<u>3</u>
11.Wk. Environment	<u>1</u>	<u>---</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13.Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>C3</u>
TOTAL POINTS	<u>326</u>	<u>427</u>	<u>359</u>
GRADE LEVEL:			
CURRENT	<u>27</u>	<u>30</u>	<u>27</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SENATE JOURNAL EDITOR

APPELLANT(S): Carole J. Kelly

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>4</u>	<u>---</u>	<u>4</u>
2.Knowledge-Exp.	<u>5</u>	<u>---</u>	<u>5</u>
3.Job Complexity	<u>4</u>	<u>---</u>	<u>4</u>
4.Guidelines/Superv.	<u>3</u>	<u>4</u>	<u>3</u>
5.Pers. Contacts	<u>C3</u>	<u>---</u>	<u>B2</u>
6.Physical Demands	<u>2</u>	<u>---</u>	<u>2</u>
7.Mental/Visual Dem.	<u>3</u>	<u>---</u>	<u>2</u>
8.Superv.Exercised	<u>B3</u>	<u>---</u>	<u>B3</u>
9.Scope/Effect	<u>2</u>	<u>---</u>	<u>3</u>
10.Impact of Error	<u>3</u>	<u>4</u>	<u>3</u>
11.Wk. Environment	<u>1</u>	<u>4</u>	<u>2</u>
12.Hazards/Risks	<u>1</u>	<u>2</u>	<u>2</u>
13.Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>B2</u>
TOTAL POINTS	<u>349</u>	<u>419</u>	<u>324</u>
GRADE LEVEL:			
CURRENT	<u>25</u>	<u>30</u>	<u>25</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT FOR CORRECTIONS

APPELLANT(S): Clarence Key, Jr.

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>---</u>	<u>6</u>
2. Knowledge-Exp.	<u>4</u>	<u>---</u>	<u>4</u>
3. Job Complexity	<u>4</u>	<u>---</u>	<u>5</u>
4. Guidelines/Superv.	<u>3</u>	<u>---</u>	<u>3</u>
5. Pers. Contacts	<u>D3</u>	<u>---</u>	<u>D4</u>
6. Physical Demands	<u>1</u>	<u>2</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9. Scope/Effect	<u>3</u>	<u>---</u>	<u>3</u>
10. Impact of Error	<u>3</u>	<u>---</u>	<u>3</u>
11. Wk. Environment	<u>2</u>	<u>---</u>	<u>2</u>
12. Hazards/Risks	<u>4</u>	<u>---</u>	<u>4</u>
13. Pace/Interruptions	<u>B2</u>	<u>C2</u>	<u>C2</u>
TOTAL POINTS	<u>371</u>	<u>387</u>	<u>415</u>
GRADE LEVEL:			
CURRENT	<u>28</u>	<u>27</u>	<u>28</u>
			<u>30</u>

NOTE: This particular position and job classification is required by statute. The position is comparable to the positions in the Assistant Citizens' Aide job series and might have been so classified but for the statutory requirement.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SYSTEMS ANALYST

APPELLANT(S): Raymond L. Knapp, Jr.

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>8</u>	<u>6</u>
2. Knowledge-Exp.	<u>5</u>	<u>6</u>	<u>5</u>
3. Job Complexity	<u>4</u>	<u>6</u>	<u>4</u>
4. Guidelines/Superv.	<u>4</u>	<u>5</u>	<u>3</u>
5. Pers. Contacts	<u>C3</u>	<u>D3</u>	<u>C3</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>1</u>
7. Mental/Visual Dem.	<u>3</u>	<u>4</u>	<u>3</u>
8. Superv. Exercised	<u>A1</u>	<u>C2</u>	<u>A1</u>
9. Scope/Effect	<u>3</u>	<u>---</u>	<u>3</u>
10. Impact of Error	<u>4</u>	<u>---</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>2</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B3</u>	<u>C3</u>	<u>B3</u>
TOTAL POINTS	<u>410</u>	<u>683</u>	<u>379</u>

GRADE LEVEL:

CURRENT 32 29 39 28

GENERAL DECISION IN REGARD TO
LEADER'S ADMINISTRATIVE ASSISTANTS

The Appeals Committee followed a line of reasoning very similar to that used for the leaders' secretaries when it reviewed the leaders' administrative assistants. Again, the feeling of the Committee was that the role of a leader's administrative assistant is not determined by the particular leader's position or by the structural set-up of the administrative assistant position, but rather is determined by the leader in deciding what role the legislative leader would like the administrative assistant to perform. In a manner analogous to that of a leader's executive secretary, the Appeals Committee felt that a job series should be set up allowing for three levels of administrative assistants and allowing the legislative leader to select what level would be appropriate for his or her administrative assistant based on the role duties and responsibilities assigned to the administrative assistant.

The Committee reviewed the various roles and responsibilities of persons holding these positions and developed factor-scores for the three different levels that the Committee perceived these positions to be operating on. Immediately following this summary of the general decision, there will be found the factor-scores for the three levels. Also, there is included the factor-scores of the consultant and the appellants for the positions reviewed in reaching this general decision. The review for this job series also included the position of Administrative Assistant to the Lieutenant Governor, which is included in the review of unappealed positions.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATION: LEADER'S ADMINISTRATIVE ASSISTANT I,
LEADER'S ADMINISTRATIVE ASSISTANT II, and LEADER'S ADMINISTRATIVE ASSISTANT III

<u>FACTOR</u>	<u>ADM. ASST.I. LEVEL</u>	<u>ADM. ASST.II LEVEL</u>	<u>ADM. ASST.III LEVEL</u>
1.Knowledge-Ed.	<u>6</u>	<u>6</u>	<u>6</u>
2.Knowledge-Exp.	<u>3</u>	<u>4</u>	<u>5</u>
3.Job Complexity	<u>4</u>	<u>5</u>	<u>6</u>
4.Guidelines/Superv.	<u>3</u>	<u>3</u>	<u>4</u>
5.Pers. Contacts	<u>D4</u>	<u>D4</u>	<u>D4</u>
6.Physical Demands	<u>2</u>	<u>2</u>	<u>2</u>
7.Mental/Visual Dem.	<u>1</u>	<u>1</u>	<u>1</u>
8.Superv.Exercised	<u>A1</u>	<u>B2</u>	<u>B2</u>
9.Scope/Effect	<u>3</u>	<u>3</u>	<u>4</u>
10.Impact of Error	<u>3</u>	<u>3</u>	<u>3</u>
11.Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>
13.Pace/Interruptions	<u>C3</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>371</u>	<u>413</u>	<u>502</u>

GRADE LEVEL:

CURRENT	<u>Various</u>	27	30	33
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COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ADM. ASST. TO SPEAKER

APPELLANT(S): Mark Brandsgard

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>---</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>6</u>	<u>x</u>
3. Job Complexity	<u>4</u>	<u>6</u>	<u>x</u>
4. Guidelines/Superv.	<u>4</u>	<u>5</u>	<u>x</u>
5. Pers. Contacts	<u>D3</u>	<u>D5</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>x</u>
7. Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>x</u>
8. Superv. Exercised	<u>B2</u>	<u>---</u>	<u>x</u>
9. Scope/Effect	<u>3</u>	<u>5</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>5</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>402</u>	<u>656</u>	<u>x</u>
GRADE LEVEL:			
CURRENT <u>28</u>	<u>29</u>	<u>39</u>	<u>x</u>

NOTE: See "general decision in regard to leader's administrative assistants".

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ADM. ASST. TO MINORITY LEADER

APPELLANT(S): Judy Bertelsen

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>---</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>x</u>
3. Job Complexity	<u>4</u>	<u>5</u>	<u>x</u>
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>x</u>
5. Pers. Contacts	<u>D3</u>	<u>D4</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>x</u>
7. Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>B2</u>	<u>x</u>
9. Scope/Effect	<u>3</u>	<u>4</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>---</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>391</u>	<u>485</u>	<u>x</u>

GRADE LEVEL:

CURRENT	<u>30</u>	<u>28</u>	<u>33</u>	<u>x</u>
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NOTE: See "general decision in regard to leader's administrative assistants".

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ADM. ASST. TO MAJORITY LEADER

APPELLANT(S): William C. Maloney and Greg Nichols

<u>FACTOR</u>	CONSULTANT'S LEVEL	APPELLANT'S LEVEL		APPEALS COMMITTEE'S LEVEL	
		Bill	Greg		
1. Knowledge-Ed.	<u>6</u>	---	---	<u>x</u>	
2. Knowledge-Exp.	<u>4</u>	<u>6</u>	<u>6</u>	<u>x</u>	
3. Job Complexity	<u>4</u>	<u>7</u>	<u>7</u>	<u>x</u>	
4. Guidelines/Superv.	<u>4</u>	---	---	<u>x</u>	
5. Pers. Contacts	<u>D4</u>	---	---	<u>x</u>	
6. Physical Demands	<u>2</u>	---	---	<u>x</u>	
7. Mental/Visual Dem.	<u>1</u>	---	---	<u>x</u>	
8. Superv. Exercised	<u>B2</u>	---	<u>C3</u>	<u>x</u>	
9. Scope/Effect	<u>3</u>	<u>5</u>	<u>5</u>	<u>x</u>	
10. Impact of Error	<u>4</u>	<u>5</u>	<u>5</u>	<u>x</u>	
11. Wk. Environment	<u>1</u>	---	---	<u>x</u>	
12. Hazards/Risks	<u>1</u>	---	---	<u>x</u>	
13. Pace/Interruptions	<u>C3</u>	---	---	<u>x</u>	
TOTAL POINTS	<u>420</u>	<u>662</u>	<u>665</u>	<u>x</u>	
GRADE LEVEL:					
CURRENT	<u>28 & 31*</u>	<u>30</u>	<u>39</u>	<u>39</u>	<u>x</u>

*The two appellants are currently at different grade levels.

NOTE: See "general decision in regard to leader's administrative assistant".

GENERAL DECISION IN REGARD TO CAUCUS RESEARCH ANALYSTS,
LSB RESEARCH ANALYSTS, AND FISCAL ANALYSTS

The Committee in reviewing the various appeals felt that the research analysts of the caucus staffs, the research analysts of the Legislative Service Bureau, and the fiscal analysts of the Legislative Fiscal Bureau held positions that were comparable in their level of responsibility and role, although the specific duties and responsibilities of the positions are considerably different. Although the Appeals Committee takes careful note of these differences, it feels that the factors suggesting that these positions do hold a similar role are of such strength that it was appropriate to consider these positions jointly and develop a job series structure of positions to reflect the various levels of duties and responsibilities to be found in these positions. A job series classification has been developed for these positions. The total point scores are given for each level of classification in the job series which in turn determines the grade levels that should be assigned. The proposed job series consists of a series of four position classifications which reflect the different levels of responsibilities which the Appeals Committee feels reflect the roles of these positions. The decision forms include the current grade levels for the positions as well as the differing figures which would result from the consultant's, the appellant's, and the Appeals Committee's factor scores.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATION: LSB RESEARCH ANALYST JOB SERIES

<u>FACTOR</u>	LSB RESEARCH ANALYST I LEVEL	LSB RESEARCH ANALYST II LEVEL	LSB RESEARCH ANALYST III LEVEL	LSB SR. RESEARCH ANALYST LEVEL
1.Knowledge-Ed.	<u>6</u>	<u>6</u>	<u>6</u>	<u>7</u>
2.Knowledge-Exp.	<u>3</u>	<u>4</u>	<u>5</u>	<u>5</u>
3.Job Complexity	<u>4</u>	<u>5</u>	<u>6</u>	<u>6</u>
4.Guidelines/Superv.	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
5.Pers. Contacts	<u>D4</u>	<u>D4</u>	<u>D4</u>	<u>D4</u>
6.Physical Demands	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
7.Mental/Visual Dem.	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
8.Superv.Exercised	<u>A1</u>	<u>B2</u>	<u>B2</u>	<u>B2</u>
9.Scope/Effect	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
10.Impact of Error	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
11.Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
13.Pace/Interruptions	<u>C3</u>	<u>C3</u>	<u>C3</u>	<u>C3</u>
 TOTAL POINTS	 <u>371</u>	 <u>413</u>	 <u>502</u>	 <u>554</u>
 PROPOSED GRADE LEVELS:				
CURRENT <u>Various</u>	<u>27</u>	<u>30</u>	<u>33</u>	<u>35</u>

ERRATA NOTICE

PAGE 82 OF THE REPORT IS INCORRECT AS
PRINTED, SINCE IT IS A DUPLICATION OF PAGE
83. THE CORRECT PAGE 82 IS ATTACHED.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATION: LEGISLATIVE RESEARCH ANALYST JOB SERIES

<u>FACTOR</u>	<u>LEGISLATIVE ANALYST I LEVEL</u>	<u>LEGISLATIVE ANALYST II LEVEL</u>	<u>LEGISLATIVE ANALYST III LEVEL</u>	<u>LEGISLATIVE ANALYST LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>6</u>	<u>6</u>	<u>7</u>
2. Knowledge-Exp.	<u>3</u>	<u>4</u>	<u>5</u>	<u>5</u>
3. Job Complexity	<u>4</u>	<u>5</u>	<u>6</u>	<u>6</u>
4. Guidelines/Superv.	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
5. Pers. Contacts	<u>D4</u>	<u>D4</u>	<u>D4</u>	<u>D4</u>
6. Physical Demand	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
8. Superv. Exercise	<u>A1</u>	<u>B2</u>	<u>B2</u>	<u>B2</u>
9. Scope/Effect	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
10. Impact of Error	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
13. Pace/Interruption	<u>C3</u>	<u>C3</u>	<u>C3</u>	<u>C3</u>
 TOTAL POINTS	 <u>371</u>	 <u>413</u>	 <u>502</u>	 <u>554</u>
 PROPOSED GRADE LEVEL				
CURRENT <u>Various</u>	<u>27</u>	<u>30</u>	<u>33</u>	<u>35</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATION: LSB RESEARCH ANALYST JOB SERIES

<u>FACTOR</u>	LSB RESEARCH ANALYST I LEVEL	LSB RESEARCH ANALYST II LEVEL	LSB RESEARCH ANALYST III LEVEL	LSB SR. RESEARCH ANALYST LEVEL
1. Knowledge-Ed.	<u>6</u>	<u>6</u>	<u>6</u>	<u>7</u>
2. Knowledge-Exp.	<u>3</u>	<u>4</u>	<u>5</u>	<u>5</u>
3. Job Complexity	<u>4</u>	<u>5</u>	<u>6</u>	<u>6</u>
4. Guidelines/Superv.	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
5. Pers. Contacts	<u>D4</u>	<u>D4</u>	<u>D4</u>	<u>D4</u>
6. Physical Demands	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>B2</u>	<u>B2</u>	<u>B2</u>
9. Scope/Effect	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
10. Impact of Error	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>C3</u>	<u>C3</u>	<u>C3</u>	<u>C3</u>
 TOTAL POINTS	 <u>371</u>	 <u>413</u>	 <u>502</u>	 <u>554</u>
 PROPOSED GRADE LEVELS:				
CURRENT <u>Various</u>	<u>27</u>	<u>30</u>	<u>33</u>	<u>35</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATION: FISCAL ANALYST JOB SERIES

