



Office of the Clerk of the Nebraska Legislature

1445 K Street
Lincoln, NE 68508

Legislative Committee Clerk Support Proposal

Drafted by the Clerk of the Legislature
At the Direction of the Speaker of the Legislature

OVERVIEW

This proposal reexamines the committee structure from a personnel perspective, to provide additional support to the Legislative Institution, ensuring the creation of reliable and consistent committee work product and timely historical documentation. It will explore the feasibility and practicality of reassigning the functions and structure of committee clerks within the Legislative Council and placing them under the direction of the Office of the Clerk of the Legislature. This would include the hiring, direct supervision, instruction, and work products for all committee clerks. Transferring the supervision and instruction of legislative committee clerks would occur after the 2024 legislative session, thus ensuring institutional support and direction regarding the formation of the 108th legislature's final committee books. The final result would be the completion of a new subdivision under the Office of the Clerk of the Legislature, the Legislative Committee Support Office. This subdivision would ensure that the Nebraska Legislature continues to operate at the highest levels of excellence, surpassing the expectations of constituents and solidifying the integrity of the Institution for future legislatures.

Goals

Centralizing the Committee Clerks

1. Centralize all aspects of the committee clerk position to better facilitate administrative function, continuity and standardization of work product, and to accrue institutional knowledge that remains throughout normal legislative employee turnover.
2. Ensure consistency for committee procedures, a timely creation of the legislative record, and to maintain a professional work product amongst all legislative committees.
3. Provide stability and permanent employment for individuals in the position of committee clerk under a division of the Legislature not susceptible to turnover like that of personal legislative staff. Additionally, to eliminate disruption of committee processes that can occur with a standalone committee structure such as employee illness or absence.

Benefits

Centralizing the Committee Clerks

The largest benefit the Legislature will see upon the implementation of this proposal is uniformity in the preparation and execution of committee hearings and consistent training for committee clerks. Clerks with more experience will have the ability to run multiple one-day committees, with additional clerks training beside them in a support role. All the necessary information will be presented to senators at their hearing in a uniform, detailed manner, regardless of committee. In addition, if a clerk has a planned or unexpected absence for the day of a committee, another clerk can easily fill in for them during that day's hearings, providing seamless continuity for the committee chair.

In 2023, there were 80 committee statements that needed to be corrected after submission. For the sake of comparison, in 2021, there were 20 statements that needed to be corrected and 22 that needed corrections in 2019. This was likely due to a large number of both new committee chairs and new committee clerks. Corrected statements can lead to confusion and delay during the committee process and in the preservation of historical records. One aspect of note is that among those committee clerks who had at least three years of experience in 2023, the number of corrected committee statements drops to only 6. Due to centralized operations with supervision by the same person, those experienced clerks can mentor other committee clerks on proper process and procedure.

Centralization also means that the process will be streamlined for the preparation, presentation, and finalization of all documents. Synchronization with other operations within the Clerk's Office ensures that the Amendment Clerk receives all necessary paperwork in the front of the chamber,

transcribers can more quickly put together timely and accurate transcripts, and the Legislative Historian will take possession of final committee books on time. On more than one occasion during the 2023 session, new committee clerks reported bills to General File without the attached committee amendments, something that an experienced committee clerk would monitor and correct before it escalated into a situation that involved intervention by legislative leadership.

Committee clerks would receive the benefit of additional job security, because they would no longer be subject to turnover during the election of new committee chairs. As division staff, they would not need to seek out potential committee openings, or be forced to move to a lower pay grade classification as an administrative assistant should no committee clerk openings be available.

Additional benefits can be seen in terms of recruitment and retention. Under this proposal, committee chairs, especially new chairs, do not have to make quick hiring decisions, bringing on staff that may be new to clerking a committee or the legislative environment entirely. Instead, when a vacancy occurs the Committee Support Office will utilize ongoing recruitment efforts to hire staff that is familiar with the process and can quickly be educated on the intricacies of committee clerking. This means new committee clerk hires are not immediately thrust into an unfamiliar role, having to learn a new job in a matter of days with accelerated training. Instead, they can be integrated into the existing Committee Support Office structure with senior committee clerks providing guidance and instruction.

Current committee chairs who have a hybrid Administrative Assistant / Committee Clerk position, would receive the benefit of a dedicated Administrative Assistant position and a dedicated Legislative Aide position. Currently these offices have committee clerks that act as administrative assistants, taking on a potentially overwhelming amount of responsibility for two crucial positions. When the committee staff in these offices are in committee, administrative office responsibilities often fall on the legislative aides, who already have their own separate responsibilities to juggle. Under this proposal, the job duties of the position within the chair's office would be consolidated and clarified to that of only an Administrative Assistant, reducing the workload of that position and setting uniform expectations.

