



NCSL 2014 Legislative Summit: Managing Legislative Staff

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Minneapolis, MN

Bernard Dean
Deputy Chief Clerk
Washington State
House of Representatives



Washington's Political and Legislative Staff Structure

Washington
State
House of
Representatives

- House (Democrats=55, Republicans=43)
- Senate (Majority Coalition Caucus=26, Democrats=23)
- Separate partisan and nonpartisan staff for each chamber
- Shared support services including information technology, facilities, supply, legislative information center and hotline, printing, graphics, and audio/video/photo services.

Staff Structure Continued

House Executive Rules Committee

Chief Clerk

Republican Caucus

- Policy Staff
- Communications staff
- Member Leg. Assistants (LAs)

Democratic Caucus

- Policy Staff
- Communications staff
- Member Leg. Assistants (LAs)

Administration

- Security
- Accounting
- Workroom

Support Services

(joint w/Senate)

- Facilities
- Photo
- Video
- Supply
- Info Center
- Gift Shop
- Prod Services
- Graphics

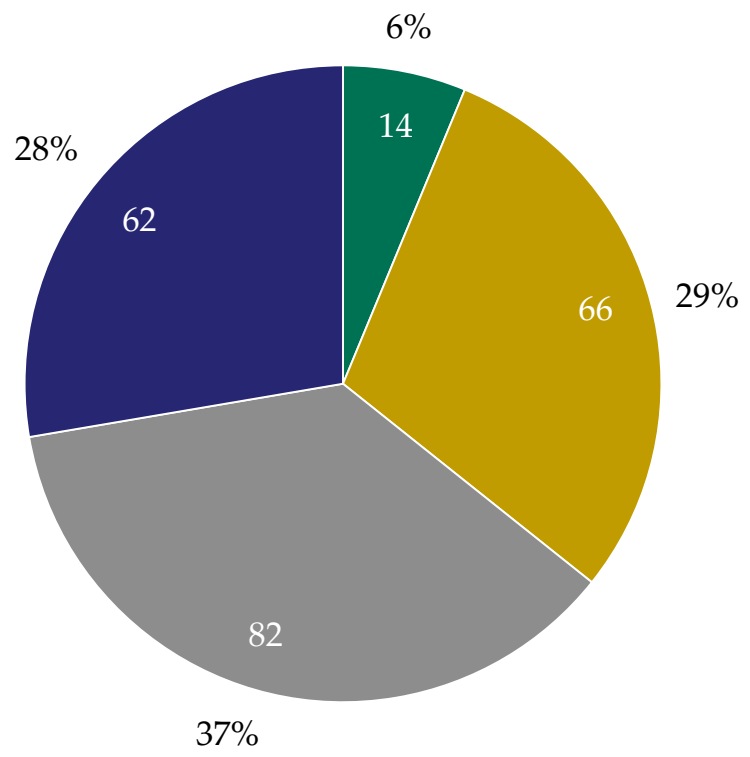
Office of Program Research (Cmte. Svcs.)

