



Oregon Legislative Assembly

**POSITION DESCRIPTION**

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**SECTION 1. POSITION INFORMATION**

Date: April 2019

Classification Title: Legislative Policy and Research Office Director (LPRO)

Classification No: LMM L9800

Working Title: LPRO Director

Work Unit: Legislative Policy and Research Office

Agency No: 14300

Agency Name: Legislative Policy and Research Office

Employee Name:

Duration: Full-time Continuing Position

Eligible for Overtime Pay: NO

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**SECTION 2. PROGRAM/POSITION INFORMATION**

***The program in which this job exists. Including program purpose, who's affected, size, and scope. Include relationship to agency mission.***

The Legislative Assembly established the Legislative Policy and Research Office (LPRO) in Senate Bill 1569A (2016) to build the capacity of the existing Committee Services Office to support policy development for legislators and legislative committees. The measure directs the office to:

- a) Prepare or assist in the preparation of legislative research and facilitate the development of legislative policy.
- b) Provide advice and assistance to legislative committees;
- c) Exercise continuing supervision, coordination and support of clerical and administrative services to legislative standing and interim committees, including consideration of adequacy of staff and administrative support for these committees; and
- d) Provide research facilities and services for the Legislative Assembly.

**The purpose of this position, and how it functions within this program.**

The LPRO Director serves at the pleasure of the Legislative Policy and Research Committee (LPRC), and is the chief executive officer of the nonpartisan LPRO. In this capacity, the Director oversees the provision of policy research and committee staff services to the Legislative Assembly.

This position is responsible for legislative committee administration as well as operational management of the LPRO, including management of professional-level Legislative Analysts and committee administrative support

staff. The position coordinates and manages the workload to provide legislators with policy research and background information.

Committees staffed by the Legislative Fiscal Office, Legislative Administration, the Legislative Revenue Office, Legislative Counsel and the Commission on Indian Services are not included within the scope of the LPRO.

**SECTION 3. DESCRIPTION OF DUTIES**

*The essential functions of this position (functions no one else has responsibility for). Major duties of the job, listed in order of importance percentage of time spent on each duty, (the main function of the job may or may not be the one where the most time is spent).*

DUTIES		
% of Time	Type of duty Essential (E) Supplemental (S)	
60	(E)	<p><b><u>Management of Legislative Policy and Research Office (LPRO)</u></b></p> <p><i>Communication with Legislative Policy and Research Committee (LPRC):</i> Communicates and coordinates with LPRC as needed to advance agency goals.</p> <p><i>Agency Budget:</i> Manages budget and prepares budget requests by:</p> <ul style="list-style-type: none"> <li>○ Projecting and documenting resource needs;</li> <li>○ Developing long-term programs;</li> <li>○ Preparing supporting documentation;</li> <li>○ Reviewing budget reports in order to assure operational needs do not exceed allocations; and</li> <li>○ Approving expenditures.</li> </ul> <p><i>Agency operations and effectiveness:</i> Prepares and implements operating procedures for LPRO; develops an organizational structure that facilitates an effective and efficient work environment.</p> <ul style="list-style-type: none"> <li>○ Analyzes unit operations to ensure staff and procedures are functioning in a quality manner;</li> <li>○ Ensures effective delivery of customer service to all customers, including legislators, staff, other legislative and executive branch agencies, and the public;</li> <li>○ Contracts with outside entities for expertise as necessary;</li> <li>○ Develops and sustains a collaborative workplace culture that reflects the office mission;</li> <li>○ Ensures open channels of communication and transparent decisions;</li> <li>○ Works closely with professional staff to set the agency’s overall direction and develop and implement office strategies and goals; and</li> <li>○ Resolves agency problems and complaints.</li> </ul> <p><i>Manages LPRO role in legislative process:</i></p> <ul style="list-style-type: none"> <li>○ Works closely with legislative leadership, the committee chairs and vice chairs of legislative committees, other members of the Assembly, the Secretary of the Senate and the Chief Clerk’s office to ensure committees operate efficiently;</li> <li>○ Participates with leadership, Secretary of the Senate and the Chief Clerk’s Office and other legislative agency representatives to analyze the effectiveness of timelines and procedures from the previous session, and to make recommendations on structuring of upcoming sessions;</li> </ul>

