

# MAINE STATE LEGISLATURE

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**Classification and Pay Plan for  
Employees of the Maine Legislature**

**Prepared by the  
National Conference of State Legislatures  
November 1993**

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## INTRODUCTION

In May 1993, the Maine Legislative Council contracted with the National Conference of State Legislatures (NCSL) to conduct a classification and compensation study for the Maine Legislature. This study builds on the 1986 Classification and Pay Plan for nonpartisan and leadership staff which were prepared for the Maine Legislature by NCSL. In 1993, the Council asked NCSL to:

- 1) Develop a classification and compensation structure for those legislative employees whose positions had not been formally classified with a goal of maintaining equity with the existing Classification and Salary Plans.
- 2) Review selected positions that were included in the 1986 Classification Study which have been identified as having had a significant change in function and/or scope of responsibility since originally classed.
- 3) Conduct a general assessment of the extent to which the existing Classification and Compensation Plans have maintained both internal consistency and parity with comparable nonlegislative positions.
- 4) Provide recommendations to the Legislative Council regarding a structure and process by which the Council can address future reclassification requests internally.

This report represents the conclusion of the project and incorporates the 1986 and 1993 studies into updated legislative classification and pay plans for the Maine Legislature.

The NCSL appreciates the cooperation and assistance of Representative Dan Gwadowsky, Legislative Council Chair, Maine legislative leaders and the members of the Personnel Committee who have invested their time and effort in developing the legislative institution in Maine and acknowledging the contributions and development of Maine legislative staff. Joe Mayo, Joy O'Brien and Sally Tubbesing provided thoughtful comments, information and guidance throughout the project. We also acknowledge the cooperation and professional assistance of Dick Sawyer and other managers in the Maine Legislature. Lastly, we thank the Maine legislative staff for their comments and cooperation in the study.

## **EXECUTIVE SUMMARY**

**Finding 1:** A separate classification plan is needed for staff in the Offices of Secretary of the Senate and Clerk of the House. There exists a need for classification and compensation parity between the two offices and parallel practices similar to those already in existence for nonpartisan and leadership staff employees.

### **Recommendations:**

- 1. Eight salary groups with 16 job classes are proposed for Secretary of the Senate and Clerk of the House employees. Staff in each office will be clustered into closely related jobs based on qualifications required, typical duties performed, and kinds of work relationships involved.**
- 2. The pay plan for the Offices of Secretary of the Senate and Clerk of the House should be closely linked with those in place for nonpartisan and leadership staff. The nonpartisan pay scale with minor modifications currently is used for leadership staff in the Senate and House. The nonpartisan pay scale should be extended to the Offices of the Senate Secretary and House Clerk so that all legislative staff fall under the same compensation schedule.**

**Finding 2:** A more finely differentiated classification system is needed for nonpartisan staff to more accurately reflect the work being done in the Legislature.

### **Recommendations:**

- 1. The current classification system based on 38 job classes in 15 salary groups should be maintained with a limited number of additions and changes in job classes within the salary groups. The changes are recommended on the basis of changes in job skill**



requirements, the elimination or consolidation of positions, and technological changes.

2. **The addition of "senior" classes in the information services, research and secretarial areas are recommended to provide promotional opportunities for those staff who acquire advanced skills, assume increased responsibilities and demonstrate high performance.**
3. **New job titles and classifications are proposed for those employees who have never been classified under the current system.**

Finding 3: The compensation plan currently in existence for the Maine Legislature provides parity with those used by other branches of Maine state government. However, salaries are not on the same level as those found in other state legislatures.

**Recommendations:**

1. **Periodically, the Legislative Council should explicitly consider its philosophy of compensation vis a vis other state legislatures and the Executive branch. The Legislature's competitive position will be largely a matter of preferences that are shaped by political, economic and management considerations.**

Finding 4: There is a need for a methodology which will allow the legislature to update its classifications and compensation plans. The plan needs to be maintained and updated on a regular basis as part of the Council's routine personnel maintenance practices in order for the plans to be effective management tools.

**Recommendations:**

1. **The Legislature should consult with the Hay Group on the use of the Hay Classification/Job Analysis system for updating its classification plan. The Hay**

system, currently used by the Executive branch, will provide the Legislature with a systematic way of classifying and reclassifying positions.

2. The compensation plan should be updated annually to parallel changes in executive branch compensation.
3. The Legislature should analyze its compensation plan vis a vis the benchmark positions in state government, private employment and other state legislatures at a minimum of every five years or sooner if warranted. This will provide the Legislature with the opportunity to review and adjust its compensation accordingly.

These findings result from a number of factors:

1. In 1986, the compensation philosophy of the Legislative Council was one of being highly competitive, that is, legislative salaries were set at a range which started 10 percent above those of the Executive branch. Since 1986, changes in the Maine economy forced the Legislative and Executive branches of state government to make reductions in or freeze staff compensation. Legislative branch salaries fell behind comparable positions in the Executive branch, private employment and other state governments. In September 1993, the Maine Legislative Council adjusted its pay scales to a level that provides parity with the Executive branch but not with comparable positions found in other states. The five and three percent salary increases granted to Executive branch employees in 1991 though not to the Legislature leaves legislative salary scales below the 1986 competitive level. The new pay scales, however, should not hamper recruitment or retention of quality staff.
2. In the original compensation and pay plan in 1986, the Legislature received guidelines on compensation related practices and the maintenance of its classification and compensation plan. While many of these recommendations have been implemented and followed, there has been a general reluctance related to the Legislature's budget to provide promotions to "senior" job classifications as a way to reward those staff who

have demonstrated exemplary performance on the job, gained special expertise, or assumed additional responsibilities. The 1986 study also recommended the use of two step increases as a reward for high-performing staff in jobs where promotion to a "senior" class was not an option. For economic and management reasons, the two step increase also has not been used as a compensation tool. As a result, the study team found a number of employees have "out grown" their current classifications. To maintain the integrity of the classification system and provide performance incentives, the Legislative Council needs to fully utilize the promotional opportunities in the plan.

3. In the past seven years, changes in work conditions and in the nature of work itself have affected the Maine Legislature. Technology changed and new job skills are now required. Positions have been eliminated and consolidated over time. Special legislative demands and new assignments have greatly affected certain positions in the classification system. The study team recommends the addition or reinstatement of selected classifications and the elimination of others to better reflect the current nature of legislative work.

Overall, the study team found that the Legislative Council, Maine leadership and legislative staff remain committed to a highly competent and motivated work force. The Council's recent adjustments to the compensation plan illustrate this commitment. We encourage the Council to continue its management philosophy through the adoption, use and continued monitoring of the management practices contained in this report.

## **CLASSIFICATION PLAN**

## **CLASSIFICATION PLAN FOR THE MAINE LEGISLATURE**

A classification plan is not just a set of job descriptions or job titles. It is a document that:

- o reflects working units, supervisory relationships and subordinate responsibilities;
- o provides a consistent framework for recruitment, advancement, performance evaluation and other personnel decisions;
- o creates career ladders and advancement opportunities for employees who desire to move upward and are willing to work toward the requirements of a more responsible job;
- o allows staff directors to identify training needs to advance or promote staff; and
- o provides a management tool with which to ensure fair treatment of employees and equal pay for equal work.

There are two classification plans currently in use in the Maine Legislature. The nonpartisan classification plan consists of 15 salary groups with 38 job classes, which describe the distinguishing characteristics of full-time nonpartisan positions within the Legislature, give examples of the types of work performed and identify the minimum education, experience and qualifications required. The leadership staff classification system consists of five salary groups with six job classes along with distinguishing job characteristics. The leadership staff plans are included in the Addenda for informational and comparative purposes only. The nonpartisan classification and leadership staff plans were approved by the Maine Legislative Council in 1986 following studies by NCSL.

Both classification plans were developed from information gathered through questionnaires completed by every employee and personal interviews with staff members. Each position was evaluated and rated in terms of its duties and responsibilities,

independence of action, personnel authority, knowledge and skills required, work relationships and working conditions. The 1993 study has followed the same methodology of questionnaires, personal interviews with 50 staff members and an evaluation of positions. Greatest weight in classifying positions was given to:

- 1) duties and responsibilities--complexity and difficulty of tasks performed and scope and effect of an employee's job;
- 2) independence of action--variety and complexity of decisions made, supervision received, consequence of error, analytical thinking required; and
- 3) working relationships--the extent, variety and complexity.

As a result of this study, 16 new job classes in eight salary groups are proposed for the offices of Secretary of the Senate and Clerk of the House. The new classes describe the work of those staff employed by the Secretary and Clerk. The new salary groupings and classifications correspond to the appropriate classifications already in place for nonpartisan and leadership staff.

The classification plan for the Clerk and Secretary's offices, the proposed changes in the nonpartisan classification schedule and the addition of committee clerks into the Legislature's classification and compensation plans were reviewed and discussed with all office directors and all employees were given an opportunity to comment.

#### **A. Proposed Classification Plan for the Offices of Secretary of the Senate and Clerk of the House**

Two goals were present in examining and developing a classification plan for the staff in the offices of the Secretary of the Senate and Clerk of the House. The first was the issue of parity between the two offices--that is, a classification plan that treats similar jobs fairly and equitably between the two offices. Since these staff had not been classified before this

study, employees found it difficult to understand their placement in the existing pay scales vis a vis other legislative staff. Both the Secretary and Clerk historically have given serious consideration to placement of staff in grades, but over time, the existing classifications and individual pay scales have become difficult to administer. Many of the staff in the Secretary and Clerk's office have many years experience with the legislature, and longevity has played a far greater role than duties and responsibilities in determining where staff are placed in pay scales.

Second, classifications for the two offices were developed with the goal of insuring equity and comparability with the classifications for nonpartisan and leadership staff. Where possible and appropriate, classifications mirror those in the other systems in terms of responsibilities, independence, and skills and qualifications.

Questionnaires were distributed and interviews conducted with almost all staff in the offices of the Secretary of the Senate and Clerk of the House. Because the study team arrived late in the legislative session, a few pages were not interviewed. Questionnaires were scored based on specific job responsibilities, workload, skills, interaction with others, qualifications, and job responsibilities. In the Secretary and Clerk's offices, positions fall into three basic categories. First, both the Senate and House employ around 15 to 20 session-only chamber employees. These staff principally provide support to members in the chamber and full-time staff in the two offices. Many of the responsibilities of chamber staff (pages, doorkeepers, couriers, clerks and others) are interchangeable. Daily responsibilities are often routine and performed under the close supervision of others. The responsibilities are such that chamber staff can perform others' jobs without training or advanced instruction.

The second category includes staff who perform secretarial or clerical functions which are very similar to jobs in leadership and nonpartisan offices. These staff may or may not provide full-time support to the legislature. These individuals work directly for members and staff. Job functions are varied; at higher levels the positions require some knowledge of and experience in legislative process and procedure. The jobs may be interchangeable. While these individuals may have responsibility for a specific job product or function, it does not comprise the majority of the job but rather is a small piece of it. Examples of these positions include secretaries, executive secretaries, and senior executive secretaries. The job descriptions and qualifications for these positions parallel similarly-titled jobs in leadership offices.

The last category of staff include the Journal Clerk, Index Clerk, Calendar Clerk and Chief Calendar Clerk. These staff produce unique work products for the Legislature such as the journal and calendar. These documents have specific legal standing on behalf of the Legislature as part of its records and historical proceedings. In each case, the work product comprises the major responsibility of the job though other tasks may be assigned. These jobs require considerable knowledge of legislative process and procedure. There is less interchangeability between jobs though cross training for vacancies should remain a goal wherever possible. Experience in the legislature is a requirement.

In developing the proposed classification plan, specific titles in each office were eliminated or changed wherever possible to provide a parallel job class structure for the Senate and House. The title of chamber staff is used generically in the plan to describe the session-only positions of page, doorkeeper, sound system operator, assistant document clerk, tour guide and assistant sergeant at arms. The specific titles should be retained and used when the legislature is in session to help members and staff understand the functions of these positions.



**SECRETARY OF THE SENATE  
CLERK OF THE HOUSE**

**CLASSIFICATIONS**

<b>Salary Group</b>	<b>Job Class</b>
2	<u>Chamber Staff</u>
	Doorkeeper
	Page
	Sound System Operator
	Tour Guide
	Assistant Legislative Document Clerk
3	Assistant Sergeant at Arm
	Secretary/Stenographer/Receptionist
	Postmaster
	Sergeant at Arms
4	Document Clerk
	Executive Secretary
5	Journal Clerk*
	Reporter
6	Calendar Clerk*
	Index Clerk*
	Senior Executive Secretary
8	Chief Calendar Clerk*
11	Assistant Secretary of the Senate
	Assistant Clerk of the House
14	Secretary of the Senate
	Clerk of the House

Promotions to the positions marked with an asterisk (\*) would be available only as vacancies occur and would be filled preferably from within the office or from within the legislature with an individual who meets the qualifications.

