

Oregon State Legislature Job Description Legislative Research Analyst

Classification Title	Legislative Research Analyst		
Job Code:		Job Family:	Legislative
Pay Grade	15	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

The Legislative Policy and Research Office (LPRO) provides committee administration and policy research and development services to legislators and legislative committees. Research analysts design, execute, and present major research and analysis projects to inform policy development and evaluation by the members of the Legislative Assembly. This position works closely with LPRO legislative analysts through a team-based staffing model to respond to legislators' research requests. Research analysts provide technical consultation to legislators and LPRO staff, serve in a supportive role across policy areas, and assist with a wide array of research requests and policy related activities managed by LPRO, ensuring high-quality and timely research products and services.

REPORTING RELATIONSHIPS AND TEAM WORK

Reports to Director. Works collaboratively with the Deputy Director of Policy Research, Deputy Director of Committee Services, and 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.

1. Research Planning, Design, and Analysis

- a. Work independently and collaboratively to design execute and present complex research projects for the Legislative Assembly.
- b. Design research project methodology and plan, assign, check, and review the products of other LPRO staff engaged in gathering, compiling, and analyzing information and data.
- c. Review literature, and national and Oregon data and trends to assess programs and services relevant to topical policy areas.
- d. Compile, evaluate, and synthesize data sets, and other sources of available information as needed to complete projects.
- e. Study and analyze tables, graphs, and charts, and other statistics to arrive at conclusions about the data.
- f. Use analytical methods, techniques, and best practices as needed to complete projects and establish procedures to verify the quality of data and the results of research projects.

- g. Develop survey instruments or data files to construct data sets for analysis and future study.
- h. Use software to support complex analysis, reporting, and presentation of technical research findings.
- i. Coordinate with internal and external stakeholders and experts as required to meet needs of the Legislative Assembly.

2. Technical Consultation

- a. Provide and maintain current subject matter expertise in qualitative and quantitative analytical methods and tools as needed to serve the needs of the Legislative Assembly.
- b. Provide consultation to legislators and staff to assist in designing policy research and analysis activities requested of LPRO.
- c. Provide analytic, statistical, data management, and technical support for LPRO research, including assisting policy area teams in creating data visualization, presentations, and writing reports.
- d. Develop and conduct internal research training as assigned.
- e. Lead the design of data collection protocols and guide data collection through document review, interviews, and surveys.

3. Research Support for Committees, Task Forces, and Work Groups

- a. Provide nonpartisan research support services to committees, task forces, and work groups as assigned including but not limited to fact-finding and fact-checking of claims or statistics; assessments of third-party data or research; and analysis of demographic, economic, environmental, or other data.
- b. Advise on and respond to questions related to research projects with lawmakers, legislative leadership, legislative agencies, executive and judiciary branch agencies, stakeholders, and the general public as needed to meet the needs of the assigned committees, task forces, and work groups.

4. LPRO Projects

- a. Lead and manage projects as assigned.
- b. Participate in the creation of office-wide publications, independently and with project teams to develop reports, data visualizations, policy briefs, and slide decks that share LPRO research results and analysis.
- c. Present research in a clear and accessible manner using appropriate communication, presentation, and visualization tools.
- d. Provide research mentorship to and review peers' research, analyses, and writing.
- e. Coordinate with internal and external subject matter stakeholders and experts as required to meet needs of the Legislative Assembly.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Research design and the techniques, methods, and principles used in complex analytical research
- Statistical software used in research

Skill to:

- Analyze, interpret, and explain technical data, trends, and reports in large groups and open public meetings
- Evaluate external research and reports for bias and accuracy
- Design survey instruments for gathering and reporting data
- Locate and use appropriate data sources for the evaluation of prospective or actual policy outcomes
- Develop and maintain databases to support complex research projects
- Present technical reports and narrative summaries to a lay audience verbally and in tabular, graphic, or pictorial form to meet needs of intended audience
- Edit colleagues' work for accuracy and clarity

Ability to:

- Independently and collaboratively design and execute complex qualitative and quantitative research and analysis projects
- Critically evaluate research products and provide substantive feedback, including review of research reports and research products and provision of constructive feedback to colleagues
- Respond to questions and provide substantive analysis concisely to lawmakers in open public meetings
- Quickly learn and understand new and complex topics as required to meet project needs
- Prioritize competing demands and meet hard deadlines
- Maintain attention to detail
- Maintain confidentiality
- Remain nonpartisan in a highly political environment
- Understand political context of policy questions, research, and analyses

MINIMUM QUALIFICATIONS

- A Master's or Doctoral level degree in a social science discipline that included six-quarter units in statistics or quantitative analysis methods and procedures, including using computerized applications to independently gather, compile, and analyze data and prepare narrative or statistical reports; AND
- 7 years of education or experience using qualitative or quantitative methods to research, analyze, model, or otherwise evaluate prospective or actual policy outcomes; AND
- 3-5 years of demonstrated experience designing and executing complex research projects designed to inform policy decisions; OR

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

The ideal candidate will possess the following desired skills and experience in two or more of the following areas:

- Actuarial sciences
- Data modeling
- Data visualization
- Economics
- Legal research
- Public administration
- Public policy
- Statistical analysis

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.