- Fiscal Analysts
- Research Analysts
- Counsel Staff
- Intern Program



The House of Representatives employs 224 permanent staff*

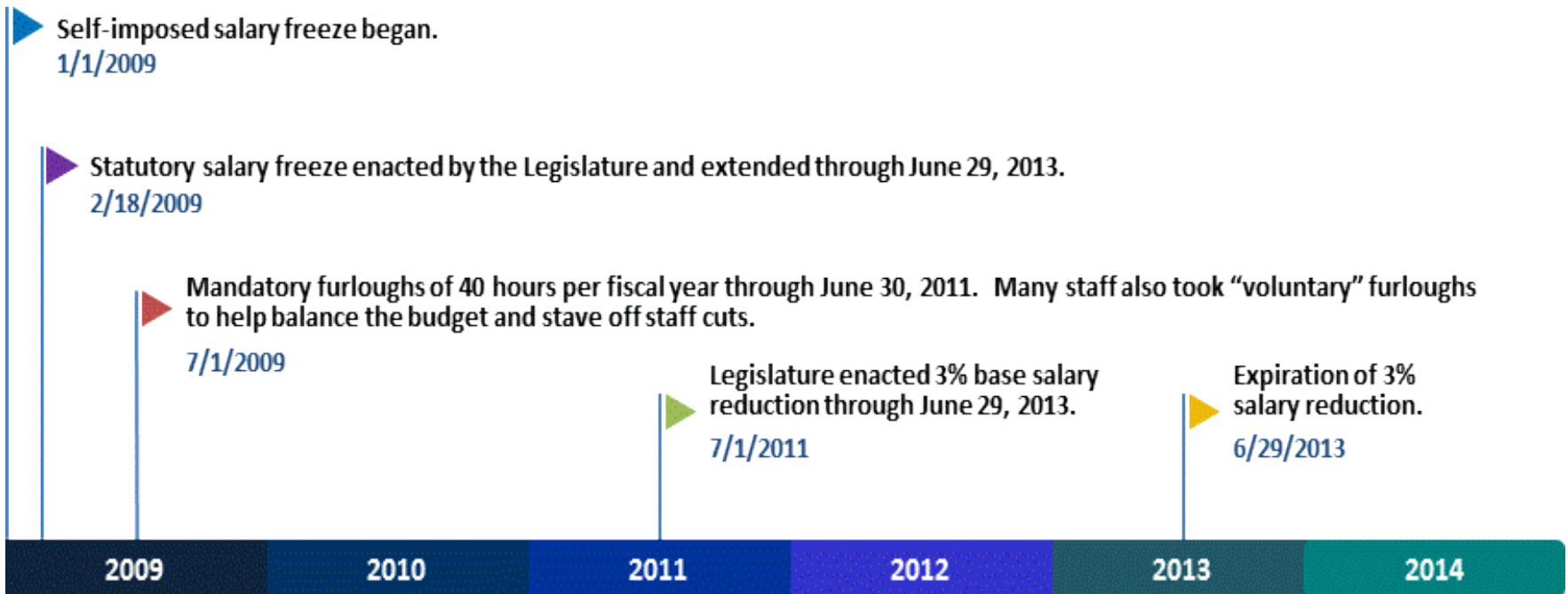
Washington State House of Representatives



- House Administration (Chief Clerk's Office, Accounting, Workroom, and Security)
- House Republican Caucus (Policy, Communications, Member Assistants)
- House Democratic Caucus (Policy, Communications, Member Assistants)
- Office of Program Research (Nonpartisan Fiscal, Research, Counsel, Committee Assistants)

* Data as of May 23, 2014.

How did the House of Representatives respond to the “Great Recession”?



Examples of other reductions:

- Instituted layoffs and reduced session staffing
- Banned out-of-state travel
- Curtailed professional development
- Suspended tuition reimbursements
- Eliminated bus pass and van pool subsidies
- Cut certain per diem payments
- Consolidated various operations with Senate
- Reduced goods, services, paper use



Current Economic Environment

- Washington's economy is improving and expected to out-perform the nation over the long term, despite a slow recovery.
- State revenue collections are rebounding, but at a much slower pace than after previous recessions.
- Significant future increases required in K-12 education funding will pose out year budget challenges (McCleary vs. State of Washington).
- Another sizable budget shortfall is expected for the 2015-17 fiscal biennium.



Basic Elements of House “Temperature Check”

- Survey House employees and legislators to establish baseline data that will serve as the foundation for ongoing improvement efforts.
- Use a systematic, repeatable approach that allows for the comparison of results over time.
- Focus on common goals across House work groups.
- Identify successes and opportunities for improvement, communicate results, develop action plans, and focus resources.