<u>FACTOR</u>	FISCAL ANALYST I LEVEL	FISCAL ANALYST II LEVEL	FISCAL ANALYST III LEVEL	FISCAL SR.ANALYST LEVEL
1.Knowledge-Ed.	<u>6</u>	<u>6</u>	<u>6</u>	<u>7</u>
2.Knowledge-Exp.	<u>3</u>	<u>4</u>	<u>5</u>	<u>5</u>
3.Job Complexity	<u>4</u>	<u>5</u>	<u>6</u>	<u>6</u>
4.Guidelines/Superv.	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
5.Pers. Contacts	<u>D4</u>	<u>D4</u>	<u>D4</u>	<u>D4</u>
6.Physical Demands	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
7.Mental/Visual Dem.	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
8.Superv.Exercised	<u>A1</u>	<u>B2</u>	<u>B2</u>	<u>B2</u>
9.Scope/Effect	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
10.Impact of Error	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
11.Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
13.Pace/Interruptions	<u>C3</u>	<u>C3</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>371</u>	<u>413</u>	<u>502</u>	<u>554</u>
PROPOSED GRADE LEVELS:				
CURRENT <u>Various</u>	<u>27</u>	<u>30</u>	<u>33</u>	<u>35</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGISLATIVE RESEARCH ANALYST I

APPELLANT(S): Margaret Thomson and William Haigh

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>	
1. Knowledge-Ed.	<u>6</u>	<u>---</u>	<u>x</u>	
2. Knowledge-Exp.	<u>2</u>	<u>4</u>	<u>x</u>	
3. Job Complexity	<u>4</u>	<u>6</u>	<u>x</u>	
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>x</u>	
5. Pers. Contacts	<u>C4</u>	<u>D4</u>	<u>x</u>	
6. Physical Demands	<u>2</u>	<u>---</u>	<u>x</u>	
7. Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>x</u>	
8. Superv. Exercised	<u>A1</u>	<u>B2 or C2</u>	<u>x</u>	
9. Scope/Effect	<u>2</u>	<u>4</u>	<u>x</u>	
10. Impact of Error	<u>3</u>	<u>4</u>	<u>x</u>	
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>x</u>	
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>	
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>x</u>	
TOTAL POINTS	<u>342</u>	<u>490</u>	<u>x</u>	
GRADE LEVEL:				
CURRENT	<u>24</u>	<u>26</u>	<u>33</u>	<u>x</u>

NOTE: See preceding general decision for further information.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LSB RESEARCH ANALYST I

APPELLANT(S): Michael Wellman

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>---</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>---</u>	<u>x</u>
3. Job Complexity	<u>2</u>	<u>4</u>	<u>x</u>
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>x</u>
5. Pers. Contacts	<u>C4</u>	<u>---</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>3</u>	<u>x</u>
7. Mental/Visual Dem.	<u>1</u>	<u>2</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>x</u>
9. Scope/Effect	<u>3</u>	<u>---</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>---</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>3</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>375</u>	<u>422</u>	<u>x</u>
GRADE LEVEL:			
CURRENT <u>24</u>	<u>28</u>	<u>30</u>	<u>x</u>

NOTE: See preceding general decision for further information.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: FISCAL ANALYST I

APPELLANT(S): Teresa Johnson

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>---</u>	<u>x</u>
2. Knowledge-Exp.	<u>2</u>	<u>3</u>	<u>x</u>
3. Job Complexity	<u>4</u>	<u>---</u>	<u>x</u>
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>x</u>
5. Pers. Contacts	<u>C4</u>	<u>---</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>x</u>
7. Mental/Visual Dem.	<u>1</u>	<u>2</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>x</u>
9. Scope/Effect	<u>3</u>	<u>---</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>---</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>368</u>	<u>384</u>	<u>x</u>
GRADE LEVEL:			
CURRENT <u>24</u>	<u>27</u>	<u>28</u>	<u>x</u>

COMPARABLE WORTH APPEALS COMMITTEE
 DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGISLATIVE RESEARCH ANALYST II

APPELLANT(S): ALLEN WELSH, JAMES M. BOOSE, ED CONLOW, TIMOTHY DUNBAR,
 MARY I. GANNON, MARY E. O'CONNOR, CAROL OLSON, THOMAS
 PATTERSON, MARYJO WELCH and DAVID WERNING

FACTOR	CONSULTANT'S LEVEL	ALLEN* WELSH	MARYJO WELCH	CAROL OLSON	JAMES BOOSE	MARY GANNON	TOM PATTERSON	MARY O'CONNOR	COMM. LEVEL
1. Knowledge-Ed.	6	---	---	---	---	---	---	---	x
2. Knowledge-Exp.	4	5	5	5 / 6	5	5	6	6	x
3. Job Complexity	4	5	5	6	6	7	6	6	x
4. Guidelines/Superv.	4	---	5	---	---	5	---	---	x
5. Pers. Contacts	C4	D4	D4	D5	D5	D5	D4	D4	x
6. Physical Demands	2	---	---	---	---	---	---	---	x
7. Mental/Visual Dem.	1	---	3	---	---	---	---	---	x
8. Superv. Exercised	A1	C2	C2	B2	B2	---	C2	C2	x
9. Scope/Effect	2	3	---	4	4	5	4	4	x
10. Impact of Error	3	4	4	4	4	5	4	4	x
11. Wk. Environment	1	---	---	---	---	---	---	---	x
12. Hazards/Risk	1	---	2	---	---	---	---	---	x
13. Pace/Interruption	C3	---	--	---	---	---	---	---	x
TOTAL	365	464	494	536	536	653	517	517	x
PROPOSED	27	32	33	35	35	39	34	34	x

*Allen Welsh, Ed Conlow, Tim Dunbar, Shirley White, and David Werning jointly submitted supporting documentation.

- NOTES: 1. Mary O'Connor and Tom Patterson also appealed for the creation of a job classification for "Legislative Research Analyst III"
2. See preceding general decision for further information.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LSB RESEARCH ANALYST II

APPELLANT(S): Susan Lerdal

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>6</u>	<u>7</u>	<u>x</u>
2.Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>x</u>
3.Job Complexity	<u>4</u>	<u>5</u>	<u>x</u>
4.Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>x</u>
5.Pers. Contacts	<u>C4</u>	<u>D4</u>	<u>x</u>
6.Physical Demands	<u>2</u>	<u>4</u>	<u>x</u>
7.Mental/Visual Dem.	<u>1</u>	<u>3</u>	<u>x</u>
8.Superv.Exercised	<u>B2</u>	<u>---</u>	<u>x</u>
9.Scope/Effect	<u>3</u>	<u>4</u>	<u>x</u>
10.Impact of Error	<u>4</u>	<u>---</u>	<u>x</u>
11.Wk. Environment	<u>1</u>	<u>3</u>	<u>x</u>
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>
13.Pace/Interruptions	<u>C3</u>	<u>*</u>	<u>x</u>
TOTAL POINTS	<u>402</u>	<u>607</u>	<u>x</u>
GRADE LEVEL:			
CURRENT	<u>31</u>	<u>29</u>	<u>37</u>
			<u>x</u>

* The appellant recommends that the Committee look at this factor but offered no specific suggestion.

NOTE: See preceding general decision for further information.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: FISCAL ANALYST II

APPELLANT(S): Holly M. Lyons and Reginald Harrington

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>---</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>x</u>
3. Job Complexity	<u>4</u>	<u>5</u>	<u>x</u>
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>x</u>
5. Pers. Contacts	<u>C4</u>	<u>D4</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>x</u>
7. Mental/Visual Dem.	<u>1</u>	<u>2</u>	<u>x</u>
8. Superv. Exercised	<u>B2</u>	<u>C2</u>	<u>x</u>
9. Scope/Effect	<u>3</u>	<u>4</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>---</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>2</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>402</u>	<u>502</u>	<u>x</u>
GRADE LEVEL:			
CURRENT <u>27</u>	<u>29</u>	<u>33</u>	<u>x</u>

NOTE: See preceding general decision for further information.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: FISCAL ANALYST II (Appealing
for Fiscal Analyst III)

APPELLANT(S): Glen Dickinson

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>7</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>6</u>	<u>x</u>
3. Job Complexity	<u>4</u>	<u>5</u>	<u>x</u>
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>x</u>
5. Pers. Contacts	<u>C4</u>	<u>D4</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>x</u>
7. Mental/Visual Dem.	<u>1</u>	<u>2</u>	<u>x</u>
8. Superv. Exercised	<u>B2</u>	<u>C2</u>	<u>x</u>
9. Scope/Effect	<u>3</u>	<u>4</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>---</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>2</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>402</u>	<u>582</u>	<u>x</u>
GRADE LEVEL:			
CURRENT	<u>30</u>	<u>36</u>	<u>x</u>

NOTE: See preceding general decision for further information.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SENIOR LSB RESEARCH ANALYST

APPELLANT(S): Diane Bolender and Thane Johnson

<u>FACTOR</u>	<u>CONSUL. LEVEL</u>	<u>DIANE'S LEVEL</u>	<u>THANE'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>7</u>	<u>7</u>	<u>x</u>
2. Knowledge-Exp.	<u>6</u>	<u>6</u>	<u>---</u>	<u>x</u>
3. Job Complexity	<u>5</u>	<u>6</u>	<u>6</u>	<u>x</u>
4. Guidelines/Superv	<u>4</u>	<u>5</u>	<u>5</u>	<u>x</u>
5. Pers. Contacts	<u>C4</u>	<u>D4</u>	<u>D4</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>3</u>	<u>3</u>	<u>x</u>
7. Mental/Visual Dem	<u>1</u>	<u>3</u>	<u>3</u>	<u>x</u>
8. Superv. Exercised	<u>C2</u>	<u>---</u>	<u>---</u>	<u>x</u>
9. Scope/Effect	<u>4</u>	<u>---</u>	<u>---</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>5</u>	<u>---</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>3</u>	<u>3</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>510</u>	<u>699</u>	<u>679</u>	<u>x</u>

GRADE LEVEL:

CURRENT 37 34 40 39 x

NOTE: See preceding general decision for further information.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASST. SECRETARY OF THE SENATE

APPELLANT(S): Cynthia Clingan

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>---</u>	<u>5</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>6</u>
3. Job Complexity	<u>4</u>	<u>5</u>	<u>6</u>
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>4</u>
5. Pers. Contacts	<u>C3</u>	<u>---</u>	<u>C4</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>3</u>	<u>3</u>
8. Superv. Exercised	<u>D3</u>	<u>---</u>	<u>D3</u>
9. Scope/Effect	<u>3</u>	<u>---</u>	<u>3</u>
10. Impact of Error	<u>4</u>	<u>---</u>	<u>4</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>C3</u>
TOTAL POINTS	<u>401</u>	<u>461</u>	<u>503</u>
GRADE LEVEL:			
CURRENT <u>27</u>	<u>29</u>	<u>32</u>	<u>33</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT CHIEF CLERK

APPELLANT(S): Elizabeth Isaacson

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>	
1. Knowledge-Ed.	<u>6</u>	<u>---</u>	<u>5</u>	
2. Knowledge-Exp.	<u>5</u>	<u>6</u>	<u>6</u>	
3. Job Complexity	<u>5</u>	<u>---</u>	<u>6</u>	
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>4</u>	
5. Pers. Contacts	<u>C3</u>	<u>C4</u>	<u>C4</u>	
6. Physical Demands	<u>2</u>	<u>4</u>	<u>2</u>	
7. Mental/Visual Dem.	<u>1</u>	<u>2</u>	<u>2</u>	
8. Superv. Exercised	<u>C4</u>	<u>---</u>	<u>D3</u>	
9. Scope/Effect	<u>3</u>	<u>---</u>	<u>4</u>	
10. Impact of Error	<u>4</u>	<u>---</u>	<u>3</u>	
11. Wk. Environment	<u>1</u>	<u>2</u>	<u>1</u>	
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>	
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>C3</u>	
 TOTAL POINTS	 <u>442</u>	 <u>541</u>	 <u>503</u>	
 GRADE LEVEL:				
CURRENT	<u>Annual</u>	<u>31</u>	<u>35</u>	<u>33</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: DEPUTY CITIZENS' AIDE - GENERAL

APPELLANT(S): Ruth Mosher

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>---</u>	<u>6</u>
2. Knowledge-Exp.	<u>5</u>	<u>---</u>	<u>5</u>
3. Job Complexity	<u>5</u>	<u>---</u>	<u>6</u>
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>4</u>
5. Pers. Contacts	<u>D4</u>	<u>D5</u>	<u>C5</u>
6. Physical Demands	<u>1</u>	<u>---</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>1</u>
8. Superv. Exercised	<u>C3</u>	<u>D5</u>	<u>C3</u>
9. Scope/Effect	<u>3</u>	<u>4</u>	<u>4</u>
10. Impact of Error	<u>4</u>	<u>---</u>	<u>4</u>
11. Wk. Environment	<u>2</u>	<u>---</u>	<u>2</u>
12. Hazards/Risks	<u>4</u>	<u>---</u>	<u>4</u>
13. Pace/Interruptions	<u>C2</u>	<u>C3</u>	<u>C2</u>
TOTAL POINTS	<u>480</u>	<u>568</u>	<u>533</u>
GRADE LEVEL:			
CURRENT	<u>33</u>	<u>32</u>	<u>35</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ADM. RULES COMMITTEE LEGAL COUNSEL

APPELLANT(S): Joseph Royce

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>8</u>	<u>---</u>	<u>8</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>5</u>
3. Job Complexity	<u>5</u>	<u>---</u>	<u>5</u>
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>4</u>
5. Pers. Contacts	<u>C4</u>	<u>C5</u>	<u>C5</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>---</u>	<u>A1</u>
9. Scope/Effect	<u>4</u>	<u>---</u>	<u>4</u>
10. Impact of Error	<u>4</u>	<u>---</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>B3</u>	<u>---</u>	<u>B2</u>
TOTAL POINTS	<u>494</u>	<u>536</u>	<u>508</u>
GRADE LEVEL:			
CURRENT	<u>32</u>	<u>35</u>	<u>34</u>

GENERAL DECISION IN REGARD TO
LSB LEGAL COUNSELS

The Appeals Committee followed a line of reasoning very similar to that used for the caucus research analysts, LSB research analysts, and fiscal analysts when it reviewed the legal counsels.

The Committee reviewed the various roles and responsibilities of persons holding these positions and developed factor-scores for the three different levels that the Committee perceived these positions to be operating on. Immediately following this summary of the general decision, there will be found the factor-scores for the three levels. Also, there is included the factor-scores of the consultant and the appellants for the positions reviewed in reaching this general decision.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATION: LSB LEGAL COUNSEL I, LSB LEGAL

COUNSEL II, and SENIOR LSB LEGAL COUNSEL

<u>FACTOR</u>	<u>LSB LEGAL COUNSEL I LEVEL</u>	<u>LSB LEGAL COUNSEL II LEVEL</u>	<u>SENIOR LSB LEGAL COUNSEL LEVEL</u>
1. Knowledge-Ed.	<u>7</u>	<u>8</u>	<u>8</u>
2. Knowledge-Exp.	<u>3</u>	<u>4</u>	<u>5</u>
3. Job Complexity	<u>4</u>	<u>5</u>	<u>6</u>
4. Guidelines/Superv.	<u>3</u>	<u>3</u>	<u>4</u>
5. Pers. Contacts	<u>D4</u>	<u>D4</u>	<u>D4</u>
6. Physical Demands	<u>2</u>	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>B2</u>	<u>B2</u>
9. Scope/Effect	<u>3</u>	<u>3</u>	<u>4</u>
10. Impact of Error	<u>3</u>	<u>3</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>C3</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>423</u>	<u>486</u>	<u>575</u>
PROPOSED GRADE LEVELS:			
CURRENT <u>Various</u>	<u>30</u>	<u>33</u>	<u>36</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LSB LEGAL COUNSEL

APPELLANT(S): Lynette A. F. Donner, Ronald Rowland,

David Lyons, and Martin Francis

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>8</u>	<u>8</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>5</u>	<u>x</u>
3. Job Complexity	<u>5</u>	<u>6</u>	<u>x</u>
4. Guidelines/Superv.	<u>4</u>	<u>4</u>	<u>x</u>
5. Pers. Contacts	<u>D3</u>	<u>D4</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>3</u>	<u>x</u>
7. Mental/Visual Dem.	<u>1</u>	<u>3</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>B2</u>	<u>x</u>
9. Scope/Effect	<u>3</u>	<u>4</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>5</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>3</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>C3</u>	<u>x</u>
TOTAL POINTS	<u>481</u>	<u>657</u>	<u>x</u>
GRADE LEVEL:			
CURRENT <u>29 & 32*</u>	<u>33</u>	<u>39</u>	<u>x</u>

*Appellants are currently at different grade levels.