Additional Implications Acknowledged

Current Committee Clerks

Due to the aforementioned fact that some clerks will be able to work multiple committees, and alternate clerks can handle the back end of file management, the total number of committee clerks will be reduced from 15 individuals to 10. Additionally, there will be the hiring of eight administrative assistants to fill the vacancy of committee offices with an AA/CC position. This

means that some individuals who are currently in pay grade D will be relegated to pay grade C, but due to the 30% pay increase over the current biennium the total increase in pay for these individuals will be \$7,806. (See Economic Considerations)

Recognizing that there are some committee clerks who view their role as more aligned under their current senator and would be hesitant to work under a Legislative Division, the Executive Board could choose to “grandfather” current committee clerks who share an office with an administrative assistant through the end of the calendar year. As an example, if an existing clerk in Natural Resources was not one of the new clerks hired under the new system, or preferred to remain with the committee chair (especially in cases where the chair is term limited), the Executive Board could allow those duplicative positions to remain until the end of the biennium (presumably the deadline for when committee staff would need to apply to a new office regardless). This would not be the case for a committee like Agriculture, where the joint CC/AA position would solely be recognized as an administrative assistant. This “grandfather” provision would apply to the eight (8) individuals who are solely committee clerks, comprising the committees of Appropriations, Banking, Government, Health, Judiciary, Natural Resources, Revenue, and the Executive Board. If a 2024 term-limited committee chair would like the committee clerk to remain in the chair’s physical office until the end of the year, and the committee clerk would like to be hired as a 2025 committee clerk, he/she will need to reapply for the new committee clerk position to the Clerk during the summer hiring phase.

Implementation

Structure

Just as the Clerk’s Office has subdivisions consisting of Legislative Technology, Transcribers, and the Information Office, the current Legislative Committee Support Office is a separate subdivision specializing in supporting the operations of the Legislature’s various committees. The office, currently under the direction of Deputy Director of Committee Support, Mike Hybl, provides review of legal documentation. Under this proposal, this position would assist in managing the committee clerks and coordinating assignment of committee hearings. Due to the fact that the Deputy Director of Committee Support works closely with committee legal counsels during public document production, he can act as a liaison should committee clerks have concerns with instructions from a legal counsel or a committee chair.

With respect to the committee clerks specifically, the benefit of this system for the Legislature is that it allows certain committee clerks to potentially work on multiple one-day committees. A total of ten committee clerks would be hired by the Clerk of the Legislature. Committee clerks would be assigned roughly three committee days, with some clerks solely responsible for three day

committees like Judiciary and Health and Human Services, while others may be assigned to multiple committees, such as the clerk for the General Affairs Committee also being assigned to the Urban Affairs Committee. Clerks would have primary assigned committees to which they would be responsible for the entirety of the session. This ensures that committees are organized and documented in an efficient and consistent manner.

Committee clerks will have the added benefit of a support structure of additional clerks, who are under the same umbrella, and can provide background support through the preparation of committee documents or relieve clerks in a committee. By ensuring that the committee clerks are internally cross trained on the intricacies of each committee, the legislature creates an institutional security blanket that ensures smooth continued operations, regardless of variable factors such as a change in committee chair, committee counsel, meeting time, or subject of the meeting. This collective of professional, experienced clerks also allows for reassignment of committee clerks should a committee chair or assigned clerk disapprove of a particular committee clerk assignment.

Due to their nonpartisan, institutional support role, committee clerks will only be assigned duties which reasonably relate to the corresponding committee and shall not be tasked with standard administrative office duties, such as answering constituent phone calls, or advocating for any policy of the Committee Chair.

Office Location

Finding space that is large enough to accommodate eleven employees, while being comfortable enough to be personal office space proved difficult, but not insurmountable. While it may initially appear drastic in its changes to committee hearing room assignments, the result is a more favorable delegation and utilization of existing space.

Under this proposal, the committee support office would be assigned to Room 1113. The Judiciary Committee would meet in Room 1525 and the Transportation & Telecommunications Committee would meet in Room 1510. As a result of these moves, Room 1023 would be completely renovated and would allow for hearings of the General Affairs, Urban Affairs, and Natural Resources Committees.

