

Employment Opportunity

CHIEF CLERK OF THE HOUSE OF REPRESENTATIVES

Salary \$6,890 - \$10,660

HIRING INFORMATION

- ◆ The Oregon Legislative Assembly is seeking a Chief Clerk of the House of Representatives.
- ◆ The Chief Clerk's office provides parliamentary assistance to the House of Representatives, maintains legislative records and measures, and manages the legislative process.
- ◆ The Chief Clerk is **elected** by the House of Representatives. The Chief Clerk is elected to a two-year term in January of each odd-numbered year and serves at the direction of the Speaker of the House.

DUTIES AND RESPONSIBILITIES

- ◆ Serves as the parliamentarian of the House of Representatives; assists the Speaker of the House and Speaker Pro Tem in presiding over House floor sessions; interprets and applies the Oregon Constitution, the Rules of the House of Representatives, statutes, Mason's Manual of Legislative Procedure, and the past customs and practices of the House.
- ◆ Manages the Chief Clerk's office and staff; organizes and manages special occasions and events in the House Chamber.
- ◆ Directs the preparation and distribution of all measures, Status Reports, Journals and related publications of the House.
- ◆ Instructs House committee staff in the preparation of official House records and the protocols of the House.
- ◆ Preserves and maintains the House chamber; shares the history of the House with visitors, members, and staff.
- ◆ Advises in the development of policies and procedures in areas such as information technology, personnel management policies, inauguration ceremonies, and media relations.

WORKING CONDITIONS

The Chief Clerk of the House must be available on call 24/7 to respond to matters concerning the House.

The Chief Clerk must work whatever schedule is necessary for the business needs of the House of Representatives, including occasional weekends and evenings. This may require working in excess of 40 hours per week before, and during, legislative sessions.

The successful candidate will serve as acting Chief Clerk upon their hire until the House is organized for its next general session in January, 2015, during which time the Chief Clerk will be elected.

BENEFITS

The Legislative Assembly contributes toward benefits, including: health and dental insurance; optional life and disability insurance programs; a paid retirement program for qualifying individuals; and sick leave, vacation, and personal business leave.

MINIMUM QUALIFICATIONS:

- ◆ Five (5) years' experience in legislative process, principles, practices and/or procedures based on experience in Oregon or in a similarly-staffed office in another state. (AND)
- ◆ Bachelor's degree in public administration, public policy, political science or related discipline. (AND)
- ◆ Knowledge and experience as an administrator. Five (5) years of professional experience managing personnel/human resource functions. This experience must include responsibility for the following:
 - Development of program rules and policies;
 - Development of long- and short-range goals and plans;
 - Program evaluation;
 - Budget planning and development; AND
 - Supervision of staff (hire, assign and review work, prepare performance evaluations, and handle disciplinary actions).

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

DESIRED ATTRIBUTES:

Extensive knowledge of:

- Principles of parliamentary law.
- Oregon's legislative process, policies, procedures, rules, traditions, customs and precedents.
- State and federal government organization and finances.

Skill to:

- Communicate orally and in writing within these environments: Interpersonal, Team, Large Groups, and Public Speaking
- Apply management techniques specifically in relation to planning and assigning work according to specific goals and available resources, determining training needs and the supply of that training, utilizing motivational techniques for effective workflow, and recognizing discipline problems and taking action when necessary.
- Analyze general, statistical and technical reports.
- Plan, organize and control the use of human, equipment and budgetary resources to achieve department, agency or division goals and objectives.
- Apply the principles and practices of employee relations, financial management, and budgeting as it relates to program management.
- Work effectively with legislators, their staff and constituents, other legislative personnel, agency personnel, lobbyists, and the public. Relationships must be maintained in a non-partisan, professional manner with discretion and confidentiality.
- Teach, train and direct a staff of professionally trained persons.
- Maintain an impartial, non-partisan attitude while working in a partisan environment; work effectively and efficiently under pressure.

- Provide unbiased judgments on controversial issues and remain apolitical in a potentially stressful and political atmosphere.