NOTE: See general decision on LSB Legal Counsels for further information.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: CODE CONSULTANT

APPELLANT(S): Janet Wilson

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>	
1.Knowledge-Ed.	<u>8</u>	<u>---</u>	<u>x</u>	
2.Knowledge-Exp.	<u>4</u>	<u>---</u>	<u>x</u>	
3.Job Complexity	<u>5</u>	<u>---</u>	<u>x</u>	
4.Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>x</u>	
5.Pers. Contacts	<u>C4</u>	<u>---</u>	<u>x</u>	
6.Physical Demands	<u>2</u>	<u>---</u>	<u>x</u>	
7.Mental/Visual Dem.	<u>1</u>	<u>3</u>	<u>x</u>	
8.Superv.Exercised	<u>A1</u>	<u>---</u>	<u>x</u>	
9.Scope/Effect	<u>4</u>	<u>---</u>	<u>x</u>	
10.Impact of Error	<u>4</u>	<u>---</u>	<u>x</u>	
11.Wk. Environment	<u>1</u>	<u>---</u>	<u>x</u>	
12.Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>	
13.Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>x</u>	
TOTAL POINTS	<u>505</u>	<u>524</u>	<u>x</u>	
GRADE LEVEL:				
CURRENT	<u>32</u>	<u>34</u>	<u>34</u>	<u>x</u>

- NOTES: 1. The Appeals Committee recommends that this position be placed in the Legal Counsel Job Series.
2. See general decision on LSB Legal Counsels for further information.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGAL COUNSEL/SYSTEMS COORDINATOR

APPELLANT(S): GARY KAUFMAN

FACTOR	CONSULTANT'S LEVEL	APPELLANT'S LEVEL	APPEALS COMMITTEE'S LEVEL
1. Knowledge-Ed.	<u>8</u>	<u>---</u>	<u>x</u>
2. Knowledge-Exp.	<u>5</u>	<u>6</u>	<u>x</u>
3. Job Complexity	<u>5</u>	<u>6</u>	<u>x</u>
4. Guidelines/Superv.	<u>4</u>	<u>---</u>	<u>x</u>
5. Pers. Contacts	<u>D3</u>	<u>D4</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>3</u>	<u>x</u>
7. Mental/Visual Dem.	<u>2</u>	<u>---</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>B2</u>	<u>x</u>
9. Scope/Effect	<u>4</u>	<u>---</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>---</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>536</u>	<u>646</u>	<u>x</u>
GRADE LEVEL:			
CURRENT	<u>34</u>	<u>35</u>	<u>38</u>
			<u>x</u>

- NOTES: 1. The Appeals Committee recommends that this position be included in the Legal Counsel job series.
 2. See general decision on LSB Legal Counsels for further information.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SENIOR LSB LEGAL COUNSEL

APPELLANT(S): Michael Goedert and Richard Johnson

FACTOR	CONSULTANT'S LEVEL	APPELLANT'S LEVEL		APPEALS COMMITTEE'S LEVEL
		Mike	Rich	
1. Knowledge-Ed.	<u>8</u>	<u>---</u>	<u>---</u>	<u>x</u>
2. Knowledge-Exp.	<u>5</u>	<u>6</u>	<u>6</u>	<u>x</u>
3. Job Complexity	<u>6</u>	<u>7</u>	<u>---</u>	<u>x</u>
4. Guidelines/Superv.	<u>4</u>	<u>5</u>	<u>5</u>	<u>x</u>
5. Pers. Contacts	<u>D3</u>	<u>D4</u>	<u>D4</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>3</u>	<u>---</u>	<u>x</u>
7. Mental/Visual Dem.	<u>1</u>	<u>---</u>	<u>2</u>	<u>x</u>
8. Superv. Exercised	<u>B2</u>	<u>---</u>	<u>C2</u>	<u>x</u>
9. Scope/Effect	<u>4</u>	<u>5</u>	<u>---</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>5</u>	<u>5</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>3</u>	<u>---</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>---</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>---</u>	<u>x</u>
TOTAL POINTS	<u>569</u>	<u>752</u>	<u>667</u>	<u>x</u>
GRADE LEVEL:				
CURRENT <u>34 & 35*</u>	<u>36</u>	<u>41</u>	<u>39</u>	<u>x</u>

* The Appellants currently are at different grade levels.

NOTE: See general decision on LSB Legal Counsels for further information.

GENERAL DECISION IN REGARD TO
CAUCUS STAFF DIRECTORS

The Appeals Committee is recommending a two classification job series for caucus staff directors, rather than a single grade job classification. The Committee feels that a key factor in determining the appropriate salary level for a caucus staff director is the amount of experience that the person has and, relatedly, the role that this experience allows a person holding the position to assume. Based on this reasoning, the Committee is recommending the job series composed of two classifications.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATIONS: CAUCUS STAFF DIRECTOR and
SENIOR CAUCUS STAFF DIRECTOR

<u>FACTOR</u>	COMMITTEE LEVEL CAUCUS STAFF DIRECTOR	COMMITTEE LEVEL SR. CAUCUS STAFF DIRECTOR
1. Knowledge-Ed.	<u>6</u>	<u>6</u>
2. Knowledge-Exp.	<u>4</u>	<u>6</u>
3. Job Complexity	<u>6</u>	<u>6</u>
4. Guidelines/Superv.	<u>5</u>	<u>5</u>
5. Pers. Contacts	<u>D4</u>	<u>D4</u>
6. Physical Demands	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>C3</u>	<u>C3</u>
9. Scope/Effect	<u>4</u>	<u>4</u>
10. Impact of Error	<u>4</u>	<u>4</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>516</u>	<u>580</u>
GRADE LEVEL:		
CURRENT <u>Various</u>	<u>34</u>	<u>36</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: CAUCUS STAFF DIRECTOR

APPELLANT(S): Paula Dierenfeld, Sharon Robinson, and Dennis Harbaugh

<u>FACTOR</u>	<u>CONSUL. LEVEL</u>	<u>HOUSE (SHARON) LEVEL</u>	<u>SENATE (DENNIS) LEVEL</u>	<u>SENATE (PAULA) LEVEL</u>	<u>APPEALS COMMITTEE LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>---</u>	<u>---</u>	<u>6</u>	<u>x</u>
2. Knowledge-Exp.	<u>5</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>x</u>
3. Job Complexity	<u>5</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>x</u>
4. Guidelines/Superv	<u>4</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>x</u>
5. Pers. Contacts	<u>C4</u>	<u>D5</u>	<u>D5</u>	<u>D4</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>---</u>	<u>---</u>	<u>2</u>	<u>x</u>
7. Mental/Visual Dem	<u>1</u>	<u>---</u>	<u>---</u>	<u>1</u>	<u>x</u>
8. Superv. Exercised	<u>C3</u>	<u>C4</u>	<u>C4</u>	<u>C4</u>	<u>x</u>
9. Scope/Effect	<u>3</u>	<u>5</u>	<u>5</u>	<u>4</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>---</u>	<u>---</u>	<u>1</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>---</u>	<u>1</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>---</u>	<u>C3</u>	<u>x</u>
TOTAL POINTS	<u>449</u>	<u>716</u>	<u>716</u>	<u>654</u>	<u>x</u>
GRADE LEVEL:					
CURRENT <u>Various</u>	<u>31</u>	<u>40</u>	<u>40</u>	<u>39</u>	<u>x</u>

Note: See "general decision in regard to caucus staff directors" for further information.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

CONSULTANT'S PROPOSED JOB CLASSIFICATION: DEPUTY DIRECTOR - LSB

APPELLANT(S): Burnette E. Koebernick

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>8</u>	<u>---</u>	<u>8</u>
2. Knowledge-Exp.	<u>6</u>	<u>---</u>	<u>6</u>
3. Job Complexity	<u>6</u>	<u>---</u>	<u>6</u>
4. Guidelines/Superv.	<u>5</u>	<u>---</u>	<u>5</u>
5. Pers. Contacts	<u>D4</u>	<u>---</u>	<u>D4</u>
6. Physical Demands	<u>2</u>	<u>*</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>*</u>	<u>1</u>
8. Superv. Exercised	<u>D3</u>	<u>---</u>	<u>D3</u>
9. Scope/Effect	<u>4</u>	<u>---</u>	<u>4</u>
10. Impact of Error	<u>4</u>	<u>*</u>	<u>4</u>
11. Wk. Environment	<u>1</u>	<u>*</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>---</u>	<u>1</u>
13. Pace/Interruptions	<u>C3</u>	<u>---</u>	<u>C3</u>
TOTAL POINTS	<u>659</u>	<u>*</u>	<u>659</u>
GRADE LEVEL:			
CURRENT	<u>40</u>	<u>*</u>	<u>39</u>

* Appellant appeals grade level but does not indicate specific proposed level.

REVIEW
OF
UNAPPEALED
POSITIONS

BACKGROUND

In addition to its work on the specific appeals, the Committee also reviewed unappealed job classifications. The Committee consulted with the Service Committee, by means of the memorandum included in this report, and received their assent to proceeding with that work. The memorandum to the Service Committee, on the following pages, explains the need for doing this" In light of receiving a positive response from the Service Committee in regard to the proposal contained in the memorandum, the Staff Committee reviewed the unappealed positions.

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July 25, 1986

MEMORANDUM

TO: CHAIRMAN CONNORS AND MEMBERS OF THE SERVICE COMMITTEE

FROM: Donovan Peeters, Chairperson, and Joseph O'Hern, Vice Chairperson, Comparable Worth Staff Committee

RE: Recommendation from the Comparable Worth Staff Committee Regarding Additional Needed Work

The Comparable Worth Staff Committee, functioning as the Appeals Committee, has completed its initial review of all the comparable worth appeals. As a result of this review, the Committee has agreed upon the following two findings:

1. In the performance of the Legislative Branch Comparable Worth Study the Committee feels that the consultant did not completely understand the unique nature of the legislative work environment, resulting in the consistent misapplication of some of the 13 job evaluation factors. (It may be worth noting that the U.S. Congress has recognized the unique nature of legislative staff work in federal labor legislation.)

2. The Committee feels that a few particular positions were considerably misunderstood by the consultant. The Committee feels that this was due to an incomplete understanding on the part of the consultant in regard to the duties of some particular positions. (It should be noted that, in comparison to the executive branch, the legislative branch has more "one-of-a-kind" positions and fewer "generic" positions.)

July 25, 1986

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The above findings are based on a review of the appealed positions. The Committee feels that the two findings are also applicable to the positions that were not appealed.

In view of the above situation the Comparable Worth Staff Committee is proposing that unappealed positions be reviewed by the Committee. The Committee, based on its collective knowledge of and experience with the various positions, would apply the consultants' 13 factors to each position and develop the factor-determined score for each position. The Committee would then present the results of this additional work to the Service Committee with recommendations for appropriate action in regard to it.

Chairman Connors has asked that a postcard poll of the Service Committee be taken in order to determine if the Service Committee approves of the above course of action proposed by the Comparable Worth Staff Committee. Please indicate your view on the enclosed postcard and return it by mail.

DP:cf
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COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: PORTER

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>X</u>	<u>1</u>
2. Knowledge-Exp.	<u>X</u>	<u>1</u>
3. Job Complexity	<u>X</u>	<u>1</u>
4. Guidelines/Superv.	<u>X</u>	<u>1</u>
5. Pers. Contacts	<u>X</u>	<u>C1</u>
6. Physical Demands	<u>X</u>	<u>1</u>
7. Mental/Visual Dem.	<u>X</u>	<u>1</u>
8. Superv. Exercised	<u>X</u>	<u>A1</u>
9. Scope/Effect	<u>X</u>	<u>1</u>
10. Impact of Error	<u>X</u>	<u>1</u>
11. Wk. Environment	<u>X</u>	<u>1</u>
12. Hazards/Risks	<u>X</u>	<u>1</u>
13. Pace/Interruptions	<u>X</u>	<u>A1</u>
TOTAL POINTS	<u>X</u>	<u>130</u>

GRADE LEVEL:

CURRENT 8 x 9

NOTE: This position was not in the consultant's study.

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: DOORKEEPER

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>2</u>	<u>2</u>
2. Knowledge-Exp.	<u>1</u>	<u>1</u>
3. Job Complexity	<u>1</u>	<u>1</u>
4. Guidelines/Superv.	<u>1</u>	<u>1</u>
5. Pers. Contacts	<u>D1</u>	<u>D1</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>1</u>	<u>1</u>
10. Impact of Error	<u>1</u>	<u>1</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A1</u>	<u>A1</u>
TOTAL POINTS	<u>142</u>	<u>142</u>
GRADE LEVEL:		
CURRENT <u>9</u>	<u>10</u>	<u>10</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: BILL COLLATING CLERK

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>2</u>	<u>2</u>
2. Knowledge-Exp.	<u>1</u>	<u>1</u>
3. Job Complexity	<u>1</u>	<u>1</u>
4. Guidelines/Superv.	<u>1</u>	<u>1</u>
5. Pers. Contacts	<u>B1</u>	<u>C1</u>
6. Physical Demands	<u>2</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>1</u>	<u>1</u>
10. Impact of Error	<u>2</u>	<u>1</u>
11. Wk. Environment	<u>1</u>	<u>2</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B2</u>
TOTAL POINTS	<u>156</u>	<u>153</u>
GRADE LEVEL:		
CURRENT	<u>13</u>	<u>11</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT BILL EXPEDITOR

FACTOR	CONSULTANT'S LEVEL	COMMITTEE'S LEVEL
1. Knowledge-Ed.	2	2
2. Knowledge-Exp.	1	1
3. Job Complexity	1	1
4. Guidelines/Superv.	2	1
5. Pers. Contacts	D1	C1
6. Physical Demands	2	1
7. Mental/Visual Dem.	1	1
8. Superv. Exercised	A1	A1
9. Scope/Effect	1	1
10. Impact of Error	2	1
11. Wk. Environment	1	2
12. Hazards/Risks	1	1
13. Pace/Interruptions	B2	B2
TOTAL POINTS	174	153
GRADE LEVEL:		
CURRENT	13	11

COMPARABLE WORTH STAFF COMMITTEE

REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: POSTMASTER

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>2</u>	<u>2</u>
2. Knowledge-Exp.	<u>1</u>	<u>1</u>
3. Job Complexity	<u>1</u>	<u>1</u>
4. Guidelines/Superv.	<u>2</u>	<u>1</u>
5. Pers. Contacts	<u>C1</u>	<u>D1</u>
6. Physical Demands	<u>2</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>1</u>	<u>1</u>
10. Impact of Error	<u>2</u>	<u>1</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B2</u>
TOTAL POINTS	<u>163</u>	<u>154</u>
GRADE LEVEL:		
CURRENT <u>10</u>	<u>12</u>	<u>11</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT SERGEANT-AT-ARMS