In the future, the Secretary, Clerk and presiding officers may want to consider restructuring the duties of page, assistant sergeant at arms and sergeant at arms. Currently, all three positions report directly to the Secretary or Clerk and operate with limited and comparable autonomy or independence. If in the future, the Sergeant at Arms and Assistant Sergeant at Arms assume additional responsibility for supervising pages and a degree of independence in determining the flow of work, the classifications should be upgraded one salary group to better reflect reporting relationships. This change would be similar to the staffing pattern found in other states where the Assistant Sergeant at Arms has assumed a role of "second in command" and has a greater responsibility for supervising session-only chamber staff. At present, a pay differential of at least two steps should exist between assistant sergeant at arms and pages.

The salaries for the Assistant Secretary of the Senate, Assistant Clerk of the House, Secretary of the Senate and Clerk of the House are set by statute in Maine. The Assistants currently are in salary group 9. In scoring and evaluating the positions of Assistant Secretary of the Senate and Assistant Clerk of the House, the study team found their current pay level to be low given their assigned management duties. These two positions have direct responsibility for certain aspects of chamber administration. The two individuals provide direct supervision to selected office staff, operate with the authority of the Secretary or Clerk in his or her absence, and provide services which affect the Legislature as a whole. These management responsibilities are more extensive than those found in mid-management nonpartisan positions. At the same time, the positions do not require the graduate-level education or experience found in the more senior nonpartisan

management jobs beginning in salary group 12. It is recommended that the positions of the Assistant Secretary and Assistant Clerk be placed in salary group 11--a level between the nonpartisan Administrative Services Manager (salary group 10) and the nonpartisan Principal Analyst and Manager of Computer Services (salary group 12). Implementation of this recommendation will require a change in statutory language.

No change is recommended in the current salary group 14 assignment for the Secretary of the Senate and Clerk of the House.

#### **B. Changes in the Non Partisan Classification Plan**

The current study of the nonpartisan system focused on a review of 14 positions which were identified by the Legislative Council as having had a significant change in function or scope since the 1986 study. The Legislative Council's desire to review targeted positions is a sound one. The Maine Legislature has a considerable investment of resources in its legislative staff. Changes in office functions, service demands, the elimination or consolidation of positions, technological advances, and heightened or advanced job skills are appropriate reasons for evaluating and reclassifying jobs. If the classification plan is not kept up-to-date and amended as jobs change, then its use as a management tool is diminished.

In any classification plan, however, positions exist in close proximity to one another, and the review of only a few select job classes can lead to problems. Given the history of salary freezes and limitations on promotions that Maine has had to impose, certain employees may get favorable treatment in a targeted review while others (equally deserving) are overlooked because the review process accommodates them no recourse for salary adjustments. The Council's recent approval of across-the-board salary adjustments alleviates most of the potential for inequities to arise. The study team also urges the full

use of senior positions for regular promotions and ongoing reclassification of positions as jobs change in the future.

The 14 positions reviewed in this study involve a number of reclassification issues, but generally fall into three categories: 1) people who have outgrown their jobs and can be promoted within the existing plan; 2) people who have outgrown their jobs but have no where to go in the plan, therefore the need for a few new promotional classifications; and 3) jobs that have outgrown their salary group and should be reassigned to another pay level. The study team also recommends the deletion of certain classifications which are no longer used.

#### **1. The Use of Existing Positions for Promotional Opportunities**

The study team found the current classification plan adequate to cover four of the positions which were reviewed. In two instances, the study team found that current staff were already placed in the appropriate job class. The study team recommends that the Legislative Council consider promoting targeted staff using the existing career ladders. (A separate memo outlining these personnel actions will be provided to the Executive Director.)

#### **2. The Use of Senior Positions**

The 1986 plan led to the adoption of legislative career ladders, and with this study further refinements are recommended for clerical and professional employees. Career ladders give the Legislature and office directors an opportunity to train, develop, promote and reward employees as they gain experience, take on increasing responsibility, and become more valuable to the Legislature. In the plan, career ladders not only recognize the potential for employees to move into higher levels or technical positions but also the

potential for employees to be rewarded for special expertise, leadership and maturity, gained through their experience and demonstrated competence in Maine.

In 1986, there were a few job classes that covered a small number of employees for whom career advancement opportunities were limited by the nature of their jobs or the size of their office. It did not seem necessary at that time to create "senior" promotional classes, but it was felt that those employees should not be penalized in terms of their opportunity for advancement. To compensate for the lack of career ladders, a special one-time, two-step increase was recommended when an employee meets the same high standards of demonstrated competence expected of an employee being promoted to a "senior" class. In practice, the two-step increase has not been used as a way to reward employees in these seven job classes. Therefore, the study team recommends that this option be eliminated as a management and compensation tool.

In addition to the fact that the two-step increase option has not been utilized as hoped, two other changes lie behind the recommendation for new "senior" positions. First, of the seven job classes affected by this original policy, the computer and research areas have undergone significant changes. Changes in legislative computer technology necessitate continual training in and learning of advanced job skills, therefore the addition and use of senior positions in these areas is highly desirable.

Second, current thinking in personnel management places greater emphasis on a learning model approach to job structure. Under the learning model, it is important to not only reward employees for exemplary performance but also for their ability and willingness to adapt to new job requirements and learn new skills. Senior positions are an ideal way to respond to such changes. This kind of professional development and the value of advanced skills should be acknowledged in the classification plan even when the number of

employees in a particular job class is not large. The study team recommends the following refinement in the career ladders of the nonpartisan classification plan:

**Secretarial Ladder**

Secretary

Senior Secretary

(Senior Technical Secretary)

\*Administrative Secretary

\*(Senior Administrative Secretary)

\*Administrative Coordinator

**Information Systems Ladder**

Computer Operator

Office Support Technician

Technical Support Coordinator

(Senior Technical Support Coordinator)

Computer Programmer/Analyst

Senior Computer Programmer/Analyst

**Research/Analyst/Attorney Ladder**

Research Assistant

(Research Associate)

Analyst/Attorney

Senior Analyst/Attorney

\*Principal Analyst/Attorney

\*Deputy Director

\*Director

**Technical Ladder**

Legislative Technician

Senior Legislative Technician

\*Supervising Technician

\*Administrative Coordinator

Job classes in parentheses are proposed additions to the existing career ladders. Job classes marked with an asterisk are limited in number and would be available for promotions only when vacancies occur. For example, there is no more than one Administrative Secretary in each office, typically the secretary to the director or the secretary to whom office-wide administrative responsibilities are assigned. Similarly, there is intended to be only one Deputy Director in an office, and the roles and responsibilities of Administrative Coordinators or Principal Analysts are specific to a given position.

The term "senior" is used in the job title of those classifications to which an employee may be promoted without a significant change of duties and responsibilities. There is no specified number of "senior" positions, and promotions to these positions would not be contingent upon a vacancy being available. New employees generally should not be hired initially into these classes, but rather would be considered for promotion after a period of time. It is important that the Council use the senior positions as recommended because of equity issues as well as a way to foster employee morale. Promotions into "senior" classes should not be automatic, but rather should be carefully awarded to only those employees who meet high standards of demonstrated competence, quantity and quality of work products, maturity, independence and leadership.

Changes in technology, the use of advanced skills and increased independence all play a role in the recommendation to add new positions to the secretarial, information systems, and research sequences. In the secretarial ladder, there is currently no differentiation between those secretaries with advanced computer spread sheet, graphics and word processing skills and those incumbents who have not developed advanced skills. Because the jobs of a few secretarial staff have developed more technical aspects, the addition of a senior technical secretary is recommended. The technical computer skills of a Senior Technical Secretary parallel those of the Senior Legislative Technician and therefore the two positions should be in the same salary group.

At the time of the 1986 study, there were only two positions which provided computer services to the Legislature--a director of the Legislative Information Systems and a computer programmer. With expanded use of computers in the Legislature, the positions of senior programmer, computer operator and office support technician/coordinator were added to the classification plan. This increasing technological change is a major

determining factor in the addition of a Senior Technical Support Coordinator for the legislature. This more advanced position differs from that of technical support coordinator in increased independence, job experience, technical training of others, and the potential support of special projects, legislative task forces and committees.

The title of research associate is recommended as a new job class between research assistant and legislative analyst. In recent years, the Office of Program and Legal Research (OPLA) has been fortunate enough to hire research assistants whose qualifications surpass the minimum requirements and therefore are quickly able to assume responsibilities greater than those expected of research assistants. While a case can be made for raising the classification of research assistants to the next higher salary group, the essential duties still seem best suited to salary group seven. That salary level, however, becomes inappropriate once a research assistant gains experience with the Maine Legislature. The research associate class allows the Council to reward those research assistants who combine superior qualifications and experience with the Maine Legislature. New employees would not be hired into the Research Associate class but would be eligible for promotion based on their performance and successful completion of at least one legislative session.

### **Recommendation**

**It is recommended that new classes be added to the secretarial, information services and research tracks to accommodate those employees whose skills and responsibilities are above those of their current positions. The Legislative Council should use the "senior" classes to reward those employees who take on additional responsibilities, meet high standards of competence, and demonstrate their value to the legislature.**

### **3. Movement Between Classes**



**Director to the recommended salary group to accurately reflect the job responsibilities and market comparisons of these positions.**

**Discussion:**

Vacancies in legislative positions led to the elimination or consolidation of positions and thus increased responsibilities for the Manager of Information Systems, the Manager of the Legislative Information Office, and the Legislative Indexing Assistant. Following attrition in each office, work responsibilities were transferred to the employees who presently serve in the affected positions. These individuals operate at a managerial or administrative level which is higher than their current classification.

The Manager of Computer Services is recommended for placement in grade 12. The study team considered but rejected the classification of the Manager of Computer Services at the same salary grade used for office directors or deputy directors. The study team concluded that the position is far less autonomous and involves less management work than positions in the higher level salary group. Should the scope and weight of management duties and the extent of autonomy from the Executive Director change substantially in the future, reclassification to salary group 13 or 14 would be appropriate.

Current responsibilities of the Legislative Information Coordinator have resulted from the consolidation of two positions--that of Legislative Information Coordinator and Coordinator of Committee Clerks. The consolidation of responsibilities has yielded a position with significantly increased management responsibilities. These include the day-to-day supervision of committee clerks and the direction and overall supervision of one of the key support functions in the Legislature--the legislative status system. Once providing only limited outside direct access, the system is now accessed directly by employees and legislators and by more than 200 public and private subscribers outside of the Legislature.

This has expanded both the office's public information role and created a new need for coordination with other legislative offices to ensure appropriate and accurate use of the information contained in the system. These responsibilities along with the growth and increased importance of the legislative bill status system rank the Legislative Information Coordinator position at the same level as that of an Administrative Services Manager (Grade 10), a title which was originally proposed in 1986 but was not recommended for use until this time. The restructuring of the Information office also resulted in the creation of a new level of position in the office--that of Legislative Information Assistant. This reclassification was an acknowledgement of the need for some shared responsibility for the supervision of the committee clerks and for the day-to-day maintenance of the legislative status system. The results of the current study suggest that this position should more appropriately be classified in Grade 6, based on the responsibilities and duties assigned to it. In light of these changes, the study team recommends that the positions of Legislative Information Assistant and Legislative Information Coordinator are no longer needed and that these be deleted from the classification plan.

The position of Legislative Indexing Assistant was added to the classification plan and assigned to salary group 7 in 1989. The Legislative Indexing Assistant gradually assumed all responsibilities of the Indexer shortly after hire when the principal indexing position was left vacant. It is appropriate to delete the title of Legislative Indexing Assistant and restore for classification the position of Legislative Indexer at the level of salary group 8.

The final three reclassifications focus on positions that have grown in scope in part because the incumbents have developed a high degree of sophistication in their jobs. In each case, the positions require a high degree of autonomy and independence. In two positions, the consequences of error are great. It is recommended that the Senior Engrossing Technician position in salary group 5 be changed to that of Engrossing Supervisor and moved to salary

group 8 where the job responsibilities more closely coincide with similar positions. The position of Payroll and Benefits Specialist/Administrative Secretary (salary group 6) is a position unique to the Legislature. In reevaluating this position, it seems necessary to create a unique job class of Payroll and Benefits Supervisor at pay grade eight to acknowledge the independence and importance of the position and its comparability with similar functions in the Executive branch.

Lastly, the study team recommends that the senior secretary position in the Office of the Director be reclassified to the Senior Administrative Secretary level. The position provides a high level of administrative support to the office and to the Legislature as a whole on behalf of the Executive Director. Seniority, independence and the scope of the position place it above the Administrative Secretary classification found in other individual legislative offices. Should this position become vacant, it is recommended that recruitment and hire be at the Administrative Secretary level.