TO APPLY

Please mail, email, FAX or hand deliver a cover letter, resume, and three professional references to:

Legislative Administration
Employee Services
900 Court St. NE, Rm. 140-B
Salem, Oregon 97301-4043

FAX: (503) 986-1684

Email: employee.services@state.or.us

Applications will be accepted until the position is filled. However, applications received by July 7, 2014 will insure consideration for the first round of interviews.

Questions concerning the position should be directed to Employee Services at (503) 986-1373. Legislative Administration cannot be responsible for materials that are lost in the mail, illegible or missing as a result of email or transmitting by FAX.

**Equal Opportunity / Affirmative Action Employer
Women, Minorities and Persons with Disabilities Are Encouraged to Apply
ADA Accommodations Will Be Provided Upon Request**

Opening Date: June 6, 2014

Closing Date: July 24, 2014 or until position is filled.

Oregon Legislative Branch
POSITION DESCRIPTION

SECTION 1. POSITION INFORMATION

Classification Title	Chief Clerk of the House
Classification No.	9984
Effective Date	June 2014
Position No.	0000255
Working Title	Chief Clerk
Work Unit	House of Representatives
Agency No.	15500
Agency Name	Legislative Assembly
Employee Name	
Duration	Elected (two year term)/full time
Eligible for Overtime Pay	NO

SECTION 2. PROGRAM/POSITION INFORMATION

The legislative branch of government was established in 1857 by the Oregon Constitution under Article IV, Section 1, stating the power of the state...is vested in a Legislative Assembly, consisting of a Senate and a House of Representatives.

The purpose of the Legislature is to enact laws, finance state government, and furnish an arena for discussion and decision making. The laws enacted by the Legislature affect all residents of the State of Oregon.

The duties of the Chief Clerk of the House are dictated by the Oregon Constitution, Rules of the House of Representatives, established customs and precedents, Oregon Revised Statutes, and Mason's Manual of Legislative Procedure. The Constitution under Article IV, Section 11 grants the House its authority to choose its officers and determine its own rules of proceedings. The Chief Clerk is elected to a two-year term in January of each odd-numbered year and takes an oath to uphold the Constitutions of the United States and of Oregon. As an officer of the House, the Chief Clerk serves at the direction of the entire House, not of any individual member, as specified in Mason's Manual of Legislative Procedure.

Within the program of the House of Representatives, the Chief Clerk manages the daily processing of administrative business for the House, provides the proper setting for consideration and enactment of Oregon laws, provides expertise in specialized fields, maintains the Rules of the House of Representatives and counsels the Speaker and other members on interpretation of those rules.

This position is one of only two in the state of Oregon. Employees in this classification are considered technically authoritative in the area of parliamentary law and legislative process and procedure and are found only in the Legislative Assembly of the Legislative Branch.

The purpose of this position, and how it functions within this program:

The purpose of this position is to counsel the Speaker and other House members on interpretation of Rules of the House of Representatives, Oregon Constitution, established customs and precedents, Oregon Revised Statutes, and Mason’s Manual of Legislative Procedure as they relate to the consideration of measures before the House and to oversee the administrative functions of the House.