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>2</u>	<u>2</u>
2. Knowledge-Exp.	<u>2</u>	<u>1</u>
3. Job Complexity	<u>2</u>	<u>2</u>
4. Guidelines/Superv.	<u>2</u>	<u>2</u>
5. Pers. Contacts	<u>B2</u>	<u>B2</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>D2</u>	<u>D2</u>
9. Scope/Effect	<u>1</u>	<u>1</u>
10. Impact of Error	<u>2</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A1</u>	<u>B1</u>
TOTAL POINTS	<u>170</u>	<u>170</u>
GRADE LEVEL:		
CURRENT	<u>13</u>	<u>13</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SENATE CHIEF DOORKEEPER

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>2</u>	<u>2</u>
2. Knowledge-Exp.	<u>2</u>	<u>1</u>
3. Job Complexity	<u>1</u>	<u>1</u>
4. Guidelines/Superv.	<u>2</u>	<u>1</u>
5. Pers. Contacts	<u>D1</u>	<u>D1</u>
6. Physical Demands	<u>2</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>C2</u>	<u>C2</u>
9. Scope/Effect	<u>1</u>	<u>1</u>
10. Impact of Error	<u>2</u>	<u>1</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A1</u>	<u>A1</u>
TOTAL POINTS	<u>178</u>	<u>156</u>
GRADE LEVEL:		
CURRENT <u>10</u>	<u>13</u>	<u>11</u>

COMPARABLE WORTH STAFF COMMITTEE

REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT BILL CLERK

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>2</u>	<u>2</u>
2. Knowledge-Exp.	<u>1</u>	<u>1</u>
3. Job Complexity	<u>1</u>	<u>1</u>
4. Guidelines/Superv.	<u>2</u>	<u>1</u>
5. Pers. Contacts	<u>D1</u>	<u>D1</u>
6. Physical Demands	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>1</u>	<u>1</u>
10. Impact of Error	<u>2</u>	<u>1</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B2</u>
TOTAL POINTS	<u>171</u>	<u>161</u>
GRADE LEVEL:		
CURRENT	<u>12</u>	<u>12</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SWITCHBOARD OPERATOR

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>2</u>	<u>2</u>
2. Knowledge-Exp.	<u>1</u>	<u>2</u>
3. Job Complexity	<u>2</u>	<u>1</u>
4. Guidelines/Superv.	<u>1</u>	<u>1</u>
5. Pers. Contacts	<u>D2</u>	<u>D1</u>
6. Physical Demands	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>2</u>	<u>2</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>1</u>	<u>1</u>
10. Impact of Error	<u>1</u>	<u>1</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B1</u>	<u>B2</u>
TOTAL POINTS	<u>176</u>	<u>173</u>
GRADE LEVEL:		
CURRENT <u>13</u>	<u>13</u>	<u>13</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEG. SECRETARY/CAO CLERK TYPIST

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1.Knowledge-Ed.	<u>3</u>	<u>x</u>
2.Knowledge-Exp.	<u>2</u>	<u>x</u>
3.Job Complexity	<u>2</u>	<u>x</u>
4.Guidelines/Superv.	<u>1</u>	<u>x</u>
5.Pers. Contacts	<u>D1</u>	<u>x</u>
6.Physical Demands	<u>1</u>	<u>x</u>
7.Mental/Visual Dem.	<u>2</u>	<u>x</u>
8.Superv.Exercised	<u>A1</u>	<u>x</u>
9.Scope/Effect	<u>1</u>	<u>x</u>
10.Impact of Error	<u>2</u>	<u>x</u>
11.Wk. Environment	<u>1</u>	<u>x</u>
12.Hazards/Risks	<u>1</u>	<u>x</u>
13.Pace/Interruptions	<u>C1</u>	<u>x</u>
TOTAL POINTS	<u>182</u>	<u>x</u>
GRADE LEVEL:		
CURRENT <u>16</u>	<u>14</u>	<u>x</u>

NOTE: This "position" was a misclassification by the consultant which grouped together two entirely different part-time jobs.

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

PROPOSED JOB CLASSIFICATION: SUPPLY CLERK

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPELLANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>x</u>	<u>x</u>	<u>3</u>
2. Knowledge-Exp.	<u>x</u>	<u>x</u>	<u>2</u>
3. Job Complexity	<u>x</u>	<u>x</u>	<u>2</u>
4. Guidelines/Superv.	<u>x</u>	<u>x</u>	<u>2</u>
5. Pers. Contacts	<u>x</u>	<u>x</u>	<u>D2</u>
6. Physical Demands	<u>x</u>	<u>x</u>	<u>2</u>
7. Mental/Visual Dem.	<u>x</u>	<u>x</u>	<u>1</u>
8. Superv. Exercised	<u>x</u>	<u>x</u>	<u>A1</u>
9. Scope/Effect	<u>x</u>	<u>x</u>	<u>2</u>
10. Impact of Error	<u>x</u>	<u>x</u>	<u>2</u>
11. Wk. Environment	<u>x</u>	<u>x</u>	<u>1</u>
12. Hazards/Risks	<u>x</u>	<u>x</u>	<u>1</u>
13. Pace/Interruptions	<u>x</u>	<u>x</u>	<u>C2</u>
TOTAL POINTS	<u>x</u>	<u>x</u>	<u>193</u>
GRADE LEVEL:			
CURRENT <u>15</u>	<u>x</u>	<u>x</u>	<u>15</u>

NOTE: This position was not evaluated in the Arthur Young study.

COMPARABLE WORTH STAFF COMMITTEE

REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LOBBYIST CLERK

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>3</u>
2. Knowledge-Exp.	<u>3</u>	<u>2</u>
3. Job Complexity	<u>2</u>	<u>2</u>
4. Guidelines/Superv.	<u>2</u>	<u>2</u>
5. Pers. Contacts	<u>D1</u>	<u>D2</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>1</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B3</u>
TOTAL POINTS	<u>189</u>	<u>209</u>
GRADE LEVEL:		
CURRENT <u>15</u>	<u>14</u>	<u>16</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SECRETARY/INDEXING ASSISTANT

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>3</u>
2. Knowledge-Exp.	<u>3</u>	<u>2</u>
3. Job Complexity	<u>2</u>	<u>2</u>
4. Guidelines/Superv.	<u>2</u>	<u>2</u>
5. Pers. Contacts	<u>A2</u>	<u>C2</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>3</u>	<u>2</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A2</u>	<u>A2</u>
TOTAL POINTS	<u>196</u>	<u>189</u>
GRADE LEVEL:		
CURRENT	<u>15</u>	<u>14</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: CODE PROOFREADER

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>3</u>
2. Knowledge-Exp.	<u>2</u>	<u>2</u>
3. Job Complexity	<u>1</u>	<u>2</u>
4. Guidelines/Superv.	<u>1</u>	<u>1</u>
5. Pers. Contacts	<u>A2</u>	<u>A1</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>4</u>	<u>4</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A2</u>	<u>A2</u>
TOTAL POINTS	<u>198</u>	<u>197</u>
GRADE LEVEL:		
CURRENT	<u>15</u>	<u>15</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: DEPARTMENT CLERK/PROOFREADER

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>3</u>
2. Knowledge-Exp.	<u>2</u>	<u>2</u>
3. Job Complexity	<u>1</u>	<u>2</u>
4. Guidelines/Superv.	<u>1</u>	<u>1</u>
5. Pers. Contacts	<u>A2</u>	<u>C2</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>4</u>	<u>2</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A2</u>	<u>A2</u>
TOTAL POINTS	<u>198</u>	<u>184</u>
GRADE LEVEL:		
CURRENT	<u>15</u>	<u>14</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: BILL CLERK

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>2</u>	<u>2</u>
2. Knowledge-Exp.	<u>3</u>	<u>2</u>
3. Job Complexity	<u>1</u>	<u>1</u>
4. Guidelines/Superv.	<u>2</u>	<u>1</u>
5. Pers. Contacts	<u>D1</u>	<u>D1</u>
6. Physical Demands	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>B3</u>	<u>B2</u>
9. Scope/Effect	<u>1</u>	<u>1</u>
10. Impact of Error	<u>2</u>	<u>1</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B2</u>
TOTAL POINTS	<u>199</u>	<u>177</u>
GRADE LEVEL:		
CURRENT	<u>13</u>	<u>13</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: PUBLIC INFORMATION ASSISTANT
(Session Only)

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>4</u>
2. Knowledge-Exp.	<u>2</u>	<u>2</u>
3. Job Complexity	<u>3</u>	<u>3</u>
4. Guidelines/Superv.	<u>2</u>	<u>2</u>
5. Pers. Contacts	<u>D2</u>	<u>D2</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>1</u>	<u>1</u>
10. Impact of Error	<u>2</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A2</u>	<u>A2</u>
TOTAL POINTS	<u>202</u>	<u>202</u>
GRADE LEVEL:		
CURRENT	<u>13</u>	<u>15</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGISLATIVE TEXT PROCESSOR I

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>4</u>
2. Knowledge-Exp.	<u>3</u>	<u>2</u>
3. Job Complexity	<u>2</u>	<u>2</u>
4. Guidelines/Superv.	<u>1</u>	<u>1</u>
5. Pers. Contacts	<u>D1</u>	<u>D1</u>
6. Physical Demands	<u>1</u>	<u>2</u>
7. Mental/Visual Dem.	<u>3</u>	<u>3</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>1</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B2</u>
TOTAL POINTS	<u>203</u>	<u>222</u>
GRADE LEVEL:		
CURRENT	<u>16</u>	<u>17</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SERGEANT-AT-ARMS

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>3</u>
2. Knowledge-Exp.	<u>3</u>	<u>2</u>
3. Job Complexity	<u>2</u>	<u>2</u>
4. Guidelines/Superv.	<u>2</u>	<u>2</u>
5. Pers. Contacts	<u>D1</u>	<u>D2</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>D3</u>	<u>D2</u>
9. Scope/Effect	<u>1</u>	<u>1</u>
10. Impact of Error	<u>2</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A2</u>	<u>B2</u>
TOTAL POINTS	<u>205</u>	<u>208</u>
GRADE LEVEL:		
CURRENT	<u>15</u>	<u>16</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: INDEXER-PROOFREADER

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>3</u>
2. Knowledge-Exp.	<u>3</u>	<u>3</u>
3. Job Complexity	<u>3</u>	<u>3</u>
4. Guidelines/Superv.	<u>1</u>	<u>2</u>
5. Pers. Contacts	<u>A2</u>	<u>A2</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>4</u>	<u>4</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A2</u>	<u>A2</u>
TOTAL POINTS	<u>229</u>	<u>222</u>

GRADE LEVEL:

CURRENT	<u>15</u>	<u>18</u>	<u>17</u>
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COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: PROOFREADER SUPERVISOR

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>3</u>	<u>3</u>
2. Knowledge-Exp.	<u>3</u>	<u>3</u>
3. Job Complexity	<u>2</u>	<u>2</u>
4. Guidelines/Superv.	<u>2</u>	<u>2</u>
5. Pers. Contacts	<u>B2</u>	<u>A1</u>
6. Physical Demands	<u>1</u>	<u>2</u>
7. Mental/Visual Dem.	<u>4</u>	<u>4</u>
8. Superv. Exercised	<u>B3</u>	<u>B2</u>
9. Scope/Effect	<u>2</u>	<u>2</u>
10. Impact of Error	<u>2</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B2</u>
 TOTAL POINTS	 <u>243</u>	 <u>236</u>
 GRADE LEVEL:		
CURRENT <u>15</u>	<u>19</u>	<u>18</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

COMMITTEE'S PROPOSED JOB CLASSIFICATION: DATA PROCESSING COORDINATOR

Propose Name Change to Administrative Secretary (CSE)

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>4</u>
2. Knowledge-Exp.	<u>3</u>	<u>4</u>
3. Job Complexity	<u>3</u>	<u>3</u>
4. Guidelines/Superv.	<u>3</u>	<u>3</u>
5. Pers. Contacts	<u>C3</u>	<u>D2</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>2</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>C2</u>
TOTAL POINTS	<u>241</u>	<u>264</u>
 GRADE LEVEL:		
CURRENT	<u>18</u>	<u>21</u>

NOTE: See "general decision on executive secretaries and administrative secretaries" for further discussion of this position.

COMPARABLE WORTH STAFF COMMITTEE

REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ADMINISTRATIVE ASSISTANT
(Code Office)

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>4</u>
2. Knowledge-Exp.	<u>4</u>	<u>4</u>
3. Job Complexity	<u>3</u>	<u>3</u>
4. Guidelines/Superv.	<u>2</u>	<u>2</u>
5. Pers. Contacts	<u>A2</u>	<u>A2</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>4</u>	<u>4</u>
8. Superv. Exercised	<u>A1</u>	<u>B2</u>
9. Scope/Effect	<u>2</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A2</u>	<u>A2</u>
TOTAL POINTS	<u>255</u>	<u>249</u>
GRADE LEVEL:		
CURRENT	<u>19</u>	<u>20</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

COMMITTEE'S PROPOSED JOB CLASSIFICATION: ADMINISTRATIVE SECRETARY (LFB)

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>3</u>
2. Knowledge-Exp.	<u>4</u>	<u>4</u>
3. Job Complexity	<u>3</u>	<u>3</u>
4. Guidelines/Superv.	<u>3</u>	<u>3</u>
5. Pers. Contacts	<u>B3</u>	<u>D2</u>
6. Physical Demands	<u>1</u>	<u>2</u>
7. Mental/Visual Dem.	<u>2</u>	<u>2</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>271</u>	<u>270</u>
GRADE LEVEL:		
CURRENT <u>19</u>	<u>21</u>	<u>21</u>

NOTE: See "general decision on executive secretaries and administrative secretaries" for further discussion of this position.

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT TO LEGAL COUNSEL

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>4</u>
2. Knowledge-Exp.	<u>2</u>	<u>2</u>
3. Job Complexity	<u>3</u>	<u>2</u>
4. Guidelines/Superv.	<u>2</u>	<u>1</u>
5. Pers. Contacts	<u>A3</u>	<u>A1</u>
6. Physical Demands	<u>1</u>	<u>2</u>
7. Mental/Visual Dem.	<u>3</u>	<u>3</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>2</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>C2</u>	<u>B2</u>
TOTAL POINTS	<u>282</u>	<u>203</u>
GRADE LEVEL:		
CURRENT	<u>17</u>	<u>16</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ADMINISTRATIVE CODE INDEXER

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>5</u>
2. Knowledge-Exp.	<u>5</u>	<u>4</u>
3. Job Complexity	<u>3</u>	<u>3</u>
4. Guidelines/Superv.	<u>3</u>	<u>2</u>
5. Pers. Contacts	<u>C2</u>	<u>C2</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>4</u>	<u>3</u>
8. Superv. Exercised	<u>B2</u>	<u>B2</u>
9. Scope/Effect	<u>2</u>	<u>2</u>
10. Impact of Error	<u>3</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B2</u>
TOTAL POINTS	<u>318</u>	<u>284</u>
GRADE LEVEL:		
CURRENT	<u>22</u>	<u>22</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT LEGAL COUNSEL

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>5</u>
2. Knowledge-Exp.	<u>5</u>	<u>5</u>
3. Job Complexity	<u>3</u>	<u>3</u>
4. Guidelines/Superv.	<u>3</u>	<u>3</u>
5. Pers. Contacts	<u>B3</u>	<u>B3</u>
6. Physical Demands	<u>1</u>	<u>2</u>
7. Mental/Visual Dem.	<u>3</u>	<u>3</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>3</u>
10. Impact of Error	<u>3</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>307</u>	<u>345</u>
GRADE LEVEL:		
CURRENT	<u>23</u>	<u>26</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT CITIZENS' AIDE/OMBUDSMAN

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>6</u>
2. Knowledge-Exp.	<u>4</u>	<u>4</u>
3. Job Complexity	<u>4</u>	<u>4</u>
4. Guidelines/Superv.	<u>3</u>	<u>3</u>
5. Pers. Contacts	<u>D3</u>	<u>D4</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>2</u>	<u>3</u>
10. Impact of Error	<u>3</u>	<u>3</u>
11. Wk. Environment	<u>2</u>	<u>2</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B2</u>
TOTAL POINTS	<u>333</u>	<u>365</u>

GRADE LEVEL:

CURRENT	<u>25</u>	<u>25</u>	<u>27</u>
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NOTE: The Appeals Committee recommends that the job title of the position be changed to Assistant Citizens' Aide I.