Phase 1: House Employee Survey

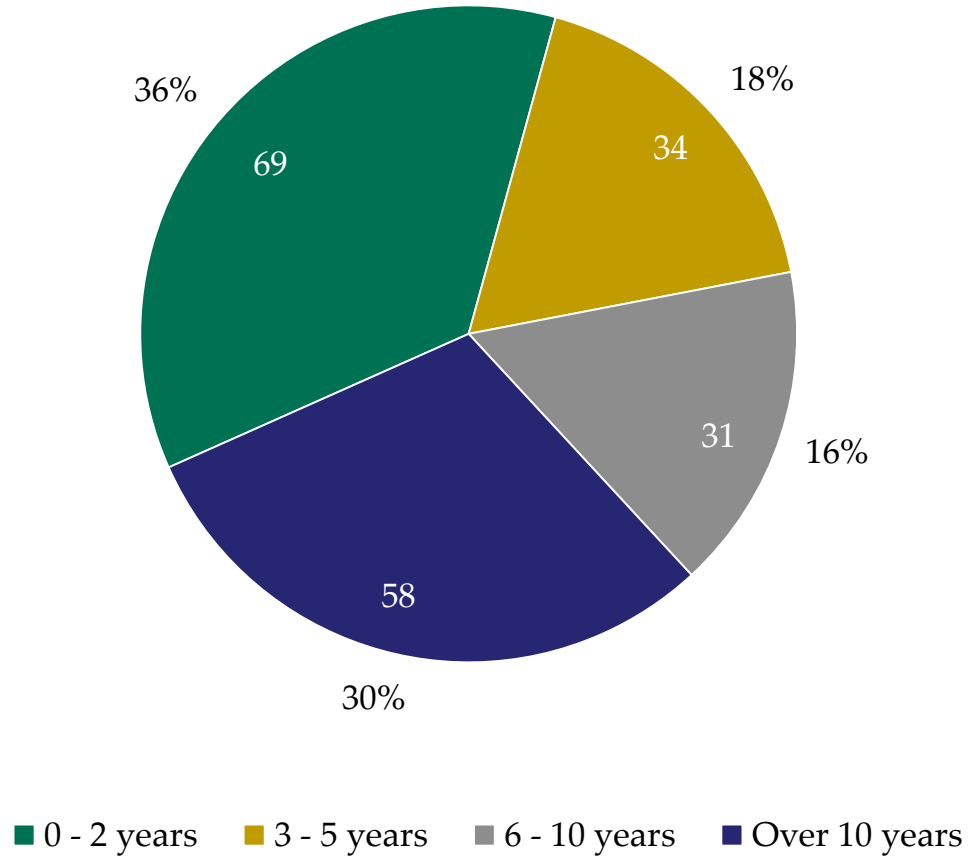
79% Overall Response Rate

- Demographics
- Employee satisfaction with specific morale and compensation factors.
- Interaction with other work groups that are depended on to get work done.
- Organizational assessment in specific performance areas.
- Overall satisfaction.