DUTIES

<p>% of Time</p>	<p>DUTIES</p>
<p>60%</p>	<p><u>Parliamentarian</u> Serve as parliamentarian of the House of Representatives, to provide interpretation or counsel to the presiding officer, members of the House, House committees and task forces using the Rules of the House of Representatives, Oregon Constitution, established customs and precedents, Oregon Revised Statutes, Mason’s Manual of Legislative Procedure and general parliamentary law.</p> <p>Direct all activities of the House of Representatives as it pertains to legislative proceedings and process; direct functions associated with all House proceedings;</p> <ul style="list-style-type: none"> • In compliance with Rules of the House of Representatives, set agenda for daily House Legislative sessions; • Prepare scripts for the presiding officer and members carrying bills or making motions; and develop and maintain files containing opinions and parliamentary rulings that set precedent; • Provide all options to the leadership as to parliamentary procedure to assure a smooth running operation; • Anticipate difficult parliamentary situations and keep presiding officer apprised of questions that may arise and of the rules and precedents or practices concerning those questions; • Keep presiding officer apprised of any serious errors in procedure. <p>Interpret and enforce the Rules of the House of Representatives;</p> <ul style="list-style-type: none"> • In compliance with Rules of the House of Representatives, establish the date when legislation will be considered by the full House of Representatives and provide a projected list by date to the leadership and members; include history of committee action and summary of measure. • Propose amendments to the Rules of the House of Representatives for consideration by leadership and members. <p>Develop and write manuals on the protocols of parliamentary procedure for use by the membership, committees and task forces, and leadership such as parliamentary process, standards and scripts.</p> <p>Attend all floor sessions of the House; attend committee and task force meetings, as requested; attend party caucus meetings, as invited; confer with individual members of the House and their staff; meet with other officials regarding parliamentary or administrative matters.</p> <p>Enforce order and decorum in the House chamber and other areas assigned to the House.</p> <p>Conduct research on institutional policies, parliamentary, statutory and constitutional reform proposals; identify options and pros and cons of proposals.</p> <p>Communicate directly with federal elected officials, the Governor, Secretary of State, State Senate, state and federal agencies and departments, other state legislatures, and legislative bodies or parliaments from other countries in transmitting original documents and messages. Provide legislative and institutional history on long-standing customs, precedents and approved business practices, sustaining continuity between legislative assemblies.</p>

% of
Time

DUTIES

25%

Educate all members of the House and Senate, legislative staff, executive branch employees, lobbyists, members of the press, and members of the public on the legislative process.

Management

The Chief Clerk provides management and oversight for continuing and session employees of the office of the Chief Clerk, including:

- Establish hiring criteria, screen and interview applicants, and make final hiring decisions;
- Set goals and objectives; evaluate performance through comparison of actual performance with planned objectives;
- Recommend new or revised policies and procedures to improve operations, promote efficiency and work quality.
- Direct work of assigned staff; adjust work assignments and schedule to maintain adequate staffing levels to respond to fluctuating workloads;
- Assess training needs of staff and arrange for or provide appropriate instruction;
- Provide initial orientation to new employees;
- Resolve personnel problems and concerns;
- Discipline and reward employees,
- Counsel employees in work related activities and career development.
- Write policies for the House Procedures and Personnel Handbook as approved by Rules of the House of Representatives.
- Identify a designee that would serve as the point person to provide continuity in a transitional situation or in absence of the elected Chief Clerk. The designee should possess the skills to assume necessary responsibilities in the event of an emergency situation.
- Designated intermediary receiving special training in order to be prepared to assist any person making a complaint of Workplace Harassment. (House Resolution 1,1993, Section 4 (b))

10%

Administrative. Official custodian of measures and records of proceedings and actions of the House. Supervise the production and distribution of publications, including referral list, committee report file, legislative status report, calendars, legislative schedule and journal.

- Archive the measures, papers and records of the proceedings and actions of the House and manage the publication and distribution of publications;
- Complete adopted Rules of the House of Representatives printing within 60 days after adoption;
- Prepare all measures, histories, journals and related publications for printing within six months of each legislative session end;
- Act as custodian of all official papers and records within the jurisdiction of the House of Representatives;
- Certify all official records of the House and file with Secretary of State;
- Preserve official legislative records of historical value;
- Retain all measures and official papers or records in the Chief Clerk's custody except on duly signed receipts from persons authorized to receive custody;
- Direct member and staff orientation programs; write and edit staff manuals for use in orientations and throughout session; compose documentation of office procedures and legislative processes for easy training of members and employees.

During legislative sessions:

- Notify the Senate of all actions taken by the House.
- Certify to and transmit to the Senate, all bills, measures and papers requiring the concurrence of the Senate immediately upon their passage or adoption.
- Secure the proper authentication of bills of the House, which have passed both houses and see that they are transmitted to the executive.
- Certify the accuracy of the Journal prior to transmitting to the Secretary of State.
- Certify all actions of the House, on the measure history sheet of each original bill prior to transmitting to archives.

