

MEMORANDUM

Research Department, Kansas Legislative Council

September 19, 1968

RE: Research Department Staff

NEW STAFF ORGANIZATION AND SALARY SCHEDULE

The Legislative Facilities Committee, at its meeting on August 26, requested the acting director of the Research Department to prepare a plan for strengthening the staff and upgrading the salaries of the Department. Committee discussion indicated particular interest in an organization under which there would be staff members who specialize in the major areas of government that are of continuing concern of the Legislature.

Table I shows the present staff and salary schedule (excluding strictly clerical positions) of the Research Department, and the budget request for FY 1970 involving new salary authorizations and new positions. The current authorized staff consists of a director (vacant), assistant director (Ryan), research associate (Strain), three senior research assistants (Buffon, Correll, Barrett), four research assistants (Hack, Firling, Lattimer, vacancy), and one secretary-office manager (Johnson). In addition, there are four clerical positions (all filled).

The Rules, Procedure, and Budget Committee of the Council decided to request two new positions in FY 1970 -- a senior research assistant and a research assistant. These are short-range additions to strengthen staff services for the Legislature. Also, that Committee approved increasing the director's authorized salary to an annual rate of \$20,000 in FY 1969 and to \$21,000 in FY 1970.

It has long been the policy of the Council that research staff members must have a Master's Degree in political science or a related field, or a law degree. That requirement has been waived for a few individuals who had a BA plus considerable experience in state and/or local government. Another important policy is that employees of the Research Department must not engage in political activities of any kind, on the grounds that the staff must serve all legislators regardless of political party.

Table II presents a new, long-range staff organization and salary schedule for the Research Department. It should be emphasized that this is just one possible plan. The new director and the Council Rules, Procedure, and Budget Committee may have different ideas on future staffing and salary levels of the Research Department.

The new plan is based on the assumption that the Research Department would serve both Council committees and standing committees to a greater extent than at present, and that each major standing committee would not have a separate staff of its own.

Under the plan, the research staff would be increased from 12 (including the two new positions) to 18.

The assistant director would have general responsibility over finance and taxation, freeing the director from detailed supervision over these time-consuming areas. There would be a senior assistant and research assistant assigned to finance, to work with the Council Legislative Budget Committee, on requests of the Ways and Means Committees, and on other finance studies. There would be a senior assistant and research assistant to work with the Council tax committee and the standing tax committees. By having all of these four staff members under the assistant director, their work could be coordinated. At times, no doubt, there would be overlapping work on finance and tax studies. The finance staff could be expanded further to work with the Ways and Means Committees and to do more detailed work in budgeting.

There would be a senior assistant and research assistant in each of the areas of education, health and welfare (including institutions), local government and highways, agriculture and natural resources, general government, and law (legal research for Council and standing committees, coordinated with the Revisor's staff). These are the major areas, based on past experience, which would seem to justify a high degree of specialization.

Although the plan in Table II stresses certain areas of specialization, there would be times when staff members would have to work on projects not in their particular assigned areas, because of a heavy workload in another area, time deadlines, special knowledge or background of a staff member, etc. The Research Department could not afford complete segregation of work on a specialty basis even with the expanded staff.

Nor should the plan be considered rigid with respect to the initial assignment of individual research assistants to areas of specialty. For example, there may be times when a research assistant assigned to one area would be qualified, based on his interests and experience with the Department, for promotion to a senior position in another area. This type of flexibility could result in retention of competent research assistants who otherwise might feel they were facing a "dead end" with the Department in a given specialty.

The position of research associate would be dropped after Mr. Strain retires in 1970 on the grounds that the senior research assistant position would be upgraded to a step above the current salary range of the research associate, and that the senior positions below the director and assistant director should be on the same level organizationally. However, there would be sufficient flexibility within the new salary range for the senior assistant, plus longevity credits, to compensate for different degrees of experience within the senior group.

Special emphasis should be placed on the fact that the new staffing pattern would be contingent upon providing adequate space for the Research Department. Space allocated now to the Department is not adequate to accommodate satisfactorily the present authorized staff, plus interns, to say nothing of the two new positions authorized in FY 1970 and the additional positions contemplated in the new plan (Table II).