**LEGISLATIVE COUNCIL  
NONPARTISAN CLASSIFICATION PLAN**

<b>Salary Group</b>	<b>Job Class</b>
1	Office Assistant
2	Office Assistant II Committee Clerk
3	Secretary Library Assistant Legal Proofreader Computer Operator Senior Committee Clerk
4	Senior Secretary Legislative Technician Senior Legal Proofreader Accounting Technician
5	Senior Legislative Technician Library Associate Office Support Technician Senior Technical Secretary
6	Administrative Secretary Supervising Legislative Technician Supervising Legal Proofreader Legislative Information Associate
7	Technical Support Coordinator Senior Administrative Secretary Research Assistant Paralegal Assistant
8	Senior Technical Support Coordinator Payroll and Benefits Supervisor Programmer/Analyst Engrossing Supervisor Research Associate Legislative Indexer
9	Senior Programmer/Analyst
10	Analyst/Attorney Administrative Services Manager Associate Law Librarian
11	Senior Analyst/Attorney

**Salary Group****Job Class**

12

Principal Law Librarian  
Principal Analyst/Attorney  
Manager of Computer Services

13

Deputy Director

14

Director

15

Executive Director

### **C. The Addition of Committee Clerks into the Classification System**

The 1993 study team was asked to study and recommend a classification for committee clerks. The current system of hiring committee clerks brings a wide range of staff with varied skills into the legislature. The clerks support the work of committee chairs and have responsibility for scheduling meetings; writing and typing correspondence; handling, recording and tracking bills through the committee process and having contact and/or working relations with a wide range of individuals including researchers, legislators, legislative staffers, lobbyists, and executive branch employees. The workload of committees also varies with some clerks handling numerous bills and meetings while others have minimal tasks. A light workload is often balanced by work in the Legislative Information Office or by assisting other staff.

At the highest level, the Committee Clerk most closely resembles a secretary with skills commensurate with those secretaries employed by the legislature in Grade 3. However, many clerks are not hired with secretarial qualifications and their workload and independence is limited. At this level, the clerk position more closely parallels that of an Office Assistant II whose job qualifications include simple clerical skills and whose work involves basic routing of material and simple correspondence.

#### **Recommendation:**

**The entry level for a Committee Clerk should be set in salary group 2 with the discretion to hire at Grade 3 for those clerks who have the requisite educational training and skills to handle more sophisticated committee work. Promotion of a Committee Clerk from Grade 2 to Grade 3 would be possible after the successful completion of a legislative biennium. The development and use of standard screening and testing procedures are recommended to assess secretarial skills in order to make these classification decisions at the hiring level.**

The study team was asked to review the classification for proofreaders who work in the Office of the Revisor. Traditionally, the primary role of proofreaders has been one of editing and checking copy for structural changes and conformity to statutory structure. In the past five years, over half of the proofreaders have been replaced with staff who have prior editing or English grammar experience that goes beyond the basic qualifications for the position. In addition to copy editing, proofreaders now pose questions for drafters on the language contained in proposed legislation, offer suggestions on integrations and read and correct for grammar and clarity. The study team discussed these changes in responsibilities with different staff directors. It is not clear at this time whether these additional functions are essential to the job of proofreader and to the Maine Legislature. In some states, proofreaders do provide editorial function and comment; in others, copy editing is the primary purpose.

At this time, the study team does not recommend a change in classification for proofreaders but does recommend that the role of proofreaders be reviewed and clarified with the new revisor and other staff directors. If a decision is made to include legal copy editing in the jobs and prior editorial and grammar experience as requirements for filling vacancies, then the Council will want to reconsider the classification of these positions.

**COMPENSATION PLAN**  
**AND**  
**RELATED PRACTICES**



## **PROPOSED COMPENSATION PLAN**

The Maine Legislative Council directed NCSL staff to conduct a general assessment of the extent to which the existing Classification and Compensation Plans have maintained both internal consistency and parity with comparable nonlegislative positions. In 1986, when the original Classification and Compensation Plans were developed, the Council, at that time, directed the NCSL study team to develop a pay plan that was highly competitive with the local market and allowed the Legislature to recruit experienced people from the executive branch. The pay plan which was adopted had several distinguishing characteristics which met these legislative directives:

- 1) To allow the legislature to recruit experienced workers, legislative salaries were set 10 percent above the starting step of the nearest comparable state executive branch position. At that time, executive branch employees after one year of experience automatically moved to the second pay step with a corresponding salary increase of nine percent. This nine percent increase after one year of service is still provided for in the current (1993) executive branch pay plan.
- 2) Overall in the state system, the average spread, in pay ranges is 30 percent with many higher level positions having ranges as wide as 40 percent. The 1986 study set legislative ranges at a level of 38 percent between steps 1 and 7 to compensate for the limitations on promotions and reclassifications which exist in the legislative branch. Step increases currently are set at five percent with one nine percent step after the first or second year to recognize the "learning curve" of an employee's development. The basic structure of the salary plan remains intact today with seven steps (a hiring step followed by six annual increases) and two "career steps" of five percent scheduled at eight and 10 years of service in the employee's current position.

From 1990 until September 1993, salaries in the legislative branch did not keep pace with executive branch salaries or those found in the private sector and comparable state legislatures. In September of 1993, the Legislative Council restored the salary reductions for selected nonpartisan and leadership staff positions and granted percentage salary increases for all legislative staff employees. These legislative adjustments parallel similar increases which were granted to Maine Executive branch employees in 1991. Executive branch employees also received additional five percent and three percent increases in 1991. As of this time, the Legislative Council has chosen not to follow the Executive branch in awarding these increases. The current legislative pay scale for non-partisan staff is shown on page 31.

In analyzing the Legislature's compensation plan, salary data was gathered from the following employers in Maine and other states:

- Maine Executive Branch
- Maine Judicial Branch
- Bath Iron Works
- Central Maine Power
- Public Utilities Commission
- UNUM
- Maine Law Firm
- University of Maine Library System
- State of Connecticut
- State of Iowa
- State of Indiana

The chart on pages 47-49 compares compensation for classes and positions in the Maine Legislature with those of other employers. For secretarial and information systems

**MAINE LEGISLATURE**  
**CURRENT STANDARD ANNUAL SALARY SCHEDULE**  
for  
**NON-PARTISAN EMPLOYEES**  
**(EMPLOYEE PAID RETIREMENT)\***

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
1	\$15,080	\$16,453	\$17,451	\$18,450	\$19,510	\$20,530	\$21,570	\$22,651	\$23,754
2	17,285	18,845	19,822	20,883	21,923	22,984	24,170	25,314	26,686
3	18,845	20,530	21,528	22,630	23,733	24,981	26,146	27,477	28,891
4	20,405	22,214	23,338	24,502	25,771	26,978	28,371	29,806	31,346
5	21,382	23,317	24,461	25,730	26,957	28,309	29,786	31,262	32,760
6	22,610	23,712	25,854	27,206	28,496	29,910	31,450	33,010	34,611
7	25,064	26,250	28,662	30,056	31,595	33,197	34,840	36,608	38,418
8	28,912	30,347	33,093	34,674	36,442	38,251	40,165	42,203	44,283
9	32,698	34,341	37,440	39,333	41,246	43,326	45,448	47,778	50,190
10	35,630	37,419	40,789	42,827	45,011	47,237	49,566	52,042	54,662
11	39,936	41,912	45,698	47,965	50,357	52,874	55,598	58,302	61,235
12	44,158	46,384	50,544	53,061	55,744	58,510	61,422	64,501	67,766
13	47,258	49,587	54,080	56,763	59,592	62,587	65,749	68,994	72,467
14	51,688	54,246	59,114	62,109	65,166	68,453	71,864	75,462	79,227
15	55,598	58,323	63,523	66,747	70,075	73,549	77,251	81,141	85,176

\*Schedule based on 40 hour week. For those staff on the state-paid retirement plan, the schedule would be reduced by five percent across all grades and steps.

personnel, the Executive branch and the local job market provide the most reasonable comparison of positions involving similar types of work and similar prerequisites to perform that work. Compensation in comparable states to Maine provide the best comparison for the director-level positions in grades 14 and 15. These higher level positions require skills attuned to and knowledge of the legislative process. As a result, the desirable recruitment pool is most often found in other state legislatures. The balance of positions in Maine find comparability in a mix of positions located in the executive and judicial branches.

An analysis of the current compensation plan shows that recently-approved salary changes have brought the Legislature to parity with the Executive branch. In many cases, starting salaries for legislative positions are above those of comparable Executive branch positions. The Legislative Council's decision to provide a salary structure which achieves parity with the Executive branch is commendable. The Legislative Council needs to establish a process to ensure reevaluation of its compensation and personnel recruitment philosophy vis a vis the Executive branch, the local market and other state legislatures on at least an annual basis. To state the obvious, salaries are extremely important in the recruitment and retention of experienced staff. The current salary plan should place the Legislature in a favorable recruiting position. In 1986, the Council made a conscious decision to assume a highly competitive posture by setting its starting salaries 10 percent above those found in the Maine Executive branch. Should the Legislative Council choose to apply the Executive branch's 1991 three and five percent increases to legislative employees, then legislative salaries would once again reflect that 1986 philosophy. The Legislative Council may want to consider this option sometime in the future given economic conditions, recruitment practices and the retention of legislative staff, however no additional salary adjustments appear needed at this time. The schedule on page 34 illustrates the effect on the

salary structure if the Council chooses to award the three and five percent increases to legislative employees.

In 1986, the Legislative Council adopted the following recommendations for the administration of its salary plan. These recommendations are currently in practice and will continue to provide guidance for compensation administration. With the exception of deleting the two-step increase policy in lieu of senior positions (see recommendation 9), the study team does not recommend any changes in current salary administration.

### **General Salary Administration**

- 1. In conjunction with its objective of remaining competitive with the local market, the Legislative Council should establish a policy that permits assignment of new employees in Steps A through C of any range based on previous experience and salary history. The use of starting salary assignment in Steps A through C also should be a factor in grades 14 and 15 where the recruitment pool and competitive market is most often found in other state legislatures. All recommendations to start an employee above Step A should be reviewed and approved by the Executive Director.**
- 2. Lateral transfers from one job class to another job class in the same pay range should not result in a step increase.**
- 3. When an employee is officially appointed by the Legislative Council to serve as "Acting Director" of an office or "Acting Executive Director," the employee should be compensated at Step A (or that step which provides at least a five percent increase over current compensation) of range 14 or 15, respectively. The higher rate of pay would be applicable only during the period in which the employee serves in an "acting" capacity.**

**ALTERNATIVE ANNUAL SALARY SCHEDULE\***  
**MAINE LEGISLATURE**  
**NON-PARTISAN EMPLOYEES**  
**(EMPLOYEE PAID RETIREMENT)\*\***

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
1	\$15,829	\$17,285	\$18,325	\$19,365	\$20,488	\$21,549	\$22,651	\$23,774	\$24,939
2	18,158	19,781	20,821	21,923	23,026	24,128	25,376	26,582	28,018
3	19,781	21,549	22,610	23,754	24,918	26,229	27,456	28,850	30,326
4	21,424	23,317	24,502	25,730	27,061	28,330	29,786	31,304	32,906
5	22,443	24,482	25,688	27,019	28,309	29,723	31,283	32,822	34,403
6	23,733	24,898	27,144	28,558	29,931	31,408	33,030	34,653	36,338
7	26,312	27,560	30,098	31,554	33,176	34,861	36,587	38,438	40,331
8	30,368	31,866	34,757	36,400	38,272	40,165	42,182	44,304	46,488
9	34,341	36,067	39,312	41,309	43,306	45,490	47,715	50,170	52,707
10	37,419	39,291	42,827	44,970	47,258	49,608	52,042	54,642	57,387
11	41,933	44,013	47,986	50,357	52,874	55,515	58,386	61,214	64,293
12	46,363	48,714	53,082	55,723	58,531	61,443	64,501	67,725	71,157
13	49,629	52,062	56,784	59,592	62,566	65,707	69,035	72,446	76,086
14	55,910	58,677	63,939	67,163	70,470	74,027	77,730	81,619	85,675
15	60,133	63,086	68,702	72,197	75,795	79,539	83,554	87,755	92,123

\*The alternative salary schedule provides legislative branch employees the three and five percent increases which were granted to Maine executive branch employees in 1991. Starting salaries for legislative branch employees are set approximately 10 percent above comparable executive branch positions to allow the legislature to recruit from a highly competitive position. This competitive position follows the philosophy adopted by the Legislative Council in 1986.

