

MAINE STATE LEGISLATURE

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LEGISLATIVE COUNCIL
December 18, 1981

CALL TO ORDER

A meeting of the Legislative Council was held in the Legislative Council Chambers, Room 327 and called to order by Chairman Elizabeth Mitchell at 9:35 a.m.

ROLL CALL

Senators: Sen. Collins, Sen. Conley, Sen. Pierce,
Sen. Pray

Representatives: Rep. Diamond, Rep. Higgins, Rep.
Martin, Rep. Mitchell, Rep. Tarbell

Legislative Officers and Staff:
David Silsby - Legislative Research Director

APPEALS PROCESS

Chairman Mitchell suggested that the appeals be screened as the first order of business so that Legislators present would not have to wait through the regular business meeting. All members were in agreement and the appeals process began at this time and ended at 11:45 a.m. It was noted that 183 bills were accepted for the Second Regular Session. (See attached list of all bills accepted for the 110th Second Regular Session.)

REGULAR BUSINESS MEETING

Chairman Mitchell called the regular business meeting to order at this time.

SECRETARY'S REPORT

MOTION

Rep. Martin moved that the minutes of December 11, 1981 be approved.

Sen. Pierce seconded the motion and it was carried unanimously.

LEGISLATIVE OFFICERS AND STAFF REPORTS

David Silsby, Legislative Research Director, submitted a report on legislative document forms from the new computer system for the Council's approval. One option presented was to change the size of LD's from 6"x9" to 5 1/2" x 8 1/2". The advantages and disadvantages of such a move were discussed with the addition of line numbering and large holes for binding. The reduction option did not appear favorable.

MOTION

Rep. Martin moved that all legislative documents be printed in the 6"x9" size form.

The motion was seconded by Sen. Pierce and carried unanimously.

TABLED AND SPECIALLY ASSIGNED ITEMS

MOTION

Sen. Pierce moved that the item, a report of scheduling problems of the Aging, Retirement and Veterans Committee hearings, be tabled.

Sen. Collins seconded the motion and it was carried unanimously.

NEW BUSINESS

Proposed pay schedules for partisan and legislative employees was submitted to the Council for approval.

MOTION

Rep. Martin moved that the pay schedule be referred to the Speaker of the House and the President of the Senate.

Sen. Collins seconded the motion and it was carried unanimously.

ADJOURNMENT

MOTION

A motion was made that the Council meeting be adjourned

at 12:05 p.m.

The motion was seconded and carried unanimously.

M E M O R A N D U M

To: Legislative Council

From: Partisan Staff

Subject: Proposal for establishing a pay scale system for partisan legislative personnel.

Inasmuch as it is clearly inappropriate for partisan legislative staff members to be subject to collective bargaining and since there currently exists practically no framework for compensation for such employees, we are proposing that the Council adopt a reasonable pay structure that is consistent with those of other legislative, state and public employees. The proposal is being made to the Council in lieu of collective bargaining as an orderly, reasoned approach to equitably addressing the subject of partisan staff compensation.

Attached is a proposed salary range for partisan staff assistants and a proposed salary range for partisan secretarial positions.

The assistants' scale is based on the existing starting salary of \$308 per week with seven subsequent steps. Each step in the salary scale is an increment of 5.5% which is generally comparable to the increments in the salary scale for the non-partisan legislative assistants in Helen Ginder's office. A copy of their salary scale is attached for your information and consideration.

It is proposed that once established, these scales would be adjusted periodically based upon the contract settlements of the state employees' unions consistent with the current practice of the Legislative Finance Office for other comparable legislative employees.

If the Council chooses to adopt this compensation proposal it is obvious that implementation with existing employees will require judgements to be made regarding which step is appropriate for each existing staff member. That decision probably best rests with the member of leadership who employs the individual staff member. That member of leadership is probably in the best position to carefully

and reasonably evaluate the value of past legislative staff experience in various functions and assign an appropriate step level.

