Oregon State Legislature
LPRO Editor
Job Description

Classification Title	LPRO Editor		
Job Code:		**Job Family:**	Legislative
Pay Grade	12	**Date Reviewed:**	
FLSA Status	Exempt	**Date Revised:**	9/21/2023

GENERAL SUMMARY

This position serves as the Editor for the Legislative Policy and Research Office (LPRO), performing editorial work; preparing and leading training; and developing and maintaining documentation and best practices to ensure LPRO measure summaries, reports, and presentations provide expert and understandable nonpartisan advice to support the Legislative Assembly. This position is responsible for leading and supervising the day-to-day tasks of LPRO publications staff, including assigning and reviewing work, providing individualized training, coaching and instruction, and advising LPRO's Director and Deputy Directors on officewide policies and procedures. This position advises, trains, and coaches legislative and research analysts in the technical aspects of drafting and publication tasks.

REPORTING RELATIONSHIPS AND TEAM WORK

Reports to the LPRO Deputy Director for Administration. Leads staff assigned to the LPRO Publications Team, which is a group of LPRO Analysts and Committee Assistants who, in addition to their regular jobs, are assigned to this team and will take direction from the Editor. This is not a formal supervisory position.

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.

This position serves as the Editor for the Legislative Policy and Research Office (LPRO), editing all agency publications, training legislative and research analysts, leading publications staff, managing projects and processes, analyzing policies and regulations, and using best judgment in carrying out assignments. The position is responsible for planning and developing office-wide trainings, office-wide publication projects, and updates to services, processes, and procedures reflecting the office's mission and goals. Publishes all publicly facing documents and ensures public accessibility and readability of office publications. Makes recommendations for executive staff review and decision-making. Assists legislative and research analysts with technical aspects of drafting and publication projects.

LPRO Editor—Duties and Responsibilities:

- Provides editorial, technical, and publication expertise and services to LPRO.
- Reviews and edits draft publications in accordance with numerous guides, instructions, regulations, manuals, and precedents including legislative branch policies, and public accessibility procedures used in the office.
- Works independently using judgment to analyze publications, situations, and projects.
- Makes timely decisions based on office priorities and legislators' needs as communicated by analysts and LPRO leadership.
- Reviews publications for conformance to legislative and research standards including interpreting federal and state laws and policy research referenced in LPRO publications.
- Provides consultation and guidance to leadership team, analysts, and other staff including supervision of staff serving on the LPRO Publications Team.
- Publishes all public-facing LPRO products including Staff Measure Summaries, Summaries of Legislation, task force reports, background briefs, and other research publications.
- Compiles office publications for print and web editions.
- Organizes, analyzes, and categorizes LPRO publications available on the agency's webpage.

Office Policies and Procedures—Duties and Responsibilities:

- Responsible for revising and maintaining LPRO's style guide and templates for each type of LPRO communication.
- Responsible for LPRO's document management system, archiving of materials, and editorial software programs.
- Contributes to LPRO policy setting on effective communication practices including visual accesibility for online and screen readers for relevant LPRO publications.
- Ensures final drafts of all publications adhere to LPRO style guide; appropriate use of approved templates including editorial style and branding guidelines.
- Serves as a primary resource for staff, providing ad hoc feedback and advice, as well as how-to tutorials where appropriate (e.g., how to use Word styles effectively).
- Recommends new practices and tools as appropriate including use of online citation tools.

Management of LPRO Publications—Duties and Responsibilities:

- Lead large complex projects to ensure work is completed in a timely, accurate, and effective process across the office in collaboration with LPRO legislative analysts, research analysts, and the Language Access Team.
- Participate in the creation of office-wide publications, independently and with project teams, to ensure LPRO's reports, data visualizations, policy briefs, and slide decks adhere to professional standards.
- Develops, revises, and implements office-wide work methods, standards, and procedures to improve operations and to promote efficiency and work quality.
- Develop and manage publishing solutions, both print and online, for reaching

different audiences including policymakers and community partners required to meet the needs of the Legislative Assembly that promote language access.

Training Responsibilities:

- Trains, supports, and mentors new and existing employees and contractors (including consultants and external vendors) on the LPRO style guide, templates, styles in Word, and use of citations.
- Provides supportive and responsive individual assistance and refresher trainings as needed on these topics, and answers questions from staff, consultants, and external vendors about LPRO style, formatting, grammar, and citations.
- Customizes training for diverse learning styles as needed in alignment with LPRO guidelines and professional standards.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Principles and techniques of research, analysis, writing, and presentation
- Office processes and policies as described in multiple manuals and job aids
- Style guides including *Chicago Manual of Style* and *Bluebook: A Uniform System of Citation*.

Skill in:

- Written and oral communication
- Proofreading and technical editing
- Using dictionaries, handbooks, and other reference material
- Using computers and software applications for research, document preparation, database management, and publishing
- Interpreting and explaining information

Ability to:

- Make editorial decisions
- Verify citations and supporting documentation using multiple resources, including but not limited to Bluebook Uniform System of Citation and Chicago Manual of Style.
- Convey technical information to a wide variety of audiences
- Read for logic and flow and to correct errors in grammar, syntax, punctuation, and formatting
- Perform written and oral proofreading
- Follow extensive process documentation as well as complex and intricate workflow processes
- Multitask, switch between different tasks quickly, remain organized and manage time effectively to meet deadlines
- Work in a team setting
- Maintain an impartial, nonpartisan perspective in a political environment

MINIMUM JOB REQUIREMENTS

Bachelor's degree in English, writing, journalism, communications, or a related field; and, three or more 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.

Preferred Qualifications

- Master's degree in English, writing, journalism, communications, or a related field
- Understanding of and experience working in a legislative process

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, on-site and remote.

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.