The new plan also is based on the assumption that qualified people can be retained or recruited to fill the two top positions and the senior positions in the various specialty areas. There is no assurance that this can be done, especially with regard to recruitment. Having qualified staff at the top and senior levels would be essential for success of the new organization on an on-going basis.

Excluded from the new plan is staff for "housekeeping" services for the Legislature, e.g., supplies, employees, payroll, etc. Such staff was omitted because the Legislative Facilities Committee is considering a separate plan therefor.

TABLE I

PRESENT STAFF AND SALARY SCHEDULE OF RESEARCH DEPARTMENT,
WITH BUDGET REQUESTS FOR FY 1970

	Equivalent Civil Service Range Number	Current Salary Range		Budget Request FY 1970
		Steps C and H	With 20 Years Service	
Director	-	\$ 16,800(a)	-	\$21,000
Assistant Director	45	12,000- 15,324	18,624	-
Research Associate	42	10,416- 13,236	16,092	-
Senior Research Assistant	40	} 9,456- 12,000	14,592	-
Senior Research Assistant	40			-
Senior Research Assistant	40			-
Senior Research Assistant	40			new(b)
Research Assistant	35	} 7,392- 9,456	11,460	-
Research Assistant	35			-
Research Assistant	35			-
Research Assistant	35			-
Research Assistant	35			new(b)
Secretary-Office Manager	24	4,296- 5,496	6,684	-

a) Flat amount set by Legislative Council; not on an equivalent Civil Service range.

b) New positions requested in FY 1970.

TABLE II

A POSSIBLE NEW STAFF ORGANIZATION AND SALARY SCHEDULE
FOR THE RESEARCH DEPARTMENT

	Equivalent Civil Service Range Number	Annual Salary Range (a)	Top of Salary Range Plus Longevity			
			5 Years	10 Years	15 Years	20 Years
Director		\$20,000-25,000				
Assistant Director	48	13,896-17,736	18,624	19,560	20,520	21,552
Senior Res. Assn't (finance)	43	10,920-13,896	14,592	15,324	16,092	16,896
Senior Res. Assn't (tax)	43	10,920-13,896	14,592	15,324	16,092	16,896
Research Assn't (finance)	37	8,160-10,416	10,920	11,460	12,000	12,600
Research Assn't (tax)	37	8,160-10,416	10,920	11,460	12,000	12,600
Senior Res. Assn't (education)	43	10,920-13,896	14,592	15,324	16,092	16,896
Research Assistant	37	8,160-10,416	10,920	11,460	12,000	12,600
Senior Res. Assn't (health & welfare)	43					
Research Assistant	37					
Senior Res. Assn't (local gov't and highways)	43					
Research Assistant	37					
Senior Res. Assn't (ag. & natural resources)	43					
Research Assistant	37					
Senior Res. Assn't (gen. government)	43					
Research Assistant	37					
Senior Res. Assn't (legal)	43					
Research Assistant	37					
Secretary-Office Manager	27	4,980-6,360	6,684	7,044	7,392	7,764

Same as education.

a) Steps C - H

MEMORANDUM

FROM: Office of Revisor of Statutes
TO: The Legislative Facilities Committee
RE: Space and Staffing

The Revisor of Statutes Office is keenly aware of the need for additional space and staffing in order that duties assigned to the office may be properly performed. In the past four years alone, the work assignments have more than doubled with no increase in space and only a minimal increase in staff. Further staff increases have not been possible because space has not been made available, although repeated requests have been made for space. At the present time two or more people are occupying space which should be allotted to one person. Although we have not seen the reports of S. U. A., the interviews indicated to us that our space was totally inadequate. The stock reply for requests for space is that there is none. During the past two years the Attorney General has allowed us to use a part of the space allotted to him on the fourth floor for proofreading. Lack of space and staff has resulted in our professional staff working overtime, with no extra compensation or compensating time received for such services. Night shifts are employed during legislative sessions to keep the typing and proofreading as up to date as possible.

The increase in work assigned to this office can be attributed mainly to annual sessions of the Legislature and additional duties

assigned to this office in recent years. A run down of duties conferred on this office may be helpful in showing increased workloads assigned in recent years.

BILL DRAFTING

In 1968, the first regular session after the 1966 Constitutional Amendment was submitted and approved providing for annual sessions of the Legislature, more than nine hundred bills and resolutions were prepared and delivered to members for introduction. Prior to this time, Budget Sessions of the Legislature (in even-numbered years) were limited to thirty days and the Legislature could consider only appropriation and revenue measures. The duration of the sessions in even-numbered years was increased by the amendment to sixty days and subject matter is not limited.

