



Oregon Legislative Assembly

**POSITION DESCRIPTION**

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**SECTION 1. POSITION INFORMATION**

Date

Classification Title	Legislative Analyst-3
Classification No.	L9963
Working Title	Legislative Analyst
Work Unit	LPRO
Agency No.	14300
Agency Name	Legislative Policy and Research Office
Employee Name	
Duration	Limited Duration
Eligible for Overtime Pay	NO

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**SECTION 2. PROGRAM/POSITION INFORMATION**

***Describe the program in which this job exists. Include program purpose, who’s affected, size, and scope. Include relationship to agency mission.***

The Legislative Assembly established the Legislative Policy and Research Office (LPRO) to build capacity to support policy development for legislators and legislative committees. The office is directed to:

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

All legislative analysts work collaboratively to support the work of the legislature. Analysts with significant issue and committee administration experience will generally staff the legislature’s long-standing issue committees, which typically cover a broad subject matter and have a heavy workload. Less experienced analysts may staff a long-standing issue committee if required. The work of the legislature is fluid and requires maximum flexibility to accommodate frequent adjustments to meet the demands of the legislature.

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

The purpose of this position is to provide an authoritative level of nonpartisan research and analysis in an assigned issue area and legislative committee administration.

The Legislative Analyst-3 is an authority level policy advisor to legislators and LPRO agency management. Incumbents will provide organization and oversight of policy initiatives and projects

impacting public and private sector applications. Work is visible, and could be of interest to the state legislature, multiple stakeholder groups or constituencies, the public, and the Governor.

**Issue Expertise-** The classification of Legislative Analyst-3 includes practitioners who have worked within their issue area for a substantial period of time. Legislative Analyst-3 employees take on difficult and complex research projects. Employees must have significant research and writing skills including the ability to complete concise policy briefs, as well as lengthy reports, and the ability to coordinate complex projects. These employees have strong interpersonal skills and the ability to work in teams.

**Policy Research and Analysis, Project Lead -** Legislative Analyst-3 employees plan, lead, and manage the development, implementation, and evaluation of policy research projects in their assigned issue area of expertise to produce policy briefs, memos, and full-length reports as required by legislators.

**Committee Administration -** Legislative Analyst-3 employees staff complex and challenging legislative committees, task forces, and work groups. They may be called upon to administer more than one committee or to step in to cover for another staff member in an absence. Legislative committee assignments will generally align with subject matter expertise, but not always. All legislative analysts work collaboratively to support the work of the legislature.

**Training and Mentorship -** Legislative Analyst-3 employees develop and participate in LPRO staff training and mentoring and may review the work of less experienced staff. Legislative Analyst-3 employees may initiate agency improvements and innovative approaches to provide service to the Legislative Assembly.

**Leadership Team-** No duties.

**DISTINGUISHING FEATURES**

This is the third level of a four-level professional series. At this level, the incumbent has authoritative experience in an issue area. The nature and scope of the policy issues are complex and sources are not easily identified, requiring searching for primary sources and compiling information independently.

The Legislative Analyst-3 employees are similar to the Legislative Analyst-2 in how the work duties are separated into percentages; the duty percentages are the same with respect to policy research and analysis and committee administration. It is distinguished from the lower-class level by increased analytical complexity of the work performed; committee administration of a more difficult or complex subject matter or a higher profile or high workload committee; and the scope and effect of work. The Legislative Analyst-3 is considered an authority in a policy issue area, committee administration, and legislative procedure.

Employees in this classification have developed and maintained strong trust and working relationships with legislators and their staff, state agency colleagues, and external contacts. They are widely viewed as a nonpartisan authority in their policy issue area.

The work of a Legislative Analyst-3 is complicated by the need to deal with subjective concepts such as judging the accuracy of data and other information, judging the objectivity and nonpartisanship of information, the need to convey information accurately and objectively, and, at times, the need to develop information that is currently unavailable. The Legislative Analyst-3 considers and gives weight to uncertainties about the data and information and other variables that affect validity and predictive value.