Demographics - Years of Service

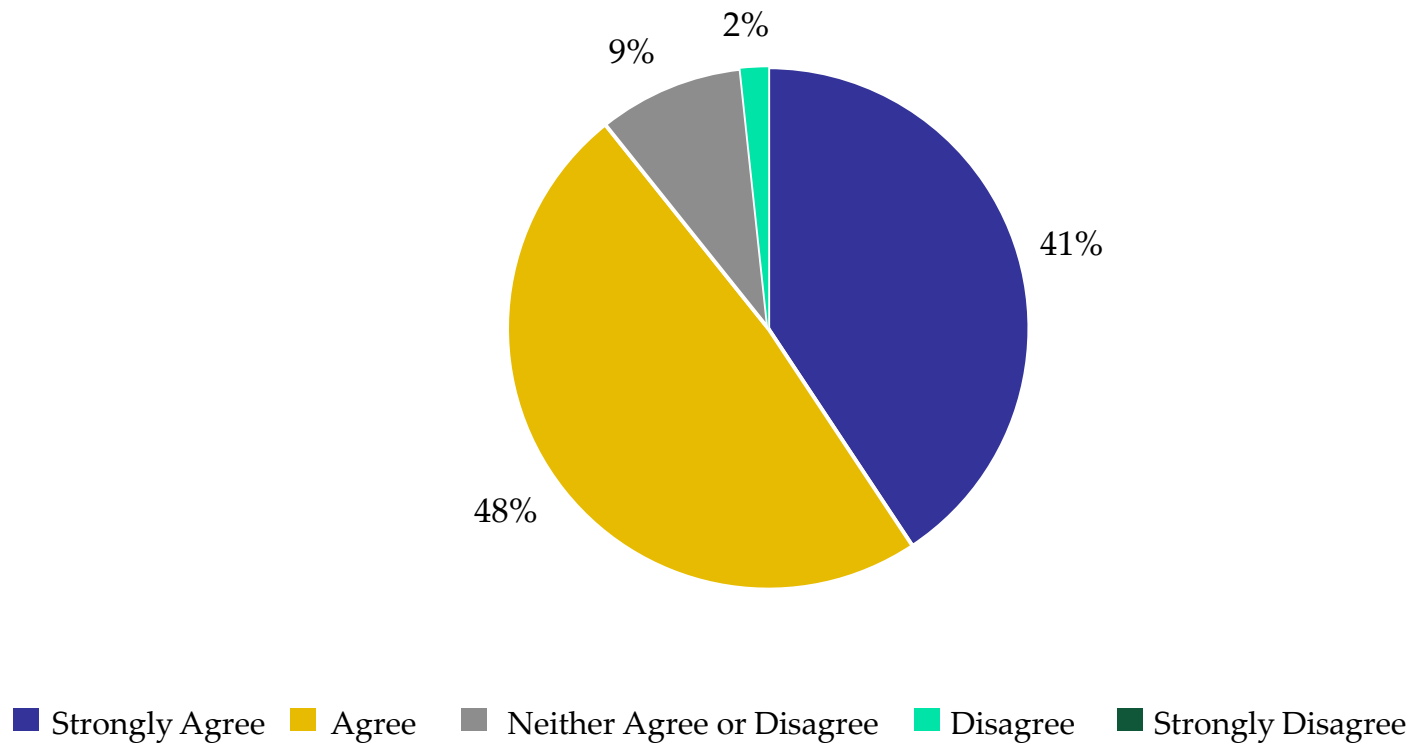
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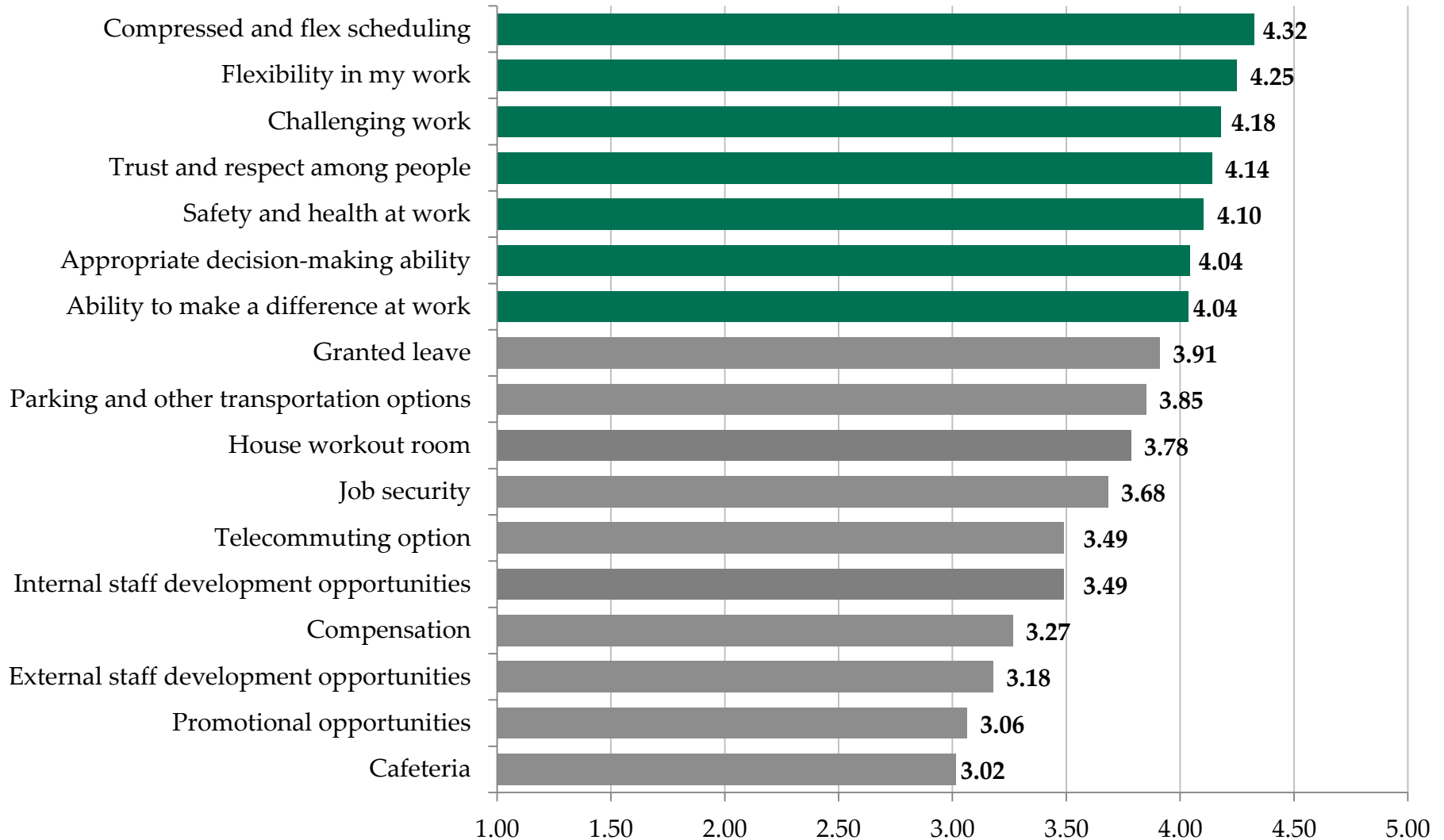


89% of respondents are satisfied or strongly satisfied with their job.