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ASSISTANT CITIZENS' AIDE II

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>6</u>
2. Knowledge-Exp.	<u>4</u>	<u>4</u>
3. Job Complexity	<u>4</u>	<u>5</u>
4. Guidelines/Superv.	<u>3</u>	<u>3</u>
5. Pers. Contacts	<u>D3</u>	<u>D4</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>3</u>	<u>3</u>
10. Impact of Error	<u>3</u>	<u>3</u>
11. Wk. Environment	<u>2</u>	<u>2</u>
12. Hazards/Risks	<u>4</u>	<u>4</u>
13. Pace/Interruptions	<u>B2</u>	<u>C2</u>
TOTAL POINTS	<u>371</u>	<u>415</u>
GRADE LEVEL:		
CURRENT <u>24</u>	<u>27</u>	<u>30</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGAL ANALYST
(Citizens' Aide-Ombudsman)

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>8</u>	<u>8</u>
2. Knowledge-Exp.	<u>3</u>	<u>4</u>
3. Job Complexity	<u>5</u>	<u>4</u>
4. Guidelines/Superv.	<u>3</u>	<u>3</u>
5. Pers. Contacts	<u>D3</u>	<u>D4</u>
6. Physical Demands	<u>1</u>	<u>1</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>3</u>	<u>3</u>
10. Impact of Error	<u>4</u>	<u>3</u>
11. Wk. Environment	<u>2</u>	<u>2</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>C2</u>
TOTAL POINTS	<u>435</u>	<u>447</u>
GRADE LEVEL:		
CURRENT <u>29</u>	<u>31</u>	<u>31</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SENIOR RUN DESIGNER

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>5</u>	<u>6</u>
2. Knowledge-Exp.	<u>5</u>	<u>5</u>
3. Job Complexity	<u>4</u>	<u>4</u>
4. Guidelines/Superv.	<u>4</u>	<u>3</u>
5. Pers. Contacts	<u>C3</u>	<u>C3</u>
6. Physical Demands	<u>2</u>	<u>1</u>
7. Mental/Visual Dem.	<u>3</u>	<u>3</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>
9. Scope/Effect	<u>3</u>	<u>3</u>
10. Impact of Error	<u>4</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>B2</u>	<u>B3</u>
TOTAL POINTS	<u>370</u>	<u>379</u>
GRADE LEVEL:		
CURRENT	<u>26</u>	<u>28</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: ADM. ASST. TO LIEUTENANT GOVERNOR

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>x</u>
3. Job Complexity	<u>4</u>	<u>x</u>
4. Guidelines/Superv.	<u>4</u>	<u>x</u>
5. Pers. Contacts	<u>D4</u>	<u>x</u>
6. Physical Demands	<u>1</u>	<u>x</u>
7. Mental/Visual Dem.	<u>1</u>	<u>x</u>
8. Superv. Exercised	<u>A1</u>	<u>x</u>
9. Scope/Effect	<u>3</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>x</u>
13. Pace/Interruptions	<u>C3</u>	<u>x</u>
TOTAL POINTS	<u>402</u>	<u>x</u>
GRADE LEVEL:		
CURRENT <u>30</u>	<u>29</u>	<u>x</u>

NOTE: This position should be placed in the Administrative Assistant job series. See "general decision in regard to administrative assistants" for further information.

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGAL COUNSEL/PARLIAMENTARIAN

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>8</u>	<u>x</u>
2. Knowledge-Exp.	<u>4</u>	<u>x</u>
3. Job Complexity	<u>5</u>	<u>x</u>
4. Guidelines/Superv.	<u>4</u>	<u>x</u>
5. Pers. Contacts	<u>B4</u>	<u>x</u>
6. Physical Demands	<u>2</u>	<u>x</u>
7. Mental/Visual Dem.	<u>1</u>	<u>x</u>
8. Superv. Exercised	<u>B2</u>	<u>x</u>
9. Scope/Effect	<u>3</u>	<u>x</u>
10. Impact of Error	<u>4</u>	<u>x</u>
11. Wk. Environment	<u>1</u>	<u>x</u>
12. Hazards/Risks	<u>1</u>	<u>x</u>
13. Pace/Interruptions	<u>B3</u>	<u>x</u>
 TOTAL POINTS	 <u>468</u>	 <u>x</u>
 GRADE LEVEL:		
CURRENT	<u>33</u>	<u>32</u>
		<u>x</u>

NOTE: This job classification no longer exists.

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

COMMITTEE'S PROPOSED JOB CLASSIFICATION: ASSISTANT CITIZENS' AIDE III

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>APPEALS COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>x</u>	<u>6</u>
2. Knowledge-Exp.	<u>x</u>	<u>5</u>
3. Job Complexity	<u>x</u>	<u>6</u>
4. Guidelines/Superv.	<u>x</u>	<u>3</u>
5. Pers. Contacts	<u>x</u>	<u>D4</u>
6. Physical Demands	<u>x</u>	<u>1</u>
7. Mental/Visual Dem.	<u>x</u>	<u>1</u>
8. Superv. Exercised	<u>x</u>	<u>B2</u>
9. Scope/Effect	<u>x</u>	<u>3</u>
10. Impact of Error	<u>x</u>	<u>3</u>
11. Wk. Environment	<u>x</u>	<u>2</u>
12. Hazards/Risks	<u>x</u>	<u>4</u>
13. Pace/Interruptions	<u>x</u>	<u>C3</u>
 TOTAL POINTS	 <u>x</u>	 <u>490</u>
 GRADE LEVEL:		
CURRENT	<u>x</u>	<u>33</u>

NOTE: This new position classification is needed to complete a job series of three levels for Assistant Citizens' Aide. Levels I and II of the job series have been previously addressed.

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: SENIOR FISCAL ANALYST
 (Program Evaluation Supervisor)

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>7</u>	<u>7</u>
2. Knowledge-Exp.	<u>5</u>	<u>5</u>
3. Job Complexity	<u>6</u>	<u>6</u>
4. Guidelines/Superv.	<u>4</u>	<u>4</u>
5. Pers. Contacts	<u>C4</u>	<u>D4</u>
6. Physical Demands	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>D2</u>	<u>D2</u>
9. Scope/Effect	<u>3</u>	<u>4</u>
10. Impact of Error	<u>4</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>C2</u>	<u>C3</u>
TOTAL POINTS	<u>519</u>	<u>560</u>

GRADE LEVEL:

CURRENT	<u>34</u>	<u>34</u>	<u>36</u>
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NOTE: This position supervises program evaluation activities and the job title should be changed to so indicate.

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: DEPUTY DIRECTOR - LFB

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>7</u>
2. Knowledge-Exp.	<u>6</u>	<u>6</u>
3. Job Complexity	<u>6</u>	<u>6</u>
4. Guidelines/Superv.	<u>5</u>	<u>5</u>
5. Pers. Contacts	<u>C4</u>	<u>D4</u>
6. Physical Demands	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>2</u>	<u>1</u>
8. Superv. Exercised	<u>D2</u>	<u>D3</u>
9. Scope/Effect	<u>4</u>	<u>4</u>
10. Impact of Error	<u>5</u>	<u>4</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>589</u>	<u>638</u>
GRADE LEVEL:		
CURRENT	<u>37</u>	<u>38</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

CONSULTANT'S PROPOSED JOB CLASSIFICATION: LEGAL EDITOR/ACTING CODE EDITOR

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	<u>8</u>	<u>8</u>
2. Knowledge-Exp.	<u>6</u>	<u>6</u>
3. Job Complexity	<u>6</u>	<u>6</u>
4. Guidelines/Superv.	<u>5</u>	<u>5</u>
5. Pers. Contacts	<u>B4</u>	<u>C4</u>
6. Physical Demands	<u>2</u>	<u>1</u>
7. Mental/Visual Dem.	<u>3</u>	<u>3</u>
8. Superv. Exercised	<u>D4</u>	<u>D2</u>
9. Scope/Effect	<u>4</u>	<u>4</u>
10. Impact of Error	<u>5</u>	<u>4</u>
11. Wk. Environment	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>C3</u>	<u>B2</u>
 TOTAL POINTS	 <u>673</u>	 <u>627</u>
 GRADE LEVEL:		
CURRENT <u>38</u>	<u>39</u>	<u>38</u>

GENERAL
RECOMMENDATIONS

GENERAL RECOMMENDATIONS OF THE COMPARABLE WORTH STAFF COMMITTEE

RESPONSE TO THE CONSULTANT'S GENERAL RECOMMENDATIONS

In addition to its actions on appeals and its review of unappealed positions, the Staff Committee has also reviewed the general recommendations of the Consultant and included in the following section of this report are the Committee's responses to the Consultant's recommendations.

Consultant's General Recommendations on Implementation

"We recommend that all employees be placed in the new salary ranges at their current salary levels. Given the fact that different salary ranges are currently in use in various legislative branch agencies, a step-to-step implementation strategy does not appear justified. As an alternative to a step system, we recommend employees receive four percent pay increments each year until their salaries reach the maximum of their respective ranges. Employees compensated below the minimum of the range should receive adjustments to bring them to the range minimums."

Comment: In response to the Consultant's recommendation on implementation, the Staff Committee feels that there should be consistent implementation in the same time-frame of all grades throughout the legislative branch.

Consultant's General Recommendations Regarding Establishment of an Ongoing Job Evaluation System

1. Evaluation System -- Policy or Philosophy

"The objectives of the job evaluation system shall be:

a. To provide an overall job evaluation plan for all State of Iowa Legislative Branch employees which is internally equitable and which provides comparable pay for positions of comparable worth.

b. To ensure that pay grades shall be determined with regard to such factors as skill, effort, responsibility, and working conditions.

c. To provide for continued application of the system over a number of years and to ensure an impartial means for assigning new positions to the pay plan as they are established or as existing positions are modified.

d. To provide for clear communication of the evaluation system to affected employees."

Comment: See comment under Consultant's general recommendation number two.

2. Responsibility for Administration

"We recommend that a Job Evaluation Committee be designated for administering job evaluation matters. It is important that the recommendations concerning job evaluations be prepared by individuals with direct knowledge about (1) the content of job classifications under evaluation, and (2) the impact the decisions may have on the internal equity of the established job classification system. This committee would have responsibility for analyzing and evaluating job classifications using the evaluation plan.

We recommend the Legislative Service Bureau be assigned responsibility for maintaining the factors and degrees corresponding with job evaluation ratings. Maintaining the job evaluation ratings data base will be valuable for future evaluations. The types of reports generated for this study are recommended."

Comment: The Staff Committee considered the two above Consultant's recommendations together since they call for the creation of an on-going job evaluation system. The Committee endorses the concept that there should be on-going review for the entire legislative branch in regard to salaries and related personnel matters. It should be noted that several of the remaining Consultant's recommendations relate to this subject of on-going job evaluation.

3. Labor Market Issues

"There may be periods of time when a scarcity of labor supply in certain job classifications makes it difficult to attract and retain qualified personnel at existing salary grade levels. Such external salary comparison problems should be resolved without altering the salary grade assignments, unless there is a justified change in job responsibilities. We recommend, instead, establishing a temporary market adjustment rate for the affected job classification grade that would remain in place only as long as the scarcity existed. Any market adjustments would require documentation and approval to be established and to remain in force. Specifically, we recommend reviewing the need for the adjustment, at a minimum, on an annual basis."

Comment: The Staff Committee feels that this aspect of salary review could be addressed as part of an on-going salary review process for legislative branch employees.

4. Adding New Jobs to the Classification Structure

"In order to carry out the goals and objectives of the legislative branch, new job classifications are sometimes created or the organization structure is modified and duties and responsibilities are redistributed. The job evaluation system should be utilized to determine grade placement of a new job classification or an existing job classification which has undergone significant change.

The Job Evaluation Committee should recommend pay grade placement based on applying the job evaluation system. This recommendation should then be presented for approval to the Service Committee with supporting documentation. It should be remembered in the case of reorganization or redistribution of

duties and responsibilities, that duties added to one position are most often accompanied by a reduction in responsibilities to another position. Reclassifications may be made both upward and downward in these instances."

Comment: See comment under Consultant's recommendation number two.

5. Reclassification Procedures for Individual Positions

"If the duties and responsibilities of an established position are permanently and significantly changed, or if the immediate supervisor believes a position is misclassified, the following actions should be taken:

-- The employee or the responsible immediate supervisor should request a position reevaluation, documenting completely the reasons for a position reevaluation.

-- The Evaluation Committee should review and evaluate the position. The position incumbent or representative position incumbent and the incumbent's immediate supervisor may be asked to explain or document the position's job duties and responsibilities, if necessary. As with new jobs, the Committee should prepare a recommendation to the Service Committee."

Comment: See comment under Consultant's general recommendation number two.

6. Job Reevaluation and Reclassification

"Should an existing classification be reassigned to a higher grade, the employees in that classification should be immediately placed in the new grade at the employee's current salary or at the minimum of the range, whichever is greater. When a classification is reassigned to a lower grade because a reevaluation indicates reduced duties (e.g., staff reduction due to program cutback), no salary reductions should immediately occur. If an employee's salary is above the maximum of the new grade, the following guideline should apply:

-- Grant no salary increments or general structure increases until the maximum for the new grade equals or exceeds the employee's salary.

A policy should be established to determine the length of time such "red-circled" rates are allowed to exist. EEOC guidelines place a strong emphasis on the word "temporary" when applied to "red-circle" rates. While no specific definition of temporary has been provided, the Department should determine appropriate time limits."

Comment: See comment under Consultant's general recommendation on implementation.

7. Salary Structure

"The evaluation system is designed to be consistent with the State of Iowa Merit System. We recommend establishing one master salary schedule for Legislative Branch positions. We recommend adopting a schedule consistent with Merit Schedules 000 and 001.

The State Merit System periodically updates their salary schedules and such changes should be reflected in the legislative branch salary plan on an annual basis."

Comment: The Staff Committee notes that there is a discrepancy between the salary schedules of the legislative branch and the executive branch. The legislative branch comparable worth study used the same factor scoring system as the executive branch study, but the final results are not exactly comparable due to the different salary structures. The Staff Committee recommends that this aspect be given consideration during the implementation process.

3. Determination of Hiring Salaries

"In general, starting salaries should be at the minimum of the assigned grade. Starting salaries higher than the minimum of the assigned grade may be acceptable for such reasons as qualifications which exceed stated minimum requirements, a competitive market situation, a special and specific talent, and the like. This policy allows for a flexible and effective compensation program. Of course, salaries and years of service of current incumbents in the same salary grade or classification should be considered."

Comment: The Staff Committee generally endorses this recommendation.