**SECTION 3. DESCRIPTION OF DUTIES**

<u>% of</u>	<u>Type of Duty</u>	<u>DUTIES</u>
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<u>time</u>		
50%	Essential	<p><b>Policy Research and Analysis.</b> Performs difficult, controversial, or more complex research in assigned area to assist members of the Legislative Assembly.</p> <p>Typical research may investigate current law, policies, and past legislative history affecting proposed legislation and committee issue areas to include:</p> <ul style="list-style-type: none"> <li>• the impact of policies and policy options;</li> <li>• past policy decisions,</li> <li>• current options, practices in other states.</li> </ul> <p>May involve other types of research relevant to issues that may come before the Legislative Assembly. May involve major research projects, data analysis, and comprehensive studies of policy issues.</p> <p>Legislative Analyst-3 employees are required to:</p> <ul style="list-style-type: none"> <li>• Consult with members to identify needs;</li> <li>• Identify purpose and methods to be used in the research study;</li> <li>• Plan, conduct, and lead studies on policy issues;</li> <li>• Analyze, and verify data and use the data to develop reports and policy options;</li> <li>• Produce clear, concise, plain language research products, according to office standards and, at times, use creativity to tailor formats and styles to present information in a way that best informs a particular requestor;</li> <li>• Accept review and editing feedback in a constructive manner;</li> <li>• Adhere to high standards of research and nonpartisanship;</li> <li>• Perform in-depth analyses of complex policy issues;</li> <li>• Review, analyze, and oversee reports on complex statewide policy issues;</li> <li>• Anticipate problems or issues in state programs and identify possible options;</li> <li>• Work with state agencies to ensure that accurate and timely information is communicated to the Legislative Assembly;</li> <li>• Receive and respond to requests for materials, research, or investigations from members and staff;</li> <li>• Seek to enhance and deepen primary subject matter knowledge, through training and professional development opportunities;</li> <li>• Seek to develop additional or secondary subject matter knowledge through training and professional development opportunities;</li> <li>• Present research to Members and Committees.</li> </ul> <p><b>Legislation Analysis</b></p> <ul style="list-style-type: none"> <li>• Reviews measures sent to committee;</li> <li>• Prepares and delivers subject matter background and analysis to chairs, committees, legislative leadership, and the public;</li> <li>• Produces staff measure summaries;</li> <li>• Summarizes policy options for chair and members and identifies areas of consensus;</li> <li>• Confers with Fiscal and Revenue Offices, Legislative Counsel, or agencies regarding impact of legislation;</li> <li>• Develops amendment explanations for committee members.</li> </ul>
30%	Essential	<p><b>Committee, Task Forces, and Work Groups Administration.</b></p> <ul style="list-style-type: none"> <li>• Assists committee chair in establishing committee work plan and priorities, and developing committee agendas;</li> <li>• Assists chair and members with clarification and application of legislative rules and procedures;</li> <li>• Tracks and monitors legislation;</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensures timely posting of meeting agendas;</li> <li>• Identifies persons and interest groups to be notified;</li> <li>• Solicits testimony and coordinates presentations;</li> <li>• Schedules and attends committee meetings;</li> <li>• Monitors committee deliberations and decisions for necessary follow-up;</li> <li>• Coordinates workgroups and other meetings of interest groups;</li> <li>• Identifies and explains provisions of legislative measures to members, stakeholders, and the public;</li> <li>• Documents committee actions;</li> <li>• Confers with Legislative Counsel in drafting measures and amendments, and resolving conflicts;</li> <li>• Ensures timely posting to OLIS of amendments, meeting materials, and other documents;</li> <li>• Requests fiscal and revenue impact statements and amendments on measures in an effective and efficient manner;</li> <li>• Ensures measures voted out of committee are filed in a timely manner;</li> <li>• Responds to inquiries from legislative leadership, members, staff, agencies, the public, lobbyists, and media on committee activities;</li> <li>• Drafts nonpartisan talking points for members to use during floor discussions;</li> <li>• Manages activities of task forces and work groups as assigned, provides research and facilitates activities as necessary</li> </ul>
5%	Essential	<p><b>Legislative and Issue Tracking.</b> Monitors legislation that impacts state agencies and programs in assigned subject areas, including:</p> <ul style="list-style-type: none"> <li>• Tracking agency activity and task force meetings;</li> <li>• Monitoring implementation of legislation</li> <li>• Reviewing and analyzing agency rulemaking and general agency operations;</li> <li>• Maintaining communications with agency administrators;</li> <li>• Monitoring studies and general information available on assigned subject areas.</li> </ul>
10%	Supplemental	<p><b>Project Coordination.</b> Coordinates projects in assigned issue areas in consultation with LPRO Director, including:</p> <ul style="list-style-type: none"> <li>• Determining project scope, timelines, and resource needs;</li> <li>• Coordinating projects with professional staff from other legislative offices;</li> <li>• Oversight of projects of administrative support staff.</li> </ul>
5%	Supplemental	Other assignments as determined by the LPRO Director, such as reviewing colleagues' documents, training and mentoring staff, coordinating office projects, coordinating a team's activities, and leading office projects.
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 Director for resolution.

**SECTION 5. WORKING CONDITIONS**

*Describe special working conditions, if any that are a regular part of this job. Include frequency of exposure to these conditions. List any equipment used*

Frequency %	Condition
100%	The Legislative Analyst-3 works in a political environment.
25%	Lengthy hours, including possible evening and/or weekend work, may be required, especially during legislative sessions.
5%	Some travel may be required.
100%	Employee operates a computer on a daily basis.
100%	Work products are often subject to deadlines and competing priorities, requiring the Legislative Analyst-3 to work well under pressure.
30%	Limited accrual use during legislative sessions and interim Legislative Days.

**SECTION 6. WORK CONTACTS**

*With whom, outside of co-workers in this work unit, must this position regularly come in contact?*

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

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

*Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.*

Decisions involve explanations of research results, policy decisions, stakeholder positions, problem solving, and assignments of a politically-sensitive nature.

This position operates with independence, within the guidance of the laws, rules, policies, and procedures listed below and under general supervision and review of the LPRO Director or a Legislative Analyst-4.