\*\*Schedule based on 40 hour week. For those staff on the state-paid retirement plan, the schedule would be reduced by five percent across all grades and steps

4. **Because the proposed plan provides competitive salaries, full-time, nonpartisan legislative employees should not be otherwise employed in any activity that creates conflicts of interest in appearance or substance. Notice of all outside employment should be provided in writing to the appropriate office director and the Executive Director.**
5. **Written salary administration procedures may be desirable to cover such issues as (a) establishing salaries for employees transferring from a state agency or (b) reinstating employees who resign or take an extended leave of absence.**
6. **Session-only employees shall be compensated on the same basis as regular legislative employees. Session-only staff will be eligible for a step increase after the successful completion of 2,080 work hours. Any step increase thereafter will be awarded on an annual basis.**

#### **Pay Increases and Promotions**

7. **As a general rule, employees who are promoted to a higher class are entitled to be paid at least the minimum starting salary for the new class or at the step that provides at least a five percent increase in salary. Each promotion to a new range establishes a new "anniversary date" to be used in calculating eligibility for subsequent pay increases.**
8. **Even though the salary schedules allow for annual increase, all step increases, including longevity steps, must be based primarily on merit and demonstrated performance. Development and implementation of a standardized written performance appraisal process across legislative departments will be required. To be considered for a salary advance, an employee must receive an unqualified rating of "satisfactory" or better from an office director. In cases of marginal or unsatisfactory performance, office directors should be given the discretion to**

recommend half-step increases or to postpone a step increase for three or six months.

9. The 1986 study provided that office directors be given the discretion to recommend a two-step increase when an employee demonstrates exemplary performance but is in a job that does not have a "senior" class available for possible promotion. A review of compensation practices shows that two-step increases have not been used to reward exemplary staff performance. In light of the addition of senior positions in the current study, it is recommended that the two-step increase policy be deleted and the Legislative Council provide promotions to senior positions. Senior positions must be utilized by the Legislative Council as an ongoing management and performance evaluation tool in order to prevent the inequities in job classes which will build up over time in the system. It is recommended that an implementation plan be developed which integrates the use of senior positions into the budget cycle so that eligible employee(s) are not denied opportunities due to the timing of their promotion within the fiscal year. At the time the budget is developed, the Executive Director should estimate an amount needed for promotions based on consideration of eligible employees and performance factors.
10. Recommendations for salary increases are to be submitted to the Executive Director in writing by an office director along with documentation of a completed performance appraisal.
11. Compensation for nonpartisan legislative employees and the salary schedule itself should be adjusted annually to keep pace with cost-of-living awards and other changes in state personnel. From time to time, pay adjustments may be needed for selected job classes. The Executive Director periodically should monitor legislative staff turnover, recruiting experiences, economic and market conditions and selected private sector salaries and recommend changes in salary groups as needed.



12. **Pending the development and implementation of a standardized performance appraisal system across all divisions of the Legislature, it is recommended that all employees receive scheduled step increases on their established anniversary date. It is important to continue to move ahead to develop a legislative-wide appraisal system which acknowledges employees and their continued development.**

**COMPENSATION PLAN FOR  
SENATE AND HOUSE ADMINISTRATION**

## **COMPENSATION PLAN FOR SENATE AND HOUSE ADMINISTRATION**

A goal in establishing a compensation plan for the Offices of Secretary of the Senate and Clerk of the House is to provide comparability with the compensation practices and pay plans currently in place for nonpartisan and partisan/leadership staff.

### **Recommendations:**

- 1. The Senate and House should adopt the non-partisan compensation scale for its employees. The basic structure of the plan includes seven steps (a hiring step followed by six annual step increases) and two "career steps" of five percent scheduled at eight and 10 years of service in the employee's current position.**
- 2. The Secretary of the Senate and the Clerk of the House shall have the flexibility to assign a new employee in Steps A through C based on experience and salary and with the approval of their respective presiding officers.**
- 3. All employees in the offices of Secretary of the Senate and Clerk of the House are entitled to an annual review of salary. The leadership has the sole authority to determine whether an increase should be granted. Presiding officers are encouraged to require the completion of a performance evaluation prior to considering and making annual salary adjustments. Annual salary increases should not exceed a single step in the range.**
- 4. Session-only employees shall be compensated on the same basis as regular Senate and House employees. Session-only staff will be eligible for a step increase after the successful completion of 2,080 work hours. Any step increase thereafter will be awarded on an annual basis.**
- 5. Employees who are promoted to higher class are entitled to be paid at least the minimum starting salary for that new class, or an amount that provides at least a five percent increase in salary.**

6. **Compensation for employees and the salary schedule itself should be adjusted annually to keep pace with cost of living awards and changes in the classification and pay plan for the Legislature's nonpartisan employees.**

**CLASSIFICATION AND COMPENSATION:**  
**MAINTENANCE AND REVIEW**

## **CLASSIFICATION AND COMPENSATION PLAN MAINTENANCE AND UPDATING**

Historically, compensation and requests for reclassification of nonpartisan staff based on changing job responsibilities are reviewed by the Executive Director who, in turn, makes recommendations to the Legislative Council. There exists no formal process internally for the Executive Director or Council to use for classifying new or changed positions. While these methods have proven to be satisfactory, the Maine Legislature would ultimately benefit from a more formal classification process.

The Executive branch in Maine uses the Hay system for classifying positions. This system, developed by the Hay Consulting Group, is a quantitative analysis of positions using a point factoring system. Each position is assigned points based on duties, responsibilities, and nature of work; independence of action, management responsibility; working conditions; and qualifications/requirements. Since many of the positions in the Maine Legislature correspond to positions in the Executive branch, the use of the Hay System for classifying legislative positions will maintain comparability between the two branches.

### **Recommendations:**

- 1. The Legislative Council, the Executive Director and top managers should be briefed on the Hay Classification System by a member of the Hay Consulting Group or the appropriate representative in the Executive branch responsible for maintaining the Hay System.**
- 2. The Executive Director and all senior managers should receive in-depth training in the use of the Hay System to include point factoring analysis and classification.**

- 3. The Executive Director in consultation with top managers shall be responsible for maintaining the Legislative branch classification system under the guidance and ultimate authority of the Legislative Council.**
- 4. The Secretary of the Senate and Clerk of the House together shall be responsible for maintenance of Senate and House Administrative Classifications under the guidance and ultimate authority of the Senate and House leadership. The Executive Director of the Legislative Council shall be consulted on reclassification issues to ensure that comparability and integrity is maintained between job classes in all offices in the Legislature.**
- 5. From time to time, reclassification of a position or establishment of a new job class may be warranted due to changes in roles and responsibilities, modifications in office structure or the introduction of new technologies or functions. In such instances, an employee or his or her supervisor may request a review of the employee's classification or propose creation of a new class. Procedures for both processes should be developed and circulated in writing to all staff.**

**At a minimum, each of these processes should include:**

- o completion of a position evaluation questionnaire;**
- o a job audit interview conducted under the direction of the Executive Director with the employee and his/her supervisor; and**
- o a written recommendation from the office director.**

**If an office director of the employee disagrees with the reclassification decision of the Executive Director, a written appeal may be filed with the Legislative Council which may decide to hear the appeal or take whatever action it deems appropriate. The employee has a right to a timely, written response regarding the Legislative Council's action on the appeal.**

6. **Since a job class is a general description of the work performed in a given position, more detailed descriptions are often a very useful management tool to outline specific duties and expectations of an individual employee. It is recommended that directors work with individual employees to develop detailed position descriptions for all staff.**

Classification and compensation plans, once established, should not remain static. Both need to be updated on a continuing basis to remain current with changes in the labor market--especially with the Executive branch of Maine government. The recommendations in this report resulted from careful comparisons of legislative branch positions and salaries with those in the Executive branch that involve similar types of work and similar prerequisites to perform that work. Consideration must be given to updating the plan as necessary to reflect changes in jobs as a result of changes in the Legislature and its operations and changes in technology and skill levels. The Legislative Council also may want to fine tune the plan by adjusting the salary ranges for certain pay grades of recruitment or retention of staff becomes an issue. The full use of the management practices contained in this report, the integration of promotional decisions into the budget process, and the monitoring of benchmark positions will provide the Council with a means to keep its classification and compensation plans current.

#### **Recommendations:**

1. **On a regular basis, but no less than once a year, legislative salaries should be checked and compared with benchmark positions in the Executive branch (see chart on page 47). Any significant change in a benchmark position should trigger a recommendation for consideration by the Legislative Council. In addition, broad changes in Executive branch compensation should be carefully considered by the Legislative Council for implementation in the Legislative branch of government. At a minimum, salary parity between branches of government should be maintained.**



- 2. The overall classification and compensation plan should be reviewed at a minimum every five years or sooner if warranted not only for parity with the executive branch but also to ensure that the Legislature remains competitive in its compensation practices with other branches of government, private employers and other states.**
- 3. The review of the classification and compensation plan should include a survey of benchmark positions, updating of job descriptions to reflect changes in qualifications, responsibilities, and skills; and recommendations on compensation practices overall with special attention to those positions which are highly competitive and difficult to fill.**

This study has illustrated some of these changes over the past seven years that have occurred for example in the information systems group as a result of technological changes, changes in the legislative work and service demands, advanced qualifications and the elimination and consolidation of positions. Similar changes will continue to occur in this and other job classes and functions in the future.

The Maine Legislature has made an important investment in the legislative institution through its nonpartisan and partisan staffs. The commitment of the Legislative Council and Maine leadership is evident in the recent changes in legislative staff compensation and the willingness to commit resources to review and update its classification and compensation plans. It is hoped that this report will provide a framework for leaders and staff directors to continue this commitment into the future.

## **ADDENDA**

## JOB AND SALARY COMPARISONS

## Current Legislative Salaries

## Private Sector &amp; Public Salaries

Legislative Salaries from Other States<sup>2</sup>

Salary Group 1 Office Assistant \$15,080-21,570	Clerk Typist I-State Range 5 General Clerk (Law Firm) Mail Clerk (CMP)	\$14,747-18,969 \$19,968-21,653 \$16,411-20,417		
Salary Group 2 Office Assistant II Committee Clerk \$17,285-24,170	Clerk Typist II-State B.U.A. Range 8 File Clerk (CMP)	\$15,683-20,342 \$17,375-22,152		
Salary Group 3 Library Assistant Secretary Legal Proofreader Computer Operator Senior Committee Clerk \$18,845-26,146	Secretary-State Range 13 Clerk Typist III-State Range 12 Legal Secretary - (Law Firm) Legal Secretary - State Range 13 Library Assistant - State Range 8	\$17,804-23,275 \$17,305-22,630 \$19,968-33,550 \$17,804-23,275 \$15,683-20,342	CT-Administrative Assistant II. IA-Legis. Text Processor II IA-Proofreader II	\$26,166-36,280 \$22,714-28,683 \$19,697-24,916
Salary Group 4 Accounting Technician Senior Secretary Legislative Technician Senior Legal Proofreader \$20,405-28,371	Secretary B (CMP) Admin. Secretary - State Range 16	\$19,474-25,880 \$20,487-27,164	CT-Administrative Assistant III IA-Legis. Text Processor III	\$28,882-38,835 \$26,146-33,030
Salary Group 5 Library Associate Senior Technical Secretary Office Support Technician Senior Legislative Technician \$21,382-29,786	Law Library Asst. II-UM Law Library Clerk IV-State Range 15	\$17,430-23,171 \$19,884-26,187	IA-Librarian	\$24,918-31,533

## Current Legislative Salaries

## Private Sector &amp; Public Salaries

## Legislative Salaries from Other States

<b>Salary Group 6</b> Administrative Secretary Legislative Info. Associate Supervising Legislative Tech Supervising Legal Proofreader \$22,610-31,450	Senior Legal Secretary-St. Range 16 Senior Admin. Secretary-St. Range 18 Computer Support Super.-St. Range 19 Secretary A (CMP)	\$19,510-25,875 \$22,110-29,598 \$22,984-30,742 \$21,445-29,329	IA-Executive Administrator (Senior Document Processor)	\$22,714-28,683
<b>Salary Group 7</b> Technical Support Coordinator/Operator Research Assistant Paralegal Assistant Senior Administrative Secretary \$25,064-34,840	Admin. Asst. (St. Conf.)-St. Rge. 20 Legal Asst./Admin. Asst. (CMP) Computer Operations Super.-St. Rge. 20 Systems Associate (UNUM) LAN Specialist (UNUM) Computer Field Engineer (Courts)	\$23,898-32,385 \$27,604-41,406 \$23,898-32,385 \$22,000-33,000 \$29,100-47,200 \$27,300-37,401	IA-Research Analyst I IN-Legis. Analyst II/ Budget Analyst I CT-Trainee (Budget, Program, Research)	\$28,683-36,254 \$26,191-38,697 \$25,302-32,320
<b>Salary Group 8</b> Research Associate Programmer/Analyst Legislative Indexer Senior Technical Support Coordinator/Operator Engrossing Supervisor Payroll and Benefits Supervisor \$28,912-40,165	Software Analyst I-State Range 24 Programmer Analyst-State Range 23 Programmer/Analyst (UNUM) LAN Specialist (UNUM) Programmer/Analyst (Courts) System Analyst (Courts)	\$30,534-41,912 \$25,833-35,401 \$33,400-54,300 \$29,100-47,200 \$27,300-37,401 \$31,960-43,777	CT-Analyst (Budget, Program, Research) IA-Research Analyst II	\$36,164-47,905 \$36,254-45,885
<b>Salary Group 9</b> Senior Programmer Analyst \$32,698-45,448	Senior Programmer Analyst-State Range 27 Librarian III-State Range 25 Senior Programmer Analyst (Courts) Senior Programmer Analyst (UNUM)	\$31,454-43,683 \$28,475-39,062 \$34,748-47,541 \$38,400-62,400		
<b>Salary Group 10</b> Legislative Analyst/Attorney Associate Law Librarian Admin. Services Manager/ Legislative Information Manager \$35,630-49,566	Budget Analyst-State Range 28 Policy Dev. Spec.-St. Rge. 28 Utility Financial Analyst (PUC) Asst. Dir. of Admin. Serv.-St. Rge. 28 Dir. of Admin. Serv.-St. Rge 30 Budget Analyst (CMP)	\$33,175-46,321 \$33,175-46,321 \$41,900-62,900 \$33,175-46,321 \$34,963-48,773 \$34,093-51,191	CT-Legislative Attorney/ Research Attorney IN-Legislative Analyst I/ Budget Analyst I IA-Research Analyst III	\$39,373-49,565 \$24,700-36,868 \$41,746-52,832