% of
Time

DUTIES

At the direction of the Speaker, review and approve expenditures of the individual members of the House of Representatives, ensuring that all transactions are either for authorized purposes in compliance with the Rules of the House of Representatives, or are lawful, responsible, and appropriate use of state funds.

Design, implement, and manage automation of the Clerk's Office and desk operations. Provide data processing staff with a continual update of House procedures and recommend future automated applications for use by House and Assembly.

Advise the Information Systems' technical staff as to the needs of the House of Representatives in programming and software development to ensure the documentation of the legislative process and reporting all actions to the membership, general public, press and other interested parties.

Purchase hardware and software for use by the House in documenting the process.

Analyze previous sessions' procedures, recommend alternative procedures to increase productivity and efficiency, implement approved changes, and document all new procedures and changes for easy orientation to members and employees.

5%

Other Responsibilities

Arrange and coordinate joint assemblies for Governor's Inaugural or State of State Address.

Coordinate transition from one assembly to the next to include coordination and assignment of offices, desks and parking spaces; coordinate physical moves of members from one office to another; coordinate opening day session activities.

Coordinate the accreditation of news media as prescribed by the Rules of the House of Representatives.

Represent the House of Representatives by participating in interagency committees and task forces; ensure coordination of services in support of the legislative process and operations; and address professional organizations, citizen groups, and students explaining the legislative process and operations of the Legislative Assembly.

Provide administrative services to the members of the House as requested.

Perform other tasks as requested by the presiding officer, leadership or general memberships.

=100%

SECTION 4. WORKING CONDITIONS

- Must be available on call 24/7 to respond to matters concerning the House of Representatives
- Work long and unpredictable hours with frequent interruptions with time pressures.
- Remain flexible, adapting to changing deadlines and workflow requirements.
- Frequent contact with high-ranking political figures, including Speaker of the House, members of the House of Representatives, President of the Senate, members of the Senate, Governor, Secretary of State, state agency directors, lobbyists, media and general public.

SECTION 5. GUIDELINES

- **Oregon Constitution**
- **Rules of the House of Representatives**
- **Written Customs and Precedents**
- **Oregon Revised Statutes**
- **Mason's Manual of Legislative Procedure**
- **Federal laws**
- **Parliamentary law**

SECTION 6. WORK CONTACTS

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

SECTION 7. JOB-RELATED DECISION-MAKING

Parliamentary procedure decisions are made by the Speaker of the House and upheld by the House body based on primary counsel from the Chief Clerk.

Counsel the Speaker on issues of parliamentary procedure under the Constitution, Rules of the House of Representatives, established customs and precedents; state laws; and Mason's Manual of Legislative Procedure in a manner that accommodates the majority will and protects minority rights. Inability to perform task could cause the integrity of the legislative process and actions of the House to be challenged either formally in court or by a challenge to the presiding officer.

The Chief Clerk counsels the members of the House of Representatives regarding issues of conflicts of interest, ethics, use of state funds and property, and other questions of propriety. Errors in judgment could result in financial penalties and sanctions such as censure, official reprimand and/or expulsion from public office, not to mention adverse perception of the Legislature.

Counsels House Members' presiding over meetings, whether presiding officer or committee chair, in response to a parliamentary inquiry. Inaccurate rulings may cause specific legislation to be defeated or the presiding officer to be challenged by House membership.

Determines when appropriate to apprise presiding officer of any issues relating to errors in procedure and determine solution to correct problem of any issues relating to errors in procedure. The significance of this responsibility has been recognized by court action to determine constitutionality. Failure to recognize errors in procedure could potentially nullify legislation that has been enacted by the Legislature.

Determines when information should be held confidential, should be shared with membership, or documented for public notification. Failure to be sensitive to confidential information could jeopardize House Members' ability to strategize, while failing to allow other information to become public would be in violation of the Constitution and/or statutes resulting in court challenge based on the constitutional requirements for enactment.

