



WISCONSIN STATE ASSEMBLY

Employee Compensation Market Analysis

**FINAL REPORT
November 2022**

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CONDUCTED BY
NATIONAL CONFERENCE OF STATE LEGISLATURES



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Victor Vialpando-Nunez
Brian Weberg
Joselyn Williams

The Wisconsin State Assembly (Assembly) contracted with the National Conference of State Legislatures (NCSL) in September 2021 to conduct an evaluation of Assembly staff compensation with special emphasis on assessing the market competitiveness of its current pay structure. NCSL has frequently conducted similar studies for state legislatures since the organization was formed in 1975. NCSL specializes in legislative comparisons and contemporary compensation best practices. NCSL assigned a team of senior staff with extensive knowledge of, and experience with, state legislative compensation and organization to accomplish the project.

The NCSL study team began the project in September 2021 and submitted a final report with analysis and recommendations in November 2022. The compensation and classification review had the following objectives:

1. Develop a revised classification and compensation plan, if required, for Assembly staff that reflects current market pay conditions and provides for a logical and equitable hierarchy of job titles.
2. Review the content of existing job titles to ensure that existing job descriptions accurately reflect the responsibilities of those titles.
3. Assess current policies and procedures for the allocation of staff resources to Assembly members.

NCSL's study involved several key phases: job content analysis, point factor analysis, and market salary data analysis. In the first phase of the study, NCSL developed a detailed knowledge of legislative jobs. This was accomplished by a multi-step process that entailed reviewing existing staff job descriptions, deploying and analyzing job content questionnaires, and conducting individual staff interviews. NCSL sent the job content questionnaire to 220 staff, received completed questionnaires from 178 employees, and received 154 completed supervisor forms. NCSL then conducted over 25 virtual interviews with assembly staff. NCSL relied on the crucial insights and information shared by staff throughout the course of this study.

Next, NCSL conducted a point factor analysis (PFA) exercise with staff directors to assign relative values to Assembly job titles. PFA is a systematic method for determining tiered groupings of distinct jobs within an organization, upon which a classification and compensation plan can be built. Finally, NCSL conducted a market salary analysis. In this phase of the work, NCSL collected salary data from regional and national sources for jobs similar to those found in the Assembly. Over 100 market salary comparables (comps) were used to conduct this analysis, and comps were collected for every job title. Detailed market data is provided in Appendix A. NCSL used this market data to construct salary ranges that are linked to the General Assembly job classifications, thereby creating a proposed staff classification and compensation plan, shown in Appendix B. In addition, a 16-step salary range grid for each pay range in the proposed plan are found in Appendix C.

NCSL also used the job content data to create formal, standard job descriptions for all Assembly titles included in the classification and compensation plan, shown in Appendix E. The descriptions are based on a template and follow best practices established by organizations such as the Society for Human Resources Management.

NCSL recommends the Wisconsin State Assembly adopt the proposed classification and compensation plan, which promotes the following goals:

1. Unites all the Assembly titles under one pay structure with salary ranges that reflect the aggregate market values of similarly valued titles in a pay range.
2. Provides a complete range, with a minimum, midpoint, and maximum salary, for all staff job titles.
3. Ensures a logical progression between ranges by creating standard salary range widths and consistent midpoint progression.

Finally, this report offers NCSL guidance, general principles, and recommendations for sound compensation plan management.

The Wisconsin State Assembly (Assembly) contracted with the National Conference of State Legislatures (NCSL) in September 2021 to conduct an evaluation of Assembly staff compensation with special emphasis on assessing the market competitiveness of its current pay structure. NCSL has frequently conducted similar studies for state legislatures since the organization was formed in 1975. NCSL specializes in legislative comparisons and contemporary compensation best practices. NCSL assigned a team of senior staff with extensive knowledge of, and experience with, state legislative compensation and organization to accomplish the project. The team included NCSL Chief Operating Office Victor Vialpando-Nunez, NCSL Policy Associate Josalyn Williams, and former NCSL employee and compensation consultant Brian Weberg.

This report summarizes the activities of the study team and presents data collected by NCSL to determine the market competitiveness of the current compensation plan for Assembly employees. It describes NCSL's methodology for conducting its market analysis and offers conclusions about compensation offered by the Assembly.

SPECIAL NOTE: This study was conducted during a period (September 2021 – April 2022) of rapid change and volatility in the employment and salary markets. According to the U.S. Bureau of Labor Statistics (BLS), the “wages and salaries” for state and local government employees rose by 2.7 percent in 2021. The increase for private industry in 2021 was five percent. The Conference Board's November 2021 “Salary Increase Budget Survey” predicted wage costs in 2022 to jump 3.9 percent which, according to the Board, would “mark the highest rate since 2008.” In January 2022, the Board revised its prediction slightly to 3.5 percent. And in an April 15, 2022, press release, the BLS announced data showing a 4.9 percent increase in wages for full-time workers between the first quarter of 2022 and the same period in 2021. At the same time, inflation increased at a rate that negated most wage gains, resulting in declines in real income for most employees.

These changes, occurring during the course of NCSL's study, have an impact on its results and recommendations. Market salary data collected during the study may not reflect the rapid changes taking place over these months. Also, while the study was in progress the Assembly applied a two percent, across-the-board increase to its staff pay plan, further affecting NCSL analysis and recommendations.

In response to these changes, NCSL has divided this analysis and report into two main sections. NCSL believes that the original market analysis and Assembly wage comparison to market rates remains valid and useful as a guide for establishing a revised pay plan. Therefore, the opening discussion and analysis in this report refers to the pre-adjusted, “2021 Assembly Pay Plan” and uses those data in the analysis of comparability to market rates collected in late 2021. However, later in the report under the heading “A Revised Job Classification and Compensation Plan,” NCSL incorporates the Assembly's two percent salary adjustment and considerations for rising wage and inflation rates into its analysis and recommendations, proposed salary ranges and proposed pay plan salary grids.

NCSL is confident that this approach is a reasonable and appropriate response to the current changes occurring in wages and inflation and provides important information and guidance to the Assembly as it considers revisions to the staff pay structure and rates.

The Wisconsin State Assembly directed NCSL to complete the following objectives.

1. Develop a revised classification and compensation plan, if required, for Assembly staff that reflects current market pay conditions and provides for a logical and equitable hierarchy of job titles.
2. Review the content of existing job titles to ensure that existing job descriptions accurately reflect the responsibilities of those titles.
3. Assess current policies and procedures for the allocation of staff resources to Assembly members.
4. Make recommendations, as appropriate, on study objectives outlined in items 1-3 and on other, related staff compensation issues that may arise throughout the course of the study.
5. Recommend best practices in employee compensation and classification that the Wisconsin State Assembly could adopt and implement for its employees.

This report presents findings on items 1, 3, 4, and 5 from the above list.

The Assembly uses a system of fifteen pay ranges and steps within each range to determine employee compensation. Each job title is assigned to a pay range. Within each pay range, an employee can advance through a series of pay steps. Step values increase by a factor of 2.67 percent per step between the lowest, or entry level, and the highest pay level in the range. The LHRO uses a formula based on an employee’s level of education and work experience to determine the appropriate pay step for that employee. The employee then can advance through the pay range steps by adding work experience or achievement of higher educational qualifications.

TABLE 1 outlines the pay levels of the 2021 Assembly compensation system. NCSL has assigned range numbers (1 through 15) to each of these ranges for purposes of identifying them in this analysis. The LHRO identifies these ranges by job title. The hierarchy of titles presented in TABLE 1 corresponds to the midpoint pay level for each range. Some current pay ranges contain two or more job titles which is typical of most classification and compensation plans.

TABLE 1. 2021 Employee Pay Ranges with Associated Titles

Range	Job Title	Minimum	Midpoint	Maximum	Range	Midpoint	# of Staff in title
					Width	Progression	
15	Chief Clerk	\$93,516	\$119,226	\$144,936	55%	19%	1
14	Speaker's Chief of Staff	\$68,904	\$100,374	\$131,844	91%	15%	1
13	Administrative Officer	\$65,784	\$87,162	\$108,540	65%	8%	3
12	Sergeant-at-Arms	\$62,004	\$80,568	\$99,132	60%	20%	1
11	Administrative Assistant V	\$52,560	\$67,404	\$82,248	56%		9
11	Assistant Chief Clerk	\$52,560	\$67,404	\$82,248	56%	7%	0
10	Administrative Assistant	\$47,748	\$63,258	\$78,768	65%	16%	19
9	Research Assistant	\$38,640	\$54,726	\$70,812	83%		70
9	Graphic Artist	\$38,640	\$54,726	\$70,812	83%		2
9	Computer Specialist	\$38,640	\$54,726	\$70,812	83%		2
9	Photographer	\$38,640	\$54,726	\$70,812	83%	3%	2
8	Associate Clerk IV	\$41,280	\$52,938	\$64,596	56%	0%	1
7	Assistant Sergeant-at-Arms	\$41,268	\$52,926	\$64,584	56%	3%	1
6	Legislative Assistant IV	\$41,400	\$51,438	\$61,476	48%	6%	0
5	Associate Clerk	\$37,896	\$48,606	\$59,316	57%	3%	2
4	Legislative Assistant III	\$38,652	\$47,274	\$55,896	45%	4%	6
3	Legislative Assistant	\$36,432	\$45,270	\$54,108	49%	12%	76
2	Support Clerk	\$32,484	\$40,572	\$48,660	50%	61%	6
1	Messenger	\$20,460	\$25,152	\$29,844	46%		2

Compensation plan analysis relies on two key analytical tools for assessing the structure and internal logic of a pay system: Range width and midpoint progression.

Range width refers to the distance between the pay range minimum (usually the entry-level pay for a job) and the pay range maximum (the most an employee can be paid working at a title in that range). For example, as displayed above in TABLE 1, the current pay range for the title Photographer is \$38,640 to \$70,812. The width of this pay range is calculated as follows:

$$\begin{aligned} & (\text{range maximum} - \text{range minimum}) / \text{range minimum} = \text{range width} \\ & \text{or} \\ & 70,812 - 38,640 / 38,640 = .8326 \end{aligned}$$

Range width usually is expressed as a percentage so in this example the range width is 83 percent. TABLE 1 lists the range width for each of the Assembly staff pay ranges. Pay plan design best practice dictates that all pay ranges should have equal range widths or variable range widths that demonstrate an internal, mathematically based logic. Best practice also recommends that a plan's range width is set somewhere between 40 and 70 percent, depending on factors unique to the employer and job market. Some employers apply a "broadbanding" approach to their ranges where range widths exceed 80 percent. Broadbanding may be appropriate for some state legislatures, but NCSL generally recommends that they forgo this approach.

The metric called *range midpoint* is another key tool used in market analysis and compensation plan design. The midpoint of a range is considered to represent the pay level an employer will pay to an employee who has become fully competent at their job. The midpoint of a pay range equals the average value of the range minimum and range maximum. In the case of the Assembly title Photographer, the midpoint is calculated as follows:

$$\begin{aligned} & (\text{range minimum} + \text{range maximum}) / 2 = \text{range midpoint} \\ & \text{or} \\ & (70,812 + 38,640) / 2 = 54,726 \end{aligned}$$

Additional discussion on the midpoint concept will follow in subsequent sections of this report.

Midpoint progression measures (again, in percentage terms) the distance between the range midpoints of adjacent ranges. For example, the midpoint progression between ranges 12 and 13 in TABLE 1 is calculated as follows:

$$\begin{aligned} & (\text{range 13 midpoint} - \text{range 12 midpoint}) / \text{range 12 midpoint} = \text{midpoint progression} \\ & \text{or} \\ & (87,162 - 80,568) / 80,568 = .0818 \end{aligned}$$

Midpoint progression is typically expressed as a percentage, so in this example the midpoint progression between range 12 and range 13 is 8 percent. Well-constructed pay plans attempt to apply equal progression between midpoints throughout the pay plan to help insure a consistent, equitable and motivating salary hierarchy.

As stated previously, the Assembly pay plan includes the use of steps, or successive pay levels, within each pay range. Steps increase from the range minimum at a rate of 2.67 percent until the step reaches the maximum pay value for the range. TABLE 2 provides an example of the 2021 pay steps for the Assembly staff title Legislative Assistant III.

TABLE 2: Assembly Pay Plan Steps (Monthly Salary) for Legislative Assistant III

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
0	3221	3308	3397	3488	3582	3678	3777	3878	3982	4089	4199	4312	4428	4547	4658
1	3308	3397	3488	3582	3678	3777	3878	3982	4089	4199	4312	4428	4547	4658	4658
2	3397	3488	3582	3678	3777	3878	3982	4089	4199	4312	4428	4547	4658	4658	4658
3	3488	3582	3678	3777	3878	3982	4089	4199	4312	4428	4547	4658	4658	4658	4658
4	3582	3678	3777	3878	3982	4089	4199	4312	4428	4547	4658	4658	4658	4658	4658
5	3678	3777	3878	3982	4089	4199	4312	4428	4547	4658	4658	4658	4658	4658	4658
6	3777	3878	3982	4089	4199	4312	4428	4547	4658	4658	4658	4658	4658	4658	4658
7	3878	3982	4089	4199	4312	4428	4547	4658	4658	4658	4658	4658	4658	4658	4658
8	3982	4089	4199	4312	4428	4547	4658	4658	4658	4658	4658	4658	4658	4658	4658
9	4089	4199	4312	4428	4547	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658
10	4199	4312	4428	4547	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658
11	4312	4428	4547	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658
12	4428	4547	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658
13	4547	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658
14	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658	4658

Several state legislatures use steps to define levels of advancement through their pay ranges. The Assembly and the LHRO apply a systematic set of educational and work experience criteria for determining the placement of new hires at the appropriate starting step level. The horizontal axis of the grid represents a combined measure of education and general work experience. The vertical axis relates specifically to legislative experience. For example, an employee awarded a rating of 4 on the education/general work axis and a rating of 2 for legislative experience would be paid \$3,777 per month (or \$45,324 annually). Employees can progress through the steps based on additional work experience or by adding to their academic credentials.

Steps in all Assembly pay ranges advance at the rate of 2.67 percent and the number of steps applied to a pay range determines its overall range width. Because the Assembly applies varying numbers of steps to its current pay ranges, the widths of those ranges also vary between 45 and 91 percent. For example, the Legislative Assistant III pay range illustrated above has 14 steps and a width of 45 percent. The pay range for the Assembly title Research Assistant has 23 steps and a width of 83 percent.

The Assembly staff compensation system incorporates many important features of a well-conceived and administered pay plan. The use of pay ranges that correspond to specific job titles provides an important structural foundation to Assembly staff compensation management. The addition of consistently spaced pay range steps adds clarity and transparency to the plan. Finally, the application of an objective formula for placing employees onto the pay grid helps mitigate potential abuse of the pay system such as the introduction of favoritism in compensation decision making.

NCSL believes that the strong staff compensation foundation currently in place at the Assembly can be improved through further analysis of comparative salary levels in the Assembly’s job market, a rethinking of the hierarchy of job titles and the application of several compensation plan best practices. The following analysis and discussion attempt to achieve those improvements.

NCSL employs a standard methodology for the identification, collection and compilation of comparable market salary data that has proven effective through years of experience working with numerous legislatures. The NCSL process can be summarized in three steps.

1. Job Content Analysis
2. Market Data Collection
3. Comparative Analysis of Data

Job Content Analysis. To compare Wisconsin’s legislative jobs to market comparables, it was essential to develop a clear and comprehensive understanding of the roles and responsibilities of each job title at the Assembly. NCSL accomplished the job content analysis in two stages. First, NCSL deployed a job content questionnaire to all Assembly staff. Each employee completed the survey and returned it to NCSL. The questionnaire captured details about each legislative job title including the time spent on key responsibilities both during session and in the interim. Completed surveys were reviewed by the respondent’s immediate supervisor for completeness and accuracy before submission to NCSL.

After receiving the completed surveys, the NCSL study team conducted confidential interviews with individual staff members to learn more about the work they do. NCSL conducted over 25 job content interviews with Assembly staff. The results of this two-stage job content analysis provided critical knowledge to the NCSL study team when identifying job market matches and in conducting a point factor analysis (discussed later in this report).

Market Data Collection. The detailed knowledge of job content made possible through the questionnaire and interviews provided the basis for moving to the next step of the market analysis—the collection of salary data for similar jobs. NCSL’s experience working on legislative staff compensation issues confirms what most compensation experts believe—that in almost all cases, local job markets are the most relevant sources of data for use in comparative compensation analysis. Salary data from the following employers were collected for use in the market analysis:

- Wisconsin State Government
- Wisconsin State Senate
- Dane County
- City of Madison
- The University of Wisconsin
- City of Milwaukee
- Waukesha County

In addition to these sources, NCSL relied on compensation data provided by the Economic Research Institute (ERI) for baseline, city-specific salary statistics on a broad range of job titles. NCSL subscribes to the ERI database that includes up-to-date market data on over 8000 positions commonly found in the U.S. workforce. The ERI database is a vital tool in the overall assessment of local salary market conditions and is very effective at identifying private sector pay rates.

NCSL obtained the job title lists, job descriptions and pay plans for each of the employers listed above. For each Assembly title, NCSL attempted to identify “comparable” jobs within those data sets. In many cases, appropriate comparables, or “comps,” could be identified by their similar titles and job specifications. In other cases, the study

team focused on finding matches based on a job’s fundamental roles, responsibilities, and minimum qualifications. This latter approach is more apparent in comps used for higher level, management positions.

Comparative Analysis of Data. The central goal of the compensation analysis is to determine the 2021 market pay ranges for all staff positions and compare those values to the 2021 pay range levels at the Assembly. TABLE 3 offers an example of this comparison as it applies to the Assembly title Graphic Artist.

