

Job Title: Revisor of Statutes **Job Grade Level:** 16
Career Track: None **Job EEO Code:**
Agency/Department: Office of the Revisor of Statutes **Date:** August, 2018
Reporting to: Legislative Coordinating
Commission

Primary Objective: The Revisor of Statutes manages a professional, nonpartisan joint legislative staff agency created by Minnesota law to draft bills and administrative rules, edit and publish official compilations of laws and rules, and provide computer services to support the Minnesota Legislature. The primary objectives of the position are accomplished under the general supervision of the Legislative Coordinating Commission.

Responsibilities & Tasks:

1. Provide vision and leadership for the continuous improvement of the Office of the Revisor of Statutes, by:
 - a. defining and communicating to all staff the objectives of the office
 - b. motivating staff to accomplish those objectives, and
 - c. articulating performance standards and expectations
2. Manage the work of the office to carry out the duties assigned in law, by legislative rule and custom, and by leadership, by establishing and implementing:
 - a. policies for drafting bills and other legislative documents
 - b. policies for drafting administrative rules
 - c. editorial, indexing and publishing policies and procedures for the office's publications, including *Laws of Minnesota*, *Minnesota Statutes*, *Minnesota Rules of Court*, and *Minnesota Rules*
 - d. policies for compliance with the Uniform Electronic Legal Material Act, including authenticating, preservation, and long-term public access to legal materials
 - e. policies regarding computer maintenance and program development for the Revisor's office computer systems
 - f. priorities for the work of the office
3. Manage the personnel system in the office in accordance with the policies of the Legislative Coordinating Commission, by:
 - a. establishing sufficient staff and effective staffing patterns for the office to discharge its responsibilities
 - b. hiring, directing, reviewing, coaching, disciplining and rewarding staff
 - c. training or providing training for staff
 - d. within guidelines established by the LCC, maintain the pay plan for the office
 - e. establishing policies and work rules for the office
4. Manage the budget for the office in accordance with policies adopted by the Legislative Coordinating Commission, by:

- a. preparing the biennial budget and presenting it to the Legislature
 - b. managing expenditures in accordance with the approved budget, including:
 - i. monitor payroll expenditures
 - ii. approve accounts payable for submission to the Legislative Coordinating Commission staff for review and payment
 - iii. approve training and travel for Revisor's Office staff
5. Negotiate contracts and leases on behalf of the Revisor's Office, such as:
 - a. printing and publication contracts
 - b. professional services contracts for indexing, professional services,- computer consulting, and software development
 - c. computer hardware and software, and maintenance contracts
 6. Provide oversight of information systems and equipment. The resources support the drafting and publication work of the office and also benefit the House and Senate, and LCC offices. Resources include:
 - a. a computer room in the State Office Building
 - b. a custom built document publishing software system
 - c. intranet pages used by legislative staff and a public web site
 - d. a system for preserving electronic records of the office's official publications
 7. Review and sign all enrolled bills before presentment to the Governor
 8. Serve as an attorney and assist in the production functions of the office, by:
 - a. drafting amendments on the House floor
 - b. reviewing bills, amendments, committee and conference reports, and administrative rules, as part of the office quality control system
 - c. drafting bills, rules and other legal documents as time permits
 - d. Provide legal advice to members and staff regarding Constitutional and statutory requirements for the office
 9. Serve as the chief spokesperson for the Revisor's Office with regard to legislators, the Legislative Coordinating Commission, and legislative staff. The Revisor presents the annual Revisor's bill to the Legislature, and testifies at various legislative committees
 10. Speak for the Revisors Office with respect to the media, the National Conference of State Legislatures, and the Conference of Commissioners on Uniform State Laws, for which the Revisor is designated a commissioner by statute
 11. Other duties as needed or as assigned by the Legislative Coordinating Commission

Budget Responsibility:

1. The Revisor has responsibility for a biennial budget of approximately \$12,000,000

Supervisor Responsibility:

1. Direct supervision: The Revisor supervises the staff of the entire office, which includes a complement of 56 permanent FTE, and 9 seasonal positions. Eight positions are on the management team

Indirect Supervision:

1. The Revisor performs a significant amount of functional supervision over the attorney's work unit, by either writing or participating in their performance reviews, assigning projects and interim work, and scheduling meetings for the attorney's work unit

Scope of Relationships:

1. External
 - a. Periodic contact with legislators, including the:
 - i. Legislative Coordinating Commission members
 - ii. Speaker of the House
 - iii. President of the Senate
 - iv. Senate Majority Leader
 - v. Revisor's subcommittee members, if applicable
 - b. Frequent contact with legislative staff directors and staff, including House Research and Senate Counsel and joint legislative offices
 - c. Frequent contact with the Chief Clerk of the House and Secretary of the Senate, especially during the legislative session
 - d. Occasional contact with the Governor, and frequent contact with the Governor's staff
2. Internal.
 - a. Conduct regular meetings with office staff and staff groups
 - b. Maintain regular communication with staff via e-mail

Decision Making & Impact of Error:

1. Discretion. The Revisor has authority to act for the office, subject to the oversight of the Legislative Coordinating Commission
2. Impact of Error. The impact of error is potentially very high, because an error could make a law invalid, unenforceable or have the wrong effect. Errors could also impede or delay the functioning of the Minnesota Legislature

Working Conditions/Physical Demands:

1. Normal office conditions, approximately 80% of the time
2. During the legislative session, there are periods when extremely long hours are required, with limited rest and with little or no prior notice
3. During the legislative session, complex error free work may need to be performed under extremely short time constraints

Minimum Qualifications:

1. Education. The minimum education is a law degree
2. Professional credentials
 - a. Admission to, or qualification for admission to the Minnesota Bar

- b. Current license to practice law in Minnesota
- 3. Experience. Five years as an attorney, and five years as a supervisor
- 4. Knowledge.
 - a. Management principles and techniques, including personnel, budget and project management
 - b. Legal issues relating to the office, including law, state government, legislative process, legal research, legal drafting, legal publishing, legal editing and indexing
- 5. Skills/abilities.
 - a. Excellent oral and written communication skills
 - b. Excellent human relations skills, to deal effectively with both external and internal contacts
 - c. Excellent managerial skills
 - d. Highly developed analytical and problem-solving skills
 - e. Ability to work under pressure in a cooperative manner

Desired Qualifications:

- 1. Knowledge. Specific knowledge about Revisor's Office or legislative practices
- 2. Education. Courses or other education on management issues
- 3. Experience working with elected officials
- 4. Management of computer information systems

All identified duties are essential

(Distribution of copies – employee, supervisor and Human Resources)