While currently a hearing room, Room 1113 (Judiciary) has proven difficult to manage, with loud ventilation and poor acoustics. Senators often voice concerns with being able to hear both testifiers and each other. Likewise, the Transcribers Office often has difficulty with transcription of committee hearings in this room due to large amounts of background noise. In addition, Room 1113 currently utilizes a singular entrance and exit, making large, impassioned hearings potentially volatile when proponents and opponents are forced to interact. The room does not lend itself

well to the implementation of Annotated Hearing Procedures, which would make navigating these types of hearings more coordinated and cooperative.

While lacking certain aspects of functionality as a hearing room, Room 1113 excels as an office space. Large, floor to ceiling windows that are often closed during hearings, could be opened up to give the room an abundance of natural light. The room faces the interior, southwest fountain and is within a short distance from the Legislative Bill Room/Copy Room and Capitol cafeteria. Additionally, its location on the first floor allows for easy access to all hearing rooms, while still being in close proximity to most Committee Chair offices. The space itself allows for ten committee clerks to comfortably occupy the space, with room for a conference table. It also allows for a private office for the Deputy Director of Committee Support in the space currently being used for the hearing room's electronics.

(For a full breakdown of the proposed space renovations see Appendix C)

Necessary Personnel

Due to the hiring of the newly created Deputy Director of Committee Support, there is no need for additional personnel within the Office of the Clerk of the Legislature. The Deputy Director of Committee Support will assume managerial duties of the Committee Support Office, with expanded coordination with the Legislative Historian. The Office of the Clerk of the Legislature will advertise the ten (10) new positions and make appropriate hires to fill those positions before the commencement of the 2025 legislative session. This proposal anticipates the creation of a dual tiered system of committee clerks. The new "Senior Committee Clerk" positions would be pay grade E, as these individuals would be expected to provide mentorship and guidance to newly hired committee clerks. Four (4) of these "Senior Committee Clerk" positions would be created, with the remaining six (6) committee clerk positions only seeing minor modernizations to the job description.

Additionally, the committee chairs of Agriculture, General Affairs, Retirement, Business and Labor, Transportation, Education, and Urban Affairs would need to hire an administrative assistant for their respective offices. While the committee clerk functions for the Executive Board would be handled by a clerk within the Committee Support Office, this proposal provides for the administrative assistant position in the Executive Board chair's office to convert to an "Assistant to the Executive Board Chair" position. The new position would function similarly to the Assistant to the Speaker role, recognizing that the Executive Board Chair has additional administrative functions outside of the committee responsibilities. These include handling travel and tuition waiver requests, routing proposed rules and regulations to the appropriate legislative office pursuant to the Administrative Procedures Act and maintaining contracts signed by the chair on behalf of the Legislature.

Economic Considerations

From an economic standpoint, fiscal year 2023-24 is an optimal time for implementation of this structural change. As of June 1, 2023, a committee clerk hired at 12% above the hiring rate made \$41,744. After the raises proposed in the 2023-24 Legislative Council budget, an administrative assistant hired at the same rate of 12% above the hiring rate on July 1, 2024 will be making \$48,958. This means despite moving down a letter grade on the Legislative Council's pay scale when they would become an administrative assistant this June, these individuals would be left harmless as of July 1, 2024 due to the 15% pay raise.

- Committee Clerk: June 30, 2024 - \$20.52 hourly
- Administrative Assistant: July 1, 2024 - \$20.51 hourly

The reality is that even current committee clerks who are not rehired will not be subject to a significant cut in pay.

While there is currently a pay study being undertaken by the National Conference of State Legislatures for the Nebraska Legislature, any recommendations made for the committee clerk positions can be integrated, despite reassignment to a different subprogram. This plan anticipates the allocation of funding for the committee clerks, currently allocated to subprogram 122 to be reallocated to subprogram 123, the Clerk's subprogram. Any additional compensation anticipated under the pay study can be absorbed by the Office of the Clerk of the Legislature, should the Executive Board and Legislature choose not to appropriate additional funds. In addition, this proposal alleviates some of the compensation concerns, as it modernizes the structure of the Committee Support Office, mirroring other subdivisions within the Office of the Clerk of the Legislature. With the inclusion of "Senior Committee Clerk" positions, the subdivision will naturally allow for internal, vertical promotion of staff.

Anticipated Timeline

- **May 2024** - Adoption of the amendments to the formal policy on the Institutional Committee Support Proposal (**Appendix A**) and anticipated movement of committee clerks to the Office of Committee Support, effective June of 2024 (**Appendix B**), by the Executive Board.
- **Early June 2024** - Begin renovation and conversions of Room 1023 and Room 1113.
- **Late June 2024** - Room 1113 conversion is complete, Office of the Clerk of the Legislature begins hiring new committee clerks.
- **Fall 2024** - Completion of Room 1023 as a modern hearing room.