## Current Legislative Salaries

## Private Sector &amp; Public Salaries

## Legislative Salaries from Other States

Salary Group 10, continued	Attorney II (CMP) Associate Attorney (Law Firm)	\$37,698-56,444 \$50,000-75,000		
Salary Group 11 Senior Analyst/Attorney \$39,936-55,598	Senior Attorney Examiner (PUC) Attorney III (CMP)	\$46,100-69,200 \$41,921-62,933	CT-Research Associate (Budget, Program, Research) CT-Principal Analyst (Budget, Program, Research) IN-Senior Legislative Analyst/ Senior Budget Analyst IA-Senior Research Analyst IA-Attorney III	\$46,161-61,108 \$55,912-73,045 \$32,645-49,356 \$48,069-60,778 \$41,745-52,832
Salary Group 12 Principal Law Librarian Principal Analyst/Attorney Manager of Computer Services \$44,158-61,422	Librarian (CMP) Librarian IV-State Range 28 Dir., Planning & Dev.-St. Range 32 Depty. State Budget Ofcr.-St. Rge. 33 Attorney IV (CMP) Director of Court Computer Services	\$37,698-56,444 \$31,012-43,201 \$38,833-54,225 \$44,178-58,843 \$46,113-69,226 \$43,017-54,756	CT-Head Law/Legislative Reference Dept. CT-Chief Analyst (Budget, Program, Research) CT-Chief Legis. Attorney/ Chief Research Attorney IN-Legislative Analyst E VI/ Budget Analyst E VI IA-Senior Legal Counsel	\$55,912-73,045 \$63,044-82,494 \$63,044-82,494 \$35,269-54,390 \$48,069-60,778
Salary Group 13 Deputy Director \$47,258-65,749	Dir. Ofc. of Policy Analysis-St. Rge. 34	\$46,945-65,229	CT-Assistant Director IN-Deputy Director IA-Deputy Director	\$66,581-86,037 \$40,116-62,451 \$55,369-69,971
Salary Group 14 Director \$51,688-71,864	Dir., St. Planning Ofc., St. Rge. 89 (9 steps) State Budget Ofcr., St. Rge. 89 (9 steps)	\$46,945-65,229 \$46,945-65,229	CT-Office Director IN-Office Director	\$72,857-94,305 \$48,632-75,412
Salary Group 15 Executive Director \$55,598-77,251	Commissioner-St. Rge. 91 (9 steps)	\$52,977-74,152	CT-Executive Dir., Legis. Mgmt. IN-Executive Dir., Leg. Serv. Agy.	\$79,932-101,391 \$58,488-91,320

1-Current Maine legislative salaries as of September 1993. The salary ranges reflected do not include longevity steps.

2-Clerical salaries often are difficult to compare because they tend to be driven by the local market.

## **Job Class Descriptions**

### **Legislative Council (Non-Partisan) Staff**

**LEGISLATIVE COUNCIL  
NON-PARTISAN STAFF POSITION CLASSIFICATIONS**

<b>Salary Group</b>	<b>Job Class</b>
1	Office Assistant I Committee Clerk
2	Office Assistant II
3	Secretary Library Assistant Legal Proofreader Computer Operator
4	Senior Secretary Legislative Technician Senior Legal Proofreader Accounting Technician
5	Senior Legislative Technician Library Associate Office Support Technician Senior Technical Secretary
6	Administrative Secretary Supervising Legislative Technician Supervising Legal Proofreader Legislative Information Associate
7	Technical Support Coordinator Senior Administrative Secretary Research Assistant Paralegal Assistant
8	Senior Technical Support Coordinator Payroll and Benefits Supervisor Programmer/Analyst Engrossing Supervisor Research Associate Legislative Indexer
9	Senior Programmer/Analyst

**Salary Group****Job Class**

10

Analyst/Attorney  
Associate Law Librarian

11

Senior Analyst/Attorney  
Assistant for Administrative Services  
Manager of Computer Services

12

Principal Law Librarian  
Principal Analyst/Attorney

13

Deputy Director

14

Director

15

Executive Director



**CLASS TITLE:** Office Assistant I

**GRADE:** Salary Group 1

**DEFINITION OF THE CLASS**

**Under close supervision, performs routine clerical work which is generally limited in variety and follows routine, standardized procedures. Tasks are performed with limited guidance after work procedures are learned. Work is subject to review in terms of correctness, accuracy and adherence to instructions and established procedures.**

**EXAMPLES OF DUTIES**

1. Performs simple filing.
2. Processes incoming and out-going mail.
3. Prepares routine correspondence, form letters and invoices.
4. Assists with processing requisitions and checking materials.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma or any equivalent combination of education and experience.
2. Ability to follow verbal as well as written instructions.

**CLASS TITLE:** Office Assistant II

**GRADE:** Salary Group 2

**DEFINITION OF THE CLASS**

Under supervision, performs a variety of varied clerical duties which require some independent judgment in the use of fairly involved methods and procedures. Recurring tasks and assignments are carried out without specific instructions. Work is performed under general supervision where guidance is received only on new procedures, or work routines, and occasional review of completed work.

**EXAMPLES OF DUTIES**

1. Receives and routes mail.
2. Performs receptionist duties.
3. Maintains office files.
4. Prepares simple documents and correspondence on standard office equipment such as typewriters or work processors.
5. Processes and distributes books, reports and other printed materials.
6. May assist in coordinating the work of other clerical employees.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma or any equivalent combination of education and experience.
2. Requires one year clerical experience.
3. Requires working knowledge of office practices.
4. Ability to establish and maintain cooperative work relationships.

**CLASS TITLE:** Committee Clerk

**GRADE:** Salary Group 2

**DEFINITION OF CLASS**

**Committee Clerks provide support to legislative committees and committee chairs. Clerks follow routine, prescribed procedures under the supervision of the legislative information office. This is an entry level position for an individual with no previous clerk experience or advanced qualifications.**

**EXAMPLES OF DUTIES**

1. Schedules the committee meeting schedule.
2. Handles, records and tracks bills through the committee process.
3. Types and files routine correspondence.
4. Responds to requests for information from legislators, legislative staff and the public.
5. Works under the guidance of and with others in the legislature to ensure that committee procedures are followed correctly.
6. Assists in other legislative offices as needed.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma or any equivalent combination of education and experience.
2. Ability to follow verbal as well as written instructions.
3. Requires a working knowledge of office practices.
4. Ability to establish and maintain cooperative work relationships.

**CLASS TITLE:** Secretary

**GRADE:** Salary Group 3

**DEFINITION OF THE CLASS**

Under limited supervision, performs moderately advanced and complex secretarial duties, sometimes of a confidential nature, for a legislator, legislative committee or staff group. Oversees, monitors or independently carries out a wide variety of complex clerical work in accordance with standard procedures, making independent decisions concerning the processes to be followed, the appropriateness of the information to be processed and the actions to be taken. Uses various office machines including typewriter, word processor, calculators and photocopying equipment. Works under limited supervision and results are reviewed for soundness of technical judgments, appropriateness and conformity to policy and administrative requirements.

**EXAMPLES OF DUTIES:**

1. Types correspondence, memos, reports and manuscripts.
2. Schedules appointments, meetings and travel.
3. Maintains files and office records.
4. Answers telephone calls and acts as office receptionist.
5. Takes and transcribes dictation of meeting proceedings for a legislator, staff member of committee.
6. Handles incoming and out-going mail.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma, including or supplemented by courses in secretarial work or any equivalent combination of education and experience.
2. Requires one year secretarial experience.
3. Ability to perform varied secretarial tasks with speed and accuracy.
4. Ability to work cooperatively with legislators and legislative staff on a daily basis and sometimes under pressure.

**CLASS TITLE:** Library Assistant

**GRADE:** Salary Group 3

**DEFINITION OF THE CLASS**

**Performs a variety of moderately complex clerical and library support tasks to assist the professional library staff in cataloguing, accessing, classifying and indexing documents, books, periodicals and other printed materials. Employee must apply a knowledge of the routines and procedures of the library and a knowledge of modern library techniques in completing assignments. Work is controlled by established library policy and procedure; although working independently, employees rarely deviate from established methods without consulting their supervisor.**

**EXAMPLES OF DUTIES**

1. Processes, sorts, labels, routes and shelves documents.
2. Helps patrons locate materials in the library.
3. Instructs and assists patrons in the use of the library.
4. Assists with circulation functions including checking out materials, calculating overdue charges, and reshelving returned materials.
5. Performs various clerical functions including preparing catalog cards, handling incoming and out-going mail, typing and photocopying.
6. May supervise office assistants or student clerks in performing routine library functions.
7. Enters data and editing records for on-line computer access system.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma or equivalent combination of education and experience.
2. Requires one year of library, clerical or related experience.
3. Requires a working knowledge of library practices.
4. Ability to establish rapport and good relationships with a variety of library patrons and other staff.

**CLASS TITLE:** Legal Proofreader

**GRADE:** Salary Group 3

**DEFINITION OF THE CLASS**

Under close supervision, edits and proofreads legislative bills, resolutions, congratulatory messages and amendments for spelling, grammar, punctuation, statutory form and general clarity. Editing and proofreading must be near perfect as errors may result in delays in the processing of legislation.

**EXAMPLES OF DUTIES**

1. Edits and proofreads legislative bills, resolutions, congratulatory messages and amendments for spelling, grammar, punctuation, statutory form and general clarity.
2. Verifies legislative references and conducts routine research of statutes to ensure correct terminology and accuracy to titles and sections.
3. Photocopies legislative documents.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma or any equivalent combination of education and experience.
2. Requires one year of proofreading, editing or related experience.
3. Requires superior skills in and an excellent command of English language and grammar.
4. Ability to establish and maintain cooperative work relationships.
5. Requires attention to detail and willingness to work long hours under pressure.

**CLASS TITLE:** Computer Operator

**GRADE:** Salary Group 3

**DEFINITION OF CLASS**

**Under the close supervision of the Manager of Information Systems, the Computer Operator performs system maintenance and support within the information systems office. The operator assists in maintaining office hardware and software to support users and applications. The position provides limited direct support to outside users.**

**EXAMPLES OF DUTIES**

1. Determines proper operating procedures when confronted with malfunctions, performs routine system troubleshooting, and informs technical supervisors of results.
2. Loads programs and gives initial operating instructions.
3. Shares responsibility for mainframe maintenance.
4. Operates and loads tape units, printers, mass storage equipment, PCs, and other computer peripherals.
5. Provides support to office administrative functions and end users.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. High School diploma and a minimum of one year's work experience in a computer-related environment.
2. Basic knowledge of computers, programs and working environments.
3. Ability to communicate and work well with elected officials and legislative staff.

**CLASS TITLE:** Senior Committee Clerk

**GRADE:** Salary Group 3

**DEFINITION OF CLASS**

Under close supervision, Senior Committee Clerks provide support to legislative committees and committee chairs. Oversees, monitors or independently carries out the work of a committee or committees under the general guidance of the legislative information office. This is an entry level position for an individual with proven experience as a Committee Clerk and/or the requisite skills and qualifications.

**EXAMPLES OF DUTIES**

1. Types and files correspondence.
2. Coordinates the committee meeting schedule.
3. Handles, records and tracks bills through the committee process.
4. Responds to requests for information from legislators, legislative staff and the public.
5. Works with others in the legislature to ensure that committee procedures are followed correctly.
6. Assists in other legislative offices as needed.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma, including or supplemented by courses in secretarial work or day equivalent combination of education and experience.
2. Requires one year secretarial experience.
3. Ability to perform varied clerical tasks with speed, accuracy and attention to detail.
4. Ability to work cooperatively with legislators, legislative staff and others on a daily basis and sometimes under pressure.



