

**Oregon State Legislature
Job Description
Research Analyst**

Classification Title	Research Analyst		
Job Code:		Job Family:	Legislative
Pay Grade	13	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	Feb. 27, 2024

GENERAL SUMMARY

The Legislative Policy and Research Office (LPRO) provides committee administration as well as policy research and development services to legislators and legislative committees. Research analysts provide technical consultation to 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. This position works closely with LPRO legislative analysts through a team-based staffing model to respond to legislators’ research requests.

REPORTING RELATIONSHIPS AND TEAMWORK

Reports to Director. Works collaboratively with the Deputy Directors for Policy Research, Committee Services, Administration, 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.

The research analyst provides:

- public policy research, analysis, and consultation to policy committees, legislators, and their staff, including preparing objective, non-partisan, analytical studies.
- descriptive and background reports on public policy issues;
- provides consultation to legislators and their staff on policy research throughout the legislative process.
- participates in multi-disciplinary team research projects during the interim.

Strong writing, research, and presentation skills are essential, including the ability to synthesize complex analyses into easy-to-understand language for a non-technical audience. Research Analysts will work on multidisciplinary teams.

1. Research Planning, Design, and Analysis

- a. Work independently and collaboratively to design, execute, and present complex research projects for the Legislative Assembly.
- b. Create, study, and analyze tables, graphs, charts, and other statistics to arrive at conclusions about the data; establish procedures to verify the data quality and the results of research projects.
- c. Compile, evaluate, and synthesize data sets and other sources of available information as needed to complete projects.
- d. Develop survey instruments or construct data sets for analysis and future study.
- e. Use software to support analysis, reporting, and presentation of technical research findings.
- f. Present findings in a user-friendly format, such as tabulated charts or dashboards, compare similar or historical data, and/or discuss the findings with policymakers.
- g. Coordinate with internal and external stakeholders and experts as required to meet the needs of the Legislative Assembly.

2. Technical Assistance

- a. Maintain current expertise in qualitative or quantitative analytical methods to serve the needs of the Legislative Assembly.
- b. Provide analytic, statistical, data management, and technical support for LPRO research, including assisting policy area teams in preparing memoranda, presentations, and writing reports.
- c. Assist legislators in understanding the strengths and limitations of published research, such as generalizability considerations.

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. Present complex information to legislators, task forces, and policy-related work groups in a clear and accessible manner using appropriate communication, presentation, and visualization tools.

4. LPRO Projects

- a. Engage in projects, as assigned, through all phases, including planning, execution, delivery, and reflection.
- b. Participate independently and with project teams to create office-wide publications to develop reports, data visualizations, policy briefs, and slide decks that share LPRO research results and analysis.
- c. Coordinate with internal and external subject matter stakeholders and experts as required to meet the needs of the Legislative Assembly.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge:

- General principles, concepts, and terminology used in research design and methods;
- Research analytic techniques, including gathering and collection of structured and unstructured data; and,
- Basic statistical techniques to analyze data.

Skills:

- Evaluate external research and reports for bias and accuracy;
- Analyze, interpret, and explain technical data, trends, and reports in large groups and public meetings;
- Present technical reports and narrative summaries to a lay audience verbally and in tabular, graphic, or pictorial form to meet the needs of the intended audiences.

Ability:

- Gather, compile, and analyze structured and unstructured data;
- Conduct and interpret descriptive statistical analyses using appropriate software;
- Identify required data, information, materials, and resources needed to complete/perform a project;
- Design and validate studies and analyze the accuracy of data collected;
- Analyze quantitative and qualitative data to reach conclusions;
- Complete work under critical timelines to meet legislative deadlines;
- Be objective and flexible to adapt to changes in priorities and work assignments;
- Solicit feedback from and provide meaningful review of colleague's work;
- Gain and maintain the confidence and cooperation of others, collaborate, and
- Work in multidisciplinary teams and remain nonpartisan in a highly political environment while exercising discretion in handling and sharing sensitive information.

MINIMUM QUALIFICATIONS

A Master's or Doctoral level degree in a social science discipline that included six-semester or nine-quarter units in any combination of a data-driven research-related field, such as economics, mathematics, psychology, sociology, demography, political science, geography, anthropology, statistics, data science or a research-related field. This must include at least one course in statistical methods and research design. AND

2 years of progressively responsible qualitative and quantitative data research experience engaging in the collection, compilation, manipulation, analysis, and interpretation of data; AND

1 year of demonstrated experience designing and executing complex research projects designed to inform policy decisions; OR

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

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

- Research methods
- Statistical analysis
- Applied public policy research and analysis

WORKING CONDITIONS

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform 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 represent 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 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.