



The South Dakota Legislature

Invites Qualified Candidates to Apply For

Legislative Research Council Executive Director

ABOUT SOUTH DAKOTA AND PIERRE

Having achieved statehood in 1889, South Dakota is named after the Lakota and Dakota Sioux Native American tribes. South Dakota is the 17th largest state in terms of physical size and the 5th least populous with a 2010 U.S. Census population of 814,180. Pierre is the state capital and Sioux Falls with a population of 159,000 is South Dakota's largest city. Like most states, South Dakota's urban population is growing while its rural population is in decline.

The Missouri River divides South Dakota into two geographically and socially distinct halves known as "East River" and "West River". Eastern South Dakota is home to most of the state's population, and its fertile soil is used to grow a variety of crops. West of the Missouri ranching is the predominant agricultural activity with its economy more dependent on tourism and defense spending.

The Black Hills which are sacred to the Sioux Native Americans are located in southwestern South Dakota and include Mount Rushmore. Other nearby attractions include Badlands and Wind Cave national parks, Custer State Park, the Crazy Horse Memorial, and historic Deadwood.



Additional information about South Dakota can be found at www.sd.gov

PIERRE

Founded in 1880 on the Missouri River opposite Fort Pierre, Pierre (pronounced "Pier") is the geographic center of the state. Fort Pierre was named after Pierre Chouteau, Jr., an American fur trader of French origin. In addition to being the state capital Pierre is the county seat of Hughes County.

Pierre has a 2010 U.S. census population of 13,646 and a low cost of living **including no state income tax** and other favorable demographics shown on page 2. The community has enjoyed a stable economy for many years due to the large base of government employment.

DEMOGRAPHIC COMPARISONS

| | PIERRE | U.S. AVERAGE | DIFFERENCE |
|--|-----------|--------------|-----------------------------------|
| BACHELORS DEGREE OR HIGHER | 36% | 28% | 29% more college graduates |
| MEDIAN FAMILY INCOME | \$76,300 | \$60,600 | 26% greater income |
| MEDIAN OWNER-OCCUPIED HOUSE VALUE | \$151,900 | \$179,900 | 16% lower house value |

The Pierre Mall includes JC Penny, Maurices, and several other retailers. Many additional shopping and entertainment venues can be found in Sioux Falls and Rapid City which are a three-hour drive from Pierre.

The Pierre School District includes four elementary schools, a middle school, and a high school. This is a high performing school district as evidenced by their ACT scores which have averaged 23.1 over the past five years compared to the national average of 21.6.

The St. Joseph School is a private, religiously affiliated school in Pierre which provides for K-6 education. This school was the recipient of the U.S. Department of Education 2013 Blue Ribbon Schools award which is given to only 290 U.S. schools annually. Also, the Capital University Center which is affiliated with the University of South Dakota is located in Pierre.

PIERRE RECREATION, CULTURE, AND LEISURE



There are many outdoor and indoor recreation, culture, and leisure activities for Pierre residents. The Oahe Family YMCA/Pierre Aquatic Center features a gym and an eight-lane, 25-yard indoor pool which lends itself to competitive and lap swimming. Other pool features designed for youth include a zero depth entrance, water toy which resembles playground equipment, a small slide, and many water spray devices. The 85-foot whitewater slide and one-meter diving board are also popular attractions.



An outdoor pool and other parks are also in Pierre. In addition, three 18-hole golf courses are located in the Pierre area.

Pierre residents have access to year-round hunting with a rich diversity of big and small game and world-class fishing. Fishing is one of the most popular outdoor activities in the U.S. as there are 40 million people who fish which is more than those who play golf and tennis combined. The Pierre area's numerous lakes and ponds boast extraordinary freshwater fishing in every season. Abundant well-managed populations of numerous species provide exciting fishing on hundreds of miles of shoreline on Lake Oahe and Lake Sharpe. Smaller ponds and lakes dot the nearby prairies and the Fort Pierre National Grassland offers excellent fishing from shore and small craft.



The South Dakota Discovery Center brings hands-on science learning to South Dakota through the exhibit hall, traveling exhibit service, kit and resource loans, local and regional classes, and educators workshops. The Cultural Heritage Center opened in 1989 to preserve and interpret the heritage and culture of South Dakota's people. Nestled into a bluff north of the capitol, the Center is the headquarters of the South Dakota State Historical Society. The Center features the State Archives and Museum.

The Pierre Regional Airport is served by Delta, Frontier, Great Lakes, and United Airlines. A new terminal building was opened in 2012.

Additional information about Pierre can be found at www.pierre.sd.gov

STATE LEGISLATURE

The South Dakota Legislature is comprised of 35 Senators and 70 Representatives. All members serve two-year terms and can serve no more than four consecutive terms in each house. Republicans currently hold super-majorities (two-thirds or more) in each house, and the Governor is also a Republican. The Governor who will be completing his first four-year term at the end of this year is expected to run for a second four-year term. South Dakota Governors are limited to two consecutive terms.



Each year the Legislature is typically in session for 37 days not including recess days. Each session by law cannot exceed 40 days. Legislators can also hold committee meetings in between legislative sessions. Legislators are paid \$6,000 annually and are allowed a \$120 per diem.

