

**Oregon State Legislature
Policy Analyst
Job Description**

Classification Title	Policy Analyst		
Job Code:	9903	Job Family:	Legislative
Pay Grade	12	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	12/2020

GENERAL SUMMARY

Provides advice, analysis, and support for legislative leadership by researching and consulting on policy options, preparing analysis and impact of legislation, tracking committee work and monitoring legislation. Attends various meetings, maintains documentation, and tracks important issues and developments.

REPORTING RELATIONSHIPS

Reports to the Caucus Administrator or the Chief of 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. Performs analysis and provides advice on public policy issues.
2. Tracks and manages committees. Monitors committee hearings, sets agendas for hearings, meets with staff, and synthesizes committee outputs.
3. Reviews legislation submitted and recommends committee referrals. Provides information on the practical impact of legislation.
4. Drafts and presents issue briefs on legislation. Researches and drafts policy ideas.
5. Creates and presents issue briefs to support passage of legislation.
6. Acts as a liaison between legislators, leadership, and key stakeholders. Provide advice on strategies for achieving desired outcomes.
7. Maintains files and tracks political and media developments.
8. Responds to requests for information, tracks and maintains data on bill concepts.
9. Oversees the tracking of legislation and editing of reports.
10. Attends work groups and other policy development meetings. Participates in the negotiation and development of legislative proposals. Monitors work group progress.

11. Meets with legislators, staff, stakeholders, members of the public, and policy advocates. Gathers information on legislative priorities.
12. Manages/coordinates appointments and nominations for a variety of entities, committees, and commissions.
13. May provide other support and office management work such as budget development and monitoring, providing back-up for other office staff, representing the office at legislative and public meetings, preparing memos, answering process questions, preparing speeches, testimony, and other communications. May also provide staff training.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Legislative procedures, rules, and practices
 - Political issues and contexts
 - Current events
 - Policy details and history
 - Policy committees' functions and capacities
- **Skill in:**
 - Verbal and written communication
 - Presentation and public speaking
 - Editing and proofreading
 - Strategic and critical thinking
 - Organization and time management
 - Legal and legislative research
- **Ability to:**
 - Research, collect, analyze, manage data and convey information to a variety of audiences
 - Work effectively under pressure with tight deadlines
 - Pay close attention to detail
 - Be discreet and handle sensitive material and confidential issues

MINIMUM JOB REQUIREMENTS

Bachelor's degree and five (5) 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.

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.

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.