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- **December 2024** - “Grandfather” period for committee clerks who did not seek new employment expires.

Quick Breakdown

- Committee clerk training, expectations, and operations would be uniform between committees, ensuring senators have all necessary information in an organized, standardized and timely manner, improving efficiency of committee members.
- Committee clerk functions are primarily administrative in nature and integrate seamlessly with other Clerk’s Office functions such as committee book aggregation (Legislative Historian) and transcript preparation (Transcribers).
- Difference in cost to the Legislature for FY 24 will equate to roughly \$13,401, with any individual who is currently a committee clerk and transitions to an administrative assistant role seeing no significant difference in salary.

Appendix A

Committee Support Office Guidance Policy

The Committee Support Office shall be created and reside as a subdivision under the direction of the Clerk of the Legislature. This office is tasked with ensuring that the Nebraska Legislature continues to operate at the highest level of excellence, surpassing the expectations of constituents and solidifying the integrity of the Institution for future legislatures via the creation of reliable and consistent committee work product and timely historical documentation.

Personnel

The Clerk of the Legislature shall hire up to six (6) committee clerks and four (4) senior committee clerks. All committee clerks shall be under the general supervision of Deputy Director of Committee Support within the Office of the Clerk of the Legislature and will collectively serve as the Legislature's Committee Support Office.

The Clerk of the Legislature may hire a Deputy Director of Committee Support, who under the limited supervision of the Clerk of the Legislature, is responsible for managing and directing all aspects for the successful operation of the Legislature's Committee Support Office.

Legal Counsels and Research Analysts shall remain under the direction and supervision of their respective Committee Chairs, subject to review of committee work product from the Deputy Director of Committee Support.

In the absence of the Deputy Director of Committee Support, the Assistant Clerk shall make recommended changes and shall be subject to all aspects of this policy.

Review of Committee Work Product

The Deputy Director of Committee Support shall be tasked with reviewing all committee statements and may review any legal memorandum produced by the counsel/analyst for intended distribution to members of a legislative committee, if provided to the Deputy Director of Committee Support by the committee's counsel/analyst. Counsels/Analysts shall submit ~~official legislative work product~~ this documentation online via an application created and maintained by the Legislative Technology Center.

Work product that is time sensitive in nature, such as committee statements, may be published upon preparation and retroactively reviewed by the Deputy Director of Committee Support. Recommended changes by the Deputy Director of Committee Support may result in amended documents.

Legal memorandum for distribution to the committee shall be furnished with an official designation indicating the work product has been reviewed by the Deputy Director of Committee Support.

Criteria for Recommended Changes

The Deputy Director of Committee Support may make recommended changes to committee documents as to form and substance, not content. The focus of the recommendations shall be on the length, scope, structure, and clarity of the writing and the strength of legal reasoning, not on the policies or conclusions of any argument made in the committee work product. Recommended changes may include:

- Corrections to grammar, spelling, punctuation, or sentence structure
- Removal of committee specific or internal legislative phrasing (christmas tree bill, make-it-so amendment, etc.)
- Additional explanation of bill/amendment/section effects needed
- Additional background information needed
- Additional supporting material necessary for conclusion

The committee legal counsel may accept some or all of the changes recommended by the Deputy Director of Committee Support. At times, the recommendations may require additional writing on the part of the committee legal counsel, with direction supplied by the Deputy Director of Committee Support.

Documents that have been reviewed and approved by the Deputy Director of Committee Support shall display visual recognition of this status.

Process for Effectuating Review

Legal counsels and research analysts shall upload all documentation intended for distribution to their respective committee, via an online portal created by the Legislative Technology Center. The status of a document may be one of the following: pending, accepted, or changes recommended.

Pending shall mean that the document has not yet been reviewed by the Legislative Committee Support Office. Accepted shall mean either that the document was reviewed by the Legislative Committee Support Office and no changes were recommended, or that the document was reviewed by the

Legislative Committee Support Office and recommended changes were subsequently adopted by the corresponding legal counsel or research analyst. Changes recommended shall mean that the document was reviewed by the Legislative Committee Support Office and recommended changes have not yet been incorporated.

All members of the corresponding committee shall have access to the portal, and can monitor the status of documentation submitted by their committee legal counsels and research analysts, though they shall not have access to view specific changes recommended by the Legislative Committee Support Office.