Following the November general election the existing leadership caucuses with those persons elected from each party to select a leader and an assistant leader for the next session. If the party appears to have a majority in either or both houses, it will also propose nominees for House Speaker, House Speaker Pro-Tempore, and Senate President Pro-Tempore to be elected at the start of the legislative session. The Lieutenant Governor serves as Senate President.

Each house has two types of committees: 1) standing or conference committees which process bills; and 2) procedural or select committees which handle general housekeeping functions and procedural matters for each chamber. The committee structure in both houses of the Legislature is identical, and there are 13 standing committees in each house.

The legislative session begins on the second Tuesday in January. After the aforementioned Senate and House leadership positions are elected a joint session is convened to hear the Governor's State-of-the-State Address and recommended legislative program. Following the joint session standing committee appointments are announced by the presiding officers, and pre-filed bills and resolutions are introduced and referred to committees.

LEGISLATIVE RESEARCH COUNCIL



The South Dakota Legislative Research Council (LRC) was established by the 1951 Legislature. All LRC staff positions including the Executive Director are non-partisan. The legislative research movement began in Kansas in 1933, and currently every state has established some type of legislative service operation.

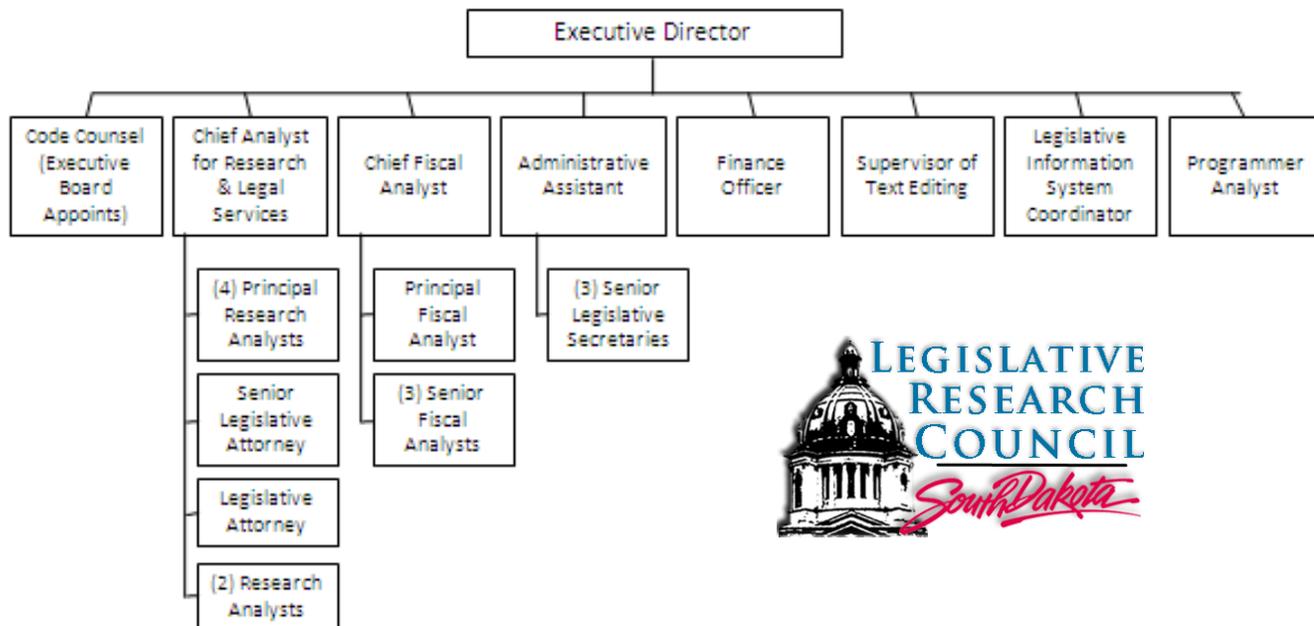
The LRC is governed by a fifteen-member Executive Board consisting of eight Representatives and seven Senators elected by their respective houses with representation from both political parties. The Executive Board assigns subjects for review to committees for detailed analysis of major policy issues. In addition to committee staffing the LRC provides technical assistance to legislators in drafting legislation, fiscal and budget analysis, information systems, administrative rules oversight, and other research.



The Legislative Research Council Library is the primary repository for South Dakota legislative documents. All bills, journals, committee minutes, and other legislative documents are housed there. In addition the Library has access to documents from the South Dakota State Library Network, the National Conference of State Legislatures (NCSL), the Council of State Governments (CSG), and other state legislative libraries.

LRC EXECUTIVE DIRECTOR POSITION

The LRC Executive Director is the chief executive officer for this agency which consists of 24 full-time staff and a \$5.6 million budget (see organizational chart below). Also, during the legislative session there are 30 temporary employees, 22 interns, and approximately 100 pages who provide staff support to the Legislature.



The Executive Director works under minimal direction with extensive latitude for the use of initiative and independent judgment. The Executive Director interacts with all legislators, particularly leadership in both parties, as well as high-ranking government officials including the Governor, Lieutenant Governor, Secretary of State, and executive agency directors.

