

**Oregon State Legislature  
Caucus Legislative Director  
Job Description**

<b>Classification Title</b>	Caucus Legislative Director		
<b>Job Code:</b>	9903	<b>Job Family:</b>	Legislative
<b>Pay Grade</b>	13	<b>Date Reviewed:</b>	
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	07/2025

## **GENERAL SUMMARY**

Works collaboratively with the Caucus Office staff to support the priorities and needs of the Majority Leader and Democratic caucus members. Reads, analyzes, and produce summaries of proposed legislation. Conducts research on various matters and supports policy, communication, and outreach strategy. Analyzes the state's budget and assists members' staff with various projects.

## **REPORTING RELATIONSHIPS**

Reports to the Caucus Administrator / Chief of Staff

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Perform analysis and provide advice to members of the Senate Democratic Caucus and their staff on important public policy issues.
2. Regularly provide policy presentations in writing and verbally to caucus members and staff—often on tight deadlines.
3. Work with caucus staff and House Democratic Caucus members to develop and pursue a strategic legislative agenda.
4. Assist House Majority Leader and House Democratic members with policy development and coordinating workgroup processes as needed.
5. Support the work of Legislative Assistants by responding to policy requests and developing and executing staff legislative trainings.
6. Coordinates actions with other staff member offices, agencies, county governments, local governments, lobbies, and the general public.
7. Oversee the tracking of legislation, production of floor-reports, and the development of policy issue briefs.

8. Performs policy research. Reads, analyzes, and writes summaries for legislation for committees.
9. Attends work groups and other policy development meetings. Participates in the negotiation and development of legislative proposals. Monitors work group progress.
10. Meets with legislators, staff, stakeholders, members of the public, and policy advocates. Gathers information on legislative priorities.
11. Analyzes the State's budget and ensures that legislative intent of investments are being met effectively.
12. Remains on-call to provide assistance to members. Assists with any duties or projects members may need help with.
13. May provide other support such as budget development and monitoring, providing back-up for other office staff, representing the office at legislative and public meetings, preparing memos, answering process questions, preparing speeches, testimony, and other communications.

## **KNOWLEDGE, SKILLS & ABILITIES.**

- **Knowledge of:**
  - Constitutional, statutory, and administrative rules and laws
  - Relevant political, institutional, economic, and social issues
  - Tax and fiscal policy
  - Statewide geography
  - Interconnections among a wide variety of policy areas
  - Executive branch agencies and their functions
  - House districts and demographics
  - Current news events
  - Senate and House procedures, rules, practices, and customs
  - Masons Manual of Legislative Procedures
  - Budgets and budgetary practices
  - Funding of programs within Oregon
- **Skill in:**
  - Written and verbal communication
  - Successful experience researching complicated policy issues and providing clear and concise findings
  - Understanding the legislative environment
  - Working collaboratively and independently as a member of a team
- **Ability to:**
  - Remain organized in a dynamic work environment
  - Read and process legal writing under tight time constraints
  - Tactfully navigate interactions with difficult individuals

- Write policy briefs and anticipate questions about bills
- Condense large amounts of information into an easy-to-read format
- Find a balance among the positions of various members

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree and three (3) to five (5) years of related experience.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.