		<ul style="list-style-type: none"> <li>○ Ensures strong internal communication between LPRO staff, and between LPRO staff and other legislative branch agency staff; and</li> <li>○ Reinforces and strengthens longstanding relationships with legislators, staff, and other state agencies to fulfill agency mission;</li> </ul> <p><i>Leads LPRO staff:</i></p> <ul style="list-style-type: none"> <li>○ Recruits; interviews, hires, trains, coaches, rewards, disciplines and terminates LPRO staff;</li> <li>○ Coordinates staff functions and assigns work; develops procedures for and reviews staff work product;</li> <li>○ Recognizes and encourages innovation and performance among individuals and teams;</li> <li>○ Completes performance evaluations on all staff; and</li> <li>○ Fosters and encourages professional growth and skill development of employees.</li> </ul> <p><i>Supervises policy committee staff operations:</i></p> <p>Supervises and coordinates administration of legislative policy committees by:</p> <ul style="list-style-type: none"> <li>▪ Assigning, training, and supervising committee staff</li> <li>▪ Ensuring timely and quality response to policy, administrative, and procedural requests from customers</li> </ul> <ul style="list-style-type: none"> <li>○ Working with the Secretary of the Senate and the Chief Clerk to ensure legislative procedure is followed by committees;</li> <li>○ Responds to inquiries regarding proposed legislation before committees; and</li> <li>○ Assists in establishing committee rules, work plans, and policies governing committee operations.</li> </ul>
30	(E)	<p><b><u>Policy Research and Analysis</u></b></p> <p><i>Designs and supervises policy research processes and protocol:</i></p> <ul style="list-style-type: none"> <li>○ Consults with legislators and committees to provide policy analysis according to needs and available resources;</li> <li>○ Coordinates research projects in cooperation with the Legislative Fiscal Office and the Legislative Revenue Office as appropriate</li> <li>○ Designs protocols for literature reviews, data analysis, or other policy analysis work products;</li> <li>○ Develops quality control processes;</li> <li>○ Produces timely work subject to established deadlines; and</li> </ul> <p>Produces high quality, nonpartisan publications on public policy for the legislature and the public. <i>Monitors studies and current information available on assigned subject areas.</i></p>
5	(S)	<p><b><u>Policy Committee Administration</u></b></p> <p><i>Staff to Legislative Policy and Research Committee (LPRC): Serves as principal staff.</i></p> <p><b><u>Information Presentation</u></b></p> <p>Presents information to the LPRC, other legislative committees, and to legislators as necessary.</p>

5	(S)	Other duties as assigned by the LPRC.
=100%		

**SECTION 4. WORKPLACE CIVILITY - ESSENTIAL JOB FUNCTION**

It is an essential job function and a performance expectation that each employee will contribute to a positive working environment. This expectation requires that the employee will avoid negative or inappropriate behavior towards colleagues, subordinates, management, clients, and other individuals inside and outside the agency. Negative behavior includes insults, a voice raised in anger, or abusive statements directed at an individual's work, work style or personal characteristics. Disputes will be brought to the immediate attention of the Legislative Policy and Research Committee for resolution.

**SECTION 5. WORKING CONDITIONS**

*Special working conditions, if any, which are a regular part of this job, including frequency of exposure to these conditions and any equipment used.*

Normal office environment. Works under pressure of deadlines and long hours, including legislative sessions and committee meeting schedule. Occasional travel may be required. Employee operates a computer on a daily basis.

**SECTION 6. GUIDELINES**

*Established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures and how they are used to perform the job.*

Oregon Constitution; Oregon Revised Statutes; House and Senate Rules; Legislative Branch Personnel Rules.