During session the Director reports to the presiding officers of both houses. During interim periods the Director reports to the aforementioned Executive Board.

The previous two Executive Directors served in the position for a total of 29 years with the most recent Director retiring after 13 years in the position.

ISSUES AND OPPORTUNITIES

The following is a summary of the issues and opportunities to be managed by the next LRC Executive Director.



1. Balance of Power—there is a consensus among legislative leaders that the balance of power between the legislative and executive branches has been heavily slanted toward the executive branch for many years. Legislative leaders would like to begin taking steps to achieve an appropriate balance between these two branches.

LRC staff will play a key role in helping to achieve this balance. Some of the items desired by the Legislature of LRC staff include:

- be more proactive such as using interim time to develop more issue memos, educate legislators about upcoming session matters, and enhance services;
 - additional analysis of pros and cons of proposed legislation and communication of same to Legislature;
 - attend and present information at partisan caucuses;
 - increase fiscal analysis capacity to enable Legislature to be more independent from executive branch on budget matters;
 - improve quality of staff work particularly related to drafting legislation and IT system; and
 - show clear loyalty to legislative versus executive branch.
2. Management Style—the management style of the most recent LRC Executive Director has been classified by some as “laissez faire”. There is a desire for more team-building and regular communication between the Executive Director and LRC staff such as holding regular staff meetings. In addition, it would be beneficial for the Director to institute a system of regular performance appraisals and be more diligent in providing ongoing performance feedback to staff and holding them accountable. Finally, there is a desire for more equitable treatment of staff regarding adherence to personnel policies.
 3. Succession Planning—as with most employers, the LRC will be losing many baby-boomer employees to retirement over the next several years. The Executive Director needs to identify senior staff positions where turnover is likely and coach employees and provide professional development opportunities to enhance their chances of being ready to be considered for promotion into those positions.

At the request of the South Dakota State Legislature, the National Conference of State Legislatures (NLCS) completed a management and performance audit of the South Dakota LRC in September 2013. Many of the aforementioned issues and opportunities are covered in more detail in this audit report which can be accessed at <http://legis.sd.gov/docs/interim/2013/documents/EXE09-25-13SDFINALREPORT.pdf>.

JOB REQUIREMENTS

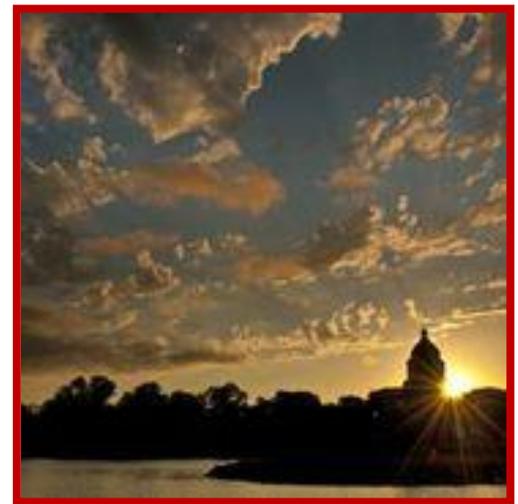


The minimum job requirements are: 1) Master’s degree in public or business administration, finance, law, or related field; 2) eight years work experience in comparable fields with progressively increasing responsibilities; and 3) three years of demonstrated transferrable skills in staff leadership, partnership development, and financial management. Consideration will be given to any equivalent combination of experience and training which provide the required knowledge and abilities.

DESIRED PROFESSIONAL AND PERSONAL ATTRIBUTES

The following are the **desired** professional and personal attributes for South Dakota's next LRC Executive Director.

- Strong, proactive leader able to enhance State Legislature's effectiveness by providing timely and quality staff work
- Excellent manager with demonstrated track record of managing people, processes, and other resources to achieve optimum results
- Dynamic leader with ability to energize, motivate, and empower staff and keep positive attitude
- Challenges status quo and proposes and implements changes when desirable
- Personable and self-confident who tactfully "pushes-back" when necessary and uses finesse to work well with executive branch
- Ability to multitask in fast-paced environment and not be conflict-avoider
- High sense of integrity and ethics—maintains confidentiality when required
- Good verbal and written communication skills with ability to convey complex issues in layperson language
- Public presentation skills with experience making presentations to State Legislatures or comparable groups
- Good "people skills" with ability to quickly establish rapport with new Legislators
- Politically astute but nonpartisan
- Working knowledge of legal matters and human resources practices
- Understanding of state government in general and legislative processes in particular
- Innovator who keeps current on industry trends and best practices and offers fresh perspective
- Executive level legislative staffing experience a plus



COMPENSATION

This position offers a competitive compensation package with the starting salary dependent on the qualifications and experience of the successful candidate. South Dakotans enjoy a low cost of living including no state income tax.

To Apply:

The position will remain open until filled with the first review of resumes to occur on March 24, 2014. To apply please send your resume and cover letter in a Word format with current salary to pwconsulting@cox.net. For additional information about this job, please contact:

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