

Preparing for Succession in Legislative Staff Offices in Utah

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Three Elements in Succession Process

- State Statutes Govern the Formal Process
- Prepare a Successor
- Prepare Office for Transition

State Statutes Govern the Formal Process

- Staff directors appointed for 6-year terms and can be reappointed
- Appointed by the legislature by resolution
- Recommended by the Legislative Management Committee
 - Search committee created from LMC
 - Nationwide announcement
 - Applications, Interviews, etc.
 - Search committee makes recommendation to LMC
 - LMC can accept search committee recommendation or tell them to go back
 - LMC recommends to legislature
 - Legislature appoints by joint resolution

I Prepare a Successor Irresponsible Not To

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- History of Legislative Staff Directors
 - All directors have come from within the existing office personnel or from the outside but someone who has worked in a legislative office before.
 - I am an example of the latter.
 - This would indicate the importance of me doing all I can to prepare someone for my replacement.
 - How do I do that?
 - Create opportunities to interact with legislative leadership
 - Assign special projects that are presented to legislative leaders
 - Attend meetings with legislative leadership
 - Provide leadership opportunities and problem solving opportunities
 - Make suggestions for improvement
 - Interviewed all analysts

Prepare Office for Transition But How?

- I can have the office running at peak efficiency with employees:
 - well-trained
 - Annual interim training: technical skills and people skills
 - properly motivated
 - Pay-for-performance plan
 - Competitive salaries
 - dedicated
 - Constantly teach the importance and value of our work
 - Ensure understanding of and commitment to our mission statement
- I can work to insure that the office has the resources it needs to do its job