Mediation and Adjudication of Recommendations

In the event that a counsel does not agree with some or all of the recommendations made by the Deputy Director of Committee Support, within 48 hours of receiving guidance, the counsel shall respond in writing to the Deputy Director of Committee Support their rationale for disagreement. The Deputy Director of Committee Support may open informal discussions with the affected committee legal counsel or research analyst in an attempt to resolve the disagreement. The chair of the committee and the Speaker shall be informed of the disagreements concerning the committee document and the discussions occurring between the Deputy Director of Committee Support and affected committee legal counsel or research analyst. The Speaker may seek informal resolution to the recommended changes, and shall communicate any informal resolution to the Deputy Director of Committee Support.

If disagreements persist, or there has been no communicated resolution by the Speaker's Office or the chairperson of the corresponding committee, the Deputy Director of Committee Support may mark the matter for further review.

If marked for further review, the committee statement/legal brief shall be sent on to the Chair of the Executive Board with the following:

- The committee statement/legal brief as initially presented by the legal counsel, without the recommended changes in question
- The recommendations and proposed changes to the document from the Deputy Director of Committee Support
- The legal counsel/research analyst's written disagreement
- Record of any informal discussions regarding the document in question

Upon a document being marked for further review, a subcommittee of the Executive Board consisting of the chair, the vice chair, and the Speaker, shall decide if the recommendations are to be accepted or if the committee work product should be published as originally drafted by the legal counsel/research analyst.

The question before the subcommittee will be if the committee counsel or research analyst should redraft the committee document with the changes suggested by the Deputy Director of Committee Support. This final decision will be rendered by the subcommittee within 48 hours from when the document was marked for review.

If a majority of the committee votes to accept the recommendations, the legal counsel or research analyst shall redraft the committee work product with the specific recommendations. If no majority vote is achieved, the recommendations shall be disregarded and the initial document shall remain as initially drafted, subject only to any aforementioned informal resolution by the Speaker. If the committee votes to bypass the recommendations of the Deputy Director of Committee Support, inclusion of any of suggested changes or corrections shall be at the discretion of the committee legal counsel or research analyst, though the final status of the documentation shall show as accepted.

Appendix B

The following represents the staffing patterns that are currently being followed.

Non-Chairpersons

- 1 Administrative Assistant
- 1 Legislative Aide

Standing Committee Chairpersons of One and Two Day Committees

~~Agriculture General Affairs~~
~~Banking Retirement~~
~~Business and Labor Transportation~~
~~Education Urban Affairs~~

- ~~1 Administrative Assistant (for Banking only)~~
- ~~1 Committee Clerk~~
- ~~1 Legislative Aide~~
- ~~1 Legal Counsel or Research Analyst~~
(Except Education is allowed LC/LC, LC/RA or RA/RA)

Standing Committee Chairperson of Three Day a Legislative Committees

~~Appropriations Judiciary~~
~~Government Natural Resources~~
~~Health Revenue~~

- 1 Administrative Assistant
- ~~1 Committee Clerk~~
- 1 Legislative Aide
- 1 Legal Counsel or Research Analyst
(Except Education, Judiciary, Revenue, and HHS are allowed LC/LC, LC/RA or RA/RA)

Executive Board Chairperson

- ~~1 Committee Clerk~~
- 1 Assistant to the Executive Board Chairperson
- 1 Legislative Aide
- 1 Counsel to the Executive Board or Research Analyst
- 1 Coordinator of Legislative Services
- 1 Assistant to the Coordinator of Legislative Services

Speaker

1 Assistant to the Speaker

2 Legal Counsels, 2 Research Analysts, or 1 Legal Counsel and 1 Research Analyst

Job Descriptions

Committee Clerk (Pay Grade D)

Description: Under the general direction of the Deputy Director of Committee Support, arranges meetings and hearings, serves as recording clerk, and performs extensive records management and general clerking duties for an assigned standing committee.

Examples of Work: (A position may not be assigned all of the duties listed, nor do the listed examples include all of the duties that may be assigned.)

- ✓ Attending all assigned committee hearings, operating sound, lights, and recording equipment at hearings, recording attendance, documenting all executive session votes, taking notes to aid in transcription, accepting testifier sheets, and collecting and labeling exhibits at hearings.
- ✓ Creating and maintaining physical files for legislation or gubernatorial appointments referenced to the committee, and digitally uploading all hearing-related documents and maintaining digital access for committee members, committee staff, and the Transcribers Office.
- ✓ Coordinating the scheduling of committee hearings and executive sessions with committee chairs or legal counsels and any applicable primary introducers of legislation; work with gubernatorial appointments on availability for confirmation hearings.
- ✓ Coordination with the Clerk's Office in preparing and reporting both notices of committee hearing and committee reports concerning legislation or gubernatorial appointments, reserving hearing rooms and scheduling Page assistance, and compiling all committee records generated during the legislative session for archival by the Clerk's Office.
- ✓ Collecting statements of intent from bill introducers.
- ✓ Coordination with the Legislative Transcribers Office in reviewing and proofing committee transcripts during the Interim.

