

**Oregon Legislative Assembly
Senate Republican Office
Policy Analyst**

HIRING INFORMATION

The Senate Republican Office is seeking a Policy Analyst for the 2015 Legislative Session from January 1, 2015 to July 31, 2015.

SALARY RANGE

\$3,250 to \$4,000 per month

DUTIES AND RESPONSIBILITIES

The purpose of this position is to provide research analysis of legislative measures and policy support for caucus members and the Senate Republican Office.

- Perform in-depth analyses of policy issues; generate detailed policy alternatives.
- Develop fact sheets, talking points, and issue briefs on policy initiatives for caucus members.
- Support and coordinate workgroups as needed to advance caucus or member goals.
- Assist members in drafting legislation.
- Track legislation on assigned committees and/or issue areas.
- Keep up to date on agency rule changes in assigned areas.
- Review and maintain printed material files within assigned areas (studies, reports, etc.)
- Work with constituents and interested parties on caucus policy matters within assigned area.
- Work with communications staff to provide insight and analyses on assigned areas.
- Present written and verbal analyses to caucus members and staff – often on short deadlines.
- Perform other duties as requested.

WORKING CONDIDTIONS

The Policy Analyst works in a partisan political environment in the Oregon State Capitol in Salem. Lengthy hours, including possible evening and/or weekend work may be required during the legislative session. This position reports to the Senate Republican Caucus Administrator.

MINIMUM QUALIFICATIONS

- Bachelor's degree (4-year).
- Demonstrated research experience independently gathering, compiling and analyzing data.
- Demonstrated experience using software packages to manipulate and format data.
- Strong writing and communication skills.

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

TO APPLY

Send a cover letter, current resume, and recent writing sample (no more than 3 pages) to paul.rainey@state.or.us or mail the referenced information to:

Senate Republican Office
900 Court St. NE S-323
Salem, Oregon 97301

Application Timeline: Preference will be given to those who apply before the initial review of applications on December 15, 2015. Consideration of applications will continue until the position is filled.