

**Oregon State Legislature
Job Description
LPRO Fellowship**

Classification Title	Legislative Policy and Research Office (LPRO) Fellowship		
Job Code:		Job Family:	Legislative
Pay Grade	9	Date Reviewed:	
FLSA Status	Limited Duration: 12 Months	Date Revised:	10/2022

GENERAL SUMMARY

The Legislative Assembly established the Legislative Policy and Research Office (LPRO) to provide committee administration and policy research and development services to legislators and legislative committees. Legislative Analysts work collaboratively with other LPRO staff to:

- Prepare or assist in the preparation of legislative research and facilitate the development of legislative policy;
- Provide legislative process and policy advice and assistance to legislative committees; and,
- Provide clerical and administrative services to legislative standing and interim committees.

LPRO FELLOWSHIP OVERVIEW

The LPRO Fellowship is designed to provide early career policy professionals with exposure to Oregon's state legislative process, experience performing the functions of a nonpartisan Legislative Analyst, and mentorship to support professional growth.

The LPRO Fellowship is a 12-month limited duration position designed for a recent graduate of a Master's, Ph.D., J.D., or professional program in public policy, public administration, law, or a related field. The work assigned to the LPRO Fellow will provide a survey of the essential duties of a Legislative Analyst, offering learning opportunities in committee administration, task force and work group management, policy research and development, and participation in internal LPRO projects.

The LPRO Fellow will work collaboratively with colleagues and be assigned a mentor, both of which will provide professional growth and networking opportunities.

LEARNING OUTCOMES

At the conclusion of the LPRO Fellowship, the incumbent will have developed the following competencies:

Knowledge of:

- State and federal law and administrative rules, where to find them, how to understand them
- Standards and techniques for conducting nonpartisan public policy research

- Legislative process and rules

Skill in:

- Conducting nonpartisan, objective public policy research
- Evaluating external research and reports for bias and accuracy
- Meeting facilitation
- Reading, comprehending, and summarizing legislation
- Developing creative and collaborative solutions for legislators that draw upon subject matter expertise and research-based evidence
- Summarizing technical information orally and in writing to meet needs of intended audience
- Researching current law, policies, and past legislative history affecting proposed legislation and committee issue areas

Ability to:

- Identify areas of consensus and disagreement among legislators and stakeholders
- Understand political context of policy discussions

REPORTING RELATIONSHIPS AND TEAM WORK

Reports to Director. Works collaboratively with LPRO 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.

In collaboration with and with direction from LPRO Analysts:

1. Committee Administration

- a. Act as nonpartisan committee staff for legislative committees, task forces, and workgroups as assigned
- b. Coordinate with committee chairs and legislative leadership to develop and implement workplans for assigned committees, task forces, or workgroups
- c. Coordinate with legislative members and staff, legislative agencies, lobbyists, agencies, stakeholders, and the general public as necessary to support needs of assigned committees
- d. Coordinate with legislative agencies as necessary to meet needs of assigned committees, task forces, or workgroups
- e. Develop meeting materials as required to support needs of assigned committees, task forces, and workgroups

2. Task Force and Workgroup Management

- a. Provide staff support for workgroup and task force meetings tasked with building consensus on policy recommendation

- b. Identify issues, policy considerations, and options for work groups and task forces
 - c. Draft reports and policy recommendation documents for task forces and work groups
- 3. Policy Research and Development
 - a. Analyze proposed legislation, amendments, and related materials to identify policy impacts
 - b. Design and execute policy research projects requested by members of the Legislative Assembly in assigned subject matter areas
 - c. Collect, evaluate, review, and synthesize statutes, rules, caselaw, literature, and studies in assigned subject matter areas
 - d. Develop and maintain current subject matter knowledge as assigned to meet the needs of the Legislative Assembly
- 4. LPRO Projects
 - a. Research and write subject-specific publications
 - b. Participate in the creation of office-wide publications
 - c. Review peers' research and writing

KNOWLEDGE, SKILLS & ABILITIES

The successful candidate for the LPRO Fellowship will have the following at the start of the fellowship:

Knowledge of:

- Specific issue areas identified by LPRO
- Oregon's governance structure
- Public policymaking foundations

Skill in:

- Computer applications, including the Microsoft suite
- Organizing work and keeping track of multiple complex assignments

Ability to:

- Prioritize competing demands and meet hard deadlines
- Communicate effectively and professionally in person and in writing
- Maintain attention to detail
- Maintain confidentiality
- Remain nonpartisan in a highly political environment
- Collaborate with LPRO team members

MINIMUM QUALIFICATIONS

- Bachelor's degree (four-year college or university), AND,
- Hold a graduate degree in public policy, public administration, law, or a related field, having graduated less than five years prior to applying

OTHER REQUIREMENTS

- Strong desire to learn the legislative process through hands-on experience

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 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.