House - All Workgroups Combined - Average Rating 4.28



Employee Satisfaction Factors



1-Strongly Dissatisfied **2-Dissatisfied** **3-Neither Dissatisfied or Satisfied** **4-Satisfied** **5-Strongly Satisfied**



Examples of Survey Themes

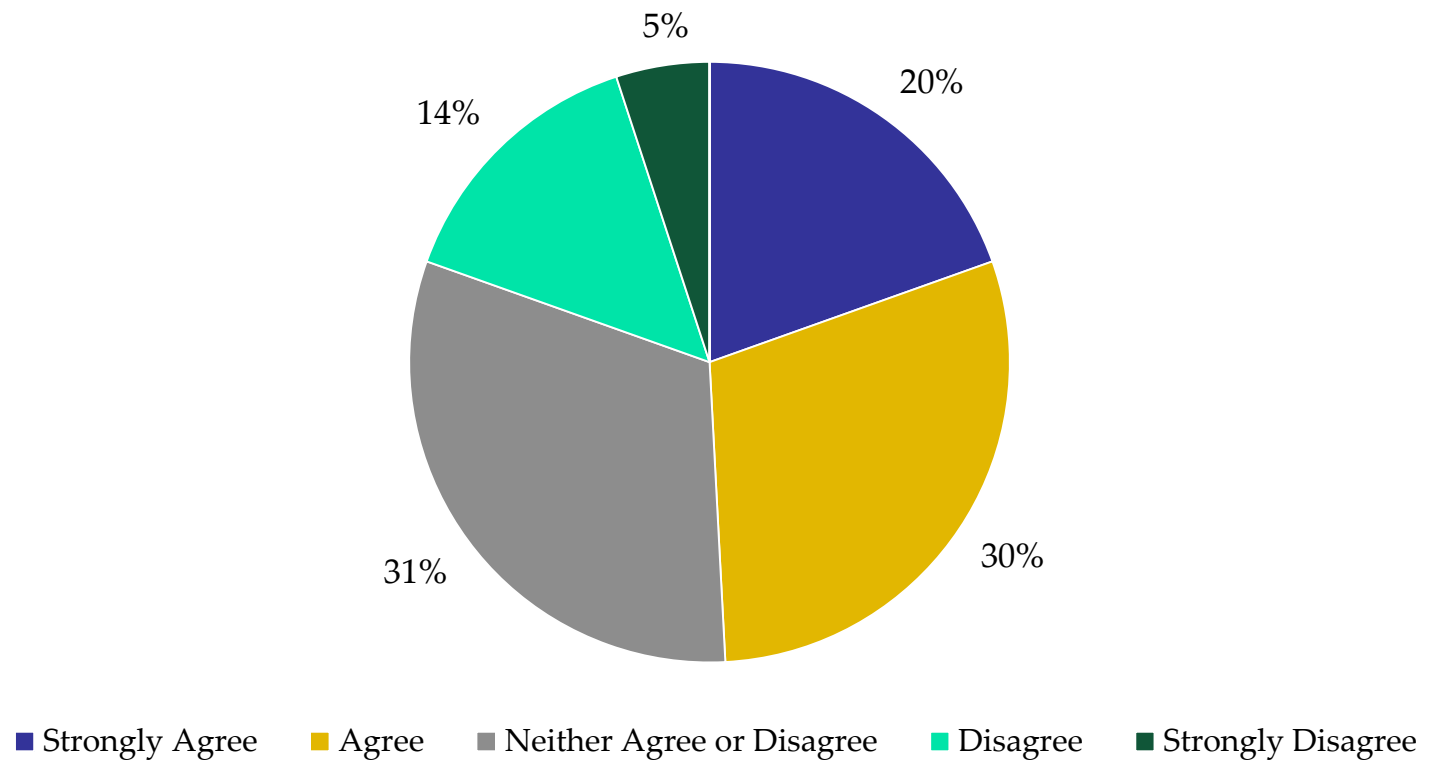
- Feedback
- Professional development opportunities
- Compensation
- Comp time policy
- Laptops and other technology issues and policies
- Flexible work stations (ergonomics)
- Telecommuting options



Providing feedback to employees about their performance is the largest gap area identified across all organizational assessment questions.

Washington State House of Representatives

House - All Workgroups Combined - Average Rating 3.44





Next Steps

- Communicate survey results.
- Seek additional feedback on certain questions, with additional surveying or work group/focus group discussions.
- Develop and implement short- and long-term action plans.
- Develop member survey.
- Determine frequency of ongoing self-assessment.