Table 3: Market Comparables for Graphic Artist

TITLE: Graphic Artist
Range: 7

2021 Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 38,640	\$ 54,726	\$ 70,812	\$ 41,803	\$ 50,835	\$ 59,867	ERI: State Government (Madison) - Graphic Artist (Level 1 & 2)
			\$ 42,695	\$ 54,790	\$ 66,884	ERI: All Industries (Madison) - Graphic Artist (Level 1 & 2)
			\$ 52,980	\$ 68,880	\$ 84,780	Wisconsin State Senate - Graphic Artist
			\$ 43,805	\$ 58,230	\$ 72,654	State of Wisconsin - Senior Graphic Designer
			.	.	.	Dane County - NONE
			\$ 47,618	\$ 50,580	\$ 53,541	City of Madison - Graphics Technician
			\$ 37,830	\$ 47,665	\$ 57,500	City of Milwaukee - Graphic Designer I, II
			\$ 42,600	\$ 60,800	\$ 79,000	University of Wisconsin - Graphic Designer
			\$ 47,445	\$ 55,110	\$ 62,774	Waukesha County - Public Communications Specialist
		Mkt Min	\$ 44,597		\$ 67,125	Mkt Max
Market Midpoint				\$ 55,861		
Current Legis Midpoint compared to Market Midpoint					-2.0%	
Current Legis Minimum compared to Market Minimum					-13.4%	

TABLE 3 presents all comparable salary range data collected for the title Graphic Artist. Salary ranges from the listed employers and ERI were used to establish an average market salary range and market midpoint for each title. In this example, the market salary range for the title Graphic Artist is \$44,597 (market minimum) to \$67,125 (market maximum). The market minimum represents the “entry-level,” or recruiting salary, for this title and the market maximum represents the average highest salary that the market currently pays for the position.

TABLE 3 also calculates two important metrics used by NCSL to formulate a proposed pay plan for the Assembly. First, it compares the midpoints of the 2021 pay plan to the market midpoint value. In this case, the 2021 Assembly pay plan midpoint “leads” the market midpoint by just over one percent which is a very close match. The second metric, however, tells a different story. TABLE 3 also compares the minimum, or entry-level value of the 2021 pay plan to the value that the market offers at entry-level for this job. On this metric, the Assembly minimum “lags” the market minimum by over 13 percent. This suggests that the Assembly may not be paying a competitive wage for this job, especially at entry levels. Also, the salary lag at entry level and near match at the midpoint implies that the current pay range for this title is too wide.

APPENDIX A contains market comparison charts for each Assembly title.

Market Analysis: General Observations

As described and illustrated above, NCSL collected market salary data for each Assembly job title and for several new titles requested and defined by Assembly senior staff. These new titles included: General Counsel, Chief of Staff, Fiscal Clerk/Comptroller, Journal Clerk, Videographer, Communications Specialist, Accounting Clerk and Office Manager.

TABLE 4: 2021 Pay Ranges versus Market Ranges for Assembly Titles

Titles	2021 Ranges			Market Ranges			2021 Ranges v Market		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Chief Clerk	\$93,516	\$119,226	\$144,936	\$88,220	\$110,212	\$132,204	-5.7%	-7.6%	-8.8%
Speaker's Chief of Staff	\$68,904	\$100,374	\$131,844	\$99,692	\$126,131	\$152,569	44.7%	25.7%	15.7%
General Counsel	\$65,784	\$87,162	\$108,540	\$74,439	\$102,298	\$130,156	13.2%	17.4%	19.9%
Chief of Staff (Majority/Minority Leader)/Administrative Officer	\$65,784	\$87,162	\$108,540	\$77,652	\$98,333	\$119,014	18.0%	12.8%	9.6%
Sergeant-at-Arms,	\$62,004	\$80,568	\$99,132	\$65,329	\$82,994	\$100,658	5.4%	3.0%	1.5%
Assistant Chief Clerk	\$52,560	\$67,404	\$82,248	\$60,049	\$75,621	\$91,193	14.2%	12.2%	10.9%
Administrative Assistant V	\$52,560	\$67,404	\$82,248	\$56,488	\$69,712	\$82,936	7.5%	3.4%	0.8%
Fiscal Clerk/Comptroller	\$52,560	\$67,404	\$82,248	\$45,467	\$55,714	\$65,961	-13.5%	-17.3%	-19.8%
Administrative Assistant	\$47,748	\$63,258	\$78,768	\$46,432	\$57,626	\$68,820	-2.8%	-8.9%	-12.6%
Calendar/Bulletin Clerk	\$47,748	\$63,258	\$78,768	\$46,967	\$56,222	\$65,477	-1.6%	-11.1%	-16.9%
Journal Clerk	\$47,748	\$63,258	\$78,768	\$47,271	\$56,283	\$65,295	-1.0%	-11.0%	-17.1%
Communications Specialist	\$47,748	\$63,258	\$78,768	\$42,772	\$52,507	\$62,243	-10.4%	-17.0%	-21.0%
Research Assistant	\$38,640	\$54,726	\$70,812	\$45,249	\$56,862	\$68,475	17.1%	3.9%	-3.3%
Videographer	\$38,640	\$54,726	\$70,812	\$40,967	\$52,242	\$63,517	6.0%	-4.5%	-10.3%
Graphic Artist	\$38,640	\$54,726	\$70,812	\$44,597	\$55,861	\$67,125	15.4%	2.1%	-5.2%
Photographer	\$38,640	\$54,726	\$70,812	\$40,120	\$52,478	\$64,835	3.8%	-4.1%	-8.4%
Assistant Sergeant-at-Arms	\$41,268	\$52,926	\$64,584	\$48,053	\$58,044	\$68,034	16.4%	9.7%	5.3%
Legislative Assistant IV	\$41,400	\$51,438	\$61,476	\$43,009	\$53,395	\$63,781	3.9%	3.8%	3.7%
Associate Clerk	\$37,896	\$48,606	\$59,316	\$38,488	\$46,447	\$54,406	1.6%	-4.4%	-8.3%
Legislative Assistant III	\$38,652	\$47,274	\$55,896	\$40,640	\$50,526	\$60,412	5.1%	6.9%	8.1%
Legislative Assistant	\$36,432	\$45,270	\$54,108	\$38,001	\$46,724	\$55,447	4.3%	3.2%	2.5%
Support Clerk	\$32,484	\$40,572	\$48,660	\$32,990	\$39,907	\$46,824	1.6%	-1.6%	-3.8%
Messenger	\$20,460	\$25,152	\$29,844	\$29,297	\$37,086	\$44,875	43.2%	47.4%	50.4%

TABLE 4 calculates the difference between 2021 Assembly salary ranges and the average market-based salary ranges for each Assembly job. The columns found under the heading “2021 Ranges v Market” indicate the percentage difference between 2021 pay rates and what a similar job is paid in the market. These percentages offer comparisons at the range minimum, maximum and midpoint. Negative percentages indicate that the market value is lower than the pay plan value. A positive percentage shows the opposite—that the market value is higher than the pay plan value.

For example, for the titles Legislative Assistant, Messenger and Calendar Clerk, the comparison yields the following results:

TABLE 5: Percentage Difference, 2021 Assembly Salary v. Average Market Value: Selected Titles

TITLE	Minimum	Midpoint	Maximum
Legislative Assistant	4.3%	3.2%	2.5%
Messenger	43.2%	47.4%	50.4%
Calendar/Bulletin Clerk	-1.6%	-11.1%	-16.9%

The data in TABLE 5 show that, at the minimum of the pay range for Legislative Assistant, the market value is 4.3 percent higher than the amount paid by the 2021 Assembly pay plan. Another way to say this is that the Assembly pay plan minimum wage “lags” the market by 4.3 percent. Similarly, the 2021 pay range lags the market at the midpoint and at the range maximum by 3.2 percent and 2.5 percent, respectively.

For the title Messenger, the market analysis reveals a much larger gap between the Assembly’s 2021 pay range for that title and what the job market pays for similar positions. In this case, the Assembly plan lags the market by more than 43 percent on all three pay range measures. According to the market analysis, this title is underpaid in the 2021 Assembly pay plan.

The 2021 pay range for the title Calendar/Bulletin Clerk “leads” the market (-1.6 percent) at the minimum value in the pay range and also leads the market by almost 17 percent at the maximum of the pay range. In comparison to the market, the maximum pay available to this title in the 2021 pay range may be too high. The range width probably should be reduced.

NCSL uses the following general guidelines when evaluating the significance of data like those presented in TABLE 5:

Percentage Compared to Market	Conclusion/Action
+/- 0 to 5 %	At market/No adjustments required/Review other factors
+/- 6 to 10 %	Near market/Consider pay plan adjustment and other factors
+/- more than 10%	Outside market/Pay plan adjustment required in most cases

As these guidelines suggest, the market data comparison is a central tool, but not the only tool, used to assess and revise a pay plan. Other factors such as point factor analysis results, the interrelationship of similar job titles and the administrative practices of the employer also impact pay plan construction.

In summary, of the 23 titles presented in TABLE 5, 17 lag the market at the minimum salary level, while only six titles lead the market minimum. At the same time, 11 titles lag the market at the maximum salary level with 12 titles leading the market maximum. These results suggest; 1) that, in general, the Assembly should increase most

pay ranges at the entry level, and 2) that, at the same time, it should adopt a standard range width that is less wide than most currently used pay ranges. Said another way, the Assembly pay ranges are, in most cases, too wide.

Point Factor Analysis

Point Factor Analysis (PFA) is a systematic method for determining the relative value of distinct jobs within an organization. PFA systems support the creation of job classification and pay plans by establishing a hierarchy of jobs based on their relative value to the employer.

As the name implies, PFA assigns values (points) to key “factors” in the content and responsibilities of a specific job. These factors may include items such as independence of decision making, level of supervision needed or exercised, level of education or training required, or physical requirements of the job. NCSL has successfully applied PFA in numerous state legislative compensation studies over several decades. The NCSL PFA instrument is based on a model created by the U.S. Office of Personnel Management and modified by NCSL to accommodate state legislative needs. It consists of seven general job “factor” categories, utilizing nine scoring charts and a total of 133 distinct scoring options for each job.

NCSL believes that PFA is most effectively practiced through a consensus-based decision-making process that engages a small and knowledgeable group of senior managers in the scoring process. For this study, NCSL convened and moderated a meeting of senior-level Assembly staff who brought many years of experience and broad institutional perspective to the PFA exercise.

The score results derived from the PFA exercise, considered along with job market analysis results, provide critical building blocks for the construction of an equitable, coherent, and market-based compensation and classification plan.

A Revised Job Classification and Compensation Plan

SPECIAL NOTE: The following analysis responds to the general conclusions of the market analysis described above while also incorporating those findings into recommendations that reflect changing wage conditions. Specifically, it recognizes and adapts to the recent two percent across-the-board salary range adjustment implemented by the Assembly and it responds to current shifts in the salary market and price inflation. These modifications resulted in the development of a proposed pay plan that recommends salary levels that are set two percent above levels suggested by the NCSL market analysis. NCSL believes that this adjustment represents a logical and conservative response to changing wage and inflation conditions. The Assembly should continue to monitor wage and inflation trends to determine if additional adjustments are warranted in the future.

Job classification and compensation (class and comp) plan design is based on a set of best practices that have been widely adopted and applied by public and private sector employers. Effective class and comp plans typically arrange an organization’s job titles into an interrelated hierarchy of pay ranges that, in many cases, define career ladders and opportunities for employee advancement.

Several class and comp best practices have been discussed previously in this report. For example, a class and comp plan should strive to apply consistent range widths to its pay ranges. Its hierarchy of ranges should be supported by

a uniform progression through its range midpoint salary values. The overall pay range values, from the range minimum to range maximum should reflect, as closely as possible, the market value of titles within the range in order to preserve market competitiveness. A class and comp plan should provide opportunity for salary advancement based on transparent and equitable decision-making criteria. Class and comp plans should set a competitive entry-level salary and also establish a market-based, maximum pay level that caps the amount an employee can earn in a specific job title.

TABLE 6 presents NCSL’S proposal for a revised job classification and compensation plan for Wisconsin State Assembly employees. The plan incorporates and balances all data and information collected during the study into a compensation hierarchy that reflects best practices in compensation plan design. NCSL believes that its adoption will enhance the Assembly’s ability to attract and retain talented staff while providing a coherent, market-based pay structure that improves transparency and reinforces pay equity for Assembly employees.

TABLE 6: Proposed Assembly Job Classification and Compensation Plan

Range	Minimum	Midpoint	Maximum	Midpoint progression	Range Width	Titles in Range
2	\$ 29,900.29	\$ 37,740.00	\$ 45,579.71	9.80%	52.44%	Messenger
3	\$ 32,830.52	\$ 41,438.52	\$ 50,046.52	9.80%	52.44%	Support Clerk
4	\$ 36,047.91	\$ 45,499.49	\$ 54,951.08	9.80%	52.44%	No Titles in Range
5	\$ 39,580.61	\$ 49,958.45	\$ 60,336.28	9.80%	52.44%	Associate Clerk Legislative Assistant
6	\$ 43,459.51	\$ 54,854.37	\$ 66,249.24	9.80%	52.44%	Accounting Clerk Communications Specialist Office Manager Photographer Senior Legislative Assistant Videographer
7	\$ 47,718.54	\$ 60,230.10	\$ 72,741.66	9.80%	52.44%	Administrative Assistant Assistant Sergeant-at-Arms Calendar/Bulletin Clerk Fiscal Clerk/Comptroller Graphic Artist Journal Clerk Research Assistant
8	\$ 52,394.96	\$ 66,132.65	\$ 79,870.35	9.80%	52.44%	No Titles in Range
9	\$ 57,529.66	\$ 72,613.65	\$ 87,697.64	9.80%	52.44%	Administrative Assistant V
10	\$ 63,167.57	\$ 79,729.79	\$ 96,292.01	9.80%	52.44%	Assistant Chief Clerk Communications Director
11	\$ 69,357.99	\$ 87,543.31	\$ 105,728.63	9.80%	52.44%	Sergeant-at-Arms
12	\$ 76,155.07	\$ 96,122.55	\$ 116,090.03	9.80%	52.44%	Chief of Staff (Majority/Minority Leader) Administrative Officer (AO) General Counsel
13	\$ 83,618.27	\$ 105,542.56	\$ 127,466.86	9.80%	52.44%	Senior General Counsel

14	\$ 91,812.86	\$ 115,885.73	\$ 139,958.61	9.80%	52.44%	Chief Clerk
15	\$ 100,810.52	\$ 127,242.54	\$ 153,674.55		52.44%	Speaker's Chief of Staff

The proposed plan retains important elements of the current Assembly staff compensation approach that should allow pay plan administrators to make a relatively smooth transition to the revised pay ranges and job classifications. The proposed plan begins at Range 2 to provide compensation administrators with a range option (Range 1) for new, future titles that may be paid at a lower salary range than Range 2 or to accommodate other future revisions to the plan.

Range width considerations. As discussed previously, compensation best practices recommend that a pay plan should incorporate equal pay range widths for all pay ranges in the plan. As illustrated in TABLE 1, the current Assembly pay plan applies a wide variety of range widths to its various job titles.

Current Assembly pay range widths correspond to the number of steps that the plan provides for a given title. For example, the current pay grid for the title Legislative Assistant III extends that title’s range to the 14th step in the grid. Because pay plan steps for all Assembly job titles advance at a standard rate of 2.67 percent, we can calculate the range width at step 14 to be about 45 percent. In contrast, the current pay grid for the title Research Assistant extends increases to step 23 which corresponds to a range width of about 83 percent.

TABLE 7: Range Width Equivalent at Steps 14 to 25

Step	% Increase	Range Width
14	0.0267	44.61%
15	0.0267	48.48%
16	0.0267	52.44%
17	0.0267	56.51%
18	0.0267	60.69%
19	0.0267	64.99%
20	0.0267	69.38%
21	0.0267	73.91%
22	0.0267	78.55%
23	0.0267	83.32%
24	0.0267	88.21%
25	0.0267	93.24%

Taken together, the range widths for all titles in the current pay plan average about 63 percent. However, the average range widths found in the job market for these jobs average about 48 percent. NCSL believes that, overall, the current range widths are too broad and too varied. The proposed plan adopts a range width value of 52.44 percent which corresponds to Step 16 in the pay grid. This range width slightly leads the market average and provides the Assembly with a small but useful margin at the top of the ranges to accommodate future inflationary pressures. NCSL recommends that all Assembly salary ranges should extend to, but not exceed, Step 16.

The midpoint and midpoint progression. Job classification and compensation plans typically are constructed from the bottom up, forming a hierarchy of interrelated pay ranges and associated job titles. The range midpoints at

successive pay levels form the backbone of the plan, ascending from one level to the next based on a standard value or progression. The foundation of the midpoint progression rests on the midpoint of the lowest pay range in the plan. In the case of the pay plan proposed in TABLE 6, the lowest pay range is Range 2. The market midpoint for Range 2 (see TABLE 4) is \$37,086 and this is the figure used by NCSL (rounded to \$37,000) to build the revised job classification and compensation plan. However, as described in the SPECIAL NOTE at the beginning of this section, NCSL determined that this market midpoint should be increased by two percent to accommodate wage and inflation trends. The adjusted market midpoint for Range 2, therefore, is \$37,740. This adjustment affects the entire pay plan, raising all proposed pay ranges by two percent.

Having established values for range width (52.44 percent) and for the starting range midpoint (\$37,740), the next step in building the pay plan was to determine a value for midpoint progression that advances the pay range levels at a rate that corresponds to values found in the job market data. Midpoint progression values typically are set between about five to 15 percent, depending on the number of ranges in a plan and the difference in salary levels between the lowest and highest pay ranges. In the case of the proposed pay plan, the value 9.8 percent offered a mathematical result that closely tracked market range values for Assembly jobs.

Starting with the baseline midpoint of \$37,000 at Range 2, and applying the midpoint progression value of 9.8 percent, it was possible to calculate the midpoint values for Ranges 3 to 15. The range width value of 52.44, when applied to those new range midpoints, allowed for the calculation of range minimums and maximums for each range.

Job title hierarchy. The placement of job titles into the proposed pay plan was guided by the job market data and by the hierarchy of titles established through the point factor analysis. These metrics also highlighted cases of convergence where several job titles shared similar PFA scores and market values. In these cases, it was possible and appropriate to group those titles into a common pay range. For example, Range 6 in the proposed pay plan contains six job titles. This result is common in pay plan design and symbolizes how the proposed pay plan promotes pay equity at the Assembly.