CLASS TITLE: Senior Secretary

GRADE: Salary Group 4

### DEFINITION OF THE CLASS

**Performs advanced and complex secretarial duties of an administrative and sometimes of a confidential nature for a legislator, legislative committee, senior professional, assistant office director, or other staff person of similar responsibilities. Employees must use independent judgment in determinations on varied assignments. Work requires flexibility to respond to and handle a variety of difference and varied assignments from a number of different publics. Uses various office machines including typewriter, word processor, calculators and photocopying equipment.**

### EXAMPLES OF DUTIES

1. May perform all or any duties expected of a Secretary with a high degree of skill, speed, accuracy and independence.
2. Establishes and maintains files and office records.
3. Prepares and maintains mailing lists.
4. Obtains, assembles and formats information for reports and documents.
5. May coordinate the work of other clerical staff on a project basis or may assist in training new secretaries.
6. May order supplies, keep specialized office records and coordinate the preparation and printing of publications.

### DESIRABLE MINIMUM QUALIFICATIONS

1. Requires a high school diploma, including or supplemented by courses in secretarial work, plus three years secretarial experience or any equivalent combination of education and experience.
2. Requires at least one year experience and demonstrated competence as a Secretary or comparable position.
3. Ability to perform varied secretarial tasks with speed and accuracy.

**CLASS TITLE:** Legislative Technician

**GRADE:** Salary Group 4

**DEFINITION OF THE CLASS**

**Prepares legislative documents using specialized technical skills and text processing equipment. Preparation of legislative documents must be near perfect as errors may result in delays in the processing of legislation. Work is performed independently according to standard procedures, instructions are received on special assignments and procedural changes.**

**EXAMPLES OF DUTIES**

1. Prepares and formats bills and amendments on text processing equipment.
2. Engrosses bills.
3. Cross references statutes.
4. Incorporates new legislative statutes into the Laws of Maine.
5. Composes simple amendments.
6. Proofreads for spelling, grammar, punctuation, and references.
7. Performs complex text processing functions on specialized equipment using advanced technical and clerical skills.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma or any equivalent combination of education and experience.
2. Requires two years word processing, text processing or related technical work experience.
3. Requires a fundamental knowledge of the format, style and organization of the Laws of Maine.
4. Requires attention to detail and willingness to work long hours under deadline pressures.

**CLASS TITLE:** Senior Legal Proofreader

**GRADE:** Salary Group 4

**DEFINITION OF THE CLASS**

**Under limited supervision, edits and proofreads legislative bills, resolutions, congratulatory messages, and amendments for spelling, grammar, punctuation, statutory form and general clarity. Editing and proofreading must be near perfect as errors may result in delays in the processing of legislation.**

**EXAMPLES OF DUTIES**

1. May perform all or any duties expected of a Legal Proofreader with a high degree of skill, speed, accuracy and independence.
2. May assist with training new proofreaders or providing general assistance to and problem solving for other proofreaders.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma and three years proofreading experience or any equivalent combination of education or experience.
2. Requires at least one year of experience and demonstrated competence as a Legal Proofreader or comparable position.
3. Requires superior skills in and an excellent command of English language and grammar.
4. Requires a working knowledge of legislation and statutory forms, terminology and practices.
5. Requires attention to detail and willingness to work long hours under pressure.
6. Ability to establish and maintain cooperative work relationships.

**CLASS TITLE:** Accounting Technician

**GRADE:** Salary Group 4

**DEFINITION OF THE CLASS**

**Under limited supervision and using generally recognized accounting and fiscal procedures, maintains complex accounting and financial records. Work involves responsibility for independent decisions within a limited scope and requires interpretation of various policies and procedures. Work is of a most exacting nature in an effort to eliminate the possibilities of error which could create a disruption of services.**

**EXAMPLES OF DUTIES**

1. Prepares regular payrolls.
2. Keeps personnel records.
3. Prepares invoices.
4. Maintains account information.
5. Audits vouchers for accuracy and completeness.
6. Assists with the preparation of budget information, fiscal statements or reports.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a business college certificate plus three years experience or a high school diploma, supplemented by business and accounting courses, plus four years experience. Any equivalent combination of education and experience may be substituted.
2. Requires attention to detail, good organizational skills, plus a working knowledge of bookkeeping and financial procedures.

**CLASS TITLE:** Senior Legislative Technician

**GRADE:** Salary Group 5

**DEFINITION OF THE CLASS**

**Prepares legislative documents using specialized technical skills and text processing equipment. Preparation of legislative documents must be near perfect as errors may result in delays in the processing of legislation. Work is performed independently according to standard procedures; instructions are received on special assignments and procedural changes. A Senior Legislative Technician must have a working knowledge of the format, style and organization of the Laws of Maine to be able to resolve technical problems or answer substantive questions for Legislative Technicians or Legal Proofreaders.**

**EXAMPLES OF DUTIES**

1. May perform any or all duties expected of a Legislative Technician with a high degree of skill, speed, accuracy and independence.
2. Types bills and amendments in proper form.
3. Proofreads for spelling, grammar, punctuation and references, and related tasks requiring a knowledge of the format, style and organization of the Laws of Maine.
4. May order supplies, keep specialized office records and coordinate the preparation and printing of publications.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma or any equivalent combination of education and experience.
2. Requires four years word processing, text processing or related technical work experience.
3. Requires demonstrated competence and at least one year experience as a Legislative Technician or comparable position.
4. Requires attention to detail and willingness to work long hours under pressure.

**CLASS TITLE:** Library Associate

**GRADE:** Salary Group 5

**DEFINITION OF THE CLASS**

Assists with a broad range of library duties under the general direction of a professional librarian and using basic library science techniques. This is a paraprofessional library position requiring knowledge of or experience in library science. Employees work with considerable independence following established procedures and library policy or specific instructions from a supervisor.

**EXAMPLES OF DUTIES**

1. Assists with reference services for library patrons.
2. Coordinates and maintains specialized information files such as legislative histories, newspaper clippings, federal documents, and special collections or data bases.
3. May coordinate the work of other library staff on a project basis.
4. Assists with circulation functions including checking out materials and calculating overdue charges.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a bachelor's degree or high school diploma plus four years experience in library or related work or any equivalent combination of education and experience.
2. Requires good organizational skills and attention to detail.
3. Ability to work with a variety of library patrons and other staff.

**CLASS TITLE:** Office Support Technician

**GRADE:** Salary Group 5

### **DEFINITION OF THE CLASS**

The Office Support Technician is the first line of support in the information systems office. The position provides intra- and inter-office support services in word and data processing applications and equipment.

### **EXAMPLES OF DUTIES**

1. Assists all legislative offices in the use of both word processing and data processing applications and in the development and maintenance of office administration procedures to support "local" computer use (e.g. document indices, archiving, etc.)
2. Monitors use of computer equipment, responds to problems and resolves or coordinates resolution of problems.
3. Monitors use of computer supplies, maintains inventories and order as necessary.
4. Performs secretarial duties including typing, telephone coverage, ordering supplies, making service calls, and maintaining request log).
5. Serves as back up system administrator for selected computer programs.
6. Provides assistance to offices in executing special projects (e.g. glossaries, LOTUS, and projects requiring detailed knowledge of advanced functions).

### **DESIRABLE MINIMUM QUALIFICATIONS**

1. High School diploma or equivalent combination of education and/or experience.
2. Minimum of four years progressive secretarial, clerical, word or data processing experience in a computer environment.
3. Secretarial skills including organizational skills, filing and attention to detail.
4. Ability to communicate and work effectively with legislative computer users.

**CLASS TITLE:** Senior Technical Secretary

**GRADE:** Salary Group 5

### **DEFINITION OF THE CLASS**

Using specialized technical skills and text processing equipment, performs advanced and complex secretarial duties of an administrative and sometimes of a confidential nature for a legislator, legislative committee, senior professional, assistant office director, or other staff person or similar responsibilities. Work is performed independently with instructions received on special assignments. Work requires flexibility to respond to and handle a variety of different and varied assignments. Uses various office machines and is adept in the use of complex computer, graphics and word processing programs.

### **EXAMPLES OF DUTIES**

1. May perform any or all duties expected of a senior secretary with a high degree of skill, speed, accuracy and independence.
2. Compiles documents and correspondence using advanced spread sheet, graphics, and word processing programs.
3. Obtains, assembles, formats and maintains information for documents, reports and mailing lists.
4. May coordinate the work of other clerical staff on a project basis or may assist in training new staff.
5. May order supplies, keep specialized office records, maintain committee files, and coordinate the preparation and printing of publications.

### **DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma, including or supplemented by courses in secretarial work, plus four years secretarial experience or any equivalent combination of education and experience.
2. Demonstrate proficiency in the use of computer spreadsheet, graphics, and word processing programs.
3. Requires a minimum of one year's experience and demonstrated competence as a senior secretary with excellent knowledge of legislative procedures as these relate to the preparation of documents.
4. Ability to perform varied secretarial tasks with speed and accuracy.



**CLASS TITLE:** Administrative Secretary

**GRADE:** Salary Group 6

### **DEFINITION OF THE CLASS**

An Administrative Secretary is the lead secretarial position in an office, usually working for a director and frequently coordinating the work of other secretaries or clerical employees. Performs complex secretarial duties of intricate variety for an office director and handles office-wide administrative matters, records and procedures. Work is of a most exacting nature in an effort to eliminate the possibilities of errors which could result in legislative session delays. Uses various office machines and equipment. Work is performed independently according to standard procedure or special instructions; however, an administrative secretary may develop new methods and advise or train other secretaries as required to meet special assignments or changing situations.

### **EXAMPLES OF DUTIES**

1. Performs all or any duties expected of a Senior Secretary with a high degree of skill, speed, accuracy and independence.
2. Acts as a liaison on behalf of the office or legislature with vendors such as printers, travel agents, and suppliers.
3. Reviews bids, vouchers and office expenditures.
4. Schedules meetings, hearings and facilities.
5. Establishes and maintains specialized office personnel files and records.
6. Composes correspondence for the signature of others.
7. Performs general typing, filing and record-keeping duties.
8. May supervise other secretaries, clerical or session employees in an office.

### **DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma, including or supplemented by courses in secretarial work or any equivalent combination of education or experience.
2. Requires at least five years previous secretarial experience and demonstrated competence as a Senior Secretary of comparable position.
3. Ability to perform a broad range of secretarial tasks with speed and accuracy.
4. Ability to work cooperatively with legislators, legislative staff and others on a daily basis and often under pressure.

CLASS TITLE: Legislative Information Associate

GRADE: Salary Group 6

#### DEFINITION OF THE CLASS

The Legislative Information Associate carries out a variety of tasks related to both of the primary functions of the Legislative Information Office: day-to-day administration of the legislative status system and administrative support to the joint standing committees. The Associate works under the general guidance of the Legislative Information Manager during regular and special legislative sessions, but may also be assigned other specific tasks and duties by the Executive Director, who will coordinate any such assignments with the Legislative Information Coordinator.

#### EXAMPLES OF DUTIES

1. Track and record official actions of the House or Senate in the legislature's bill status system.
2. Assist Legislative Information Manager in review, proofing, and distribution of the publications for which the Office is responsible, including weekly bill status and committee status reports and the annual publication, *History and Final Disposition*.
3. Respond to requests for legislative status information.
4. Coordinate committee activities including technical assistance to clerks, overall schedules and master files.
5. Coordinate ordering of supplies for all legislative committees.
6. Coordinate confirmation hearings during the interim.
7. Perform office functions including copying, filing, supply inventory, and other duties as assigned.

#### DESIRABLE MINIMUM QUALIFICATIONS

1. High school diploma plus an Associates Degree or any equivalent combination of education and experience.
2. A minimum of three years progressively responsible experience in a computer-based, customer service or data processing user support role or with clerical or secretarial experience in the Maine legislature with a working knowledge of legislative terminology, parliamentary procedure, the legislative process, and committee procedures.
3. Good interpersonal skills and demonstrated ability to deal with a wide variety of individuals, members of the public, legislators and legislative staff.
4. Availability to work long hours with minimal supervision and often under pressure.

**CLASS TITLE:** Technical Support Coordinator

**GRADE:** Salary Group 7

**DEFINITION OF CLASS**

The Technical Support Coordinator provides technical support for strategic software and hardware systems. The position is a resource for others in troubleshooting and data processing applications.

**EXAMPLES OF DUTIES**

1. Generates and installs software products and components.
2. Isolates, performs quality assurance testing on, and corrects software problems.
3. Revises and enhances vendor software products and packages.
4. Diagnoses problems and corrects applications as necessary.
5. Provides support to legislators and legislative staff.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Minimum high school diploma plus four years of progressively responsible work experience in a computer environment or two years of post secondary education or course work in computer science or any equivalent combination.
2. Knowledge of computer programs, troubleshooting and the ability/willingness to train others.
3. Ability to communicate and work collaboratively with others.
4. Skills in coordinating and organizing projects.

