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# **Your Committee's Staff ... Who Are They?**

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## **Committee Clerk**

### **Background**

- Clerks are "session" employees of the Legislature.
- Clerks are hired jointly by the Chairs of a Committee but serve at the pleasure of the presiding officers.
- Clerks are represented by the Maine State Employees Association, are members of the Administrative Unit of Legislative Employees and are covered by a collective bargaining agreement.
- Clerks typically have a wide range of backgrounds and work experience.

### **Responsibilities**

Clerks perform secretarial and administrative duties, including:

- Answering the phone in the Committee room;
- Completing a "daily work report" for the Committee;
- Distributing testimony and other written materials during public hearings and work sessions;
- Recording votes in the Committee;
- Maintaining bill files, including bill files for individual Committee members and the Committee's "Master File" on each bill;
- Picking up Committee amendments and delivering amendments to the House or Senate; and
- Assisting the Committee during confirmation hearings.

### **Supervision**

Committee Clerks are supervised by:

**Teen Ellen Griffin, Manager  
Legislative Information Office  
State House, Room 121  
287-1692**

## **Legislative Analyst**

### **Background**

- Analysts are full-time, non-partisan employees of the Legislative Council
- Analysts are hired by and serve at the pleasure of the Legislative Council
- Analysts are lawyers or hold advanced degrees in relevant policy areas.

### **Responsibilities**

Analysts are assigned to specific committees by the office director and provide various professional staff services, including:

- Research and analysis of legal, policy and fiscal issues related to legislation and other matters that come before the Committee (other than gubernatorial nominations);
- Drafting of all Committee bills, amendments and reports;
- Assisting the Committee in its review of agencies under the Governmental Evaluation Act and its review of major substantive rules submitted by agencies; and
- Working with Chairs in managing Committee workload and scheduling Committee business (other than confirmation hearings).

### **Supervision**

Nonpartisan Legislative Analysts are supervised by:

**Marion Hylan Barr, Director  
Office of Policy and Legal Analysis  
Cross Office Building, Room 215  
287-1670**

Or

**Grant T. Pennoyer, Director  
Office of Fiscal and Program Review  
State House, Room 226  
287-1635**