9. Periodic Review

"Each year, approximately 20 percent of the job classifications should be scheduled for review. The selected job classifications should be examined to determine if any changes in duties have occurred that justify reclassification. Modifications and updates of job descriptions should also be done at this time. This periodic review process permits an examination and update of job descriptions of each job classification at least one time in every five years."

Comment: See comment under Consultant's general recommendation number two.

10. Job Series

"Only one pay grade should be used for each job classification. This does not preclude the use of different levels for a series of similar job classifications. Clearly defined differences in duties and responsibilities, as reflected by job evaluation points, should be demonstrated to justify any such distinction in grade level."

Comment: The decisions of the Staff Committee are in conformance with this general recommendation of the Consultant.

11. Individual Qualifications and Job Classifications

"The job evaluation system is structured to evaluate the relative skill, effort, responsibilities, and working conditions of different job classifications. Individual performance or abilities should not be used to

determine salary grade level. Movement within the salary range should be used to reflect such differences. We noted, for example, that Legislator's Secretaries were assigned to different grade levels depending upon their individual abilities. We recommend, as an alternative, that incumbents can be hired at a rate above the salary range minimum to reflect superior qualifications, but that the actual salary grade be a function of job requirements."

Comment: The Staff Committee agrees that the skills and duties above the norm be recognized and compensated. The Committee has already made one notation on this point in its "general decisions in regard to legislative secretaries and legislative committee secretaries".

12. Overtime Pay and Compensatory Time Off

"We noted during our study that the opportunity to actually take compensatory time off is not always possible due to increasing demands during interim for some agencies and/or positions. Further, we noted there may be some variation in overtime requirements for different positions in the same agency. Therefore, we recommend the Legislative Council consider implementing an overtime pay policy to compensate employees for work requirements during the legislative session. As guidelines, we offer the following options:

-- Limit the plan to hours worked during the session, with exceptions allowed only with prior Council approval.

-- Use straight-time as long as Fair Labor Standards Act (FLSA) guidelines are not required.

-- Implement a plan that minimizes record-keeping and does not contribute to an hourly mentality among administrative and professional staff. If at all possible, historical data could be used to establish an appropriate percentage of base salary pay supplement by job classification that could be in force during the legislative session.

We recommend the Merit Employment Department be consulted before adopting a program to determine what precedent might be established that could impact other state agencies."

Comment: The Staff Committee recommends that a consistent policy for all employees of the legislative branch be established in regard to overtime. The Committee notes that such a policy would have to take into account the work situations of the Office of Citizens' Aide/Ombudsman and the Iowa Code Office, which do not have the usual session-interim work pattern. Such a policy would also have to take into account the current policy of guaranteeing a 40-hour work week to session-only employees regardless of how many hours are actually worked.

APPENDIX

APPENDIX: EXHIBITS

For reference purposes, the following items are included in the appendix:

1. Rules of Procedure
2. Additional Rules of Procedure
3. Summary of Classification Schedule Resulting from Comparable Worth Review
4. Factor Scores for all Positions as Determined by Staff Committee.

RULES OF PROCEDURE FOR REVIEW
OF COMPARABLE WORTH STUDY REPORT RESULTS

(Adopted by the Service Committee on May 29, 1986)

1. These rules shall govern the procedures for any review, requested by a covered employee, of the results of the comparable worth study of legislative employees conducted by Arthur Young and Company and commissioned by the Legislative Council.
2. For the purposes of requesting a review under these rules, a session-only legislative employee is considered to still be an employee in the position last held during the 1986 Session of the Seventy-first General Assembly.
3. Each legislative agency shall notify its employees of their right to request a review of their factor scores and factor-determined scores, the schedule for requesting a review, the opportunity to inspect the report, and these review procedures. The notice shall be by mail or other direct communication to each employee and shall be sent by June 6th. The notice shall also be sent to 1986 session-only employees.
4. Any legislative employee may request the review of the factor scores or the factor-determined score that the employee's job title received under the study. The request for review may include a request for a change in the classification or job title of the position if a change in the factor score or factor-determined score would be involved. Requests for review by more than one employee within a job classification or job title shall be considered together, and such a request for review by one or more employees within a job title shall be considered as a request on behalf of all employees in that job title.
5. In order to standardize implementation of this review, the "notice of availability of review" and the "request for review form" will be developed and specified by the Comparable Worth Staff Committee and prepared and distributed by the Iowa Legislative Service Bureau to all legislative staff agency heads for distribution to employees. The forms will be available by June 6th.
6. The Iowa Legislative Service Bureau shall obtain a file of background information from the consultant and shall provide complete access for all legislative employees to it, including information regarding the study and the methods for determining factor scores in the system.

7. A request for review must be filed by 4:30 p.m., June 30th. A request not filed within that time will not be considered. Supporting documentation for a properly filed request for review must be filed by 4:30 p.m., July 11th. Supporting documentation may be filed by any person in a job title or classification for which a request for review has been filed. Filings shall be made at the office of the Iowa Legislative Service Bureau.
8. The reviews shall be conducted by an Appeals Committee of nine members appointed by the Comparable Worth Staff Committee. (NOTE: The Service Committee has designated the Comparable Worth Staff Committee as the Appeals Committee. The membership of that Committee is attached.)
9. The Appeals Committee will review the requests for review and any supporting documentation. The Appeals Committee may contact any legislative employee for further information when desired as an aid in handling any review. It is assumed that in most cases the written request and any supporting documentation will be the evidence submitted to the Appeals Committee. An employee filing a request for review may have the opportunity to present documentation and appear before the Appeals Committee. Appearances may be limited to one employee for each job classification, except that each employee filing a request for review or supporting documentation shall be provided an opportunity to make an oral presentation as scheduled by the Appeals Committee. The Appeals Committee may adopt additional rules for its deliberations.
10. The Appeals Committee shall complete its reviews by August 1st and shall prepare a report of its decisions. The decisions shall include an indication of a factor score or factor-determined score developed by the Appeals Committee for each position that is reviewed. A copy of the report shall be provided to the Comparable Worth Staff Committee upon its completion and to the Service Committee at its next regular meeting. An employee who requested a review may file comments which will be transmitted to the Service Committee along with the report. Comments must be filed one week before the Service Committee meeting. The Service Committee may adopt, reject, modify, or take any other action within its authority in regard to the decisions of the Appeals Committee. The actions of the Service Committee will be reported to the Legislative Council.

COMPARABLE WORTH APPEALS

ADDITIONAL RULES OF PROCEDURES

(Adopted by the Comparable Worth Staff Committee on July 1, 1986)

1. An appeal may be withdrawn by an appellant if no other person has filed supporting documentation on the appeal and the withdrawal is requested by 4:30 p.m. on July 11.
2. If no supporting documentation is filed, the request for appeal is considered withdrawn.
3. All supporting documentation must be received by 4:30 p.m. on July 11. None may be submitted after that date and, specifically, none may be submitted at the public hearing on appeals.
4. The appeal should be to the factor scores and the factor-determined scores for the job classification recommended by the consultant. The recommended job class title and classification is also subject to an appeal if a factor-determined score appeal is involved.
5. All factors for a job class will be open to review and discussion even if only one factor is appealed or less than all factors are appealed.
6. An appellant will be treated as a representative of the appellant's proposed classification, however the appeal may involve a request that a particular position or positions be set up as a new job classification.
7. A new classification may be created if the Appeal Committee agrees that a distinction within a class should be made.
8. A proposal to create or alter a job classification may be made by any Appeals Committee member and may be handled through the general recommendations of the Committee.
9. The Appeals Committee will use the written descriptions and criteria of the consultant for the factors when hearing and deciding each appeal. Decisions on appeals may include comments on the consultant's descriptions and criteria for factors as they have been applied to job duties.
10. An appeal concerning one job classification may affect other job classifications, particularly classifications within the same job series.

11. In regard to presenting information to the Committee, an appellant may make an oral presentation, may be available to answer questions, or may rely on only the submission of supporting documentation. Whichever of these options is selected will not reflect on the appeal.

12. There is a time limit of five minutes for the presentation of oral comments by an appellant to the Appeals Committee at the public hearing on appeals. Such oral presentation will be followed by a question-and-answer period during which Committee members may ask questions of the appellant. A public hearing schedule will be prepared and presented to appellants. If an appellant is speaking on behalf of a group of appellants, a longer period of time may be granted; provided that a request for such an appearance is made by 4:30 p.m. on July 11.

13. The public hearing on appeals will be recorded.

14. Changes in job duties of a job class since the consultant's report, including those effective on July 1, when brought to the Committee's attention will be addressed in the consideration of the appeal by the Committee.

15. A Committee member will abstain from voting on his or her own individual job class and on an appeal submitted by a relative of a Committee member.

16. Managers may consult with subordinates in regard to appeals.

CLASSIFICATION SCHEDULE

*GRADE	PT RANGE	PROPOSED TITLE	A	CU GR	APP		APP		Factors Changed	DIFF FROM CURR	DIFF FROM AY
					AY GR	COM GRA	AY COM	COM PTS			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

KEY:

- (1) GRADE is the grade assigned to the class by the Appeal Committee.
- (2) PT RANGE is the point range of the grade. The Appeal Committee used the same point range as the consultant, Arthur Young & Co.
- (3) PROPOSED TITLE is Arthur Young's proposed job class title.
- (4) "A" An asterisk in this field indicates the class was appealed.
A blank in this field indicates the class was not appealed.
A "N" in this field indicates that this is a proposed new class.
- (5) CU GR is the current grade for the class. An asterisk next to the grade indicates that there are multiple grades for this particular class. "ANN" means that no grade is currently assigned to this position.
- (6) AY GR is the grade assigned to the class by the consultant, Arthur Young & Co.
- (7) APP COM GRA is the grade assigned to the class by the Appeals Committee.
- (8) AY PIS are the points assigned to the class by Arthur Young & Co.
- (9) APP COM PTS are the points assigned to the class by the Appeals Committee.
- (10) Factors Changed - This column indicates which factors were changed from the Arthur Young study. Also indicates if there has been a title change or if it is a proposed new class.
- (11) DIFF FROM CURR is the grade difference between the Appeal Committee grade and the current grade of the class.
- (12) DIFF FROM AY is the grade difference between the Appeal Committee grade and the grade assigned by the Arthur Young study.

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CLASSIFICATION SCHEDULE

* GRADE	PT RANGE	PROPOSED TITLE	CU A	APP		APP		Factors Changed	DIFF FROM CURR	DIFF FROM AY
				GR	GR	COM GRA	COM PTS			
* - Indicates point score was appealed										
09	126 - 136	Porter	08	--	09	---	130	Not evaluated by AY	1	--
10	137 - 147	Doorkeeper	09	10	10	142	142	None	1	0
11	148 - 158	Bill Collating Clerk	13	11	11	156	153	3,5,6,10,11	-2	0
		Asst Bill Expeditor	13	13	11	174	153	4,5,10,11-Same as Bill Coll.	-2	-2
		Postmaster	10	12	11	163	154	4,5,6,10	1	-1
		Sen Chf Doorkeeper	10	13	11	178	156	2,4,6,10	1	-2
12	159 - 169	Asst Bill Clerk	12	13	12	171	161	4,10	0	1
		Capitol Tour Guide	* 11	11	12	154	166	2,13	1	1
13	170 - 180	Asst Sgt at Arms	13	13	13	170	170	2,13	0	0
		Switchboard Operator	13	13	13	176	173	2,3,5,13	0	0
		Bill Clerk	13	15	13	199	177	2,4,8,10	0	-2
14	181 - 191	Capitol Guide Coord	* 15	15	14	195	182	3,5,10,13	-1	1
		Dept Clerk/Proofreader	15	15	14	198	184	3,5,7	-1	-1
		Sec/Indexing Asst	15	15	14	196	189	2,5,7	-1	-1
15	192 - 202	Leg Secretary	* 14	14	15	181	193	4,7,11,13	1	1
		Supply Clerk	15	--	15	---	193	Not evaluated by AY	0	-
		Code Proofreader	15	15	15	198	197	3,5	0	0
		Public Info Asst (S)	13	15	15	202	202	None	2	0
16	203 - 213	Asst to Leg Counsel	17	22	16	282	203	1,3,4,5,6,10,13	-1	-6
		Sergeant-at-Arms	15	16	16	205	208	2,5,8,13	1	0
		Lobbyist Clerk	15	14	16	189	209	2,5,9,13	1	2
		LSB Proofreader	* 15	15	16	200	211	3,6	1	1
17	214 - 224	Leg/Comm Secretary	* 16	16	17	207	216	1,2,4,7,11,13	1	1
		Records & Supply Clk	* 19	15	17	202	216	3,5,13	-2	2
		Leg Text Proc I	16	16	17	203	222	1,2,6,9	1	1
		Indexer/Proofreader	15	18	17	229	222	1,4	2	-1
18	225 - 236	Asst to Leg/Asst FO	* 17	15	18	200	228	5,13	1	3
		Asst Code Indexer	* 15	18	18	229	228	2,4,7	3	0
		Bill Expeditor	* 15	16	18	211	233	5,7,9,11,13	3	2
		Public Info Asst	* 22	20	18	261	234	1,3	-4	-2
		Indexing Clerk	* 18	18	18	229	236	1,5,6,7	0	0
		Proofreader Supv	15	19	18	243	236	5,6,8	3	-1
19	237 - 248	Ldr's Sec (Session)	19	20	19	256	242	formerly Min Ldr Sec	0	-1
		CAO Secretary	* 16	18	19	230	243	3,4	3	1
20	249 - 261	Adm. Asst. (Code)	19	20	20	255	249	8,10 form. Adm. Assistant	1	0
		Recording Clerk	* 20	18	20	230	252	3,5,11,13	0	2
		Compositor	* 18	18	20	228	260	6,7,10,11,12	2	2
21	262 - 275	Admin Sec (CAO)	N 16	--	21	230	262	New class	5	--
		Admin Sec (CSB)	18	19	21	241	264	2,5,10,13-formerly DP coord	3	2
		Indexer/Publ Coord	* 21	21	21	262	266	3,5,7	0	0
		Computer Operator	* 21	21	21	267	267	2,4,6,8,11	0	0