Disseminating copies of committee exhibits to both individuals in the legislative environment and members of the public.

Arranging interim study hearings in the State Capitol, as well as remotely when required which may entail travel, reserving sites, preparing expense vouchers for committee members and staff, and transporting and operating portable recording and sound equipment.

Performs other duties as assigned.

Full Performance Knowledge, Abilities and Skills: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the legislative process; the structure and operation of the Unicameral and its divisions; the public hearing process; the structure of state government; the concerns and interests of the committee and committee chairperson; legislative travel procedures, filing procedures; modern office practices; and telephone etiquette.

Ability to: communicate effectively; type; edit transcription for spelling punctuation, accuracy, clarification of proper names and highly technical terms; interpret and carefully implement all procedures outlined in the Committee Clerk Manual; work independently with little supervision; work under pressure; maintain confidentiality; and interact well with a diverse group of people.

Skills: Confident and effective use of technology, including computer systems and cloud-based storage

Job Preparation Guidelines: (Entry knowledge, abilities and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to have the required knowledge, skills and abilities.

Required:

- ✓ Graduation from a two-year college.
- ✓ Two (2) years' experience in varied office positions

Preferred:

Two (2) years' experience within state government or the Legislature

Senior Committee Clerk (Pay Grade E)

Description: Under the general direction of the Deputy Director of Committee Support, arranges meetings and hearings, serves as recording clerk, aides and mentors assigned committee clerks, and performs extensive records management and general clerking duties for an assigned standing committee.

Examples of Work: (A position may not be assigned all of the duties listed, nor do the listed examples include all of the duties that may be assigned.)

- ✓ Attending all assigned committee hearings, operating sound, lights, and recording equipment at hearings, recording attendance, documenting all executive session votes, taking notes to aid in transcription, accepting testifier sheets, and collecting and labeling exhibits at hearings.
- ✓ Creating and maintaining physical files for legislation or gubernatorial appointments referenced to the committee, and digitally uploading all hearing-related documents and maintaining digital access for committee members, committee staff, and the Transcribers Office.
- ✓ Coordinating the scheduling of committee hearings and executive sessions with committee chairs or legal counsels and any applicable primary introducers of legislation; work with gubernatorial appointments on availability for confirmation hearings.
- ✓ Coordination with the Clerk's Office in preparing and reporting both notices of committee hearing and committee reports concerning legislation or gubernatorial appointments, reserving hearing rooms and scheduling Page assistance, and compiling all committee records generated during the legislative session for archival by the Clerk's Office.
- ✓ Collecting statements of intent from bill introducers.
- ✓ Coordination with the Legislative Transcribers Office in reviewing and proofing committee transcripts during the Interim.

Works with the Deputy Director of Committee Support to provide administrative support and guidance on processes for other Committee Clerks within the Committee Support Office.

Disseminating copies of committee exhibits to both individuals in the legislative environment and members of the public.

Arranging interim study hearings in the State Capitol, as well as remotely when required which may entail travel, reserving sites, preparing expense vouchers for committee members and staff, and transporting and operating portable recording and sound equipment.

Performs other duties as assigned.

Full Performance Knowledge, Abilities and Skills: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the legislative process; the structure and operation of the Unicameral and its divisions; the public hearing process; the structure of state government; the concerns and interests of the committee and committee chairperson; legislative travel procedures, filing procedures; modern office practices; and telephone etiquette.

Ability to: communicate effectively; type; edit transcription for spelling punctuation, accuracy, clarification of proper names and highly technical terms; interpret and carefully implement all procedures outlined in the Committee Clerk Manual; work independently with little supervision; work under pressure; maintain confidentiality; and interact well with a diverse group of people.

Skills: Confident and effective use of technology, including computer systems and cloud-based storage

Job Preparation Guidelines: (Entry knowledge, abilities and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to have the required knowledge, skills and abilities.

Required:

- ✓ Graduation from a two-year college.
- ✓ Four (4) years' experience in varied office positions
- ✓ Two (2) years' experience as a Committee Clerk

Preferred:

Four (4) years' experience as a Committee Clerk

Assistant to the Executive Board Chairperson (Pay Grade D)

Description: Under the general supervision of the Executive Board Chairperson, performs work involving executive secretarial services, administrative services, public relations and other work as required.