Generally, new employees added after adoption of the proposed compensation structure should begin at the entry level step on the scale; except that former employees or candidates with direct legislative staff experience should be given reasonable consideration for that experience in assignment of a step on the scale.

A major attribute of the proposed system is that it provides for uniform step adjustments within the appropriate scale for all partisan employees at the same time. Thus, the Council would generally be able to address the question of partisan salaries in a uniform orderly manner annually.

We request your serious consideration of the proposed salary structure as a reasonable and carefully considered alternative to present practice.

MAINE STATE GOVERNMENT

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

DEPARTMENT OF PERSONNEL

State Office Building
State House Station #4
Augusta, Maine 04333
Tel. - 207-289-3761



Amended: August 25, 1981
Date Issued: July 1, 1980

Date Closing: UNTIL CANCELLED

Bulletin # 3949D

EXAMINATION ANNOUNCEMENT

ADMINISTRATIVE SECRETARY

(STENOGRAPHER - 002401) - (DICTAPHONE - 002402)

Rural and
Urban Settings

Pay Range: 16
Bargaining Unit: A - Administrative Services

Job Security

\$220.80-230.00-239.20-249.20-259.20-270.00-281.20/wk

Promotional
Opportunity

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates to fill future vacancies. Vacancies occur statewide.

SCOPE OF WORK: This is secretarial work of an administrative nature involving responsibility for facilitating general departmental management details for a department head.

Liberal
Vacation

TYPICAL DUTIES:

- ... Takes/transcribes dictation, through use of stenography or Dictaphone equipment.
- ... Prepares correspondence and other documents for a superior.
- ... Receives callers, arranges appointments, coordinates meetings and maintains frequent contact with the Executive Department and other agency officials as required.
- ... Keeps responsible records.

Paid Sick
Leave

Retirement

REQUIRED KNOWLEDGES AND ABILITIES:

- ... Knowledge of the functions, procedures, organization and governing laws and regulations of the administrative unit involved.
- ... Knowledge of modern office practices, procedures and equipment.
- ... Knowledge of the principles of office management and supervision and of standard record maintenance procedures.
- ... Ability to take shorthand or type from a dictaphone in order to transcribe complex and technical material.
- ... Ability to properly compose a variety of memoranda or letters with only general instructions.
- ... Ability to receive, screen or admit and give varied information to callers.

Hospital
Coverage

Life
Insurance

Educational
Leave

MINIMUM QUALIFICATIONS: A six [6] year combination of training/experience/education providing considerable knowledge of secretarial and/or office management activities to include two [2] years experience at the Clerk III, Clerk Typist III or Clerk Stenographer III level --OR-- an acceptable equivalent combination of related civilian or military experience and/or training.

A Nice
Place To
Work

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PORPOSED SALARY SCALE

PARTISAN SECRETARIES

Entry Level	1st Session	\$220.80
Six month Adjustment	1st Session	230.00
Adjustment at Commencement of	2nd Session	239.20
	3rd Session	249.20
	4th Session	259.20
	5th Session	270.00
	6th Session	281.20
	7th Session	292.73

PROPOSED SALARY SCALE

PARTISAN ASSISTANTS

Entry Level	1st Session	\$308.00	\$16,016.00
Six month Adjustment	1st Session	324.94	16,896.88
Adjustment at Commencement of	2nd Session	342.81	17,826.12
	3rd Session	361.66	18,806.32
	4th Session	381.55	19,840.60
	5th Session	402.54	20,932.08
	6th Session	424.68	22,083.36
	7th Session	448.04	23,298.08

SALARY SCALE
LEGISLATIVE ASSISTANTS

Step A	\$319.57	\$16,618
B	338.84	17,620
C	358.17	18,625
D	377.50	19,630
E	396.82	20,635
F	416.17	21,641
G	435.48	22,645
H	454.80	23,650