At times, a Legislative Analyst-3 must facilitate cooperation, resolve conflicts, and solve problems, and know when to bring a situation to the attention of LPRO management for assistance.

The Legislative Analyst-3 handles confidential information, which may at times involve controversial topics of and matters of broad interest. The Legislative Analyst-3 must use judgment and discretion in understanding how and when confidential information may be shared.

Errors in procedure or judgment could delay the legislative process, have negative impact upon the institution or its members, and/or have a negative effect on the operating results of own or other agencies and may have a significant negative impact on the agency’s overall operations.

**SECTION 8. GUIDELINES**

List any established guidelines, in addition to state and federal laws or regulations, used to do this job (policies, manuals and/or desk procedures) and describe how they are used to perform the job.

Guideline	How Used
LPRO policies, rules, and guidelines	Committee administration and research
Rules of the House, Rules of the Senate	
Oregon Revised Statutes	
Constitution of the State of Oregon	

**SECTION 9. REVIEW OF WORK**

*Who reviews the work of this position? (list classification title) How? How often?*

The work of this position is reviewed by the LPRO Director who performs annual performance evaluations through a standard performance evaluation document. Evaluations are designed to assess the prior year's (12 months) performance; set goals for the coming year; and provide the employee with an opportunity to provide comments, feedback, and participate in the goal-setting strategy.

The written work of the Legislative Analyst-3 is reviewed by the LPRO Director or a Legislative Analyst-4 but presumed to be accurate and meeting office standards, and may be released without careful review under pressure conditions.

**SECTION 10. SUPERVISORY DUTIES**

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

- Hires
- Recommends Hiring
- Plans Work (committee assistants & analysts)
- Assigns Work (committee assistants & analysts)
- Approves Work
- Prepares and Signs Evaluations
- Recommends Salary Adjustments
- Disciplines/Rewards

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

*Any other comments that would add to an understanding of this position:* NONE

**SECTION 12. ORGANIZATIONAL CHART** *Highlight the position in yellow.*

**BUDGET AUTHORITY:** *If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:* NONE

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**EMPLOYEE SIGNATURE**

**DATE**

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**MANAGERS SIGNATURE**

**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 ANALYST-3

The Legislative Analyst-3 is the third level of four levels in the professional Legislative Analyst series in the Legislative Policy and Research Office (LPRO). Employees in this classification are authorities in at least one subject matter area, legislative process, and committee administration. Employees may coordinate staff as a team lead.

Legislative committee assignments will generally align with subject matter expertise, but not always. All legislative analysts work collaboratively to support the work of the legislature. Analysts with significant issue and/or committee administration experience will generally staff the legislature's long-standing issue committees, which typically cover a broad subject matter and have a heavy workload. Less experienced analysts may staff a long-standing issue committee if required. The work of the legislature is fluid and requires maximum flexibility to accommodate frequent adjustments to meet the demands of the legislature

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

### **EDUCATION:**

Masters' degree in a field of study related to public policy.

### **WORK EXPERIENCE:**

- Seven (7+) years' research and analysis experience in a core subject matter area;
  - Business
  - Education
  - Health
  - Judiciary
  - Natural Resources
  - Transportation
- Four (4) years' experience administering committees, task forces, or similar groups that involved the development of public policy in a city, county, state, or federal application.
- Expert computer skills in applications such as MSWORD, EXCEL, ACCESS, and PowerPoint.

### **PROMOTION FOR CURRENT EMPLOYEES:**

- Seven (7+) years' experience working a core subject matter area listed above **AND**
- Four (4) years' experience administering committees, task forces, or similar groups that involved the development of public policy in a city, county, state, or federal application **OR**
- Ten (10+) years' experience in the Oregon Legislature in an LPRO discipline:
  - Legislative editing;
  - Legislative process;
  - Legislative committee administration.
- Performance evaluations that consistently reflect an excellent level of performance.
- Broad recognition of authoritative nonpartisan research and analysis in an assigned issue area and legislative committee administration.
- Consistent positive feedback from legislative members, legislative staff, and LPRO staff.
- Expert computer skills in applications such as MSWORD, EXCEL, ACCESS, and PowerPoint.
- ★ An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.
- ★ An additional graduate degree may substitute for one year of experience.



## **DESIRED ATTRIBUTES:**

- Experience working in LPRO as a committee administrator/analyst during long legislative sessions.
- Knowledge and expertise in specific issue areas, as demonstrated by education and/or professional experience.
- Authoritative knowledge of Oregon legislative procedures and committee administration.
- Excellent oral and written communication skills, preferably with experience within a public policy environment.
- Excellent analytic and research abilities, preferably with experience within a public policy environment.
- Experience working in a legislative environment preferred, especially in a nonpartisan capacity.
- Ability to perform research and committee administration in a nonpartisan, objective, and professional manner.
- Demonstrated skill in handling duties of an analyst (either as an analyst or through closely related experience in government).
- Knowledge of principles of organization and management, committee administration, and research techniques.
- Demonstrated flexibility in adapting to job demands, meeting deadlines, working effectively in pressure situations, and responding well to unusual situations.