Examples of Work: (A position may not be assigned all of the duties listed, nor do the listed examples include all of the duties that may be assigned.)

- ✓ Performs various public relations functions. These may include: receiving telephone and personal callers, ascertaining the nature of the request, answering inquiries or referring callers to appropriate persons; and disseminating information (oral and written) to the press, lobbyists, other staff, constituents and others.
- ✓ Maintains forms and assists in the approval of legislative travel requests and requests for the reimbursement of expenses. This may include communications with the senators, and their staff and the Accounting Office.
- ✓ Reads and routes incoming and outgoing mail, reviews mail with supervisor and keeps an index file on correspondence.
- ✓ Takes, transcribes and types letters, memos, reports and legislation related materials.
- ✓ Maintains confidential correspondence, subject matter and legislative bill files.
- ✓ Performs a variety of basic constituent services. These may include: answering constituent inquiries by phone or mail; handling constituent complaints; and hosting constituent groups when visiting the Capitol.
- ✓ Maintains supervisor's appointment calendar. Makes appointments and travel arrangements.

Screens legislation and public hearings, as assigned. This may include: coordinating hearings on the senator's bills with the senator's calendar; notifying proponents of hearing dates; and notifying proponents of floor action.

Maintains office supplies and equipment and inventory for the office.

Maintains current mailing list of constituents.

Assembles and sends mass mailings.

Performs other duties as assigned.

Full Performance Knowledge, Abilities and Skills: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the legislative process; the structure and operation of the Unicameral and its divisions; the structure of state government; the concerns and interests of the senator and the senator's district; travel, correspondence and filing procedures; computer knowledge; modern office practices; and telephone etiquette.

Ability to: communicate effectively; type, take and transcribe dictation; compose letters; work independently with little supervision; work under pressure; maintain confidentiality; and interact

well with a diverse group of people.

Job Preparation Guidelines: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to have the required knowledge, skills and abilities. A general qualification guideline for this position is graduation from business school, two year college degree (or equivalent) and two (2) years of experience in varied office positions (preferably within state government or the Legislature).

Appendix C

Hearing Room Relocation & Renovation

In order to accommodate the reassignment and unification of the legislative committee clerks, the Legislature must procure a space large enough to adequately office ten employees and one supervisor. While Room 1023 could be used for this purpose, the space does not lend itself well to office space, as it is a slightly more compact space, lacking any sources of natural light. Instead, the recommendation would be to relocate the committee clerks to Room 1113. The result would be the relocation of hearings that take place in Room 1113, as well as the renovation of Room 1023 to accommodate hearings and meetings of legislative committees.

Room 1113

- **Current: Judiciary (W/Th/F) / T&T (M/T)**
- **Future: Committee Support Office**

Over the years, Room 1113 has proven difficult to manage as a hearing room, as dual air systems create large amounts of background noise that make hearing difficult for both ongoing committee hearings and recordings needed for transcription purposes. Additionally, the hearing room has proven problematic for State Patrol when the Judiciary committee has hearings on controversial legislation. While the Judiciary chair has routinely done an excellent job of managing the crowds inside the hearing room, State Patrol is often tasked with managing growing lines in the hallway, outside the single entrance/exit, with proponents and opponents intermingling during contentious testimony.

Room 1113 would excel as an office space, with large, floor to ceiling windows giving the room an abundance of natural light. The room shares a hallway with the Legislative Bill Room/Copy Room and Capitol cafeteria, making it an ideal location for staff. Additionally, its location on the first floor allows for easy access to all hearing rooms, while still being in close proximity to most Committee Chair offices. At the request of the Office of the Clerk of the Legislature, Innerspace Studios evaluated and mapped Room 1113. The sketches include space for ten committee clerks, a table for meetings/breaks, and a private office for the Deputy Director of Committee Support in the space currently being used for the hearing room's video and audio equipment.

After initial assessment, it appears as though Room 1113 will need minimal upgrades to accommodate staff. There are twenty-seven (27) data ports spaced roughly six feet apart in a grid formation, as well as fourteen (14) wall outlets with ample power supplied to the room. The Office of the Clerk of the Legislature would acquire the necessary systems furniture for building out the cubicles that the committee clerks would occupy. The current video and audio equipment would

be taken out of Room 1113 and pieces that are not antiquated could be repurposed for use in Room 1023.