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CLASSIFICATION SCHEDULE

GRADE	PT RANGE	PROPOSED TITLE	A	CU GR	APP		Factors Changed	DIFF FROM CURR	DIFF FROM AY	
					AY GR	COM GRA				AY PTS
		Leg Indexer	*	20	20	21	256 267	2,6,8	1	1
		Admin Sec (Caucus)	*	20*	19	21	242 270	3,5,13 form. Caucus Sec	1	2
		Admin Sec to Leader	N	--	--	21	242 270	New class	--	--
		Admin Sec (LFB)	*	19	21	21	271 270	1,5,6,10	2	0
		Asst. Journal Edit	*	20	20	21	252 271	2,4,11,12,13	1	1
		Asst. Fin. Officer	*	18	18	21	230 274	3,4,5,6,7,10	3	3
		Journal Recorder	*	21	19	21	244 275	1,5,6,7,11,12,13	0	2
22	276 - 289	House Supv of Sec	*	20	20	22	261 281	3,5,6,7,8,10,13	2	2
		Admin Code Indexer		22	24	22	318 284	1,2,4,7	0	2
23	290 - 304	Asst Jnl Ed/Fin Off	*	22	21	23	263 293	5,10,11,12	1	2
		Exec. Secretary	*	24	22	23	282 299	3,6	-1	1
		Admin Coord	*	23	22	23	288 301	8,9,10,13	0	1
		Sr. Leg Text Proc	*	23	20	23	251 302	3,7,9,13	0	3
24	305 - 320	Public Info Officer	*	25	24	24	317 307	2,8,13	-1	0
		Engr/Enrolling Clerk	*	21	20	24	255 315	5,6,9,13	3	4
25	321 - 336	Fin/Personnel Admin	*	26	24	25	308 324	2,5,6,7,13	-1	1
		Senate Journal Edit	*	25	26	25	349 324	5,7,9,11,12,13	0	-1
26	337 - 354	Asst. Legal Counsel		23	24	26	307 345	1,6,9	3	2
		Leg Text Proc Supv	*	26	24	26	317 347	5,7,9,10,13	0	2
		Confidential Sec	*	22	22	26	278 350	2,3,5,9,13 form. Maj Ldr Sec	4	4
27	255 - 372	Finance Officer	*	27*	25	27	326 359	3,5,7	0	2
		Asst Cit Aide I		24	25	27	333 365	5,9	3	2
		Adm. Code Assistant	*	28	25	27	321 369	1,3,5,7,8,9	-1	2
		Adm Asst to Ldr I	N	--	--	27	375 371	New class	--	--
		Leg Res Analyst I	*	24	26	27	342 371	2,4,5,9	3	1
		LSB Res Analyst I	*	24	28	27	375 371	2,3,4,5,10	3	-1
		Fiscal Analyst I	*	24	27	27	368 371	2,4,5,10	3	0
28	273 - 392	Systems Analyst	*	32	29	28	410 379	2,4,6,10	-4	1
		Sr Run Designer		26	27	28	370 379	1,4,6,10,13	2	1
29	393 - 412									
30	413 - 433	Adm Asst to Ldr II	N	--	--	30	402 413	New class	--	--
		Leg Res Analyst II	*	26*	27	30	365 413	3,4,5,8,9	4	3
		LSB Res Analyst II	*	31	29	30	402 413	3,4,5,10	-1	1
		Fiscal Analyst II	*	27	29	30	402 413	3,4,5,10	3	1
		Asst CA for Curr.	*	28	27	30	371 415	3,5,13	2	3
		Asst Cit Aide II		24	27	30	371 415	3,5,13	6	3
		LSB Legal Counsel I	*	32*	33	30	481 423	1,2,3,4,5,10	-2	-3
31	434 - 456	Legal Analyst (CAO)		29	31	31	435 447	2,3,4,5,10,13	2	0
32	457 - 480									
33	481 - 504	LSB Legal Counsel II	N	32*	--	33	--- 486	New class	1	--
		Asst Cit Aide III			33	33	--- 490	New class	--	0
		Adm Asst to Ldr III	N	--	--	33	--- 502	New class	--	--
		Leg Res Analyst III	N	28	--	33	--- 502	New class thru appeal	5	--
		LSB Res Analyst III	N	31	--	33	--- 502	New class	2	--
		Fiscal Analyst III	N	30	--	33	--- 502	New class thru appeal	3	--
		Asst Sec Senate	*	27	29	33	435 502	1,2,3,5,7	6	4

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CLASSIFICATION SCHEDULE

GRADE	PT RANGE	PROPOSED TITLE	CU		APP		APP		Factors Changed	DIFF FROM CURR	DIFF FROM AY
			A	GR	AY	GR	AY	COM			
		Asst. Chief Clerk	*	ANN	31	33	442	503	1,2,3,5,7,8,9,10	--	2
34	505 - 531	Ad Rule Comm Leg Cns	*	32	33	34	494	508	2,5,6,10,13	2	1
		Caucus Staff Dir	*	31	31	34	449	516	2,3,4,5,9	3	3
35	532 - 558	Dep. Cit. Aide/Gen	*	33	32	35	480	533	3,5,9	2	3
		Sr. Leg Res Analyst	--	--	35	510	554	New class	--	--	
		Sr. LSB Res Analyst	*	37	34	35	510	554	1,2,3,5,8,10	-2	1
		Sr. Fiscal Analyst		34	34	35	519	554	5,9,10,13	1	1
36	559 - 587	Sr. Fls. Anlyt-PE Sup		34	34	36	519	560	5,9,10,13 form. Sr. Fisc Anlyt	2	2
		Sr. LSB Leg Counsel	*	35	36	36	569	575	5,10	1	0
		Sr. Caucus Staff Dir	N	--	--	36	449	580	New class	--	--
37	588 - 618										
38	619 - 650	Leg Edit/Act Code Ed		38	39	38	673	627	5,6,8,10,13	0	-1
		Deputy Direct - LFB		37	37	38	589	638	1,5,7,8,10	1	1
39	651 - 684	Deputy Director LSB	*	40	39	39	659	659	None	-1	0
		Speaker's Secretary	*	23	22		278	---	See secr. series		
		Senate Sec Coord	*	20	20		253	---	Position no longer exists		
		Librarian	*	22	20		256	--	Further review by directo		
		Leg Sec/CAO Clk Typt		16	14		182	---	Class no longer exists		
		Adm Asst to Maj Ldr*	*	31	30		420	---	See AA series		
		Leg Cnst I/Parlmntn		33	32		468	---	Class no longer exists		
		Adm Asst to Speaker*	*	28	29		402	---	See AA series		
		Admin Assistant (LTG)		30	29		402	---	Apply the AA I, II or III		
		Adm Asst to Min Ldr*	*	30	28		391	---	See AA series		
		Code Consultant	*	32	34		505	---	Elim title-refer to Leg Cnst series		
		Leg Cnst/System Coord	*	34	35		536	---	Elim title-refer to Leg Cnst series		

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ALL CLASSES/FINAL DECISION	FACTORS													APP COM PTS	APP COM PTS	Factors Changed					
	CU	AV	COM	KN	KN	CMP	GUI	PER	PHY	MEN	SUP	SCO	IMP				WK	HAZ	PAC	AV	COM
PROPOSED TITLE	A	GR	GR	GRA	LD	EX	JUD	SUP	CON	DEM	VIS	EXR	EFF	ERN	EN	RSK	INT	PTS	PTS		
(1)	(2)	(3)	(4)	(5)	(6)						(7)	(8)	(9)								

KEY:

- (1) PROPOSED TITLE is Arthur Young's proposed job class title.
- (2) "A" An asterisk in this field indicates the class was appealed.
A blank in this field indicates the class was not appealed.
A "N" in this field indicates that this is a proposed new class.
- (3) CU GR is the current grade for the class. An asterisk next to the grade indicates that there are multiple grades for this particular class. "ANN" means that no grade is currently assigned to this position.
- (4) AV GR is the grade assigned to the class by the consultant, Arthur Young & Co.
- (5) APP COM GRA is the Appeals Committee grade assignment.
- (6) The 13 factor scores assigned to the class by the Appeals Committee.
- (7) AV PTS are the points assigned to the class by Arthur Young & Co.
- (8) APP COM PTS are the points assigned to the class by the Appeals Committee.
- (9) Factors Changed - This column indicates which factors were changed from the Arthur Young study. Also indicates if there has been a title change or if it is a proposed new class.

ALL CLASSES/FINAL DECISION

PROPOSED TITLE	APP CU A	APP AY GR	APP COM GRA	FACTORS													APP COM PTS	APP COM PTS	Factors Changed	
				1 KN ED	2 KN FX	3 CMP JUD	4 GUI SUP	5 PER CON	6 PHY DEM	7 MEN VIS	8 SUP EXR	9 SCO EFF	10 IMP ERR	11 WK EN	12 HAZ RSK	13 PAC INT				
Porter	08	--	09	1	1	1	1	C 1	1	1	A 1	1	1	1	1	1	A 1	---	130	Not evaluated by AY
Doorkeeper	09	10	10	2	1	1	1	C 1	1	1	A 1	1	1	1	1	1	A 1	142	142	None
Bill Collating Clerk	13	11	11	2	1	1	1	C 1	1	1	A 1	1	1	2	1	1	B 2	156	153	3,5,6,10,11
Asst Bill Expeditor	13	13	11	2	1	1	1	C 1	1	1	A 1	1	1	2	1	1	B 2	174	153	4,5,10,11--Same as Bill Coll Clerk
Postmaster	10	12	11	2	1	1	1	D 1	1	1	A 1	1	1	1	1	1	B 2	163	154	4,5,6,10
Sen Chf Doorkeeper	10	13	11	2	1	1	1	D 1	1	1	C 2	1	1	1	1	1	A 1	178	156	2,4,6,10
Asst Bill Clerk	12	13	12	2	1	1	1	D 1	2	1	A 1	1	1	1	1	1	B 2	171	161	4,10
Capitol Tour Guide	11	11	12	2	2	1	1	D 1	2	1	A 1	1	1	1	1	1	B 2	154	166	2,13
Asst Sgt at Arms	13	13	13	2	1	2	2	B 2	1	1	D 2	1	2	1	1	1	B 1	170	170	2,13
Switchboard Operator	13	13	13	2	2	1	1	D 1	2	2	A 1	1	1	1	1	1	B 2	176	173	2,3,5,13
Bill Clerk	13	15	13	2	2	1	1	D 1	2	1	B 2	1	1	1	1	1	B 2	199	177	2,4,8,10
Capitol Guide Coord	15	15	14	2	2	1	2	D 1	2	1	B 2	1	1	1	1	1	B 2	195	182	3,5,10,13
Dept Clerk/Prfreader	15	15	14	3	2	2	1	C 2	1	2	A 1	2	2	1	1	1	A 2	198	184	3,5,7
Sec/Indexing Asst	15	15	14	3	2	2	2	C 2	1	2	A 1	2	2	1	1	1	A 2	196	189	2,5,7
Leg Secretary	14	14	15	3	2	2	2	D 2	1	1	A 1	1	1	2	1	1	C 1	181	193	4,7,11,13
Supply Clerk	15	--	15	3	2	2	2	D 2	2	1	A 1	2	2	1	1	1	C 2	---	193	Not evaluated by AY
Code Proofreader	15	15	15	3	2	2	1	A 1	1	4	A 1	2	2	1	1	1	A 2	198	197	3,5
Public Info Asst (S)	13	15	15	4	2	3	2	D 2	1	1	A 1	1	2	1	1	1	A 2	202	202	None
Asst to Leg Counsel	17	22	16	4	2	2	1	A 1	2	3	A 1	2	2	1	1	1	B 2	282	203	1,3,4,5,6,10,13
Sergeant-at-Arms	15	16	16	3	2	2	2	D 2	1	1	D 2	1	2	1	1	1	B 2	205	208	2,5,8,13
Lobbyist Clerk	15	14	16	3	2	2	2	D 2	1	1	A 1	2	2	1	1	1	B 3	189	209	2,5,9,13
LSB Proofreader	15	15	16	3	2	2	1	A 1	2	4	A 1	2	2	1	1	1	B 2	200	211	3,6
Leg/Comm Secretary	16	16	17	3	3	2	2	D 2	1	1	A 1	2	2	2	1	1	C 1	207	216	1,2,4,7,11,13
Records & Supply Clk	19	15	17	3	2	2	2	D 2	2	1	A 1	2	2	1	1	1	C 2	202	216	3,5,13
Leg Text Proc I	16	16	17	4	2	2	1	D 1	2	3	A 1	2	2	1	1	1	B 2	203	222	1,2,6,9
Indexer/Proofreader	15	18	17	3	3	3	2	A 2	1	4	A 1	2	2	1	1	1	A 2	229	222	1,4
Asst to Leg/Asst FO	17	15	18	4	2	2	2	D 1	1	2	A 1	2	2	1	1	1	C 3	200	228	5,13
Asst Code Indexer	15	18	18	4	4	3	2	A 2	1	3	A 1	2	2	1	1	1	A 2	229	228	2,4,7
Bill Expeditor	15	16	18	3	3	2	2	A 1	2	2	B 3	2	2	2	1	1	B 2	211	233	5,7,9,11,13
Public Info Asst	22	20	18	4	3	3	3	D 2	1	1	A 1	2	3	1	1	1	A 2	261	234	1,3
Indexing Clerk	18	18	18	3	3	2	2	C 1	2	4	A 1	2	2	1	1	1	B 2	229	236	1,5,6,7
Proofreader Supv	15	19	18	3	3	2	2	A 1	2	4	B 2	2	2	1	1	1	B 2	243	236	5,6,8
Ldr's Sec (Session)	19	20	19	4	4	2	2	D 2	1	2	A 1	2	2	1	1	1	B 2	256	242	formerly Min Ldr Sec
CAO Secretary	16	18	19	3	4	3	3	D 2	1	2	A 1	2	2	1	1	1	B 2	230	243	3,4
Adm. Asst. (Code)	19	20	20	4	4	3	2	A 2	1	4	B 2	2	2	1	1	1	A 2	255	249	8,10 form. Adm. Assistant
Recording Clerk	20	18	20	3	3	3	2	D 1	2	2	A 1	2	3	2	1	1	C 3	230	252	3,5,11,13
Compositor	18	18	20	4	3	2	2	B 2	2	4	A 1	2	2	2	2	1	B 2	228	260	6,7,10,11,12
Admin Sec (CAO)	N 16	--	21	4	4	3	3	D 2	1	2	A 1	2	3	1	1	1	B 2	230	262	New class
Admin Sec (CSB)	18	19	21	4	4	3	3	D 2	1	2	A 1	2	2	1	1	1	C 2	241	264	2,5,10,13--formerly BP Coord.
Indexer/Publ Coord	21	21	21	4	4	4	3	C 2	1	3	A 1	2	3	1	1	1	A 2	262	266	3,5,7
Computer Operator	21	21	21	4	4	4	3	B 2	2	1	A 1	3	2	2	1	1	B 2	262	267	2,4,6,8,11
Leg Indexer	20	20	21	4	4	3	2	C 2	2	3	B 2	2	2	1	1	1	B 2	256	267	2,6,8
Admin Sec (Caucus)	20*	19	21	3	4	3	3	D 2	2	2	A 1	2	2	1	1	1	C 3	242	270	3,5,13 form. Caucus Sec.
Admin Sec to Leader	N --	--	21	3	4	3	3	D 2	2	2	A 1	2	2	1	1	1	C 3	242	270	New class
Admin Sec (IFB)	19	21	21	3	4	3	3	D 2	2	2	A 1	2	2	1	1	1	C 3	271	270	1,5,6,10
Asst. Journal Edit	20	20	21	4	4	3	2	B 2	2	3	B 2	2	2	2	2	1	B 2	252	271	2,4,11,12,13
Asst. Fin. Officer	18	18	21	4	4	3	3	C 3	1	3	A 1	2	3	1	1	1	B 2	230	274	3,4,5,6,7,10
Journal Recorder	21	19	21	3	4	3	2	C 1	2	3	A 1	2	3	2	2	1	C 3	244	275	1,5,6,7,11,12,13
House Supv of Sec	20	20	22	4	4	4	3	C 2	1	2	E 2	2	1	1	1	1	C 2	261	281	3,5,6,7,8,10,13
Admin Code Indexer	22	24	22	5	4	3	2	C 2	1	3	B 2	2	3	1	1	1	B 2	318	284	1,2,4,7
Asst Jnl Ed/Fin Off	22	21	23	4	4	3	3	C 3	2	3	A 1	2	3	2	2	1	B 2	263	293	5,10,11,12
Exec. Secretary	24	22	23	4	4	4	3	D 2	2	2	A 1	2	3	1	1	1	C 3	282	299	3,6
Admin Coord	23	22	23	4	4	3	2	D 2	2	3	A 1	3	2	1	1	1	C 3	288	301	8,9,10,13
St. Leg Text Proc	23	20	23	4	4	3	2	B 2	2	4	A 1	3	2	1	1	1	C 3	251	302	3,7,9,13
Public Info Officer	25	24	24	5	4	4	4	D 3	1	1	B 3	2	3	1	1	1	B 2	317	307	2,8,13
Engr/Enrolling Clerk	21	20	24	4	4	3	3	D 2	2	3	A 1	3	3	1	1	1	C 3	255	315	5,6,9,13
Fin/Personnel Admin	26	24	25	5	5	3	3	C 3	1	3	A 1	2	3	1	1	1	C 2	308	324	2,5,6,7,13
Senate Journal Edit	25	26	25	4	5	4	3	B 2	4	2	B 3	3	3	2	2	1	B 2	349	324	5,7,9,11,12,13