**CLASS TITLE:** Senior Administrative Secretary

**GRADE:** Salary Group 7

### **DEFINITION OF THE CLASS**

A Senior Administrative Secretary is the lead secretarial position in an office, usually working for a director and frequently coordinating the activities relating to the legislature as a whole. A Senior Administrative Secretary performs complex secretarial duties of intricate variety for an office director and frequently handles work of a confidential nature. This position involves office-wide administrative matters, records and procedures. Work is of a most exacting nature in an effort to eliminate the possibilities of errors which could result in legislative session delays. Uses various office machines and equipment. Work is performed independently according to standard procedure or special instructions; however, a Senior Administrative Secretary may develop new methods and advise or train other secretaries as required to meet special assignments or changing situations.

### **EXAMPLES OF DUTIES**

1. Performs all or any duties expected of an Administrative Secretary with a high degree of skill, speed, accuracy and independence.
2. Acts as a liaison on behalf of the office or legislature with legislators, legislative staff, executive branch personnel and vendors.
3. Reviews bids, vouchers and office expenditures.
4. Schedules meetings, hearings and facilities.
5. Establishes and maintains specialized office personnel files and records.
6. Composes correspondence for the signature of others.
7. Performs general typing, filing and record-keeping duties.
8. May supervise other secretaries, clerical or session employees in an office.

### **DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a high school diploma, including or supplemented by courses in secretarial work or any equivalent combination of education or experience.
2. Requires at least five years previous secretarial experience and demonstrated competence as a Senior Administrative Secretary or in a comparable position.
3. Ability to perform a broad range of secretarial tasks with speed and accuracy.
4. Ability to work cooperatively with legislators, legislative staff and others on a daily basis and often under pressure.

CLASS TITLE: Paralegal  
Research Assistant  
Budget Assistant  
Program Assistant

GRADE: Salary Group 7

### DEFINITION OF THE CLASS

Under direct supervision, performs background policy and legal research, bill drafting, budget analysis or program reviews for a legislative committee. This is an entry-level professional position requiring the use of general research methods, routine analysis and simple legal research. Work is routinely reviewed for accuracy, completeness, content and methods.

### EXAMPLES OF DUTIES

1. Researches and drafts memos, reports and legislation.
2. Analyzes budgets, expenditures and programs.
3. Gathers information through questionnaires, interviews, literature reviews and other methods and sources.
4. Assists other professional staff in organizing, preparing and presenting information for legislative committees.
5. Analyzes data.

### DESIRABLE MINIMUM QUALIFICATIONS

1. Requires a bachelor's degree or paralegal experience or certification or any equivalent combination of education and experience.
2. Requires one year of professional level work experience.
3. Requires good oral and written communication skills.
4. Requires an ability to work cooperatively with legislators and staff.
5. Requires basic research skills.

**CLASS TITLE:** Senior Technical Support Coordinator

**GRADE:** Salary Group 8

### **DEFINITION OF CLASS**

**This is a professional position requiring knowledge of a highly specialized and technical nature. The position provides technical support for strategic software systems and acts as a technical resource for management and staff. A distinguishing feature of this position is the ability to work independently, to train others in technical areas, and to provide assistance to legislative working groups, task forces or committees.**

### **EXAMPLES OF DUTIES**

1. Generates and installs system software products and components.
2. Isolates, performs quality assurance testing on, and corrects software problems.
3. Revises and enhances vendor system software products and packages.
4. May supervise users and technical support personnel on a project basis.
5. Diagnoses problems and corrects applications as necessary.
6. Provides support and training to legislators and legislative staff.
7. Provides technical support to special projects, task forces and/or legislative committees.

### **DESIRABLE MINIMUM QUALIFICATIONS**

1. Minimum high school diploma with a minimum of six years experience or one year technical training plus five years experience in a computer environment or any equivalent combination.
2. Minimum of one year's experience with demonstrated competence in the Legislative Information Systems office at the level of Technical Support Coordinator.
3. Experience in training others in computer applications and programs.
4. Demonstrated ability to communicate effectively and work collaboratively with elected officials, legislative staff, and the public.
5. Excellent skills in coordinating projects, organization, and in handling details.

CLASS TITLE: Payroll and Benefits Supervisor

GRADE: Salary Group 8

#### DEFINITION OF CLASS

This is a professional position requiring knowledge of a highly specialized nature. The position supervises the processing and control of all payroll and personnel benefits transactions in the legislature. Under limited supervision, the Payroll and Benefits Supervisor is responsible for all payroll, benefits, travel and expense reimbursements for legislators and staff. The position requires a high degree of accuracy and coordination and the ability to work cooperatively with a wide range of individuals.

#### EXAMPLES OF DUTIES

1. Directs and monitors the processing and control of all legislative personnel transactions.
2. Verifies and inputs all information for biweekly legislator and legislative staff payroll.
3. Conducts new legislator and employee orientations providing information on legislative payroll and benefits policies. Processes and supervises the paperwork for payroll deductions, direct deposits, deferred compensation and benefits.
4. Processes bills, verifies accuracy and handles discrepancies on the legislature's health and dental insurance plans. Processes claims and resolves problems as necessary with benefit providers on behalf of the legislature.
5. Coordinates out of state travel for the legislature including airline reservations, meeting registrations, and hotel reservations.
6. Calculates and processes all legislator expense vouchers on a weekly basis during the legislative session to include meals, lodging and other expenses.
7. Answers questions and provides informations for legislators and staff on payroll, benefits, unemployment, and retirement issues.
8. Provides general assistance to other legislative staff.

#### DESIRABLE MINIMUM QUALIFICATIONS

1. Requires a bachelor's degree plus two or an associate's degree plus four years progressively responsible work experience. Requires at least two years work experience in the Maine Legislature or state government.
2. Demonstrated ability to communicate effectively and work collaboratively with elected officials, legislative staff, vendors, and executive branch personnel.
3. Requires attention to detail, accuracy and the ability to work under pressure.
4. Requires working knowledge of the state personnel system, payroll processing system and procedures, legislative and policy operations, current benefits and benefit plans and business travel operations.

**CLASS TITLE:** Programmer/Analyst

**GRADE:** Salary Group 8

**DEFINITION OF THE CLASS**

The Information Systems office provides computer support to the legislature and is responsible for maintaining and developing applications in both mincomputer and PC environments. Under direct supervision, the Programmer/Analyst performs a variety of moderately complex technical functions relating to the full range of legislative computer services. The Programmer/Analyst assists in the design, development and maintenance of legislative applications.

**EXAMPLES OF DUTIES**

1. Analyzes system needs and assists in system design and development.
2. Programs, maintains and operates computer hardware and software.
3. Develops and maintains security systems.
4. Installs new equipment and applications.
5. Answers technical questions.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a bachelor's degree in computer science or advanced computer or technical training or any equivalent combination of education and experience.
2. Minimum of two years progressively responsible experience in computer programming and user support in mini-computer and PC environments.
3. Good communication skills and the commitment to working collaboratively with others.



**CLASS TITLE:** Engrossing Supervisor

**GRADE:** Salary Group 8

**DEFINITION OF CLASS**

The Engrossing Supervisor is responsible for supervising all engrossing functions of the legislature. The Supervisor integrates all amendments passed by the legislature into original bills, oversees the legislature's receipt of laws signed by the Governor. This position works independently under the general supervision of the Revisor of Statutes.

**EXAMPLES OF DUTIES**

1. Directs the work of all staff involved in the engrossing function.
2. Identifies, proofreads and integrates all amendments passed by the legislature into the original bill.
3. Oversees the receipt of laws signed by the Governor determining the type of law and assigning appropriate chapter numbers.
4. Arranges for pre-engrossing of bills in coordination with the offices of Secretary of the Senate and Clerk of the House.
5. Prepares files, face sheets and transmittal letters and enactor envelopes for all bills.
6. Coordinates and manages the functions of the Engrossing office.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. High school diploma plus six years progressively responsible work experience at least two of which shall be in the Maine legislature.
2. Requires sophisticated knowledge of legislative process and procedure and the laws of Maine.
3. Familiarity with the legislative computer system as it functions for the engrossing function.
4. Ability to communicate, coordinate and work effectively with members of the legislature, legislative staff and executive branch.
5. Excellent command of the English language, grammar and proofreading skills.
6. Requires attention to detail, accuracy, and ability to work under pressure often during long periods of time.
7. Requires organization and management skills.

CLASS TITLE: Research Associate

GRADE: Salary Group 8

### DEFINITION OF THE CLASS

Under general supervision, performs background policy and legal research, bill drafting, budget analysis or program reviews for a legislative committee. This is a second level research position which requires at least one session's experience as a research assistant with a good working knowledge of Maine laws and legislative operations during session. The position requires the use of general research methods, routine analysis and simple legal research. Work is reviewed for accuracy, completeness, content and methods.

### EXAMPLES OF DUTIES

1. Researches and drafts memos, reports and legislation.
2. Analyzes budgets, expenditures and programs.
3. Gathers information through questionnaires, interviews, literature reviews and other methods and sources.
4. Assists other professional staff in organizing, preparing and presenting information for legislative committees.
5. Analyzes data.

### DESIRABLE MINIMUM QUALIFICATIONS

1. Requires a bachelor's degree or paralegal experience or certification plus two years professional level experience preferably in public service government or public policy related work or any equivalent combination of education and experience.
2. Requires good oral and written communication skills.
3. Requires a minimum of one session's experience as a research assistant with good working knowledge of Maine laws and legislative operations.
4. Requires an ability to work cooperatively with legislators and staff.
5. Requires basic research skills.

**CLASS TITLE:** Legislative Indexer

**GRADE:** Salary Group 8

**DEFINITION OF CLASS**

The Legislative Indexer is responsible for providing primary technical support to the legislative indexing function. The Indexer prepares on-line search indexes and printed indexes to legislative publications under the day-to-day supervision of the Legislative Information Systems Manager.

**EXAMPLES OF DUTIES**

1. Performs a variety of moderately complex technical functions related to subject indexing of legislative products and processes.
2. Identifies the need for development and enhancement of computer applications to support the indexing function.
3. Provides technical assistance related to indexing to other legislative offices.
4. Prepares subject indexes for a variety of legislative publications, including bill requests.
5. Maintains on-line computer index on status of bills under consideration.
6. Provides technical assistance to other legislative offices in establishing and maintaining subject indexes.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires knowledge of the legislative process, and use of legal and legislative reference tools.
2. Requires knowledge of and interest in subject indexing methods.
3. Requires good oral and written communications skills.
4. Requires an ability to work cooperatively with legislators and staff.
5. Requires basic research skills.
6. Requires a bachelor's degree or paralegal experience or certification plus two years relevant work experience or any equivalent combination of education and experience.

CLASS TITLE: Senior Programmer/Analyst

GRADE: Salary Group 9

#### DEFINITION OF THE CLASS

The Information Systems Group provides computer support to the Legislature and is responsible for maintaining and developing applications in both minicomputer and PC environments. This position works under the overall direction of the manager of Information Systems. An individual in this position has high degree of sophistication in programming and the ability to organize and coordinate legislative wide projects.

#### EXAMPLES OF DUTIES

1. Shares administrative duties related to the operation of the Legislature's computer system at the direction of the Information Systems Manager.
2. Provides support to the Legislature's non-partisan staff offices in the evaluation of commercially available software products and in the development of applications that are designed to support policy and fiscal analysis, as well as general office management.
3. Researchs, recommends, installs and configures hardware, software and communication networks.
4. Provides problem solving definition and resolution as these relate to information systems projects and programs.
5. Participates in the coordination and presentation of training programs for users.

#### DESIRABLE MINIMUM QUALIFICATIONS

1. Requires a bachelor's degree in computer science or advanced computer or technical training or any equivalent combination of education and experience.
2. Three years progressively responsible experience in software design programming implementation.
3. Experience in writing sophisticated computer programs; COBOL experience necessary.
4. Exceptional understanding of the relational data base models.
5. Experience and facility with PC's (hardware and software configurations, available software tools, etc.)
6. Good communication, project management and coordination skills and commitment to working collaboratively with users.

**CLASS TITLE:** Legislative Analyst  
Legislative Attorney

**GRADE:** Salary Group 10

### **DEFINITION OF THE CLASS**

Under general supervision, performs research, policy and fiscal analysis for a legislative committee or individual legislators. Researches and analyzes information; determines methods for gathering information; writes reports, memos and papers; drafts legislation and amendments; and coordinates with committee chairs the operations of a committee or commission. Develops work priorities, methods and assignments at the request of or in consultation with legislators, supervisors or other staff and then works independently to complete tasks. Material requested by committees or legislators is submitted to them for approval. The office director or designee may regularly review products for content, style, form, objectivity and consistency.