Senior General Counsel. NCSL's revised pay plan proposes the creation of a new title, Senior General Counsel, at Range 13. Unlike most other Assembly titles, the job market analysis for the title General Counsel resulted in relatively wide, 75 percent, market salary range. This result may reflect a competitive market for legal talent and the existence of well-established career ladders in the legal profession. The addition of the Senior General Counsel to the Assembly pay plan may help it retain seasoned legal staff who have more extensive legislative experience. If this title is adopted, the Assembly and LHRO should establish clear guidelines regarding the amount of legislative experience required to advance to and hold the title Senior General Counsel.

Senior Legislative Assistant. NCSL's revised pay plan (TABLE 6) also includes a new title, Senior Legislative Assistant, that is designed to combine and replace two existing job titles, Legislative Assistant III (LA III) and Legislative Assistant IV (LA IV). In the point factor analysis exercise, senior Assembly staff gave matching scores to the LA III and LA IV titles. NCSL's market analysis also showed very similar market values for these two jobs. NCSL believes it is logical and appropriate to merge the LA III and LA IV titles into a single job specification titled Senior Legislative Assistant. This recommendation is reflected in the pay plan presented in TABLE 6.

APPENDIX B offers a full presentation of the proposed pay plan along with PFA scores, 2021 Assembly pay ranges and job market data for each title.

New compensation grids. New, 16-step salary range grids like those currently used at the Assembly are easily constructed based on the ranges presented in the proposed job classification and compensation plan (TABLE 6). TABLE 8 offers an example of the new grid for Range 6 from the proposed plan. A complete set of salary grids, based on the revised pay ranges in the proposed plan are found in APPENDIX C.

TABLE 8: Proposed Pay Plan Grid for Range 6 (Annual Salary)

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	43460	44620	45811	47034	48290	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249
1	44620	45811	47034	48290	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249	
2	45811	47034	48290	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249		
3	47034	48290	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249			
4	48290	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249				
5	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249					
6	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249						
7	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249							
8	53658	55091	56561	58072	59622	61214	62848	64527	66249								
9	55091	56561	58072	59622	61214	62848	64527	66249									
10	56561	58072	59622	61214	62848	64527	66249										
11	58072	59622	61214	62848	64527	66249											
12	59622	61214	62848	64527	66249												
13	61214	62848	64527	66249													
14	62848	64527	66249														
15	64527	66249															
16	66249																

Implementation Issues

The NCSL analysis and proposed pay plan offer a new path for compensation management at the Assembly, providing it with a classification and compensation framework that is market-based and that represents a hierarchy of job titles and pay ranges established through the application of broadly accepted best practice standards in the field of compensation analysis and pay plan design.

Implementation of new or revised pay ranges and steps often can be difficult for employees and for compensation administrators. NCSL recommends the following guidelines for converting current salaries to the proposed Assembly job classification and compensation plan presented in TABLE 6.

Hold harmless standard. NCSL believes that no employee should see their salary decrease when implementing the recommendations of this compensation study, including staff who are paid over the maximum of their new range in the proposed plan.

Conversion to new pay grids. NCSL recommends that the Assembly adopt a “proportional” conversion strategy for converting employees to their new pay grids. This approach preserves the current, relative positioning of staff who

occupy the same pay grid. Under the proposed pay plan, all staff will move into 16-step ranges, but they will move out of ranges with a variety of step levels. This means that conversion factors for calculating an employee’s new step position will vary according to the number of steps in the range they currently occupy.

$$\text{Conversion Factor} = 16/\text{number of steps in current pay plan}$$

Several current pay ranges have 23 steps. The conversion factor for employees moving out of a 23-step range and into a proposed, 16-step range is:

$$16/23 = .6957$$

For example, an employee who is paid at Step 13 in their current 23-step pay range would move to Step 9 in their proposed pay plan range.

$$13 \times .6957 = 9$$

TABLE 9 presents a list of conversion factors for the Assembly’s current pay ranges.

TABLE 9: Step Conversion Factors

# Steps in Current Range	Step Conversion Factor
25	0.6400
23	0.6957
19	0.8421
18	0.8889
17	0.9412
16	1.0000
15	1.0667
15	1.0667
14	1.1429

Implementation of the proportional step conversion outlined above may require the Assembly and the LHRO to modify its formula for placing new employees onto the new pay grids.

Cost implications. NCSL does not have data on the current pay grid positions for each Assembly employee and therefore cannot estimate implementation costs for adopting the pay plan set out in TABLE 6. However, full implementation of the revised pay plan will have personnel cost implications. This is largely due to the costs of converting the salaries of approximately 75 Legislative Assistants (LA) and about 70 Research Assistants (RA) to revised, higher-paying pay ranges.

The revised pay plan recommended by NCSL brings these two titles up to more appropriate, market-based pay ranges. TABLE 10 illustrates these changes in terms of percentage increases.

TABLE 10: Proposed Pay Range Increases for Legislative Assistant, Research Assistant

TITLE	Current Pay Range			Proposed Pay Range			% Change		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Legislative Assistant	\$37,160	\$46,175	\$55,190	\$39,581	\$49,958	\$60,336	6.5%	8.2%	9.3%
Research Assistant	\$39,413	\$55,821	\$72,228	\$47,719	\$60,230	\$72,742	21%	7.9%	0.7%

The current pay range width for the LA title is 49% and for the RA, 83%. The proposed pay plan fixes the range width for both titles at about 52 percent which expands the pay range width for LAs and contracts the pay range width for RAs. This difference, taken together with the new market-based range values, impacts the implementation cost of the proposed plan.

For LAs, the implementation costs are lower for staff who currently occupy lower steps in the range and the costs increase when converting staff who currently occupy higher steps. In contrast, the highest implementation costs for RAs occur when converting salaries at the lowest steps in the range and diminish at higher steps, with a less than one percent increase at the range maximum.

Implementation costs for converting these titles will be mitigated, however, because most staff who occupy the LA and RA jobs have already advanced to higher steps in the current pay plan. This fact has the largest cost implications for the RA title. Almost 30 percent of RAs are paid at the maximum of the current pay range for that title. RAs at or near the maximum of their current pay range will realize relatively small pay increases in the conversion to the proposed pay plan.

The metric called *range penetration* offers another perspective on how RAs are paid relative to their current pay range. Range penetration measures how far an employee has advanced through their salary range. An employee paid at the top of the range has a range penetration of 100 percent. Similarly, an employee paid at the midpoint of their range has a range penetration of 50 percent. On average, the range penetration for all Assembly RAs is 65 percent, indicating that most RAs have advanced past the midpoint of their pay range, a fact that keeps conversion costs lower.

For Legislative Assistants, about 20 percent have reached the maximum of their current pay range. Average range penetration for LAs is 64%. However, LAs currently at the top of their pay range (\$55,190) will receive about a nine percent increase to \$60,336 (proposed Range 5, Step 16). This increase reflects the results of NCSL’s job market analysis for the LA title.

NCSL’s proposed Assembly classification and compensation plan also recommends relatively larger pay range corrections for the titles Messenger, Chief of Staff (for Majority and Minority Leader)/Administrative Officer (AO), General Counsel and Speaker’s Chief of Staff. Market data clearly indicate that the current pay ranges, and especially the entry-level pay rates, for these titles are out of line with what the market offers for similar jobs.

Allocation of Staff Resources

NCSL’s contract with the Assembly included a review of the method by which the Assembly assigns staff resources to its elected membership. Current staff allocation practices are described on Page 62 of the Wisconsin State Assembly Policy Manual and are presented in APPENDIX D.

Many, but not all, state legislatures provide their members with personal staff—staff who work exclusively for a specific legislator or group of legislators. Typically, these personal staff provide clerical, administrative and sometimes policy or media-relations assistance to the legislator. In almost all cases, personal staff assist on constituent casework, helping citizens in the member’s district understand, or solve problems with, government services.

The Wisconsin Assembly’s staff allocation guidelines appear to follow a familiar pattern found in other state legislatures that assigns additional personal staff to members as they gain seniority and take on additional responsibilities on committees or as legislative leaders. In most cases, the guidelines provide more staff to majority party members than to their minority party counterparts, which is common practice in most state legislatures. Overall, NCSL finds the current personal staff approach at the Assembly to be logical and consistent with how other state legislatures allocate these resources.

This study did not include a staff workload analysis, so NCSL is unable to assess or comment on whether current personal staffing levels match the needs of Assembly members. However, the study team identified one aspect of the current personal staff allocation approach that causes consternation for some staff who occupy the Legislative Assistant title.

Newly elected, freshmen members of the Assembly are allocated one full-time Legislative Assistant (LA) to support the member’s Capitol office and district needs. If reelected, they are allocated one full-time Research Assistant (RA) and one half-time LA. Some potential problems arise in this situation.

It is possible that the LA who served full-time in the member’s freshman year could find their employment reduced to half-time if the member hires someone else to serve in the full-time RA role. Half-time employees must appeal for a special waiver to receive the same benefits they enjoyed as full-time staff. Half-time LAs have the option to work a half-time schedule for two members, thus creating a full-time position at the Assembly and preserving their benefits and full-time pay. Not surprisingly, there is a strong incentive to find pairings with members who also need to fill a half-time staff position. In the words of one Assembly staff person, “there’s a mad rush at the beginning of session to find a match.”

It also is possible that the member could hire a new, full-time RA who has less legislative experience than the LA who worked for the member during their freshman year. Because the RA title is senior to the LA role, this can potentially cause friction between the two staff.

LAs who do locate a match sometimes find that working half-time for two members can be challenging. The members may have very different expectations of their LA and may serve on committees with conflicting schedules that make it difficult for the LA to offer equal service to both. One LA commented to NCSL about the difficulty of working during the morning for one member and then for the other in the afternoon, which sometimes interrupts workflow, slows projects and requires the LA to make difficult choices about how to serve both members effectively.

There are other state legislatures where members share clerical support staff, sometimes through an office pool arrangement where the member and staff offices are located together. The Wisconsin half-staff allocation approach, however, seems to be unique. It does cause inconvenience and employment uncertainty for some Assembly employees, and it may affect the quality of service that some members receive from their LAs. But the

half-staff allocation provision may also be an appropriate solution for balancing the staff needs of members and the resources available to the Assembly for providing member staff support.

NCSL recommends that the Assembly leadership, in cooperation with the LHRO, explore ways to assist LAs in the identification of opportunities to create paired-member work situations. Assembly leadership might also develop recommendations for members who share a LA about effective ways to make the situation work successfully.

APPENDIX A: Market Data Tables

RANGE: 2

TITLES IN RANGE (1):

Messenger

TITLE: Messenger

Range: 2

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 20,460	\$ 25,152	\$ 29,844	\$ 27,671	\$ 34,317	\$ 40,963	ERI: State Government (Madison) - Messenger
			\$ 27,904	\$ 35,119	\$ 42,333	ERI: All Industries (Madison) - Messenger
			\$ 24,228	\$ 29,664	\$ 35,100	Wisconsin State Senate - Messenger
			\$ 27,447	\$ 39,568	\$ 51,688	State of Wisconsin - Shipping and Mailing Associate
			\$ 47,882	\$ 49,785	\$ 51,688	Dane County - Court Aide
			\$ 29,141	.	.	City of Madison - "Living Wage" minimum effective January, 2022
			\$ 27,086	\$ 32,043	\$ 37,000	City of Milwaukee - Office Assistant I, II
			\$ 31,200	\$ 44,600	\$ 58,000	University of Wisconsin - Mail Clerk
			\$ 21,112	\$ 31,668	\$ 42,224	Waukesha County - Semi-Skilled Employee
		Mkt Min	\$ 29,297		\$ 44,875	Mkt Max
Market Midpoint				\$ 37,095		
Current Legis Midpoint compared to Market Midpoint						-32.2%
Current Legis Minimum compared to Market Minimum						-30.2%

RANGE: 3

TITLES IN RANGE (1):

Support Clerk

TITLE: Support Clerk

Range: 3

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 32,484	\$ 40,572	\$ 48,660	\$ 31,450	\$ 37,730	\$ 44,010	ERI: State Government (Madison) - General Clerk (Level 1 and 2)
			\$ 32,001	\$ 38,804	\$ 45,607	ERI: All Industries (Madison) - General Clerk (Level 1 and Level 2)
			\$ 28,344	\$ 34,704	\$ 41,064	Wisconsin State Senate - Staff Clerk
			\$ 27,477	\$ 36,484	\$ 45,490	State of Wisconsin - Inventory Control Assistant
			\$ 45,386	\$ 48,537	\$ 51,688	Dane County - Event and Exhibitor Services Specialist
			\$ 31,512			City of Madison - Event Aide
			\$ 34,995	\$ 39,057	\$ 43,119	City of Milwaukee - Administrative Assistant I, II
			\$ 31,200	\$ 44,600	\$ 58,000	University of Wisconsin - Facilities Technician I
						Milwaukee County
			\$ 34,549	\$ 40,082	\$ 45,614	Waukesha County - Administrative Assistant
		Mkt Min	\$ 32,990		\$ 46,824	Mkt Max
Market Midpoint				\$ 40,000		
Current Legis Midpoint compared to Market Midpoint						1.4%
Current Legis Minimum compared to Market Minimum						-1.5%

TITLE: Associate Clerk

Range: 5

Current Salary Range			Market Comparables			Source/Title
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	
\$ 37,896	\$ 48,606	\$ 59,316	\$ 33,334	\$ 40,421	\$ 47,507	ERI: State Government (Madison) - Administrative Clerk (Level 2 & 3)
			\$ 34,042	\$ 41,716	\$ 49,390	ERI: All Industries (Madison) - Administrative Clerk (Level 2 & 3)
			\$ 33,132	\$ 43,428	\$ 53,724	Wisconsin State Senate - Head Clerk
			\$ 32,136	\$ 40,643	\$ 49,150	State of Wisconsin - Office Operations Associate
			\$ 50,656	\$ 52,815	\$ 54,974	Dane County - Clerk III
			\$ 44,166	\$ 48,854	\$ 53,541	City of Madison - Administrative Support Clerk I & II
			\$ 38,548	\$ 46,256	\$ 53,963	City of Milwaukee - Administrative Services Specialist
			\$ 39,400	\$ 56,300	\$ 73,200	University of Wisconsin - Administrative Assistant III
			\$ 40,976	\$ 47,590	\$ 54,205	Waukesha County - Senior Administrative Specialist
		Mkt Min	\$ 38,488		\$ 54,406	Mkt Max
Market Midpoint				\$ 46,447		
Current Legis Midpoint compared to Market Midpoint						4.6%
Current Legis Minimum compared to Market Minimum						-1.5%

TITLE: Legislative Assistant

Range: 5

Current Salary Range			Market Comparables			Source/Title
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	
\$ 36,432	\$ 45,270	\$ 54,108	\$ 33,743	\$ 43,097	\$ 52,451	ERI: State Government (Madison) - Administrative Assistant (Level 1 & 2)
			\$ 34,472	\$ 44,561	\$ 54,650	ERI: All Industries (Madison) - Administrative Assistant (Level 1 & 2)
			\$ 35,633	\$ 45,228	\$ 54,823	ERI: State Government (Madison) - Customer Center Representative: Complex Calls (Level 1 & 2)
			\$ 34,686	\$ 44,137	\$ 53,588	ERI: All Industries (Madison) - Customer Center Representative: Complex Calls (Level 1 & 2)
			\$ 35,832	\$ 46,962	\$ 58,092	Wisconsin State Senate - Legislative Assistant 2
			\$ 50,565	\$ 52,770	\$ 54,974	Dane County - Clerk III
			\$ 44,166	\$ 48,854	\$ 53,541	City of Madison - Administrative Support Clerk I & II
			\$ 41,077	\$ 49,289	\$ 57,500	City of Milwaukee - Legislative Assistant
			\$ 39,400	\$ 56,300	\$ 73,200	University of Wisconsin - Administrative Assistant III
			\$ 36,296	\$ 42,120	\$ 47,944	Waukesha County - Administrative Specialist
			\$ 32,136	\$ 40,643	\$ 49,150	State of Wisconsin - Office Operations Associate
		Mkt Min	\$ 38,001		\$ 55,447	Mkt Max
Market Midpoint				\$ 46,724		
Current Legis Midpoint compared to Market Midpoint						-3.1%
Current Legis Minimum compared to Market Minimum						-4.1%

RANGE: 6

TITLES IN RANGE (7):

Accounting Clerk, Communications Specialist, Graphic Artis, Legislative Assistant III, Legislative Assistant IV, Office Manager, Photographer, Videographer

TITLE: Accounting Clerk

Range: 6

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 47,748	\$ 63,258	\$ 78,768	\$ 33,854	\$ 41,216	\$ 48,577	ERI: State Government (Madison) - Accounting Clerk (Level 1 & 2)
			\$ 34,625	\$ 42,589	\$ 50,552	ERI: All Industries (Madison) - Accounting Clerk (Level 1 & 2)
						Wisconsin State Senate - None
			\$ 38,875	\$ 51,490	\$ 64,106	State of Wisconsin - Accountant
			\$ 48,610	\$ 50,659	\$ 52,707	Dane County - Account Clerk I
			\$ 45,272	\$ 47,897	\$ 50,521	City of Madison - Account Clerk I
			\$ 41,077	\$ 51,180	\$ 61,283	City of Milwaukee - Accountant I, II
			\$ 39,400	\$ 56,300	\$ 73,200	University of Wisconsin - Accountant I
			\$ 49,816	\$ 57,855	\$ 65,894	Waukesha County - Financial Analyst
		Mkt Min	\$ 41,441		\$ 58,355	Mkt Max
Market Midpoint				\$ 49,898		
Current Legis Midpoint compared to Market Midpoint						26.8%
Current Legis Minimum compared to Market Minimum						15.2%

TITLE: Communications Specialist

Range: 6

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 38,640	\$ 54,726	\$ 70,812	\$ 35,300	\$ 44,591	\$ 53,882	ERI: State Government (Madison) - Media Relations Coordinator (Level 1 & 2)
			\$ 34,037	\$ 46,503	\$ 58,969	ERI: All Industries (Madison) - Media Relations Coordinator (Level 1 & 2)
						Wisconsin State Senate - None
			\$ 38,875	\$ 51,490	\$ 64,106	State of Wisconsin - Communications Specialist-Senior
			\$ 51,126	\$ 58,469	\$ 65,811	Dane County - Public Information Officer
			\$ 57,795	\$ 62,222	\$ 66,648	City of Madison - Community Outreach Specialist
			\$ 34,995	\$ 40,874	\$ 46,752	City of Milwaukee - Communications Assistant II-IV
			\$ 42,600	\$ 60,800	\$ 79,000	University of Wisconsin - Communications Specialist
			\$ 47,445	\$ 55,110	\$ 62,774	Waukesha County - Public Communications Specialist
		Mkt Min	\$ 42,772		\$ 62,243	Mkt Max
Market Midpoint				\$ 52,507		
Current Legis Midpoint compared to Market Midpoint						4.2%
Current Legis Minimum compared to Market Minimum						-9.7%

