

Legislative Commission on Pensions and Retirement

Job Title: Commission Assistant I

LCC Job Grade Level: 4

Agency/Department: Legislative Commission on Pensions and Retirement

Date Created:

Revised: 2025

Career Track: First in a series of three career track positions (I-III, levels 4-6)

Reporting to: Executive Director, LCPR

Approved by:

Appointment: Regular, full-time appointment; benefits eligible

Primary Objective: The purpose of this position is to provide non-partisan administrative support to the Legislative Commission on Pensions and Retirement (Commission).

Responsibilities & Tasks:

1. Provide staff support for Commission meetings and hearings.* (20% of time)

- Schedule rooms for hearings and meetings.
- Communicate with Commission members, staff, and presenters, regarding meeting time, location, presentation logistics, parking.
- Submit meeting information to House and Senate calendar.
- Coordinate meeting materials, posting materials on the Commission webpage and joint legislative calendars, printing, and assembling meeting packets.
- Post documents presented at Commission meetings to the Commission's website and are in accessible format as required by LCC policy.
- Provide for A/V recording of the proceedings of meetings and hearings and post recordings on the Commission website and upload to the Legislative Reference Library.
- Prepare official minutes of Commission meetings to document the actions of the Commission and the testimony of witnesses appearing before the Commission for the public record.
- Maintain distribution list (ListServe) of interested parties so that they will receive meeting notices and other public information promptly.
- Coordinate/administer virtual staff meetings (Zoom, Teams) and hybrid Commission meetings to allow participation for those attending remotely and work with LCC tech to coordinate streaming of hybrid Commission meetings.
- Process all per diem and expense reimbursement requests for Commission members and staff.
- Monitor agendas and schedules of other committees and commissions.
- Assist with travel and logistical arrangements for any offsite Commission meetings.

2. Assist with bill drafting, research, and analysis. * (20% of time)

- Enter bills and amendments drafted by the Executive Director and Analyst into the Revisor's bill drafting system (Xtend).
- Assist the Executive Director and Analyst with legislative history research.
- Assist the Executive Director and Analyst in preparing summaries of draft, introduced, and enacted retirement or pension-related legislation, including summaries following each legislative session.

- Proofread documents prepared by the Executive Director or Analyst and re-format if necessary for accessibility.

3. Maintain the Commission website and update and verify information on a regular basis. (15% of time)

- Update and post new information on the web pages as needed to provide Commission constituencies with current information, using LCC-approved web interfaces, such as HTML.
- Build and update annual web pages as needed to display pending pension and retirement bills, annual omnibus bill, and Commission meetings.
- Create and/or update the web pages for:
 - actuarial and financial information by posting all actuarial valuations, experience studies, and annual financial reports received from the public pension plans;
 - interim work groups;
 - the “Information & Documents” pages with Commission reports and background documents; and
 - new web pages as requested by the Executive Director.
- Ensure that information is accurate, accessible, and understandable to users.
- Recommend and implement improvements to the site, as needed.

4. Maintain complete and accurate digital and paper files for the Commission. * (15% of time)

- Save all meeting agendas, documents, minutes, and audio/video recordings to the Commission network and web drives.
- Create network folders each biennium with subfolders for bills, bill drafts, correspondence, staff memos, Commission meetings, and bill logs.
- Save board of trustees’ meeting materials from the retirement systems and State Board of Investment and reports from the work groups to the Commission network and web drives.
- Work collaboratively with the LCC accessibility coordinators to request additional training and/or resources.
- Maintain archives of Commission and staff documents.

5. Provide administrative support for efficient operation of the office. * (15% of time)

- Track bills of significance to the Commission during the legislative session.
- Create and edit presentations using PowerPoint.
- Create and edit spreadsheets using Excel.
- Draft correspondence as requested for staff review and approval.
- Process mail and duplicate materials accurately.
- Answer main office telephone line, screen and direct caller or take message as appropriate.
- Respond to e-mail promptly and courteously, including responding to requests for information.
- Monitor and maintain Commission general email mailbox and redirect messages to staff and members as appropriate.
- Process invoices for approval by the Executive Director and for payment.
- Ensure office equipment is properly maintained and serviced.
- Purchase office supplies as needed.
- Schedule meetings on behalf of staff as requested, using Doodle Poll as necessary.
- Develop and maintain distribution lists for Commission members and legislative staff.
- Assist with survey needs using Survey Monkey.

- Serve as the first point of contact for visitors, greeting and appropriately directing in a courteous and professional manner.

6. Maintain the database of bills so historical bills, action, and staff memos can be found quickly. (10% of time)

- Enter bill drafts requested by legislators and update those records when the bill is sent for jackets and when it is introduced, as appropriate.
- Enter bills that are introduced but were not drafted by Commission staff.
- Generate reports of the bills for each legislative session and save those to the Bill Log folder for each legislative session.
- Update bill records when bill is heard by the Commission or by a House or Senate committee, and the action taken at the meeting.
- Update bill records if enacted, with the Chapter, section, and subdivision references.

7. Other duties as assigned by the Executive Director. (5% of time)

Budget Responsibility: None.

Supervisory Responsibility: None.

Indirect Supervision: None.

Working Conditions and Physical Demands: Work takes place in an office setting with typical business hours. During the legislative session (January through May), there will be longer days and weekend work associated with Commission meetings. Telework may be permitted on a limited basis during the legislative interim (typically June through December). Approximately 85% sitting, 10% walking, 4% standing, 1% lifting (max of 20 pounds).

Scope of Relationships:

- Contact with Commission members and other legislators
- Works closely with the Executive Director and Analyst.
- Frequent communication with joint commissions and legislative staff.
- Contact with the staffs of the public pension funds and state agencies, representatives of active and retired public employee groups, local governmental officials, and lobbyists.
- Often the first point of contact for members of the public.

Knowledge, Sills, and Abilities:

Minimum Qualifications:

- **For Commission Assistant I / range 4 position** – at least four years of experience in an administrative support or higher-level position.
- **For Commission Assistant II / range 5 position** – at least two years of demonstrated proficiency as Commission Assistant I/range 4 position **or** six years of administrative support or higher-level position and some administrative or business administration coursework.
- **For Commission Assistant III / range 6 position** – at least two years of demonstrated proficiency as Commission Assistant II/range 5 position **or** eight years of experience in an administrative support or higher-level position and technical administrative degree or undergraduate degree.
- Ability to work independently.

- Aptitude to manage multiple tasks simultaneously with a high level of accuracy.
- Ability to work effectively as nonpartisan staff in a nonpartisan workplace.
- Maintain confidentiality of legislative requests as required.
- Experience in working with Microsoft Office Suite, database software, and HTML.
- Maintain an organized workspace and complete work on time.

Desired Qualifications:

- Bachelor of Arts or Bachelor of Science degree.
- Familiarity and/or experience with digital accessibility document remediation and working with CommonLook and/or other remediation software.
- Basic understanding of HTML language, website page updating and/or manipulation, and web page publishing software (such as Sublime Text).
- Experience in working with database, presentation, spreadsheet, and PDF editing software – knowledge of Microsoft Access, PowerPoint, Excel, and Adobe Acrobat.
- Familiarity with Doodle Poll and Survey Monkey software.
- Basic understanding of the legislative process.
- Familiarity with Revisor of Statutes bill drafting software (Xtend) or XML-based software.
- Ability to learn new software and applications.

Problem Solving: A successful occupant of this position will recognize and solve problems stemming from uneven workflow, time conflicts, and strong personalities.

Freedom to Act: The incumbent acts under the direction of the Executive Director and Analyst.