**SECTION 7. JOB-RELATED DECISION-MAKING**

*The kinds of decisions likely to be made by this position and the effect of these decisions.*

The Director of the Legislative Policy and Research Office (LPRO) makes decisions regarding workload prioritization, resource use, budget development and implementation, project prioritization, office design including staff office locations, personnel including hiring, promotions, terminations and professional development. Erroneous decisions could adversely impact the overall effectiveness and efficiency of the Legislative Assembly, and LPRO, resulting in lower unit morale, unnecessary use of state funds and resources, loss of credibility, and possible legal action by a party injured by a poor decision

**SECTION 8. WORK CONTACTS**

	Public	Legislative Staff	Other Agencies	Legislators	Vendors
Regularly	X		X		
Daily		X		X	
Occasionally					
As needed					X

**SECTION 9. REVIEW OF WORK**

The Director of the Legislative Policy and Research Office serves at the pleasure of the Legislative Policy and Research Committee.

**SECTION 10. SUPERVISORY DUTIES**

Which of the following supervisory/management activities does this job perform?

- Hires
- Approves Work
- Prepares and Signs Evaluations
- Plans Work

- Recommends Salary Adjustments
- Assigns Work
- Disciplines/Rewards

**SECTION 11. ADDITIONAL JOB-RELATED INFORMATION**

***Any other comments that would add to an understanding of this position:***

Management of the Legislative Policy and Research Office is subject to constant changes (legislative, fiscal and legal), time constraints, interruptions, and frequent reprioritization of daily duties. Employees in this class must anticipate and adjust to such conditions to meet agency requirements, goals, and needs.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

Agency budget will be adopted in the 2019 legislative session.

**SECTION 12. ORGANIZATIONAL CHART**

The Director of the Legislative Policy and Research Office serves at the pleasure of the Legislative Policy and Research Committee and supervises professional level committee administrative and policy staff. A more specific organizational chart will be developed by the Director in consultation with the committee.

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**EMPLOYEE SIGNATURE**

**DATE**

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**APPOINTING AUTHORITY'S SIGNATURE (HOUSE LPRC CO-CHAIR)**

**DATE**

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**APPOINTING AUTHORITY'S SIGNATURE (SENATE LPRC CO-CHAIR)**

**DATE**

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

## **Legislative Policy and Research Office-Agency Director**

**MINIMUM QUALIFICATIONS:** List minimum qualifications for this position:

A Bachelor's degree in Public Policy or a related field (e.g. Business Administration, Political Science, Public Administration, Communication). An applicant must hold a baccalaureate degree from a recognized institution of higher learning. AND

Ten (10) years of professional experience in management of a public policy program or project. This experience must include five (5) years of supervision or management which included responsibility for the following:

- development of program rules and policies;
- development of long- and short-range goals and plans;
- program evaluation;
- budget planning and development; AND
- full supervision of 20 or more professional staff (hire, assign and review work, prepare performance evaluations, and handle disciplinary actions).

OR

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

Preference will be given for prior nonpartisan legislative experience

### **KNOWLEDGE AND SKILLS (KS)**

#### ***Management and Communication***

- Principles and processes involved in business and organizational planning, coordination and execution. This includes operational planning, resource allocation, staff modeling, leadership techniques, production methods and organizational behavior.
- Have considerable experience with the legislative process and be able to work as nonpartisan staff in a partisan, political environment.
- Principles and practices of project and program management, governmental financial management, and budgeting.
- Enhance collaboration among individuals and groups by using consensus-building skills.
- Human behavior and motivational strategies that can be used to improve organizational performance.
- Communicate information effectively in a variety of settings including; one-on-one, team settings, presentations, and various written forms such as letters, memos, analytical reports and decision documents with all levels of elected officials, management and staff in state service, special interest groups and the public.
- Handle complaints, mediate disputes, resolve differences or otherwise negotiate with individuals.

#### ***Legislative Process and Policy Research***

- Dynamics of operating within a nonpartisan unit as part of a legislative environment.
- Understand typical operational activities of state and municipal governments.
- Coordinate members of a work group to accomplish tasks.
- Understand research techniques, methods, statistical analysis and procedures and the applications specific to an area of policy implementation, policy analysis, or budget analysis.
- Simplify and explain complex legal frameworks, data analysis, or other information for non-expert audiences including legislators, stakeholders, and the public.
- Practices and formats used in generating, designing, and writing technical, narrative, and descriptive reports and correspondence in specialized area of assignment.
- Consult and give expert advice to management or other groups on technical, systems-related, policy related, or process-related topics.