TITLE: Legislative Assistant III

Range: 6

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 38,652	\$ 47,274	\$ 55,896	\$ 36,075	\$ 45,191	\$ 54,306	ERI: State Government (Madison) - Client Services Specialist (Level 1 & 2)
			\$ 35,154	\$ 44,133	\$ 53,112	ERI: All Industries (Madison) - Client Services Specialist (Level 1 & 2)
			\$ 33,743	\$ 41,160	\$ 48,577	ERI: State Government (Madison) - Administrative Assistant (Level 1 & 2)
			\$ 34,472	\$ 44,561	\$ 54,650	ERI: All Industries (Madison) - Administrative Assistant (Level 1 & 2)
			\$ 45,288	\$ 57,744	\$ 70,200	Wisconsin State Senate - Legislative Assistant 3
			\$ 36,254	\$ 49,525	\$ 62,795	State of Wisconsin - Client Services Specialist
			\$ 38,875	\$ 51,490	\$ 64,106	State of Wisconsin - Community Services Advocate
			\$ 52,458	\$ 61,901	\$ 71,344	Dane County - Information and Assistance Specialist
			\$ 45,272	\$ 47,897	\$ 50,521	City of Madison - Information Clerk
			\$ 50,518	\$ 54,283	\$ 58,048	City of Madison - Program Assistant I & 2
			\$ 41,077	\$ 49,289	\$ 57,500	City of Milwaukee - Legislative Assistant
			\$ 39,400	\$ 56,300	\$ 73,200	University of Wisconsin - Case Manager
			\$ 39,400	\$ 56,300	\$ 73,200	University of Wisconsin- Administrative Assistant III
			\$ 40,976	\$ 47,591	\$ 54,205	Waukesha County - Senior Administrative Specialist
		Mkt Min	\$ 40,640		\$ 60,412	Mkt Max
Market Midpoint				\$ 50,526		
Current Legis Midpoint compared to Market Midpoint						-6.4%
Current Legis Minimum compared to Market Minimum						-4.9%

TITLE: Legislative Assistant IV

Range: 6

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 41,400	\$ 51,438	\$ 61,476	\$ 41,145	\$ 51,903	\$ 62,661	ERI: State Government (Madison) - Client Services Specialist (Level 2 & 3)
			\$ 39,679	\$ 50,209	\$ 60,738	ERI: All Industries (Madison) - Client Services Specialist (Level 2 & 3)
			\$ 38,092	\$ 49,208	\$ 60,324	ERI: State Government (Madison) - Administrative Assistant (Level 2 & 3)
			\$ 39,195	\$ 51,160	\$ 63,125	ERI: All Industries (Madison) - Administrative Assistant (Level 2 & 3)
			\$ 52,980	\$ 68,880	\$ 84,780	Wisconsin State Senate - Legislative Assistant 4
			\$ 36,254	\$ 49,525	\$ 62,795	State of Wisconsin - Client Services Specialist
			\$ 38,875	\$ 51,490	\$ 64,106	State of Wisconsin - Community Services Advocate
			\$ 52,458	\$ 61,901	\$ 71,344	Dane County - Information and Assistance Specialist
			\$ 45,272	\$ 47,897	\$ 50,521	City of Madison - Information Clerk
			\$ 50,518	\$ 54,283	\$ 58,048	City of Madison - Program Assistant I & 2
			\$ 41,077	\$ 49,289	\$ 57,500	City of Milwaukee - Legislative Assistant
			\$ 42,600	\$ 60,800	\$ 79,000	University of Wisconsin - Outreach Specialist
			\$ 40,976	\$ 47,591	\$ 54,205	Waukesha County - Senior Administrative Specialist
		Mkt Min	\$ 43,009		\$ 63,781	Mkt Max
Market Midpoint				\$ 53,395		
Current Legis Midpoint compared to Market Midpoint						-3.7%
Current Legis Minimum compared to Market Minimum						-3.7%

TITLE: Office Manager

Range: 6

Current Salary Range			Market Comparables			Source/Title
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	
\$ 47,748	\$ 63,258	\$ 78,768	\$ 33,743	\$ 43,097	\$ 52,451	ERI: State Government (Madison) - Administrative Assistant (Level 1 & 2)
			\$ 34,472	\$ 44,561	\$ 54,650	ERI: All Industries (Madison) - Administrative Assistant (Level 1 & 2)
						Wisconsin State Senate - None
			\$ 32,136	\$ 40,643	\$ 49,150	State of Wisconsin - Office Operations Associate
			\$ 53,810	\$ 66,321	\$ 78,832	Dane County - Office Manager
			\$ 55,967	\$ 59,893	\$ 63,819	City of Madison - Administrative Supervisor
			\$ 41,716		\$ 48,125	City of Milwaukee - Office Coordinator
			\$ 42,600	\$ 60,800	\$ 79,000	University of Wisconsin - Administrative Specialist
			\$ 52,312	\$ 60,757	\$ 69,202	Waukesha County - Office Services Coordinator
		Mkt Min	\$ 43,345		\$ 61,904	Mkt Max
Market Midpoint				\$ 53,725		
Current Legis Midpoint compared to Market Midpoint						17.7%
Current Legis Minimum compared to Market Minimum						10.2%

TITLE: Photographer

Range: 6

Current Salary Range			Market Comparables			Source/Title
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	
\$ 38,640	\$ 54,726	\$ 70,812	\$ 40,263	\$ 48,880	\$ 57,497	ERI: State Government (Madison) - Photographer (Level 1 & 2)
			\$ 40,697	\$ 52,253	\$ 63,809	ERI: All Industries (Madison) - Photographer (Level 1 & 2)
						Wisconsin State Senate - None
			.		.	State of Wisconsin - NONE
			.		.	Dane County - NONE
			.		.	City of Madison - NONE
						City of Milwaukee - NONE
			\$ 39,400	\$ 56,300	\$ 73,200	University of Wisconsin - Photographer
						Waukesha County - None
		Mkt Min	\$ 40,120		\$ 64,835	Mkt Max
Market Midpoint				\$ 52,478		
Current Legis Midpoint compared to Market Midpoint						4.3%
Current Legis Minimum compared to Market Minimum						-3.7%

TITLE: Videographer

Range: 6

Current Salary Range			Market Comparables			Source/Title
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	
\$ 38,640	\$ 54,726	\$ 70,812	\$ 41,303	\$ 49,840	\$ 58,376	ERI: State Government (Madison) - Videographer (Level 1 & 2)
			\$ 42,088	\$ 53,540	\$ 64,991	ERI: All Industries (Madison) - Videographer (Level 1 & 2)
						Wisconsin State Senate - None
			.		.	State of Wisconsin - NONE
			.		.	Dane County - NONE
			.		.	City of Madison - NONE
			\$ 41,077	\$ 49,289	\$ 57,500	City of Milwaukee - Media Specialist
			\$ 39,400	\$ 56,300	\$ 73,200	University of Wisconsin - Videographer
						Waukesha County - None
		Mkt Min	\$ 40,967		\$ 63,517	Mkt Max
Market Midpoint				\$ 52,242		
Current Legis Midpoint compared to Market Midpoint						4.8%
Current Legis Minimum compared to Market Minimum						-5.7%

RANGE: 7

TITLES IN RANGE (7):

Administrative Assistant, Assistant Sergeant-at-Arms, Calendar/Bulletin Clerk, Fiscal Clerk/Comptroller, Journal Clerk, Research Assistant

TITLE: Administrative Assistant

Range: 7

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 47,748	\$ 63,258	\$ 78,768	\$42,012	\$ 51,839	\$61,665	ERI: State Government (Madison) - Research Specialist (Level 2 & 3)
			\$42,028	\$ 55,158	\$68,288	ERI: All Industries (Madison) - Research Specialist (Level 2 & 3)
			\$38,767	\$ 49,546	\$60,324	ERI: State Government (Madison) - Administrative Assistant (Level 2 & 3)
			\$39,195	\$ 51,160	\$63,125	ERI: All Industries (Madison) - Administrative Assistant (Level 2 & 3)
						Wisconsin State Senate - None
			\$38,875	\$ 55,276	\$71,677	State of Wisconsin - Office Management Specialist
			\$56,992	\$ 65,187	\$73,382	Dane County - Legislative Management System Spec/Policy Analyst
			\$61,445	\$ 66,896	\$72,347	City of Madison- Administrative Analyst 1
			\$50,130		\$65,329	City of Milwaukee - Senior Administrative Specialist
			\$49,700	\$ 71,000	\$92,300	University of Wisconsin - Institutional Research Analyst
			\$45,178	\$ 52,468	\$59,758	Waukesha County - Departmental Executive Assistant
		Mkt Min	\$46,432		\$68,820	Mkt Max
Market Midpoint				\$ 57,614		
Current Legis Midpoint compared to Market Midpoint						9.8%
Current Legis Minimum compared to Market Minimum						2.8%

TITLE: Assistant Sergeant-at-Arms

Range: 7

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 41,268	\$ 52,926	\$ 64,584	\$43,090	\$ 49,712	\$56,333	ERI: State Government (Madison) - Administrative Coordinator (Level 2 & 3)
			\$43,405	\$ 52,178	\$60,951	ERI: All Industries (Madison) - Administrative Coordinator (Level 2 & 3)
			\$52,980	\$ 68,880	\$84,780	Wisconsin State Senate - Assistant Sergeant-at-Arms
			\$38,875	\$ 51,490	\$64,106	State of Wisconsin - Facilities Management Specialist I
			\$53,789	\$ 61,527	\$69,264	Dane County - Event Operations Supervisor
			\$57,795	\$ 62,222	\$66,648	City of Madison - Monona Terrace Assistant Operations Supervisor
			\$50,131	\$ 57,730	\$65,329	City of Milwaukee - Operations Services Supervisor
			\$42,600	\$ 60,800	\$79,000	University of Wisconsin - Event Supervisor
			\$49,816	\$ 57,855	\$65,894	Waukesha County - Exposition Center Superintendent
		Mkt Min	\$48,053		\$68,034	Mkt Max
Market Midpoint				\$ 58,044		
Current Legis Midpoint compared to Market Midpoint						-8.8%
Current Legis Minimum compared to Market Minimum						-14.1%

TITLE: Calendar/Bulletin Clerk

Range: 7

Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 47,748	\$ 63,258	\$ 78,768	\$43,090	\$ 49,712	\$56,333	ERI: State Government (Madison) - Administrative Coordinator (Level 2 & 3)
			\$43,405	\$ 52,178	\$60,951	ERI: All Industries (Madison) - Administrative Coordinator (Level 2 & 3)
						Wisconsin State Senate - None
			\$38,875	\$ 55,276	\$71,677	State of Wisconsin - Office Management Specialist
			\$53,830	\$ 56,389	\$58,947	Dane County - Court Clerk
			\$53,541	\$ 56,620	\$59,699	City of Madison - Judicial Support Clerk 3
			\$50,031	\$ 57,680	\$65,329	City of Milwaukee - Senior Administrative Specialist
			\$46,000	\$ 65,700	\$85,400	University of Wisconsin - Project Coordinator
						Waukesha County - None
		Mkt Min	\$46,967		\$65,477	Mkt Max
Market Midpoint				\$ 56,222		
Current Legis Midpoint compared to Market Midpoint						12.5%
Current Legis Minimum compared to Market Minimum						1.7%

TITLE: Fiscal Clerk/Comptroller

Range: 7

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 47,748	\$ 63,258	\$ 78,768	\$35,368	\$ 45,450	\$55,531	ERI: State Government (Madison) - Account Administrator (Level 2 & 3)
			\$36,404	\$ 47,320	\$58,236	ERI: All Industries (Madison) - Account Administrator (Level 2 & 3)
						Wisconsin State Senate - None
			\$38,875	\$ 55,276	\$71,677	State of Wisconsin - Financial Programs Specialist Supervisor
			\$53,830	\$ 56,389	\$58,947	Dane County - Account Clerk III
			\$55,967	\$ 59,893	\$63,819	City of Madison - Administrative Supervisor
			\$43,775	\$ 52,529	\$61,283	City of Milwaukee - Business Services Specialist
			\$49,700	\$ 71,000	\$92,300	University of Wisconsin - Budget Planner I
			\$49,816	\$ 57,855	\$65,894	Waukesha County - Financial Analyst
		Mkt Min	\$45,467		\$65,961	Mkt Max
Market Midpoint				\$ 55,714		
Current Legis Midpoint compared to Market Midpoint						13.5%
Current Legis Minimum compared to Market Minimum						5.0%

TITLE: Graphic Artist

Range: 7

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 38,640	\$ 54,726	\$ 70,812	\$41,803	\$ 50,835	\$59,867	ERI: State Government (Madison) - Graphic Artist (Level 1 & 2)
			\$42,695	\$ 54,790	\$66,884	ERI: All Industries (Madison) - Graphic Artist (Level 1 & 2)
			\$52,980	\$ 68,880	\$84,780	Wisconsin State Senate - Graphic Artist
			\$43,805	\$ 58,230	\$72,654	State of Wisconsin - Senior Graphic Designer
			.	.	.	Dane County - NONE
			\$47,618	\$ 50,580	\$53,541	City of Madison - Graphics Technician
			\$37,830	\$ 47,665	\$57,500	City of Milwaukee - Graphic Designer I, II
			\$42,600	\$ 60,800	\$79,000	University of Wisconsin - Graphic Designer
			\$47,445	\$ 55,110	\$62,774	Waukesha County - Public Communications Specialist
		Mkt Min	\$44,597		\$67,125	Mkt Max
Market Midpoint				\$ 55,861		
Current Legis Midpoint compared to Market Midpoint						-2.0%
Current Legis Minimum compared to Market Minimum						-13.4%

TITLE: Journal Clerk

Range: 7

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$47,748	\$63,258	\$78,768	\$43,720	\$51,314	\$58,908	ERI: State Government (Madison) - Document Administrator (Level 2 & 3)
			\$44,106	\$54,256	\$64,406	ERI: All Industries (Madison) - Document Administrator (Level 2 & 3)
						Wisconsin State Senate - None
			\$38,875	\$55,276	\$71,677	State of Wisconsin - Office Management Specialist
			\$53,830	\$56,389	\$58,947	Dane County - Court Clerk
			\$53,541	\$56,620	\$59,699	City of Madison - Judicial Support Clerk 3
			\$50,824	\$54,428	\$58,031	City of Milwaukee - Senior Docketing Specialist
			\$46,000	\$65,700	\$85,400	University of Wisconsin - Compliance Specialist II
						Waukesha County - None
		Mkt Min	\$47,271		\$65,295	Mkt Max
Market Midpoint				\$56,283		
Current Legis Midpoint compared to Market Midpoint						12.40%
Current Legis Minimum compared to Market Minimum						1.00%

TITLE: Research Assistant

Range: 7

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 38,640	\$ 54,726	\$ 70,812	\$38,023	\$ 46,341	\$54,658	ERI: State Government (Madison) - Research Specialist (Level 1 & 2)
			\$36,696	\$ 47,806	\$58,916	ERI: All Industries (Madison) - Research Specialist (Level 1 & 2)
			\$38,092	\$ 49,208	\$60,324	ERI: State Government (Madison) - Administrative Assistant (Level 2 & 3)
			\$39,195	\$ 51,160	\$63,125	ERI: All Industries (Madison) - Administrative Assistant (Level 2 & 3)
			\$52,980	\$ 76,056	\$99,132	Wisconsin State Senate - Executive Assistant
			\$38,875	\$ 51,490	\$64,106	State of Wisconsin - Program and Policy Analyst
			\$51,126	\$ 58,469	\$65,811	Dane County - Public Information Officer
			\$61,445	\$ 66,896	\$72,347	City of Madison - Administrative Analyst 1
			\$50,130	\$ 59,887	\$69,644	City of Milwaukee - Research and Policy Analyst
			\$46,000	\$ 65,700	\$85,400	University of Wisconsin - Research Analyst I
			\$45,178	\$ 52,468	\$59,758	Waukesha County - Departmental Executive Assistant
		Mkt Min	\$45,249		\$68,475	Mkt Max
Market Midpoint				\$ 56,862		
Current Legis Midpoint compared to Market Midpoint						-3.8%
Current Legis Minimum compared to Market Minimum						-14.6%

RANGE: 9

TITLES IN RANGE (1):

Administrative Assistant V

TITLE: Administrative Assistant V

Range: 9

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 52,560	\$ 67,404	\$ 82,248	\$ 61,667	\$ 76,033	\$ 90,398	ERI: State Government (Madison) - Program Manager (Level 1 & 2)
			\$ 68,683	\$ 87,855	\$ 107,026	ERI: All Industries (Madison) - Program Manager (Level 1 & 2)
			\$ 49,902	\$ 61,926	\$ 73,950	ERI: State Government (Madison) - Administrative Manager (Level 2 & 3)
			\$ 53,202	\$ 69,412	\$ 85,621	ERI: All Industries (Madison) - Administrative Manager (Level 2 & 3)
						Wisconsin State Senate - None
			\$ 50,606	\$ 67,059	\$ 83,512	State of Wisconsin - Executive Policy and Budget Analyst-Senior
			\$ 54,975	\$ 57,637	\$ 60,299	Dane County - Administrative Assistant II
			\$ 66,648	\$ 72,869	\$ 79,089	City of Madison - Common Council Legislative Analyst
			\$ 53,013	\$ 63,619	\$ 74,225	City of Milwaukee - Senior Legislative Fiscal Analyst
			\$ 49,700	\$ 71,000	\$ 92,300	University of Wisconsin - Institutional Policy Analyst I
						Waukesha County - None
		Mkt Min	\$ 56,488		\$ 82,936	Mkt Max
Market Midpoint				\$ 69,712		
Current Legis Midpoint compared to Market Midpoint						-3.3%
Current Legis Minimum compared to Market Minimum						-7.0%