A member of the Revisor's staff serves each of the committees of the Legislative Council which is now operating on an annual basis. Interim committee meetings are staffed when requested. Bills and resolutions are prepared for the Legislative Council, the Reciprocity Commission, the Interstate Cooperation Commission, and for members of the Legislature and state agencies upon request.

STATUTORY COMPILATION AND PUBLICATION

Under the present law, annual Cumulative Pocket-Part Supplements to the Kansas Statutes Annotated are compiled and published under the supervision of this office. This entails writing annotations, cross references, notes, research and practice aids and law review and Bar

Journal references. In odd-numbered years, this means that within an eight month period more than two thousand printed pages of copy must be prepared and published with all of the clerical duties imposed, including indexing. Additionally, this committee on Legislative Facilities has recommended that present volumes of the Kansas Statutes Annotated be "split" in several volumes beginning in 1969.

LEGISLATIVE COUNCIL

The Revisor acts as Secretary of the Council, prepares and provides for the publication of the daily journals and the annual report which is submitted to the Legislature.

RULES AND REGULATIONS

Annual Loose-Leaf Supplements to the Kansas Administrative Regulations are prepared and published under the supervision of this office. In 1968, these supplements amounted to six hundred and eighty-eight pages, including the index changes. The Revisor is Secretary of the Rules and Regulations Board. The law providing for the Kansas Administrative Regulations was enacted in 1965.

DATA PROCESSING

The Kansas Statutes have been placed on electronic tape and are kept up to date annually by contract between this office and the Aspen Corporation of Pittsburgh, Pennsylvania. Upon request from proper authorities, this office prepares requests for searches of

the statutes which are at this time made by Aspen. Additionally, we are constantly studying ways in which the tapes can be employed, such as use in bill drafting, indexing, and possibly in the publication of the statutes.

RECOMMENDATIONS

To improve our staff and upgrade the services performed, the Revisor of Statutes makes these general recommendations.

SPACE

Additional space is the first requirement. Adequate space is not available for the present staff. It is suggested that some of the space in the "L" shaped hall outside the north office could be converted for temporary use at a very small cost. This space could be used for the Xerox, proofreaders and possibly a secretary. Proper lighting and probably some heat would have to be provided. When space is made available, privacy should be provided for the bill drafters. Improved accessibility to cabinets and supplies is badly needed. Private rooms for proofreaders is a necessity. A substantial library will be needed if the law library is moved from the building.

STAFF

The staff should be doubled as soon as space is available. At the present time the staff is composed of five attorneys and five legal secretaries. If the staff were doubled, it probably would not be

necessary to double the professional staff immediately.

Some of the statutory publication and rules and regulations compilation and indexing duties could be performed by skilled clerical personnel. Annotations, law review references, research and practice aids, etc., should be prepared by attorneys. We would hope to staff legislative committees with legal representatives as soon as space permits and personnel can be employed. We would like to add a tax expert to the staff immediately, if possible.

The office is studying the feasibility of converting to tape typewriters or computer stations for bill drafting. Studies are being conducted at this time to determine the advisability of such a conversion.

Staff and salary recommendations appear on the attached table.

TABLE

Professional Staff and Salary Schedule
with Budget Request for FY 1970

<u>Position</u>	<u>Present Annual Salary</u>	<u>Recommended for FY 1970</u>
Revisor of Statutes	\$12,474.00*	
Legislative Council Secretary	<u>2,625.00</u>	
	\$15,099.00	\$17,500.00
First Assistant	12,127.50*	
Interstate Coop. Comm. Secretary	<u>2,625.00</u>	
	14,752.50	16,500.00
Second Assistant	11,781.00*	15,500.00
Third Assistant	9,600.00†	12,500.00
(Associate Revisor	7,200.00†	11,000.00
Clerk-Legal Steno; Office Manager	7,623.00*	8,520.00
Two new Assistants (as soon as appropriations and space are available)		25,000.00
Extra help		12,000.00
Additional professional and clerical staff to be added as soon as space and appropriations available.		

* Fixed by Kansas Supreme Court

† Fixed by Revisor of Statutes