Room 1525

- **Current: Natural Resources (W/T/F)**
- **Future: Judiciary (W/T/F)**

Under this proposal, the Judiciary committee would meet in Room 1525, a more “standard” hearing room, with comfortable seating capacity and dual entrances/exits. The standardized seating and room layout would allow for better implementation of the annotated hearing procedures during committee hearings which draw large crowds. With a modern sound system and fine tuned acoustics, the Judiciary committee would be seeing a large upgrade in terms of hearing room amenities. The Natural Resources committee would be displaced on Wednesday, Thursday and Friday, moving to the new Room 1023.

Room 1510

- **Current: General Affairs (M) / Urban Affairs (T)**
- **Future: T&T (M/T)**

The only change seen by hearing room 1510 would be the reassignment of the Transportation & Telecommunications committee on Mondays and Tuesdays to this hearing room. This past session, the Transportation & Telecommunications committee has informed the Clerk of the Legislature that the audio in their hearing room needs to be reevaluated, as hearing is difficult. By relocating the committee to Room 1510, the concerns with audio are instantly alleviated. Like Room 1525, this hearing room has proper acoustics and members of the committee would have no problems hearing the testifiers or each other. The General Affairs and Urban Affairs committees would be displaced on Monday and Tuesday, moving to the new Room 1023.

Room 1023

- **Current:**
- **Future: General Affairs (M) / Urban Affairs (T) / Natural Resources (W/T/F)**

While Room 1023 is currently an overflow room and used as a staging area for food catering, under this proposal, this room would be built from the ground up as a state of the art hearing room/meeting space. This would include cloth seating more akin to hearing rooms 1524/25 and modernization in audio/video components.

Upon completion, Hearing Room 1023 would be the meeting location for the General Affairs Committee, the Urban Affairs Committee, and the Natural Resources Committee. This is especially convenient for the General Affairs committee, whose office would be two doors down

from the hearing room. These committees were chosen, as they tend to draw smaller crowds of specialized testifiers, often lobbyists or government agencies.

Currently, the Office of the Clerk of the Legislature is working with the Capitol Commission to ensure no additional upgrades are needed on the HVAC system, should Room 1023 be utilized on a more continuous basis as a hearing room. Additionally, Innerspace Studios will provide detailed floor plans of potential layouts for the space.

Functionally, Room 1023 would include multiple large, wall-mounted televisions, similar to the Appropriations hearing room, to allow for multimedia displays during executive sessions or meetings. The acoustics of the hearing room would be finely tuned to ensure the echoing issues currently present in Room 1113 do not transfer to the new space. New features, such as wireless, in-desk charging and seamless teleconferencing hardware would provide additional benefits that other hearing rooms lack, ensuring committees that are relocated to the new space do not receive a downgrade in experience.

Project Manager

In order to facilitate a project of this magnitude in a single interim period, the Clerk's Office would contract with a project manager who would coordinate the various personnel and processes needed for timely completion of the project. This includes collaboration with the Coordinator of Legislative Services, Nebraska Public Media, Electronic Sound, the Office of the Chief Information Officer, and the Office of the Capitol Commission to ensure that all aspects of the project are handled efficiently and expeditiously. By assigning this project to a specific, contracted individual the Legislature ensures that it does not interrupt its basic administrative functions, should an anticipated special session be called during the interim of 2024.

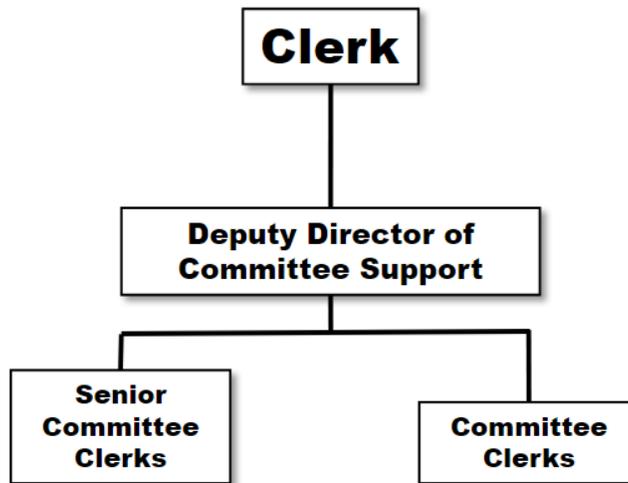
Economic Considerations

The Clerk's Office has ample funding for all anticipated aspects of this project, including budgeted contractual services. No additional appropriations will be required.

Appendix D

Proposed Organizational Chart of the Office of the Clerk of the Legislature

Specific



General