RANGE: 10
 TITLES IN RANGE (1):
 Assistant Chief Clerk

TITLE: Assistant Chief Clerk
 Range: 10

Current Salary Range			Market Comparables			Source/Title
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	
\$ 52,560	\$ 67,404	\$ 82,248	\$ 53,543	\$ 67,059	\$ 80,575	ERI: State Government (Madison) - Document Control Supervisor (Level 1 & 2)
			\$ 57,363	\$ 75,599	\$ 93,834	ERI: All Industries (Madison) - Document Control Supervisor (Level 1 & 2)
			\$ 54,145	\$ 66,936	\$ 79,727	ERI: State Government (Madison) - Administrative Assistant CEO (Level 1 & 2)
			\$ 58,062	\$ 75,411	\$ 92,759	ERI: All Industries (Madison) - Administrative Assistant CEO (Level 1 & 2)
			\$ 62,004	\$ 80,568	\$ 99,132	Wisconsin State Senate - Assistant Chief Clerk
			\$ 59,218	\$ 78,447	\$ 97,677	State of Wisconsin - Operations Office Director
			\$ 77,459	\$ 88,743	\$ 100,027	Dane County - Chief Deputy County Clerk
						City of Madison - None
			\$ 68,428	\$ 82,114	\$ 95,800	City of Milwaukee - Operations Manager
			\$ 49,700	\$ 71,000	\$ 92,300	University of Wisconsin - Administrative Manager
			\$ 60,570	\$ 70,335	\$ 80,101	Waukesha County - Deputy County Clerk
		Mkt Min	\$ 60,049		\$ 91,193	Mkt Max
Market Midpoint				\$ 75,621		
Current Legis Midpoint compared to Market Midpoint						-10.9%
Current Legis Minimum compared to Market Minimum						-12.5%

TITLE: Communications Director
 Range: 10

Current Salary Range			Market Comparables			Source/Title
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	
			\$ 59,923	\$ 70,398	\$ 80,873	ERI: State Government (Madison) - Communications Manager (Level 1)
			\$ 66,161	\$ 80,316	\$ 94,470	ERI: All Industries (Madison) - Communications Manager (Level 1)
			\$ 52,980	\$ 68,880	\$ 84,780	Wisconsin State Senate - Communications Director
			\$ 51,626	\$ 85,186	\$ 118,747	State of Wisconsin - Communications Officer
			\$ 79,089	\$ 87,285	\$ 95,481	City of Madison - Communications Coordinator
			\$ 58,000	\$ 82,800	\$ 107,600	University of Wisconsin - Communications Manager
			\$ 68,120	\$ 79,092	\$ 90,064	Waukesha County - Communications Center Supervisor
		Mkt Min	\$ 62,271		\$ 96,002	Mkt Max
Market Midpoint				\$ 79,137		
Current Legis Midpoint compared to Market Midpoint						
Current Legis Minimum compared to Market Minimum						

RANGE: 11

TITLES IN RANGE (1):

Sergeant-at-Arms

TITLE: Sergeant-at-Arms

Range: 11

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 62,004	\$ 80,568	\$ 99,132	\$ 60,574	\$ 77,995	\$ 95,416	ERI: State Government (Madison) - Operations Supervisor (Level 2 & 3)
			\$ 67,233	\$ 90,599	\$ 113,964	ERI: All Industries (Madison) - Operations Supervisor (Level 2 & 3)
			\$ 62,972	\$ 80,267	\$ 97,561	ERI: State Government (Madison) - Administrative Services Manager (Level 1 & 2)
			\$ 70,776	\$ 93,882	\$ 116,987	ERI: All Industries (Madison) - Administrative Services Manager (Level 1 & 2)
			\$ 62,004	\$ 80,568	\$ 99,132	Wisconsin State Senate - Sergeant-at-Arms
			\$ 59,218	\$ 78,447	\$ 97,677	State of Wisconsin - Administration Program Management Supervisor
			\$ 71,635	\$ 82,098	\$ 92,560	Dane County - Administrative Manager
			\$ 66,648	\$ 72,868	\$ 79,088	City of Madison - Monona Terrace Operations Manager
			\$ 68,428	\$ 82,114	\$ 95,800	City of Milwaukee - Security Operations Manager
			\$ 63,800	\$ 91,100	\$ 118,400	University of Wisconsin - Administrative Associate Director
						Waukesha County - None
		Mkt Min	\$ 65,329		\$ 100,658	Mkt Max
Market Midpoint				\$ 82,994		
Current Legis Midpoint compared to Market Midpoint						-2.9%
Current Legis Minimum compared to Market Minimum						-5.1%

RANGE: 12

TITLES IN RANGE (2):

Chief of Staff (Majority/Minority Leader)/Administrative Officer (AO), General Counsel

TITLE: Chief of Staff (Majority/Minority Leader)/Administrative Officer (AO)

Range: 12

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 68,904	\$ 100,374	\$ 131,844	\$ 75,854	\$ 102,590	\$ 129,326	ERI: State Government (Madison) - Government Affairs Director (All Levels, 10th & 75th Percentile)
			\$ 87,779	\$ 124,124	\$ 160,468	ERI: All Industries (Madison) - Government Affairs Director (All Levels, 10th & 75th Percentile)
			\$ 72,504	\$ 94,242	\$ 115,980	Wisconsin State Senate - Administrative Officer
			\$ 65,416	\$ 87,464	\$ 109,512	State of Wisconsin - Executive Policy and Budget Manager
			\$ 89,419	\$ 102,430	\$ 115,440	Dane County - Legislative Services Director
			\$ 83,645	\$ 92,134	\$ 100,622	City of Madison - Deputy Mayor 1
			\$ 72,952	\$ 87,541	\$ 102,129	City of Milwaukee - Policy and Administration Manager
			\$ 70,100	\$ 100,200	\$ 130,300	University of Wisconsin - Chief of Staff I
			\$ 81,203	\$ 94,276	\$ 107,349	Waukesha County - Legislative Policy Advisor
		Mkt Min	\$ 77,652		\$ 119,014	Mkt Max
Market Midpoint				\$ 98,333		
Current Legis Midpoint compared to Market Midpoint						2.1%
Current Legis Minimum compared to Market Minimum						-11.3%

TITLE: General Counsel

Range: 12

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 65,784	\$ 87,162	\$ 108,540	\$ 75,969	\$ 92,802	\$ 109,634	ERI: State Government (Madison) - Legal Counsel (Level 1)
			\$ 88,596	\$ 111,230	\$ 133,864	ERI: All Industries (Madison) - Legal Counsel (Level 1)
			\$ 72,504	\$ 94,242	\$ 115,980	Wisconsin State Senate - Administrative Officer
			\$ 55,536	\$ 94,817	\$ 134,098	State of Wisconsin - Assistant District Attorney
			\$ 69,826	\$ 106,840	\$ 143,853	Dane County - Assistant Corporation Counsel
			\$ 69,072	\$ 106,953	\$ 144,833	City of Madison - Assistant City Attorney
			\$ 68,428	\$ 88,634	\$ 108,839	City of Milwaukee - Assistant City Attorney II, III
			\$ 84,800	\$ 121,200	\$ 157,600	University of Wisconsin - Attorney I
			\$ 85,218	\$ 103,958	\$ 122,699	Waukesha County - Senior Attorney
		Mkt Min	\$ 74,439		\$ 130,156	Mkt Max
Market Midpoint				\$ 102,297		
Current Legis Midpoint compared to Market Midpoint						-14.8%
Current Legis Minimum compared to Market Minimum						-11.6%

RANGE: 14

TITLES IN RANGE (1):

Chief Clerk

TITLE: Chief Clerk

Range: 14

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 93,516	\$ 119,226	\$ 144,936	\$ 76,404	\$ 98,060	\$ 119,716	ERI: State Government (Madison) - Procurement Manager (Level 1 & 2)
			\$ 85,164	\$ 112,076	\$ 138,987	ERI: All Industries (Madison) - Procurement Manager (Level 1 & 2)
			\$ 87,530	\$ 104,707	\$ 121,883	ERI: State Government (Madison) -Business Manager (Level 3)
			\$ 103,870	\$ 126,563	\$ 149,256	ERI: All Industries (Madison) -Business Manager (Level 3)
			\$ 93,516	\$ 119,226	\$ 144,936	Wisconsin State Senate - Chief Clerk
			\$ 65,416	\$ 87,464	\$ 109,512	State of Wisconsin - Administrative Manager
			\$ 95,555	\$ 109,803	\$ 124,051	Dane County - Budget Contracts and Operations Manager
			\$ 94,536	\$ 111,080	\$ 127,624	City of Madison - City Clerk
			\$ 94,146	\$ 112,974	\$ 131,801	City of Milwaukee - City Clerk
			\$ 84,800	\$ 121,200	\$ 157,600	University of Wisconsin - Administrative Director
			\$ 89,482	\$ 109,179	\$ 128,877	Waukesha County - Business Manager
		Mkt Min	\$ 88,220		\$ 132,204	Mkt Max
Market Midpoint				\$ 110,212		
Current Legis Midpoint compared to Market Midpoint						8.2%
Current Legis Minimum compared to Market Minimum						6.0%

RANGE: 15

TITLES IN RANGE (1):

Speaker's Chief of Staff

TITLE: Speaker's Chief of Staff

Range: 15

Current Salary Range			Market Comparables			
Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Source/Title
\$ 68,904	\$ 100,374	\$ 131,844	\$ 100,178	\$ 138,866	\$ 177,554	ERI: State Government (Madison) - Chief of Staff (All Levels, 10th and 75th percentile)
			\$ 78,304	\$ 101,781	\$ 125,258	Wisconsin State Senate - Executive Officer
			\$ 116,626	\$ 134,108	\$ 151,590	Dane County - Executive Chief of Staff
			\$ 103,636	\$ 121,773	\$ 139,909	City of Madison - Common Council Chief of Staff
			\$ 97,420	\$ 116,908	\$ 136,395	City of Milwaukee - Chief of Staff
			\$ 112,200	\$ 160,300	\$ 208,400	University of Wisconsin - Chief of Staff II
			\$ 89,482	\$ 109,179	\$ 128,877	Waukesha County - County Board Chief of Staff
		Mkt Min	\$ 99,692		\$ 152,569	Mkt Max
Market Midpoint				\$ 126,131		
Current Legis Midpoint compared to Market Midpoint						-20.4%
Current Legis Minimum compared to Market Minimum						-30.9%

APPENDIX B: NCSL Proposed Plan with 2021 Ranges and Market Salary Ranges

Range	NCSL Proposed Ranges			Midpoint progression	Range Width	Titles in Range	PFA*	2021 Ranges			Market Ranges		
	Minimum	Midpoint	Maximum					Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
15	\$100,810.52	\$127,243	\$153,674.55		52.439%	Speaker's Chief of Staff	700	\$68,904	\$100,374	\$131,844	\$99,692	\$126,131	\$152,569
14	\$91,812.86	\$115,886	\$139,958.61	9.80%	52.439%	Chief Clerk	605	\$93,516	\$119,226	\$144,936	\$88,220	\$110,212	\$132,204
13	\$83,618.27	\$105,543	\$127,466.86	9.80%	52.439%	Senior General Counsel							
12	\$76,155.07	\$96,123	\$116,090.03	9.80%	52.439%	General Counsel	625	\$65,784	\$87,162	\$108,540	\$74,439	\$102,298	\$130,156
						Chief of Staff (Majority/Minority Leader)/Administrative Officer (AO)	605	\$65,784	\$87,162	\$108,540	\$77,652	\$98,333	\$119,014
11	\$69,357.99	\$87,543	\$105,728.63	9.80%	52.439%	Sergeant-at-Arms,	590	\$62,004	\$80,568	\$99,132	\$65,329	\$82,994	\$100,658
10	\$63,167.57	\$79,730	\$96,292.01	9.80%	52.439%	Assistant Chief Clerk	445	\$52,560	\$67,404	\$82,248	\$60,049	\$75,621	\$91,193
						Communications Director	-				\$62,271	\$79,137	\$96,002
9	\$57,529.66	\$72,614	\$87,697.64	9.80%	52.439%	Administrative Assistant V	480	\$52,560	\$67,404	\$82,248	\$56,488	\$69,712	\$82,936
8	\$52,394.96	\$66,133	\$79,870.35	9.80%	52.439%								
7	\$47,718.54	\$60,230	\$72,741.66	9.80%	52.439%	Fiscal Clerk/Comptroller	390	\$52,560	\$67,404	\$82,248	\$45,467	\$55,714	\$65,961
						Assistant Sergeant-at-Arms	405	\$41,268	\$52,926	\$64,584	\$48,053	\$58,044	\$68,034
						Administrative Assistant	385	\$47,748	\$63,258	\$78,768	\$46,432	\$57,626	\$68,820
						Calendar/Bulletin Clerk	355	\$47,748	\$63,258	\$78,768	\$46,967	\$56,222	\$65,477
						Graphic Artist	330	\$38,640	\$54,726	\$70,812	\$44,597	\$55,861	\$67,125
						Journal Clerk	325	\$47,748	\$63,258	\$78,768	\$47,271	\$56,283	\$65,295
						Research Assistant	370	\$38,640	\$54,726	\$70,812	\$45,249	\$56,862	\$68,475
6	\$43,459.51	\$54,854	\$66,249.24	9.80%	52.439%	Accounting Clerk	-				\$41,441	\$49,898	\$58,355
						Videographer	375	\$38,640	\$54,726	\$70,812	\$40,967	\$52,242	\$63,517
						Communications Specialist	325	\$47,748	\$63,258	\$78,768	\$42,772	\$52,507	\$62,243
						Legislative Assistant IV**	310	\$41,400	\$51,438	\$61,476	\$43,009	\$53,395	\$63,781
						Legislative Assistant III**	310	\$38,652	\$47,274	\$55,896	\$40,640	\$50,526	\$60,412
						Office Manager	280				\$43,345	\$52,625	\$61,904
						Photographer	295	\$38,640	\$54,726	\$70,812	\$40,120	\$52,478	\$64,835
5	\$39,580.61	\$49,958	\$60,336.28	9.80%	52.439%	Associate Clerk	280	\$37,896	\$48,606	\$59,316	\$38,488	\$46,447	\$54,406
						Legislative Assistant	265	\$36,432	\$45,270	\$54,108	\$38,001	\$46,724	\$55,447
4	\$36,047.91	\$45,499	\$54,951.08	9.80%	52.439%								
3	\$32,830.52	\$41,439	\$50,046.52	9.80%	52.439%	Support Clerk	210	\$32,484	\$40,572	\$48,660	\$32,990	\$39,907	\$46,824
2	\$29,900.29	\$37,740	\$45,579.71	9.80%	52.439%	Messenger	115	\$20,460	\$25,152	\$29,844	\$29,297	\$37,086	\$44,875

*Point Factor Analysis score
 ** LA III and LA IV titles merged into single title, Senior Legislative Assistant, in NCSL proposed plan
 ***The Legislature plans on updating these grids accordingly for future General Wage Adjustments (GWA)

APPENDIX C: NCSL Proposed Pay Plan Grids for Assembly Jobs

For Appendix C, the Legislature utilizes 18-month increments for the grid (e.g., 1 = 18 months; 2 = 36 months; 3 = 54 months) and considers education, job related experience, and legislative experience when applying the gridding system. Additionally, the Legislature plans on updating the grids accordingly in Appendix C based on future General Wage Adjustments (GWA).

NCSL Proposed Pay Plan: Range 2 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	29900	30699	31518	32360	33224	34111	35022	35957	36917	37902	38914	39953	41020	42115	43240	44394	45580
1	30699	31518	32360	33224	34111	35022	35957	36917	37902	38914	39953	41020	42115	43240	44394	45580	
2	31518	32360	33224	34111	35022	35957	36917	37902	38914	39953	41020	42115	43240	44394	45580		
3	32360	33224	34111	35022	35957	36917	37902	38914	39953	41020	42115	43240	44394	45580			
4	33224	34111	35022	35957	36917	37902	38914	39953	41020	42115	43240	44394	45580				
5	34111	35022	35957	36917	37902	38914	39953	41020	42115	43240	44394	45580					
6	35022	35957	36917	37902	38914	39953	41020	42115	43240	44394	45580						
7	35957	36917	37902	38914	39953	41020	42115	43240	44394	45580							
8	36917	37902	38914	39953	41020	42115	43240	44394	45580								
9	37902	38914	39953	41020	42115	43240	44394	45580									
10	38914	39953	41020	42115	43240	44394	45580										
11	39953	41020	42115	43240	44394	45580											
12	41020	42115	43240	44394	45580												
13	42115	43240	44394	45580													
14	43240	44394	45580														
15	44394	45580															
16	45580																

NCSL Proposed Pay Plan: Range 3 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	32831	33707	34607	35531	36480	37454	38454	39481	40535	41617	42728	43869	45040	46243	47477	48745	50047
1	33707	34607	35531	36480	37454	38454	39481	40535	41617	42728	43869	45040	46243	47477	48745	50047	
2	34607	35531	36480	37454	38454	39481	40535	41617	42728	43869	45040	46243	47477	48745	50047		
3	35531	36480	37454	38454	39481	40535	41617	42728	43869	45040	46243	47477	48745	50047			
4	36480	37454	38454	39481	40535	41617	42728	43869	45040	46243	47477	48745	50047				
5	37454	38454	39481	40535	41617	42728	43869	45040	46243	47477	48745	50047					
6	38454	39481	40535	41617	42728	43869	45040	46243	47477	48745	50047						
7	39481	40535	41617	42728	43869	45040	46243	47477	48745	50047							
8	40535	41617	42728	43869	45040	46243	47477	48745	50047								
9	41617	42728	43869	45040	46243	47477	48745	50047									
10	42728	43869	45040	46243	47477	48745	50047										
11	43869	45040	46243	47477	48745	50047											
12	45040	46243	47477	48745	50047												
13	46243	47477	48745	50047													
14	47477	48745	50047														
15	48745	50047															
16	50047																