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ALL CLASSES/FINAL DECISION

PROPOSED TITLE	CU	AY GR	APP COM GRA	FACTORS													APP COM PTS	APP COM PTS	Factors Changed
				1 KN ED	2 KN EX	3 CMP JUD	4 GUI SUP	5 PER CON	6 PHY DEM	7 MEN VIS	8 SUP EXR	9 SCO EFF	10 IMP ERR	11 WK LN	12 HAZ RSK	13 PAC INT			
Asst. Legal Counsel	23	24	26	5	5	3	3	B 3 2	3	A 1 3	3	1	1	C 3	307	345	1,6,9		
Leg Text Proc Supv	26	24	26	4	5	3	3	B 2 2	4	B 3 3	2	1	1	C 3	317	347	5,7,9,10,13		
Confidential Sec	22	27	26	4	5	4	3	D 3 2	2	A 1 3	3	1	1	C 3	278	350	2,3,5,9,13 form. Maj Ldr Sec		
Finance Officer	27*	25	27	5	5	4	3	C 3 1	3	B 3 2	3	1	1	C 3	326	359	3,5,7		
Asst Cit Aide I	24	25	27	6	4	4	3	D 4 1	1	A 1 3	3	2	1	B 2	333	365	5,9		
Adm. Code Assistant	28	25	27	5	5	4	3	D 3 1	3	C 3 3	3	1	1	B 2	321	369	1,3,5,7,8,9		
Adm Asst to Ldr I	N --	--	27	6	3	4	3	D 4 2	1	A 1 3	3	1	1	C 3	375	371	New class		
Leg Res Analyst I	24	26	27	6	3	4	3	D 4 2	1	A 1 3	3	1	1	C 3	342	371	2,4,5,9		
LSB Res Analyst I	24	28	27	6	3	4	3	D 4 2	1	A 1 3	3	1	1	C 3	375	371	2,3,4,5,10		
Fiscal Analyst I	24	27	27	6	3	4	3	D 4 2	1	A 1 3	3	1	1	C 3	368	371	2,4,5,10		
Systems Analyst	32	29	28	6	5	4	3	C 3 1	3	A 1 3	3	1	1	B 3	410	379	2,4,6,10		
Sr Run Designer	26	27	28	6	5	4	3	C 3 1	3	A 1 3	3	1	1	B 3	370	379	1,4,6,10,13		
Adm Asst to Ldr II	N --	--	30	6	4	5	3	D 4 2	1	B 2 3	3	1	1	C 3	402	413	New class		
Leg Res Analyst II	26*	27	30	6	4	5	3	D 4 2	1	B 2 3	3	1	1	C 3	365	413	3,4,5,8,9		
LSB Res Analyst II	31	29	30	6	4	5	3	D 4 2	1	B 2 3	3	1	1	C 3	402	413	3,4,5,10		
Fiscal Analyst II	27	29	30	6	4	5	3	D 4 2	1	B 2 3	3	1	1	C 3	402	413	3,4,5,10		
Asst CA for Corr.	28	27	30	6	4	5	3	D 4 1	1	A 1 3	3	2	4	C 2	371	415	3,5,13		
Asst Cit Aide II	24	27	30	6	4	5	3	D 4 1	1	A 1 3	3	2	4	C 2	371	415	3,5,13		
LSB Legal Counsel I	32*	33	30	7	3	4	3	D 4 2	1	A 1 3	3	1	1	C 3	401	423	1,2,3,4,5,10		
Legal Analyst (CAO)	29	31	31	8	4	4	3	D 4 1	1	A 1 3	3	2	1	C 2	435	447	2,3,4,5,10,13		
LSB Legal Counsel II	N 32*	--	33	8	4	5	3	D 4 2	1	B 2 3	3	1	1	C 3	---	486	New class		
Asst Cit Aide III	--	33	33	6	5	6	3	D 4 1	1	B 2 3	3	2	4	C 3	---	490	New class		
Adm Asst to Ldr III	N --	--	33	6	5	6	4	D 4 2	1	B 2 4	3	1	1	C 3	---	502	New class		
Leg Res Analyst III	N 28	--	33	6	5	6	4	D 4 2	1	B 2 4	3	1	1	C 3	---	502	New class thru appeal		
LSB Res Analyst III	N 31	--	33	6	5	6	4	D 4 2	1	B 2 4	3	1	1	C 3	---	502	New class		
Fiscal Analyst III	N 30	--	33	6	5	6	4	D 4 2	1	B 2 4	3	1	1	C 3	---	502	New class thru appeal		
Asst Sec Senate	27	29	33	5	6	6	4	C 4 2	3	D 3 3	4	1	1	C 3	401	503	1,2,3,5,7		
Asst. Chief Clerk	ANN	31	33	5	6	6	4	C 4 2	2	D 3 4	3	1	1	C 3	442	503	1,2,3,5,7,8,9,10		
Ad Rule Comm Leg Cns	32	33	34	8	5	5	4	C 5 1	1	A 1 4	3	1	1	B 2	494	508	2,5,6,10,13		
Caucus Staff Dir	31*	31	34	6	4	6	5	D 4 2	1	C 3 4	4	1	1	C 3	449	516	2,3,4,5,9		
Dep. Cit. Aide/Gen	33	32	35	6	5	6	4	C 5 1	1	C 3 4	4	2	4	C 2	480	533	3,5,9		
Sr. Leg Res Analyst	--	35	7	5	6	4	4	D 4 2	1	B 2 4	3	1	1	C 3	510	554	New class		
Sr. LSB Res Analyst	37	34	35	7	5	6	4	D 4 2	1	B 2 4	3	1	1	C 3	510	554	1,2,3,5,8,10		
Sr. Fiscal Analyst	34	34	35	7	5	6	4	D 4 2	1	B 2 4	3	1	1	C 3	519	554	5,9,10,13		
Sr. Fis. Anlyt-PE Sup	34	34	36	7	5	6	4	D 4 2	1	D 2 4	3	1	1	C 3	519	560	5,9,10,13 form. Sr. Fisc Analyst		
Sr. LSB Leg Counsel	35	36	36	8	5	6	4	D 4 2	1	B 2 4	3	1	1	C 3	569	575	5,10		
Sr. Caucus Staff Dir	N --	--	36	6	6	6	5	D 4 2	1	C 3 4	4	1	1	C 3	449	580	New class		
Leg Edit/Act Code Ed	38	39	38	8	6	6	5	C 4 1	3	D 2 4	4	1	1	B 2	673	627	5,6,8,10,13		
Deputy Direct - LFB	37	37	38	7	6	6	5	D 4 2	1	D 3 4	4	1	1	C 3	589	638	1,5,7,8,10		
Deputy Director LSB	40	39	39	8	6	6	5	D 4 2	1	D 3 4	4	1	1	C 3	659	659	None		

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PROPOSED TITLE	CU	AY GR	APP COM GRA	1 KN ED	2 KN EX	3 CMP JUD	4 GUI SUP	5 PER CON	6 PHY DEM	7 MEN VIS	8 SUP EXR	9 SCO EFF	10 IMP ERR	11 WK LN	12 HAZ RSK	13 PAC INT	APP COM PTS	APP COM PTS	Factors Changed
*Speaker's Secretary	23	22		4	4	3	3	D 2 2	2	A 1 2	3	1	1	C 2	278	---	---	---	See ser. series
*Senate Sec Coord	20	20		4	4	3	2	D 1 1	2	A 1 2	3	1	1	C 2	253	---	---	---	Position no longer exists
*Librarian	22	20		4	4	3	3	C 2 1	3	A 1 2	3	1	1	B 1	256	---	---	---	Further review by director
*Leg Sec/CAO Clk Typt	16	14		3	2	2	1	D 1 1	2	A 1 1	2	1	1	C 1	182	---	---	---	Class no longer exists
Adm Asst to Maj Ldr	31*	30		6	4	4	4	D 4 2	1	B 2 3	4	1	1	C 3	420	---	---	---	See AA series
*Leg Cnst I/Parlimtn	33	32		8	4	5	4	B 4 2	1	B 2 3	4	1	1	B 3	468	---	---	---	Class no longer exists
Adm Asst to Speaker	28	29		6	4	4	4	D 3 2	1	B 2 3	4	1	1	C 3	402	---	---	---	See AA series
*Admin Assistant(LTG)	30	29		6	4	4	4	D 4 1	1	A 1 3	4	1	1	C 3	402	---	---	---	Apply the AA I, II or III schedule
Adm Asst to Min Ldr	30	28		6	4	4	4	D 3 2	1	A 1 3	4	1	1	C 3	391	---	---	---	See AA series
*Code Consultant	32	34		8	4	5	4	C 4 2	1	A 1 4	4	1	1	C 3	505	---	---	---	Elim. title refer to Leg Cnst series
*Leg Cnst/System Coord	34	35		8	5	5	4	D 3 2	2	A 1 4	4	1	1	C 3	536	---	---	---	Elim. title refer to Leg Cnst series

ADDENDUM
REPORT OF THE
COMPARABLE WORTH STAFF COMMITTEE
AND THE
COMPARABLE WORTH APPEALS COMMITTEE

Issued: September 3, 1986

ADDENDUM TO THE REPORT OF THE COMPARABLE WORTH STAFF COMMITTEE
AND THE COMPARABLE WORTH APPEALS COMMITTEE

Review of the report issued by the Staff Committee on August 18 indicates a total of three omissions and typographical errors which are corrected by this addendum. The omissions and typographical errors are as follows:

1. The job series for Leader's Administrative Assistants should have been a four classification series rather than a three classification series. The corrected pages 76 and 77 are attached.

2. The fourth column on the summary sheet for the Legislative Research Analyst Job Series was mistitled. The title is "SENIOR LEGISLATIVE ANALYST LEVEL". The corrected page 82 is attached.

3. The staff committee's proposed classification for "LEGISLATIVE TEXT PROCESSOR II" was left out of the report. The correct page 135A is attached.

DP:cf

GENERAL DECISION IN REGARD TO
LEADER'S ADMINISTRATIVE ASSISTANTS

The Appeals Committee followed a line of reasoning very similar to that used for the leaders' secretaries when it reviewed the leaders' administrative assistants. Again, the feeling of the Committee was that the role of a leader's administrative assistant is not determined by the particular leader's position or by the structural set-up of the administrative assistant position, but rather is determined by the leader in deciding what role the legislative leader would like the administrative assistant to perform. In a manner analogous to that of a leader's executive secretary, the Appeals Committee felt that a job series should be set up allowing for four levels of administrative assistants and allowing the legislative leader to select what level would be appropriate for his or her administrative assistant based on the role duties and responsibilities assigned to the administrative assistant.

The Committee reviewed the various roles and responsibilities of persons holding these positions and developed factor-scores for the four different levels that the Committee perceived these positions to be operating on. Immediately following this summary of the general decision, there will be found the factor-scores for the four levels. Also, there is included the factor-scores of the consultant and the appellants for the positions reviewed in reaching this general decision. The review for this job series also included the position of Administrative Assistant to the Lieutenant Governor, which is included in the review of unappealed positions.

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATION: LEADER'S ADMINISTRATIVE ASSISTANT I, II, III AND SENIOR LEADER'S ADMINISTRATIVE ASSISTANT

<u>FACTOR</u>	<u>ADM. ASST.I. LEVEL</u>	<u>ADM. ASST.II LEVEL</u>	<u>ADM. ASST.III LEVEL</u>	<u>SR. ADM ASST. LEVEL</u>
1.Knowledge-Ed.	<u>6</u>	<u>6</u>	<u>6</u>	<u>7</u>
2.Knowledge-Exp.	<u>3</u>	<u>4</u>	<u>5</u>	<u>5</u>
3.Job Complexity	<u>4</u>	<u>5</u>	<u>6</u>	<u>6</u>
4.Guidelines/Superv.	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
5.Pers. Contacts	<u>D4</u>	<u>D4</u>	<u>D4</u>	<u>D4</u>
6.Physical Demands	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
7.Mental/Visual Dem.	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
8.Superv.Exercised	<u>A1</u>	<u>B2</u>	<u>B2</u>	<u>B2</u>
9.Scope/Effect	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
10.Impact of Error	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
11.Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
12.Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
13.Pace/Interruptions	<u>C3</u>	<u>C3</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>371</u>	<u>413</u>	<u>502</u>	<u>554</u>
GRADE LEVEL:				
CURRENT <u>Various</u>	<u>27</u>	<u>30</u>	<u>33</u>	<u>35</u>

COMPARABLE WORTH APPEALS COMMITTEE

DECISION ON COMPARABLE WORTH APPEAL

COMMITTEE'S PROPOSED JOB CLASSIFICATION: LEGISLATIVE RESEARCH ANALYST JOB SERIES

<u>FACTOR</u>	<u>LEGISLATIVE ANALYST I LEVEL</u>	<u>LEGISLATIVE ANALYST II LEVEL</u>	<u>LEGISLATIVE ANALYST III LEVEL</u>	<u>SENIOR LEGISLATIVE ANALYST LEVEL</u>
1. Knowledge-Ed.	<u>6</u>	<u>6</u>	<u>6</u>	<u>7</u>
2. Knowledge-Exp.	<u>3</u>	<u>4</u>	<u>5</u>	<u>5</u>
3. Job Complexity	<u>4</u>	<u>5</u>	<u>6</u>	<u>6</u>
4. Guidelines/Superv.	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
5. Pers. Contacts	<u>D4</u>	<u>D4</u>	<u>D4</u>	<u>D4</u>
6. Physical Demands	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>B2</u>	<u>B2</u>	<u>B2</u>
9. Scope/Effect	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
10. Impact of Error	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>C3</u>	<u>C3</u>	<u>C3</u>	<u>C3</u>
TOTAL POINTS	<u>371</u>	<u>413</u>	<u>502</u>	<u>554</u>
PROPOSED GRADE LEVELS:				
CURRENT <u>Various</u>	<u>27</u>	<u>30</u>	<u>33</u>	<u>35</u>

COMPARABLE WORTH STAFF COMMITTEE
REVIEW OF COMPARABLE WORTH CLASSIFICATION

COMMITTEE'S PROPOSED JOB CLASSIFICATION: LEGISLATIVE TEXT PROCESSOR II

<u>FACTOR</u>	<u>CONSULTANT'S LEVEL</u>	<u>COMMITTEE'S LEVEL</u>
1. Knowledge-Ed.	*	4
2. Knowledge-Exp.	*	3
3. Job Complexity	*	2
4. Guidelines/Superv.	*	1
5. Pers. Contacts	*	D1
6. Physical Demands	*	2
7. Mental/Visual Dem.	*	4
8. Superv. Exercised	*	A1
9. Scope/Effect	*	2
10. Impact of Error	*	2
11. Wk. Environment	*	1
12. Hazards/Risks	*	1
13. Pace/Interruptions	*	C2
 TOTAL POINTS	 *	 260
 GRADE LEVEL:		
CURRENT <u>20</u>	*	<u>20</u>

*Consultant did not evaluate this position