### **EXAMPLES OF DUTIES**

1. Researches and drafts amendments or legislation;
2. Analyses budgets;
3. Researches and analyzes policy issues;
4. Evaluates government programs and services;
5. Acts as liaison with interest groups and executive agencies on behalf of or at the direction of a committee;
6. Writes reports memos, fiscal notes and analyses;
7. Attends committee hearings and work sessions;
8. May coordinate the work of paralegals, or budget, program or research assistants.

### **DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a bachelor's degree and three years of public policy research experience, a master's degree and one year of public policy experience, or a law degree. A graduate degree is preferred, but any equivalent combination of education and experience may be substituted.
2. Requires strong oral and written communication skills.
3. Ability to work cooperatively with legislators, legislative staff, executive agency personnel and others.
4. Ability to deal with legislators and others in a wide variety of situations and often under pressure.

**CLASS TITLE:** Administrative Services Manager

**GRADE:** Salary Group 10

### **DEFINITION OF CLASS**

Under general supervision, the Administrative Services Manager manages complex financial, personnel and/or administrative functions for the legislature as a whole. An Administrative Services Manager supervises staff and oversees accounting and financial or legislative information systems according to established policies and guidelines. The position involves a high degree of coordination with other legislative offices and a high degree of independence in daily operations.

### **EXAMPLES OF DUTIES**

1. Administers and ensures the accuracy and smooth operation of legislative systems such as bill status and access to public information, personnel management, and/or legislative accounting.
2. Supervises the work of staff involved in accounting and financial, personnel, and information services functions.
3. Researches and recommends ways to improve administrative support.
4. Assists with the management of legislative facilities.
5. Acts as legislative information system liaison with other directors and managers.
6. Recruits, trains and provides administrative supervision of committee clerks.
7. Supervises data entry, updating and reporting functions associated with the Legislature's bill status system.
8. Coordinates activities, meetings and the transfer of information on behalf of the legislature with the Executive branch and other individuals and offices.

### **DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a bachelor's degree in a related field with at least four years progressive work experience; or a master's degree and two years experience. Any equivalent combination of education and experience may be substituted.
2. Requires at least one year of experience in a supervisory role.
3. Requires working knowledge of the field of operation (such as accounting systems, information systems, personnel and related practices) and general management practices.
4. Requires knowledge of the legislative process. At least two years work experience in the Maine legislature or state government is desirable.
5. Requires knowledge and experience in computer applications for problem solving and operations.
6. Ability to work cooperatively with legislators, legislative staff, executive agency personnel and the public in a wide variety of situations and often under pressure.

**CLASS TITLE:** Associate Law Librarian

**GRADE:** Salary Group 10

**DEFINITION OF THE CLASS**

Performs complex professional library work involving independent judgment in the provision of reference services or technical functions. Performs technical library work such as accessing, cataloguing, classifying, and indexing books, documents and periodicals. Also provides a range of complex reference services requiring knowledge of bibliographic and reference tools and techniques. May supervise other professionals, support personnel and paraprofessionals in technical or reference library services.

**EXAMPLES OF DUTIES**

1. Conducts legal research, bibliographic searches and on-line data base searches;
2. Assists library patrons in the use of library resources;
3. Catalogues books, periodicals and other documents according to recognized rules and procedures;
4. Answers simple as well as complex research requests using state, federal and national reporters, digests, standard legal reference sources and on-line data bases.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a master's degree in library science or any equivalent combination of education and experience.
2. Requires two years prior library experience in a technical services role or in a special or law library.
3. Requires good organizational skills and attention to detail.
4. Ability to work with a variety of patrons.

**CLASS TITLE:** Senior Legislative Analyst  
Senior Legislative Attorney

**GRADE:** Salary Group 11

### **DEFINITION OF THE CLASS**

Performs complex and diverse research, fiscal, analytic or legal functions for legislative committees or commissions, individual legislators or other legislative staff. Coordinates with committee chairs the operations of a committee or commission. Exercises considerable independence in setting work priorities, initiating projects, determining methods and completing assignments while following general office policies, administrative procedures and guidelines of committee chairs or office director or designee. Material requested by committees or legislators is submitted to them for approval. The office director or designee may periodically review products for content, form, style, objectivity and consistency. Because of their specialized skills, expertise and experience, a Senior Legislative Analyst or Senior Legislative Attorney may be called upon to coordinate special projects, assume additional work assignments and provide expert professional assistance to other staff.

### **EXAMPLES OF DUTIES**

1. May perform all or any duties expected of a Legislative Analyst or Legislative Attorney with a high degree of skill, speed, accuracy and independence;
2. Conceives, plans, directs or conducts independent research projects.

### **DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a bachelor's degree and five years of public policy research experience, or a master's degree or law degree and three years of public policy experience. A graduate degree is preferred, but any equivalent combination of education and experience may be substituted.
2. Requires at least two years experience and demonstrated competence and maturity as a Legislative Analyst or Legislative Attorney or comparable position.
3. Requires proven skills in oral and written communications.
4. Requires proven problem solving, decision making and interpersonal skills in dealing with legislators and others in a wide variety of situations and often under pressure.



**CLASS TITLE:** Principal Law Librarian

**GRADE:** Salary Group 12

**DEFINITION OF THE CLASS**

**Coordinates a major function of the State Law Library including supervising other professional librarians, paraprofessionals and support personnel in the development and management of technical library services or legislative reference support for legislators, state agencies, the judiciary, private attorneys and the general public. Plans, directs and evaluates the work of library personnel.**

**EXAMPLES OF DUTIES**

1. Provides legal and legislative reference services to patrons;
2. Accesses, catalogues, classifies and indexes books, documents and periodicals;
3. Coordinates training and use of on-line search services and other library resources for library staff and patrons;
4. Works with other legislative offices in the development of new services and computer applications;
5. Participates in acquisition and collection maintenance decisions;
6. Oversees the management and development of the various library programs and procedures.

**DESIRABLE MINIMUM QUALIFICATIONS**

1. Requires a master's degree in library science or any equivalent combination of education or experience.
2. Requires at least five years of professional library experience including at least two years in a supervisory role.
3. Ability to work cooperatively with a wide variety of library patrons.
4. Requires the ability to manage and lead others.

CLASS TITLE: Principal Analyst  
Principal Attorney

GRADE: Salary Group 12

#### DEFINITION OF THE CLASS

A Principal Analyst or Principal Attorney is a lead professional responsible for planning, organizing and coordinating the provision of a major legislative service or the performance of a highly specialized policy or legal function within an office. Within their assigned area of expertise and responsibility, Principal Analysts and Principal Attorneys supervise, coordinate and review the work of other analysts, attorneys, assistants and paralegals. A Principal Analyst or Principal Attorney performs highly complex and intricate legal, fiscal, research and program review tasks exercising substantial judgment and independence. A Principal Analyst or Principal Attorney may participate in office-wide, management decisions.

#### EXAMPLES OF DUTIES

1. May perform all or any duties expected of a Senior Analyst or Senior Attorney with a high degree of skill, speed, accuracy and independence;
2. Plans, assigns, coordinates, supervises and reviews the work of other professional staff;
3. Initiates, plans and directs office projects within an assigned area of responsibility and expertise;
4. Acts as office liaison on special research, administrative or legal projects involving more than one office or the legislature as a whole.

#### DESIRABLE MINIMUM QUALIFICATIONS

1. Requires a bachelor's degree and at least seven years of public policy research experience; or a master's degree or law degree and five years research experience. A graduate degree is preferred, but any equivalent combination of education and experience may be substituted.
2. Requires at least two years experience and demonstrated competence at the level of Senior Legislative Analyst, Senior Legislative Attorney, or comparable position.
3. Requires ability to facilitate group decision-making by colleagues and to implement those decisions.
4. Requires the ability to manage and lead other staff. Supervisory experience is desired.
5. Requires demonstrated exceptional ability within area of expertise.

CLASS TITLE: Manager of Computer Services

GRADE: Salary Group 12

### DEFINITION OF CLASS

The manager of Computer Services is responsible for the daily operation of the Legislature's computer system, internal computer applications for legislators and staff, and for public access to legislative information. Under the general guidance of the Executive Director of the Legislative Council, the manager of computer services serves as the department leader, coordinates and reviews the work of computer services staff, participates in legislative-wide management decisions regarding the application of computer and telecommunications services, and plans and designs short and long-term information systems applications.

### EXAMPLES OF DUTIES

1. Oversees the development and operation of all projects assigned to the computer services staff including telecommunications, word processing, desktop publishing, applications development and hardware maintenance.
2. Plans, assigns, coordinates, supervises and reviews the work of other professional staff.
3. Oversees the operation and maintenance of the House roll call system.
4. Works with other legislative offices in the development of new services and computer applications.
5. Maintains a continuous review of the operation of all phases of data processing and computer services and makes recommendations for the improvement in analysis and programming, equipment utilization, and overall efficiency.
6. Assists the Executive Director of the Legislative Council in developing legislative goals and standards for computer and telecommunications operations.
7. Identifies future hardware/software requirements for the Legislature and legislative offices.

### DESIRABLE MINIMUM QUALIFICATIONS

1. Requires a bachelor's degree in computer science or advanced computer or technical training or any equivalent combination of education and experience.
2. Seven years progressively responsible experience in computer applications including hardware, software, design and development.
3. Requires the ability to manage and lead other staff. At least two years supervisory experience is desirable.
4. Requires knowledge of the legislative process as it relates to computer and telecommunications applications.
5. Requires the ability to facilitate group decision making by colleagues and users and to implement those decisions.
6. Good communication, project management and coordination skills, and the commitment to working collaboratively with users.

CLASS TITLE: Deputy Director

GRADE: Salary Group 13

#### DEFINITION OF THE CLASS

Assists an office director in a broad range of management and administrative tasks including supervision of other staff. Serves as the administrative leader, makes office management decisions and interprets office policy in the absence of the office director. Performs complex and diverse research, analytic, fiscal, library and legal functions for the legislature, a legislative committee or individual legislators.

#### EXAMPLES OF DUTIES

1. May perform all or any duties expected of a principal Analyst, Principal Attorney or Principal Librarian with a high degree of skill, speed, accuracy and independence;
2. Sets priorities, supervises, evaluates, coordinates and reviews the work of other professional staff;
3. Reviews reports, memos, fiscal notes and analyses;
4. Plans and directs office-wide projects;
5. Participates in office management decision making;
6. Acts as liaison on special projects involving more than one office or the legislature as a whole.

#### DESIRABLE MINIMUM QUALIFICATIONS

1. Requires a bachelor's degree and at least seven years of public policy research experience; a law degree or a master's degree and five years public policy experience; or a master's of library science and at least five years library experience. Any equivalent combination of education and experience may be substituted.
2. Requires at least two years experience and demonstrated competence as a Principal Analyst, principal Attorney, Principal Librarian or comparable position.
3. Requires demonstrated competence at the supervisory level and proven skills at managing and leading other employees.

CLASS TITLE: Director

GRADE: Salary Group 14

### DEFINITION OF THE CLASS

A Director is the senior manager of a major function of administration or legislative services such as fiscal and program analysis, statutory revision, policy and legal analysis, information systems or library services. A Director plans, directs and manages a wide range of professional, technical and secretarial services and coordinates the provision of those services with other offices. Performs a broad range of highly complex administrative and managerial tasks. Works in concert with the Executive Director and other office directors to identify, develop and strengthen overall policies and procedures dealing with the administration of the legislature and the accomplishment of legislative work. A Director works under the overall direction of the Executive Director in carrying out policies established by the Legislative Council.

### EXAMPLES OF DUTIES

1. Plans, assigns, directs, schedules, supervises, coordinates and evaluates the work of all professional, technical, secretarial and supervisory personnel in an office;
2. Recruits, trains, coaches, evaluates and disciplines, when necessary, employees of an office;
3. Reviews, critiques and otherwise ensures that high standards of quality are met in the work products of an office;
4. Coordinates with other office directors and the Executive Director the provision of legislative services, the completion of interoffice projects, and the development of new activities;
5. Participates in the development of legislative policies and procedures with other office directors and the Executive Director and articulates, implements and interprets those policies, procedures and guidelines for an office;
6. Manages legislative personnel, financial resources and office work in accordance with Legislative Council policy, statutory provisions and other guidelines articulated by the Executive Director;
7. Identifies and implements new strategies for accomplishing the work of an office.

### DESIRABLE MINIMUM QUALIFICATIONS

1. Requires a bachelor's degree and at least eight years of progressive public policy and managerial experience; or a law degree or a master's degree and at least five years of progressive public policy and management experience. Any equivalent combination of education and experience may be substituted.
2. Requires at least three years of management experience in the functional area of legislative service which the individual will direct.
3. Requires a working knowledge of the operations and procedures of state government and state legislatures.
4. Requires demonstrated competence to lead and manage people.
5. Requires demonstrated skill in problem solving and decision making.