NCSL Proposed Pay Plan: Range 4 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	36048	37010	37999	39013	40055	41124	42222	43350	44507	45695	46915	48168	49454	50775	52130	53522	54951
1	37010	37999	39013	40055	41124	42222	43350	44507	45695	46915	48168	49454	50775	52130	53522	54951	
2	37999	39013	40055	41124	42222	43350	44507	45695	46915	48168	49454	50775	52130	53522	54951		
3	39013	40055	41124	42222	43350	44507	45695	46915	48168	49454	50775	52130	53522	54951			
4	40055	41124	42222	43350	44507	45695	46915	48168	49454	50775	52130	53522	54951				
5	41124	42222	43350	44507	45695	46915	48168	49454	50775	52130	53522	54951					
6	42222	43350	44507	45695	46915	48168	49454	50775	52130	53522	54951						
7	43350	44507	45695	46915	48168	49454	50775	52130	53522	54951							
8	44507	45695	46915	48168	49454	50775	52130	53522	54951								
9	45695	46915	48168	49454	50775	52130	53522	54951									
10	46915	48168	49454	50775	52130	53522	54951										
11	48168	49454	50775	52130	53522	54951											
12	49454	50775	52130	53522	54951												
13	50775	52130	53522	54951													
14	52130	53522	54951														
15	53522	54951															
16	54951																

NCSL Proposed Pay Plan: Range 5 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	39581	40637	41722	42836	43980	45154	46360	47598	48869	50174	51513	52889	54301	55751	57239	58767	60336
1	40637	41722	42836	43980	45154	46360	47598	48869	50174	51513	52889	54301	55751	57239	58767	60336	
2	41722	42836	43980	45154	46360	47598	48869	50174	51513	52889	54301	55751	57239	58767	60336		
3	42836	43980	45154	46360	47598	48869	50174	51513	52889	54301	55751	57239	58767	60336			
4	43980	45154	46360	47598	48869	50174	51513	52889	54301	55751	57239	58767	60336				
5	45154	46360	47598	48869	50174	51513	52889	54301	55751	57239	58767	60336					
6	46360	47598	48869	50174	51513	52889	54301	55751	57239	58767	60336						
7	47598	48869	50174	51513	52889	54301	55751	57239	58767	60336							
8	48869	50174	51513	52889	54301	55751	57239	58767	60336								
9	50174	51513	52889	54301	55751	57239	58767	60336									
10	51513	52889	54301	55751	57239	58767	60336										
11	52889	54301	55751	57239	58767	60336											
12	54301	55751	57239	58767	60336												
13	55751	57239	58767	60336													
14	57239	58767	60336														
15	58767	60336															
16	60336																

NCSL Proposed Pay Plan: Range 6 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	43460	44620	45811	47034	48290	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249
1	44620	45811	47034	48290	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249	
2	45811	47034	48290	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249		
3	47034	48290	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249			
4	48290	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249				
5	49580	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249					
6	50903	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249						
7	52262	53658	55091	56561	58072	59622	61214	62848	64527	66249							
8	53658	55091	56561	58072	59622	61214	62848	64527	66249								
9	55091	56561	58072	59622	61214	62848	64527	66249									
10	56561	58072	59622	61214	62848	64527	66249										
11	58072	59622	61214	62848	64527	66249											
12	59622	61214	62848	64527	66249												
13	61214	62848	64527	66249													
14	62848	64527	66249														
15	64527	66249															
16	66249																

NCSL Proposed Pay Plan: Range 7 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	47719	48993	50301	51644	53023	54438	55892	57384	58916	60489	62104	63763	65465	67213	69008	70850	72742
1	48993	50301	51644	53023	54438	55892	57384	58916	60489	62104	63763	65465	67213	69008	70850	72742	
2	50301	51644	53023	54438	55892	57384	58916	60489	62104	63763	65465	67213	69008	70850	72742		
3	51644	53023	54438	55892	57384	58916	60489	62104	63763	65465	67213	69008	70850	72742			
4	53023	54438	55892	57384	58916	60489	62104	63763	65465	67213	69008	70850	72742				
5	54438	55892	57384	58916	60489	62104	63763	65465	67213	69008	70850	72742					
6	55892	57384	58916	60489	62104	63763	65465	67213	69008	70850	72742						
7	57384	58916	60489	62104	63763	65465	67213	69008	70850	72742							
8	58916	60489	62104	63763	65465	67213	69008	70850	72742								
9	60489	62104	63763	65465	67213	69008	70850	72742									
10	62104	63763	65465	67213	69008	70850	72742										
11	63763	65465	67213	69008	70850	72742											
12	65465	67213	69008	70850	72742												
13	67213	69008	70850	72742													
14	69008	70850	72742														
15	70850	72742															
16	72742																

NCSL Proposed Pay Plan: Range 8 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	52395	53794	55230	56705	58219	59773	61369	63008	64690	66417	68191	70011	71881	73800	75770	77793	79871
1	53794	55230	56705	58219	59773	61369	63008	64690	66417	68191	70011	71881	73800	75770	77793	79871	
2	55230	56705	58219	59773	61369	63008	64690	66417	68191	70011	71881	73800	75770	77793	79871		
3	56705	58219	59773	61369	63008	64690	66417	68191	70011	71881	73800	75770	77793	79871			
4	58219	59773	61369	63008	64690	66417	68191	70011	71881	73800	75770	77793	79871				
5	59773	61369	63008	64690	66417	68191	70011	71881	73800	75770	77793	79871					
6	61369	63008	64690	66417	68191	70011	71881	73800	75770	77793	79871						
7	63008	64690	66417	68191	70011	71881	73800	75770	77793	79871							
8	64690	66417	68191	70011	71881	73800	75770	77793	79871								
9	66417	68191	70011	71881	73800	75770	77793	79871									
10	68191	70011	71881	73800	75770	77793	79871										
11	70011	71881	73800	75770	77793	79871											
12	71881	73800	75770	77793	79871												
13	73800	75770	77793	79871													
14	75770	77793	79871														
15	77793	79871															
16	79871																

NCSL Proposed Pay Plan: Range 9 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	57530	59066	60643	62262	63924	65631	67383	69183	71030	72926	74873	76872	78925	81032	83196	85417	87698
1	59066	60643	62262	63924	65631	67383	69183	71030	72926	74873	76872	78925	81032	83196	85417	87698	
2	60643	62262	63924	65631	67383	69183	71030	72926	74873	76872	78925	81032	83196	85417	87698		
3	62262	63924	65631	67383	69183	71030	72926	74873	76872	78925	81032	83196	85417	87698			
4	63924	65631	67383	69183	71030	72926	74873	76872	78925	81032	83196	85417	87698				
5	65631	67383	69183	71030	72926	74873	76872	78925	81032	83196	85417	87698					
6	67383	69183	71030	72926	74873	76872	78925	81032	83196	85417	87698						
7	69183	71030	72926	74873	76872	78925	81032	83196	85417	87698							
8	71030	72926	74873	76872	78925	81032	83196	85417	87698								
9	72926	74873	76872	78925	81032	83196	85417	87698									
10	74873	76872	78925	81032	83196	85417	87698										
11	76872	78925	81032	83196	85417	87698											
12	78925	81032	83196	85417	87698												
13	81032	83196	85417	87698													
14	83196	85417	87698														
15	85417	87698															
16	87698																

NCSL Proposed Pay Plan: Range 10 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	63168	64854	66586	68364	70189	72063	73987	75962	77991	80073	82211	84406	86660	88973	91349	93788	96292
1	64854	66586	68364	70189	72063	73987	75962	77991	80073	82211	84406	86660	88973	91349	93788	96292	
2	66586	68364	70189	72063	73987	75962	77991	80073	82211	84406	86660	88973	91349	93788	96292		
3	68364	70189	72063	73987	75962	77991	80073	82211	84406	86660	88973	91349	93788	96292			
4	70189	72063	73987	75962	77991	80073	82211	84406	86660	88973	91349	93788	96292				
5	72063	73987	75962	77991	80073	82211	84406	86660	88973	91349	93788	96292					
6	73987	75962	77991	80073	82211	84406	86660	88973	91349	93788	96292						
7	75962	77991	80073	82211	84406	86660	88973	91349	93788	96292							
8	77991	80073	82211	84406	86660	88973	91349	93788	96292								
9	80073	82211	84406	86660	88973	91349	93788	96292									
10	82211	84406	86660	88973	91349	93788	96292										
11	84406	86660	88973	91349	93788	96292											
12	86660	88973	91349	93788	96292												
13	88973	91349	93788	96292													
14	91349	93788	96292														
15	93788	96292															
16	96292																

NCSL Proposed Pay Plan: Range 11 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	69358	71210	73111	75063	77067	79125	81238	83407	85634	87920	90268	92678	95152	97693	100301	102979	105729
1	71210	73111	75063	77067	79125	81238	83407	85634	87920	90268	92678	95152	97693	100301	102979	105729	
2	73111	75063	77067	79125	81238	83407	85634	87920	90268	92678	95152	97693	100301	102979	105729		
3	75063	77067	79125	81238	83407	85634	87920	90268	92678	95152	97693	100301	102979	105729			
4	77067	79125	81238	83407	85634	87920	90268	92678	95152	97693	100301	102979	105729				
5	79125	81238	83407	85634	87920	90268	92678	95152	97693	100301	102979	105729					
6	81238	83407	85634	87920	90268	92678	95152	97693	100301	102979	105729						
7	83407	85634	87920	90268	92678	95152	97693	100301	102979	105729							
8	85634	87920	90268	92678	95152	97693	100301	102979	105729								
9	87920	90268	92678	95152	97693	100301	102979	105729									
10	90268	92678	95152	97693	100301	102979	105729										
11	92678	95152	97693	100301	102979	105729											
12	95152	97693	100301	102979	105729												
13	97693	100301	102979	105729													
14	100301	102979	105729														
15	102979	105729															
16	105729																

NCSL Proposed Pay Plan: Range 12 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	76155	78188	80276	82419	84620	86879	89199	91581	94026	96536	99114	101760	104477	107267	110131	113071	116090
1	78188	80276	82419	84620	86879	89199	91581	94026	96536	99114	101760	104477	107267	110131	113071	116090	
2	80276	82419	84620	86879	89199	91581	94026	96536	99114	101760	104477	107267	110131	113071	116090		
3	82419	84620	86879	89199	91581	94026	96536	99114	101760	104477	107267	110131	113071	116090			
4	84620	86879	89199	91581	94026	96536	99114	101760	104477	107267	110131	113071	116090				
5	86879	89199	91581	94026	96536	99114	101760	104477	107267	110131	113071	116090					
6	89199	91581	94026	96536	99114	101760	104477	107267	110131	113071	116090						
7	91581	94026	96536	99114	101760	104477	107267	110131	113071	116090							
8	94026	96536	99114	101760	104477	107267	110131	113071	116090								
9	96536	99114	101760	104477	107267	110131	113071	116090									
10	99114	101760	104477	107267	110131	113071	116090										
11	101760	104477	107267	110131	113071	116090											
12	104477	107267	110131	113071	116090												
13	107267	110131	113071	116090													
14	110131	113071	116090														
15	113071	116090															
16	116090																

NCSL Proposed Pay Plan: Range 13 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	83618	85851	88143	90497	92913	95394	97941	100556	103240	105997	108827	111733	114716	117779	120924	124152	127467
1	85851	88143	90497	92913	95394	97941	100556	103240	105997	108827	111733	114716	117779	120924	124152	127467	
2	88143	90497	92913	95394	97941	100556	103240	105997	108827	111733	114716	117779	120924	124152	127467		
3	90497	92913	95394	97941	100556	103240	105997	108827	111733	114716	117779	120924	124152	127467			
4	92913	95394	97941	100556	103240	105997	108827	111733	114716	117779	120924	124152	127467				
5	95394	97941	100556	103240	105997	108827	111733	114716	117779	120924	124152	127467					
6	97941	100556	103240	105997	108827	111733	114716	117779	120924	124152	127467						
7	100556	103240	105997	108827	111733	114716	117779	120924	124152	127467							
8	103240	105997	108827	111733	114716	117779	120924	124152	127467								
9	105997	108827	111733	114716	117779	120924	124152	127467									
10	108827	111733	114716	117779	120924	124152	127467										
11	111733	114716	117779	120924	124152	127467											
12	114716	117779	120924	124152	127467												
13	117779	120924	124152	127467													
14	120924	124152	127467														
15	124152	127467															
16	127467																

NCSL Proposed Pay Plan: Range 14 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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0	91813	94264	96781	99365	102018	104742	107539	110410	113358	116385	119492	122683	125958	129321	132774	136319	139959
1	94264	96781	99365	102018	104742	107539	110410	113358	116385	119492	122683	125958	129321	132774	136319	139959	
2	96781	99365	102018	104742	107539	110410	113358	116385	119492	122683	125958	129321	132774	136319	139959		
3	99365	102018	104742	107539	110410	113358	116385	119492	122683	125958	129321	132774	136319	139959			
4	102018	104742	107539	110410	113358	116385	119492	122683	125958	129321	132774	136319	139959				
5	104742	107539	110410	113358	116385	119492	122683	125958	129321	132774	136319	139959					
6	107539	110410	113358	116385	119492	122683	125958	129321	132774	136319	139959						
7	110410	113358	116385	119492	122683	125958	129321	132774	136319	139959							
8	113358	116385	119492	122683	125958	129321	132774	136319	139959								
9	116385	119492	122683	125958	129321	132774	136319	139959									
10	119492	122683	125958	129321	132774	136319	139959										
11	122683	125958	129321	132774	136319	139959											
12	125958	129321	132774	136319	139959												
13	129321	132774	136319	139959													
14	132774	136319	139959														
15	136319	139959															
16	139959																

NCSL Proposed Pay Plan: Range 15 Grid

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0	100811	103502	106266	109103	112016	115007	118078	121230	124467	127790	131202	134705	138302	141995	145786	149678	153675
1	103502	106266	109103	112016	115007	118078	121230	124467	127790	131202	134705	138302	141995	145786	149678	153675	
2	106266	109103	112016	115007	118078	121230	124467	127790	131202	134705	138302	141995	145786	149678	153675		
3	109103	112016	115007	118078	121230	124467	127790	131202	134705	138302	141995	145786	149678	153675			
4	112016	115007	118078	121230	124467	127790	131202	134705	138302	141995	145786	149678	153675				
5	115007	118078	121230	124467	127790	131202	134705	138302	141995	145786	149678	153675					
6	118078	121230	124467	127790	131202	134705	138302	141995	145786	149678	153675						
7	121230	124467	127790	131202	134705	138302	141995	145786	149678	153675							
8	124467	127790	131202	134705	138302	141995	145786	149678	153675								
9	127790	131202	134705	138302	141995	145786	149678	153675									
10	131202	134705	138302	141995	145786	149678	153675										
11	134705	138302	141995	145786	149678	153675											
12	138302	141995	145786	149678	153675												
13	141995	145786	149678	153675													
14	145786	149678	153675														
15	149678	153675															
16	153675																

APPENDIX D: Assembly Staff Allocation Guidelines

T. OFFICE STAFFING

Speaker (13)	1 Legislative Assistant IV, 4 Administrative Assistants, 3 Administrative Assistant V, 1 Administrative Officer, 1 Associate Clerk, 2 Research Assistants, 1 Speaker Chief of Staff
Majority Leader (5)	1 Legislative Assistant III, 2 Administrative Assistants, 1 Administrative Assistant V, 1 Administrative Officer
Speaker Pro Tem (3)	1 Legislative Assistant III, 1 Administrative Assistant, 1 Administrative Assistant V
Minority Leader (5)	1 Legislative Assistant III, 1 Administrative Assistant, 2 Administrative Assistant V, 1 Administrative Officer
Chair Joint Finance (5)	1 Legislative Assistant III, 2 Administrative Assistants, 2 Administrative Assistant V
Asst Majority Leader and Majority Caucus Chair (3)	1 Legislative Assistant III, 2 Administrative Assistants
Co-Chair Jt. Committee for Review of Administrative Rules (3)	1 Legislative Assistant, 2 Administrative Assistants
Asst Minority Leader and Minority Caucus Chair (3)	1 Legislative Assistant III, 2 Administrative Assistants
Committee Chairs and Joint Finance Members (2)	1 Legislative Assistant, 1 Research Assistant
Committee Vice Chairs and Ranking Members	1 Research Assistant, .5 Legislative Assistant
Freshman	1 Legislative Assistant (No exceptions, if a freshman is made a ranking member, they still are only authorized one staff)

APPENDIX E: Assembly Job Descriptions

TITLE: ADMINISTRATIVE ASSISTANT (Chief Clerk)

Range: 7

Description

Administrative Assistants are assigned to the Assembly Chief Clerk and to several leadership offices. The Administrative Assistant for the Chief Clerk performs administrative work of more than ordinary difficulty and responsibility requiring the exercise of a considerable amount of individual initiative, discretion, and independent judgment.

Examples of Work Performed

- Receive and process open record requests.
- Process and pay legislator per diem and legislator and staff travel reimbursements.
- Operate and update voting machine during session.
- Manage newspaper renewals.
- Maintain inventory and records of security devices such as keys, garage door openers and photo IDs.
- Update *Guidelines for Incumbents* booklet.
- Support administration of Assembly ethics class.
- Act as liaison between the office and members of the Assembly, Senate, and other legislative and state agencies.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the functions, policies, rules, laws and regulations pertaining to the Wisconsin State Assembly.
- Knowledge of the principles and practices of business management, including management principles as they pertain to personnel, procurement, office management, accounting and budgetary controls.
- Ability to help plan, organize and work with any organizational or functional subdivision of the Legislature or legislative agencies.
- Ability to formulate and initiate operating plans and procedures and to direct their application.
- Ability to speak and write effectively.
- Ability to establish and maintain effective working relationships with fellow employees, administrative officials, and the general public.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Two years of advanced office experience or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: ADMINISTRATIVE ASSISTANT (Leader)

Range: 7

Description

Administrative Assistants are assigned to the following leadership offices:

- Speaker and Speaker Pro Tempore
- Majority and Minority Leaders
- Chief of Joint Committee on Finance
- Majority and Minority Caucus Chairs

The Administrative Assistant performs administrative work of more than ordinary difficulty and responsibility requiring the exercise of a considerable amount of individual initiative, discretion, and independent judgment.

Examples of Work Performed

- Respond to constituent requests and maintain constituent files with solutions to complaints and problems.
- Act as liaison between members of the Assembly, Senate, and other legislative and state agencies as regards to the Assembly leader's business.
- Prepare committee materials and brief the leader on committee schedules and agenda items.
- Develop and install operating procedures for the office and make recommendations concerning legislative policies, rules and proposed legislation.
- Assist in the development of draft legislation, citations, newsletters, webpages and other office documents and products.
- Review and analyze Administrative Rules and Legislative Committee reports.
- Advise Assembly leader on legislation, legal opinions, court decisions and precedents, by attending public hearings, executive sessions and agency meetings.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the functions, policies, rules, laws and regulations pertaining to the Wisconsin State Assembly.
- Some knowledge of the principles and practices of business management, including management principles as they pertain to personnel, procurement, office management, accounting and budgetary controls.
- Ability to help plan, organize and work with any organizational or functional subdivision of the Legislature or legislative agencies.
- Ability to formulate and initiate operating plans and procedures and to direct their application.
- Ability to speak and write effectively.
- Ability to establish and maintain effective working relationships with fellow employees, administrative officials, and the general public.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Two years of advanced office experience or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: ADMINISTRATIVE ASSISTANT V

Range: 9

Description

Administrative Assistant V positions are assigned to the following offices:

- Speaker and Speaker Pro Tempore
- Majority and Minority Leader
- Chair of Joint committee on Finance
- Chief Clerk

The Administrative Assistant V title may apply to a broad range of advanced staff functions and responsibilities within a leadership office. In addition to the duties and responsibilities of an Administrative Assistant, employees in this class may direct a staff of technical, semi-professional and professional employees. The Administrative Assistant V has a great deal of latitude in decision making and initiating action within a broad framework of laws, Assembly rules, customs and traditions.

Examples of Work Performed

- Plan, organize, and supervise the work of technical, semi-professional, and professional personnel.
- Direct and manage the legislative agenda for a party caucus, including development of strategy, policy, legislation, and amendments.
- Serve as liaison for leader or for party caucus with legislators, lobbyists, legislative services agencies, media, stakeholders, state agencies and the Governor's office.
- Evaluate Assembly programs and implement improvements.
- Develop various materials for legislators including bill summaries, briefing materials, talking points and policy agendas.
- Draft press releases, newsletter content, website content and other communications materials.
- Respond to constituent requests and complete constituent casework.
- Represent the Assembly in important public relations work involving program promotion, coordination and cooperation with other private and governmental agencies, and public appearances.
- Perform related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of Assembly procedures and public administration.
- Considerable knowledge of the principles and practices of governmental budgeting, accounting, purchasing, personnel administration, modern office management, and public relations.
- Ability to develop and install administrative procedures and operations, and to evaluate their efficiency and effectiveness.
- Ability to exercise judgment and discretion in applying and interpreting departmental policies and procedures.
- Ability to write and speak effectively.
- Ability to establish and maintain effective working relationships with other fellow employees, administrative officials and legislators.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Three years of managerial experience, or advanced level professional experience which will provide reasonable assurance that the skills and knowledge required upon appointment have been acquired and that any additional skills and knowledge required at the full performance level can be acquired within a reasonable period.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: ASSEMBLY CHIEF CLERK

Range: 14

Description

The Chief Clerk serves as the chief administrator, parliamentarian and financial officer for the Wisconsin State Assembly. The Chief Clerk directs and administers the personnel, purchasing, accounting and general business functions of the Wisconsin State Assembly and performs advanced and highly responsible parliamentary, administrative, financial and ceremonial duties.

Examples of Work Performed

- Serve as the Chief Financial Officer for the Assembly and oversee inventory and purchasing of all materials and supplies necessary for the Legislative session.
- Administer personnel policies as outlined by Statutes, Rules and Assembly policy.
- Supervise the operation and staff of the Office of Assembly Chief Clerk.
- Oversee the accounting functions of the Assembly to include payroll, authorization of all vouchers and balancing of accounts.
- Supervise the recording of the Journal of the Proceedings, engrossing and enrolling of bills, and resolutions, and serve as custodian of all official records of the Assembly.
- Announce the business before the Assembly in the order in which it is to be acted upon.
- Serve as parliamentarian for the Assembly.
- Perform any other functions as indicated in the Rules of the Assembly.

Required Knowledge, Skills and Abilities

- Thorough knowledge of legislative organization and processes.
- Thorough knowledge of and the ability to administer the rules and procedures of the Assembly.
- Ability to provide consultation to legislators on procedural matters.
- Experience in supervision and management of complex office operations.
- Ability to act professionally, objectively, and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: ASSISTANT SERGEANT-AT-ARMS

Range: 7

Description

The Assistant Sergeant-at-Arms is responsible for day-to-day administrative support, security, personnel and other functions that are the ultimate responsibility of the Sergeant-at-Arms. Additionally, the incumbent of this position substitutes for the Sergeant-at-Arms in his/her absence. The Assistant Sergeant-at-Arms duties are performed under the general supervision of the Sergeant-at-Arms but most work is conducted with considerable independence and self-direction.

Examples of Work Performed

- Schedule hearing rooms, maintain hearing room calendar and assign appropriate staff to committee and caucus meetings; set up audio-visual and other communications requirements.
- Review applications for employment, conduct interviews and make recommendations to the Sergeant-at-Arms for hiring messengers and other support personnel.
- Review employee performance and makes recommendations for staff allocations during recess periods of the Assembly.
- Maintain employee time sheets and other related documents; make staff assignments and establish priorities of services on a day-to-day basis.
- Answer correspondence on general legislative information, actions taken by the Legislature, and employment issues, and utilization of facilities.
- Make all physical arrangements for public hearings outside the Capitol.
- Provide security for members of the Assembly and their respective property, and coordinate the necessary security procedures with local, state, and federal officials.
- Maintain order and quiet in and around the Assembly Chamber.
- Direct distribution of copies of legislative documents such as journals, bills, joint resolutions, calendars and bulletins of the proceedings, to the members.
- Direct the delivery of all bills, resolutions or other communications to the Chief Clerk's desk.

Required Knowledge, Skills and Abilities

- Considerable knowledge of legislative organization, processes, rules and procedures.
- Ability to direct the work of a large support staff.
- Ability to counsel employees and recognize personnel-related problems.
- Ability to efficiently and effectively deal with the public both orally and in writing.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Two years of advance office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: ASSOCIATE CLERK

Range: 5

Description

The Associate Clerk works under the supervision of Assembly Chief Clerk and performs a broad range of administrative duties that support the successful operation of the Wisconsin State Assembly. An employee in this classification may work in the production, publication and distribution of the Assembly Journal, Bulletin of the Proceedings or Daily Calendar.

Examples of Work Performed

- Maintain weekly schedule of committee activities, and all Assembly proposals and amendments.
- Post required entries in the histories of legislation.
- Direct engrossing and enrolling of Assembly proposals.
- Certify to the Secretary of State all Assembly proposals that have passed the Legislature.
- Present to the governor for action all Assembly proposals that have passed the Legislature.
- Deposit documents and records with the appropriate state agencies.
- Maintain legislative office accounts; accounts payable/receivable; legislative and staff travel; reimbursements; printing requisitions; per diems; subscriptions; supplies and equipment.

Required Knowledge, Skills and Abilities

- Knowledge of the legislative process and how it relates to job responsibilities.
- Ability to follow instructions and complete tasks under minimal supervision.
- Considerable knowledge of modern office practices and procedures, including familiarity with word processing, database and spreadsheet applications.
- Ability to increase competence with computer applications.
- Thorough knowledge of grammar, spelling and composition.
- Ability to establish and maintain effective working relationships with fellow employees, legislators, staff and the general public.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Two years of advance office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: CALENDAR/BULLETIN CLERK

Range: 7

Description

The Calendar/Bulletin Clerk performs a broad range of recordkeeping, scheduling, document management and administrative duties that support the effective operation of the Assembly, Assembly floor action and members' offices. The Calendar/Bulletin Clerk reports to the Chief Clerk.

Examples of Work Performed

- Track and record all legislative session proceedings.
- Prepare and deliver Senate messages.
- Compile and proof bill histories.
- Create and proof session calendars.
- Manage co-author/co-sponsor requests for Assembly and Senate companion bills.
- Prepare bulletin of proceedings.
- Provide backup for committee clerks.
- Coordinate changes within members' office including furniture installation, phone system deployment, office painting and artwork.
- Maintain databases and website content.

Required Knowledge, Skills and Abilities

- Considerable knowledge of legislative procedures and processes including committee and member office operations.
- Knowledge of standard office administration skills and applications including recordkeeping, filing, typing, word processing, spreadsheets, databases and website development.
- Ability to communicate efficiently and effectively both orally and in writing.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: CHIEF OF STAFF (MAJORITY/MINORITY LEADER)

Range: 12

Description

At the direction of the legislative leader, the Chief of Staff serves as the executive officer of the caucus and manages issues regarding personnel, member services, policy, strategy, outreach, media relations, conflict management and office administration. The Chief of Staff engages routinely and as spokesperson for the leader with legislators, executive agency personnel, stakeholders, lobbyists, legislative agency personnel and constituents on key policy and procedural matters before the Assembly. The work of the Chief of Staff is characterized by its complexity, high volume and political sensitivity.

Examples of Work Performed

- Manage daily caucus operations including caucus member communication, development of policy and legislation, staffing issues and conflict management.
- Act as primary external contact for the leader and caucus with executive agencies, the Governor's office, lobbyists, Senate members and staff and other stakeholders.
- Direct and coordinate the overall strategy and operation of the caucus as these pertain to legislation, messaging, media relations, social media and other caucus initiatives.
- Inform and advise the leader on trends, key issues, legislation, litigation, personnel matters, scheduling, budgeting and procedure.
- Coordinate with the Office of the Speaker and the Chief Clerk on session planning, workload issues and floor session management.
- Supervise the leader's staff to ensure effective and efficient office operations.

Required Knowledge, Skills and Abilities

- Thorough knowledge of legislative procedure, state budgeting, Assembly operations, state and local politics and fundamental supervisory and human resource management practices.
- Experience in supervision and management of complex office operations.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: COMMUNICATIONS DIRECTOR

Range: 10

Description

The Communications Director reports to the Speaker's Chief of Staff or to the Chief of Staff to the minority party leader and directs the development and delivery of media including media relations, media strategy, social media management, audio and audio-visual production, speechwriting, media event planning and other media-related activities.

Examples of Work Performed

- Advise the leader on media issues, strategies, opportunities and trends.
- Collaborate with the Chief of Staff, legislative leaders and others on the integration of legislative objectives with media priorities, products, events and other media activities.
- Answer media inquiries and establish relationships with key media personnel and personalities.
- Develop newsletters, podcasts, social media posts and other communication products.
- Develop and maintain website content for the leader and the caucus.
- Write scripts, talking points, speeches and press releases.

Required Knowledge, Skills and Abilities

- Thorough knowledge of legislative organization, politics and processes.
- Thorough knowledge and experience with key Wisconsin news and media outlets and influencers.
- Knowledge of the social media platforms and the evolution of the digital media environment.
- Ability to communicate with the media and public efficiently and effectively both orally and in writing.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to effectively supervise staff and oversee team projects.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from an accredited college or university.
- Four years of relevant experience or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: COMMUNICATIONS SPECIALIST

Range: 6

Description

The Communications Specialist is assigned to a leadership office and assists the Communications Director and Chief of Staff in the development and delivery of media services including media relations, media strategy, social media management, audio and audio-visual production, speechwriting, media event planning and other media-related activities.

Examples of Work Performed

- Assist the development of communications and media outreach strategies.
- Answer media inquiries.
- Develop newsletters, podcasts, social media posts and other communication products.
- Develop and maintain website content for the leader and the caucus.
- Write scripts, talking points, speeches and press releases.

Required Knowledge, Skills and Abilities

- Knowledge of legislative organization, politics and processes.
- Knowledge and experience with key Wisconsin news and media outlets and influencers.
- Knowledge of the social media platforms and the evolution of the digital media environment.
- Ability to communicate with the media and public efficiently and effectively both orally and in writing.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from an accredited college or university.
- Two years of relevant office management experience or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: ASSISTANT CHIEF CLERK (DEPUTY CHIEF CLERK)

Range: 10

Description

The Deputy Chief Clerk reports to the Chief Clerk and provides support to the members and staff of the Assembly. The Deputy Chief Clerk tracks legislation as it progresses through the chamber and records information on committee actions, floor actions and amendments. The Deputy Chief Clerk is responsible for performing the functions of the Chief Clerk in his/her absence and on the first day of the legislative session. The responsibilities of this position are broad in scope and are performed with significant independence under the general direction of the Chief Clerk.

Examples of Work Performed

- Track and record the progress of legislation and legislative actions.
- Coordinate with Committee on Rules to calendar legislation.
- Respond to questions on parliamentary procedure.
- Deliver legislation, fiscal estimates, amendments, clearinghouse rules and state agency reports to appropriate Assembly committees.

Required Knowledge, Skills and Abilities

- Thorough knowledge of legislative organization and processes.
- Thorough knowledge of the rules and procedures of the Legislature.
- Thorough knowledge of the principles and practices of business management, especially as they pertain to recordkeeping and budgeting and budgetary controls.
- Ability to provide consultation to legislators on procedural matters.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from an accredited college or university.
- Two years of relevant office management experience or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: FISCAL CLERK/COMPTROLLER

Range: 7

Description

The Fiscal Clerk/Comptroller assists the Chief Clerk with the development, management and oversight of the Assembly budget and has lead responsibility for directing the accounting operations of the Assembly including accounts receivable and payable, legislator office accounts, legislator and staff reimbursements, deposits, financial compliance and financial reporting.

Examples of Work Performed

- Manage 99 Assembly member office accounts.
- Prepare and process all Assembly accounts payable and receivable.
- Assist the Chief Clerk in development and management of the Assembly operating budget.
- Generate reports and answer inquiries about Assembly budget issues and actions.
- Conduct special financial projects at the direction of the Chief Clerk.
- Prepare and process Assembly member monthly office account statements.

Required Knowledge, Skills and Abilities

- Considerable knowledge of generally accepted accounting practices.
- Considerable knowledge of Assembly and member office operations.
- Knowledge of fundamental accounting, reporting and analytical methods and applications including financial statements, spreadsheet analysis, cost analysis and capital budgeting.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: GENERAL COUNSEL

Range: 12

Description

The General Counsel reports to the Speaker's Chief of Staff and is responsible for leading and coordinating legal responses to any legal, or potentially legal, challenges to the Assembly and the Legislature. The General Counsel is the primary legal authority at the Assembly and engages, as required, on legal matters related to policy, procedure, rules, personnel, open records and ethics. The General Counsel serves as legal advisor to the Speaker and contributes legal research, opinions and counsel on a wide range of legal and policy topics.

Examples of Work Performed

- Conduct research and writing on selected public policy issues.
- Advise the Speaker and Assembly on a broad range of legal topics including rules, procedure, litigation, constitutionality, ethics and employment law.
- Lead and coordinate responses to legal challenges against the Assembly, the Legislature or its members.
- Draft legislation and legal documents as required.
- Provide testimony, legal counsel, legal research and other support to Assembly committees and study groups.

Required Knowledge, Skills and Abilities

- Thorough knowledge of Assembly rules, procedures, operations and budgeting.
- Thorough knowledge of relevant legal precedent, legislative history, litigation and rulings.
- Knowledge of litigation strategy, procedure and protocol.
- Ability to recognize, assess and effectively respond to legal challenges and issues.
- Ability to lead multidisciplinary legal teams on complex litigation.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate of an accredited law school and admission to the Wisconsin Bar.
- Two years' experience in the practice of law.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: GRAPHIC DESIGNER

Range: 7

Description

The Graphic Designer plans and executes composition and layout of legislative documents for partisan political caucus members. Work involves design meetings with legislators and staff to discuss theme, composition, cost and reproductive processes. Work is subject to approval of the Speaker, Minority Leader and legislative client.

Examples of Work Performed

- Plans, designs, creates and produces artwork for visual communications such as newsletters, questionnaires, legislative letterhead and envelopes, business cards, contact cards, posters, newspapers, overheads, presentation graphics and display.
- Confers and consults with legislators and staff regarding design, production techniques, content, client objectives and target audience for their project.
- Prepares digital artwork for printer, including instructions to the printer for final preparation.
- Meets with printers, photographers and others during the production process.
- Contributes to caucus communications and outreach strategy meetings regarding graphics and other messaging issues.
- May develop or contribute to other communications projects such as video production and social media development.

Required Knowledge, Skills and Abilities

- Knowledge of the principles and techniques utilized in graphic and commercial art including design, typography, illustration, lettering, composition, tones and colors.
- Knowledge of desktop publishing software.
- Knowledge of techniques and limitations of different reproduction processes such as offset, digital and letterpress printing and other duplicating processes.
- Ability to work both independently and with others in the completion of a project.
- Ability to apply creativity and problem-solving skills during all phases of development and production.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- 18 months of training and experience in commercial art including formal work in an art school or college, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: JOURNAL CLERK

Range: 7

Description

The Journal Clerk, under the direction of the Chief Clerk, creates and publishes the daily journal which is the official record of Assembly floor proceedings. The Journal Clerk also participates in other chamber operations and tasks.

Examples of Work Performed

- Take notes of daily proceedings of the Assembly and compile and edit the daily journal.
- Create and print Assembly citations.
- Deliver bills to the Governor.
- Accept and distribute mandated state agency reports; compile monthly report of items received; upload to Wisconsin Legislature website.
- Arrange opening prayer on session days.
- Answer phones and respond to inquiries about the journal and legislation.

Required Knowledge, Skills and Abilities

- Thorough knowledge of legislative processes and procedure, terminology, rules and customs.
- Knowledge of document production and publishing tools and techniques.
- Ability to remain focused and attentive to details under conditions that can be fast-paced and distracting.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: LEGISLATIVE ASSISTANT III

Range: 6

Description

Legislative Assistant III positions are assigned to the following offices:

- Majority and Minority Leader
- Speaker Pro Tempore
- Chair of Joint Committee on Finance
- Assistant Majority and Minority Leader
- Majority and Minority Caucus Chair

This is a promoted staff position working exclusively for leadership in the Wisconsin State Assembly. Clerical and secretarial work at this level is complex and requires an extensive knowledge of legislative organization and process. An individual in this position should have exceptional office management skills. In addition to the Legislative Assistant duties, an employee in the Legislative Assistant III position is responsible for work generated through leadership committees and the party caucus.

Examples of Work Performed

- Screen and review publications.
- Draft or rewrite communications.
- Plan office operations and maintain agendas, reports and arrange legislator's schedule to meet committee meetings and deadlines.
- Compose and type correspondence.
- Track bills and monitor committee hearing activities.
- Provide receptionist services for the legislative office.
- Develop and maintain an efficient office filing system for legislation, committee and constituent work.
- Respond to constituent inquiries on bill status.
- Conduct basic research on legislation and policy topics.
- Prepare and send mass mailings, newsletters, press releases and agency requests.
- Make arrangements for travel, lodging and conference registration fees.
- Communicate and share information with other member offices, legislative agencies, executive agency personnel and the public.

Required Knowledge, Skills and Abilities

- Thorough knowledge of English grammar, spelling and composition.
- Knowledge of modern office practices and procedures, including familiarity with word processing, database and spreadsheet applications.
- Thorough knowledge of legislative rules, procedures and the lawmaking process.
- Ability to increase competence with computer applications.
- Ability to meet and deal courteously with constituents and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.

- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: LEGISLATIVE ASSISTANT IV

Range: 6

Description

Legislative Assistant IV positions are assigned to the Assembly Speaker.

This is a promoted staff position working exclusively for the Speaker of the Wisconsin State Assembly. Clerical and secretarial work at this level is complex and requires an extensive knowledge of legislative organization and an understanding of the powers of the Speaker and the appropriate limits of those powers. An individual in this position should have exceptional office management skills. In addition to the other Legislative Assistant duties, an employee in the Legislative Assistant IV position is responsible for work generated through leadership committees such as Assembly Organization, JCLO, and Legislative Council. Responsibilities include all additional clerical, secretarial and ceremonial duties associated with working for an agency head.

Examples of Work Performed

- Screen and review publications.
- Draft or rewrite communications.
- Keep minutes and records for Committee on Assembly Organization, Rules Committee, and Joint Committee on Legislative Organization.
- Process Attorney General opinion requests.
- Plan office operations and maintain agendas, reports and arrange Speaker's schedule for committee meetings and statutory deadlines, and legislative floor sessions.
- Compose and type correspondence.
- Track bills and monitor committee hearing activities.
- Provide receptionist services for the Speaker's office.
- Develop and maintain an efficient office filing system for legislation, committee and constituent work.
- Respond to constituent inquiries on bill status.
- Conduct basic research on legislation and policy topics.
- Prepare and send mass mailings, newsletters, press releases and agency requests.
- Make arrangements for travel, lodging and conference registration fees.
- Communicate and share information with other member offices, legislative agencies, executive agency personnel and the public.

Required Knowledge, Skills and Abilities

- Thorough knowledge of English grammar, spelling and composition.
- Thorough knowledge of the operations, powers and responsibilities of the Office of the Speaker.
- Knowledge of modern office practices and procedures, including familiarity with word processing, database and spreadsheet applications.
- Thorough knowledge of legislative rules, procedures and the lawmaking process.
- Ability to increase competence with computer applications.
- Ability to meet and deal courteously with constituents and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.

- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: LEGISLATIVE ASSISTANT

Range: 5

Description

This Legislative Assistant serves as the principal secretarial/clerical support for legislators and legislative staff. The duties of a Legislative Assistant may vary considerably depending on the priorities of the legislator they serve, the assignments and roles prescribed by senior office staff and the daily needs of the legislator. The work of the Legislative Assistant is directed by a legislator and by senior office staff who provide daily supervision and oversight. As tenure increases, the Legislative Assistant is expected to demonstrate rapidly increasing self-direction and the ability to work independently with minimal supervision.

Examples of Work Performed

- Provide secretarial, clerical and office managerial support to a legislator and senior legislative staff.
- Compose and type correspondence.
- Track bills and monitor committee hearing activities.
- Provide receptionist services for the legislative office.
- Maintain the legislator's calendar, both in-district and in capital, making and confirming conferences and appointments.
- Develop and maintain an efficient office filing system for legislation, committee and constituent work.
- Respond to constituent inquiries on bill status.
- Conduct basic research on legislation and policy topics.
- Prepare and send mass mailings, newsletters, press releases and agency requests.
- Make arrangements for travel, lodging and conference registration fees.
- Communicate and share information with other member offices, legislative agencies, executive agency personnel and the public.

Required Knowledge, Skills and Abilities

- Thorough knowledge of English grammar, spelling and composition.
- Knowledge of modern office practices and procedures, including familiarity with word processing, database and spreadsheet applications.
- Knowledge of general legislative procedures and the lawmaking process.
- Ability to increase competence with computer applications.
- Ability to meet and deal courteously with constituents and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: MESSENGER

Range: 2

Description

The Messenger reports to the Assembly Sergeant-at-Arms and performs a broad range of clerical and non-technical services that support the operation of the Assembly and the exchange of government information and documents in and around the Capitol complex.

Examples of Work Performed

- Deliver messages, reports, newspapers and other documents to members, meeting rooms and other state government entities.
- Collating printed materials and assisting in the preparation of documents for legislative use.
- Register speakers and visitors at public hearings.
- Operate recording equipment.
- Prepare capitol meeting rooms for committee and caucus work.
- Assist and guide visitors to the Assembly galleries for viewing floor sessions.
- Monitor access to the Assembly floor during session.
- Guide members of the media to appropriate location within the chamber.

Required Knowledge, Skills and Abilities

- Knowledge of the legislative process.
- Ability to follow instructions and carry out tasks independently.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- High school graduate or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 75 lbs.

TITLE: OFFICE MANAGER (SERGEANT-AT-ARMS)

Range: 6

Description

The Office Manager oversees the daily, regular office operations of the Assembly Sergeant-at-Arms Office and performs a broad range of administrative duties that support the legislative functions for the Wisconsin State Assembly and all 99 elected Representatives and their staff.

Examples of Work Performed

- Oversee daily office operations.
- Answer phones, direct calls to appropriate individuals and prepare messages.
- Supervise and oversee projects within the office.
- Supervise Assembly messengers and daily assignments and workflow.

Required Knowledge, Skills and Abilities

- Thorough knowledge of legislative organizations, rules, policies and regulations pertaining to the Wisconsin State Assembly.
- Considerable knowledge of the principles and practice of office management and public administration.
- Ability to develop and implement plans and procedures including written manuals and other material.
- Ability to use advanced computer applications and systems.
- Ability to deal with the public efficiently and effectively both orally and in writing.
- Ability to act professionally, objectively, and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Associate's Degree, or completion of two years of study at a college or university of recognized standing, or professional certification in relevant skills and abilities.
- Two years of advance office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and finger – typing and/or writing.
- Sitting, standing, walking, lifting, kneeling, crouching, reaching, lifting – can be for extended periods.
- Talking, hearing, reading.

TITLE: PHOTOGRAPHER

Range: 6

Description

Photographers are assigned to the Assembly Chief Clerk and are appointed by the Assembly Speaker (one photographer) and the Assembly Minority Leader (one photographer). Photographers respond to requests from legislators and staff to produce still images for use in newsletters, press releases, school group photos, letters, postcards, Assembly brochures, the State of Wisconsin Blue Book and various other publications.

Photographers are required to provide their own photographic equipment, including lighting equipment and backdrops and a full range of lenses from ultra-wide angle to medium telephoto with apertures sufficient to work in low light situations.

Examples of Work Performed

- Capture photographic still images upon request and at legislative settings including;
 - committee meetings and bill hearings
 - floor coverage during Assembly session days
 - portraits
 - school groups
 - legislators with visiting constituents
 - bill signings and press conferences
- Maintain camera equipment and related accessories.
- Work with graphic artists to facilitate production of printed materials.
- Conduct appropriate post-production, manage digital files and deliver finished products to legislative clients.

Required Knowledge, Skills and Abilities

- Thorough knowledge of basic still photography concepts including advanced understanding of camera and lens functions, exposure fundamentals, lighting techniques and image composition.
- Thorough knowledge of digital capture and output; color management skills and the ability to manage digital files in the Adobe Photoshop environment.
- Ability to work comfortably under pressure and with people from various backgrounds ranging in age from young elementary school children to elderly citizens.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate of a college or university of recognized standing.
- 18 months of a combination of training and experience in photography, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: RESEARCH ASSISTANT

Range: 7

Description

Research Assistant positions are assigned to the following offices:

- Committee Chairs
- Joint Finance Members
- Majority Offices (Not Freshman)
- Minority Offices (Not Freshman)

The Research Assistant conducts advanced policy research and provides committee support to Assembly members. Responsibilities of this position can be complex and may vary depending on the priorities of the legislator to which the Research Assistant is assigned. The Research Assistant typically supervises one or more employees and plays a key role in office operations, policy development, committee work, constituent relations and communications.

Examples of Work Performed

- Act as primary advisor and researcher for a committee chairperson or senior legislator.
- Supervise one or more Legislative Assistants and interns.
- Prepare for and support committee sessions by assisting with scheduling hearings, writing policy memos and talking points, arrange testimony, create scripts, recording votes, and preparing materials.
- Act as office liaison with members of the Assembly, Senate, and other legislative and state agencies, lobbyists, executive agencies and the news media relating to committee business, pending legislation, and other office matters.
- Assist the legislator and the Legislative Reference Bureau with bill drafting requests and floor amendments.
- Establish strong working relationships with agency program managers, division administrators, secretaries of other agencies, legislative leaders, mayors, county board chairpersons, private sector businesses and federal officials.
- Respond to constituent issues and record and maintain constituent casework files.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the legislative process, committee procedures and operations of the Assembly.
- Considerable knowledge of the assigned legislator's district and district politics and issues.
- Ability to conduct research and analysis through use of common analytical tools and techniques.
- Ability to effectively manage and counsel employees to achieve satisfactory performance and outcomes.
- Ability to efficiently and effectively deal with the public both orally and in writing.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: SENIOR GENERAL COUNSEL

Range: 13

Description

The Senior General Counsel reports to the Speaker's Chief of Staff and is responsible for leading and coordinating legal responses to any legal, or potentially legal, challenges to the Assembly and the Legislature. The Senior General Counsel is the primary legal authority at the Assembly and engages, as required, on legal matters related to policy, procedure, rules, personnel, open records and ethics. The Senior General Counsel serves as legal advisor to the Speaker and contributes legal research, opinions and counsel on a wide range of legal and policy topics.

The Senior General Counsel is distinguished from the General Counsel by the former's more extensive legislative experience and the ability to accept and successfully lead highly complex legal cases, investigations and other projects.

Examples of Work Performed

- Lead complex legal defense cases, investigations and studies.
- Conduct research and writing on selected public policy issues.
- Advise the Speaker and Assembly on a broad range of legal topics including rules, procedure, litigation, constitutionality, ethics and employment law.
- Lead and coordinate responses to legal challenges against the Assembly, the Legislature or its members.
- Draft legislation and legal documents as required.
- Provide testimony, legal counsel, legal research and other support to Assembly committees and study groups.

Required Knowledge, Skills and Abilities

- Thorough knowledge of Assembly rules, procedures, operations and budgeting.
- Thorough knowledge of relevant legal precedent, legislative history, litigation and rulings.
- Knowledge of litigation strategy, procedure and protocol.
- Ability to recognize, assess and effectively respond to legal challenges and issues.
- Ability to lead multidisciplinary legal teams on complex litigation.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate of an accredited law school and admission to the Wisconsin Bar.
- Four years' experience in the practice of law including at least two years' experience in a legal staffing role at the Legislature.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: SENIOR LEGISLATIVE ASSISTANT (PROPOSED)

Range: 6

Description

The Senior Legislative Assistant position is assigned to the following offices:

- Speaker of the Assembly
- Majority and Minority Leader
- Speaker Pro Tempore
- Chair of Joint Committee on Finance
- Assistant Majority and Minority Leader
- Majority and Minority Caucus Chair

This is a promoted staff position working exclusively for leadership in the Wisconsin State Assembly. Clerical and secretarial work at this level is complex and requires an extensive knowledge of legislative organization and process. An individual in this position should have exceptional office management skills. In addition to the Legislative Assistant duties, an employee in the Senior Legislative Assistant position is responsible for work generated through leadership committees and the party caucus.

Examples of Work Performed

- Screen and review publications.
- Draft or rewrite communications.
- Plan office operations and maintain agendas, reports and arrange legislator's schedule to meet committee meetings and deadlines.
- Compose and type correspondence.
- Track bills and monitor committee hearing activities.
- Provide receptionist services for the legislative office.
- Develop and maintain an efficient office filing system for legislation, committee and constituent work.
- Respond to constituent inquiries on bill status.
- Conduct basic research on legislation and policy topics.
- Prepare and send mass mailings, newsletters, press releases and agency requests.
- Make arrangements for travel, lodging and conference registration fees.
- Communicate and share information with other member offices, legislative agencies, executive agency personnel and the public.

Required Knowledge, Skills and Abilities

- Thorough knowledge of English grammar, spelling and composition.
- Knowledge of modern office practices and procedures, including familiarity with word processing, database and spreadsheet applications.
- Thorough knowledge of legislative rules, procedures and the lawmaking process.
- Ability to increase competence with computer applications.
- Ability to meet and deal courteously with constituents and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.

- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: SERGEANT-AT-ARMS

Range: 11

Description

The Sergeant-at-Arms performs highly responsible administrative and ceremonial duties and provides a variety of services to members of the Assembly.

Examples of Work Performed

- Exercise supervision over the ingress and egress of all persons to and from the Assembly Chamber.
- Manage a broad range of administrative duties and hire and supervise associated staff.
- Purchase and maintain office supplies.
- Oversee the legislative hotline, floor press credentials, office moves, furniture inventory, meeting room preparation, staff training and office communication.
- Cooperate on special projects to improve legislative operations, facilities and processes.
- Coordinate with Capitol Police and other law enforcement to ensure the safety and security of Assembly operations.

Required Knowledge, Skills and Abilities

- Thorough knowledge of legislative organization and processes.
- Thorough knowledge of the rules and procedures of the Assembly.
- Ability to direct the work of a large support staff.
- Ability to provide consultation to legislators on procedural matters.
- Ability to act professionally, objectively, and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Graduate from a college or university of recognized standing.
- Two years of advanced office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: SPEAKER'S CHIEF OF STAFF

Range: 15

Description

The Speaker's Chief of Staff serves as primary staff advisor to the Speaker, manages the Speaker's staff, and is a resource to other legislators and their staff. The Speaker's Chief of Staff has broad operational, policy and administrative responsibilities that require collaborative problem solving, executive-level decision making and advanced knowledge and awareness of government operations, programs, politics and issues.

Examples of Work Performed

- Direct the operations and staff of the office of the Speaker of the Assembly.
- Advise the Speaker and Assembly leadership on policy, procedure, operations, and personnel matters.
- Troubleshoot and resolve organizational issues related to personnel, facilities, budgets and procedures.
- Communicate with other leadership offices, the Governor's office, legislators, staff, executive agency personnel, legislative agencies, lobbyists, the media and other stakeholders in the furtherance of the Speaker's priorities and legislative agenda.
- Appear as spokesperson for the Speaker at a variety of discussions, meetings, and conferences.
- Oversee special projects related to the operation of the Assembly.
- Conduct research and prepare reports, memos, talking points and other documents.

Required Knowledge, Skills and Abilities

- Thorough knowledge of Assembly operations, procedure, rules, personnel and history.
- Thorough knowledge of state and local government institutions, processes, budgets and key personnel.
- Knowledge of major public policy issues, trends, and relevant stakeholders.
- Knowledge of basic communications strategies, social media applications, and primary media outlets and personnel.
- Ability to deal with the public efficiently and effectively both orally and in writing.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.

TITLE: SUPPORT CLERK

Range: 3

Description

The Support Clerk is a non-partisan position responsible for supporting legislative operations. The Support Clerk reports to the Assembly Sergeant-at-Arms and performs a variety of largely administrative tasks that promote the security and efficient operation of the Assembly.

Examples of Work Performed

- Support legislative offices and agencies by completing tasks/errands as needed.
- Answer the Legislative Hotline as needed.
- Sort, deliver and pickup mail.
- Staff and set-up Assembly committee meeting rooms.
- Set up and test audio equipment in committee rooms and in the Assembly chamber.
- Assist with legislative mailing and labeling projects.
- Assist and support other employees of the Assembly Sergeant's Office, as needed.

Required Knowledge, Skills and Abilities

- Knowledge of legislative organizations, rules, policies and regulations pertaining to the Wisconsin State Assembly.
- Ability to communicate clearly and concisely.
- Ability to use information technology and adapt to new applications and tools.
- Ability to act professionally, objectively and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Minimum Training and Experience

- Associate's Degree, or completion of two years of study at a college or university of recognized standing, or professional certification in relevant skills and abilities.
- Two years of advance office or parallel level training and experience, or an equivalent combination of training and experience.

Physical Requirements

- Repetitive movement of hands and finger – typing and/or writing.
- Sitting, standing, walking, lifting, kneeling, crouching, reaching, lifting – can be for extended periods.
- Talking, hearing, reading.

TITLE: VIDEOGRAPHER

Range: 6

Description

The Videographer reports to the Speaker's Chief of Staff and captures and produces video content for Republican Party members of the Wisconsin State Assembly. The work of the Videographer spans all aspects of video recording and post-production including video editing, sound editing, graphics, and animation. Video recording may occur on-site at the Capitol, at a member's district location, at special events or at other sites upon request.

Examples of Work Performed

- Cover in-Capitol events and make video recordings at public hearings and other meetings.
- Travel to legislators' districts to film videos highlighting in-district events, relationships, issues, and businesses.
- Create video content for legislators related to current or upcoming legislation.
- Advise legislators on video strategy, content and opportunities.

Required Knowledge, Skills and Abilities

- Thorough knowledge of video capture techniques, equipment, lighting, composition, production software and digital file management.
- Knowledge of Assembly schedules, procedures and operations.
- Ability to act professionally, objectively, and impartially when dealing with legislators and the public.
- Ability to work independently and simultaneously manage a variety of tasks and projects.
- Ability to maintain confidentiality and effectively manage politically sensitive work.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to provide excellent customer service.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing
- Occasional sitting, standing, walking, stooping, kneeling or crouching.
- Reach with hands and arms.
- Talk and hear.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 75 lbs.