Hire staff necessary to the general operations of the House of Representatives including the Clerk's Office, Sergeant at Arms, Assistant Sergeant at Arms, Doorkeepers/Pages, Receptionists, and Lounge Attendants. Poor decisions could result in inefficient operation and member dissatisfaction.

Develop Chief Clerk's office budget, authorize use of funds and provide accountability. Poor management of the budget could result in necessary reallocation of funds already allocated to the Legislative Assembly for another purpose.

Decide how to ensure that the legislative record on measures and procedures is preserved and can withstand a court challenge. Failure to make sure the record is accurate and the contents of the Journal are complete could endanger the enactment of legislation, the historical preservation of the official records, and the public perception of the entire legislative branch.

Certify the authenticity of all measures and records of proceedings and actions of the House (original bill folder, journal, measure status). The accuracy of legislative records can become the first line of attack on validity of any legislative measure potentially causing enacted legislation to be deemed unconstitutional.

Determine contents of Measure Status Report, Third Reading Calendar, Legislative Schedule and House Journal. Determine the number of documents to be published and distributed. Inaccuracy can cause inconvenience to the public. Inaccuracy can also have political repercussions if member's vote not recorded correctly.

Define tasks to be performed by employees involved in processing legislation and providing support services to the House of Representatives. Inability to direct these employees could result in misunderstandings amongst staff, cause a delay in the processing of legislation, and potentially create low morale within the work units.

Prioritize and set deadlines for work to be completed. Errors in judgement could result in disruption in the workflow of the legislative process.

SECTION 8. REVIEW OF WORK

Per current *House Rules* :

15.05 Chief Clerk; Election and Duties. There shall be a Chief Clerk who shall be elected by the members and shall be an officer of the House. The Chief Clerk shall take an oath to support the Constitution of the United States and the Constitution of the State of Oregon, for the true and faithful exercise of the duties of the Office of the Chief Clerk, and to keep the confidences of the House. The Chief Clerk serves at the pleasure of the body and may be removed only by a majority vote of the members.

Work is performed independently in compliance with the provisions set out in the Oregon Constitution, House Rules of Procedure, customs, precedents, Oregon Revised Statutes and Mason's Manual of Legislative Procedure. The Chief Clerk serves the House, works in consultation with the Speaker of the House and is subject to re-election every two years.

SECTION 9. SUPERVISORY DUTIES

Which of the following supervisor/Management activities does this job perform?

- | | | | |
|-------------------------------------|-------------------|-------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | Hires | <input checked="" type="checkbox"/> | Approves Work |
| <input checked="" type="checkbox"/> | Recommends Hiring | <input checked="" type="checkbox"/> | Prepares and Signs Evaluations |
| <input checked="" type="checkbox"/> | Plans Work | <input checked="" type="checkbox"/> | Recommends Salary Adjustments |
| <input checked="" type="checkbox"/> | Assigns Work | <input checked="" type="checkbox"/> | Disciplines/Rewards |
| | | <input checked="" type="checkbox"/> | Responds to Concerns |

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

This position must be an expert in the Oregon's legislative process, customs and precedents and be skilled in providing immediate interpretation of the Rules of the House of Representatives, Mason's Manual of Legislative Procedures and general parliamentary law. This position must be skilled in understanding the Oregon Constitution and selected statutes as it pertains to the procedures of the Legislative Assembly. This position must also have an understanding of the procedures and Rules of the House of Representatives.

This position must be able to keep lines of communication open with all officers impacting the process and develop an effective working relationship with a variety of political officials with diverse backgrounds and temperaments.

This position must be able to adapt to varied management styles and provide stability and continuity to the process, follow protocol and tradition and project an image that will reflect favorably on the House of Representatives. This position must also have the ability to maintain an impartial, non-partisan attitude while working in a partisan environment; work effectively and efficiently under pressure; communicate both orally and in writing; establish and maintain harmonious working relationships with all elected officials and co-workers.

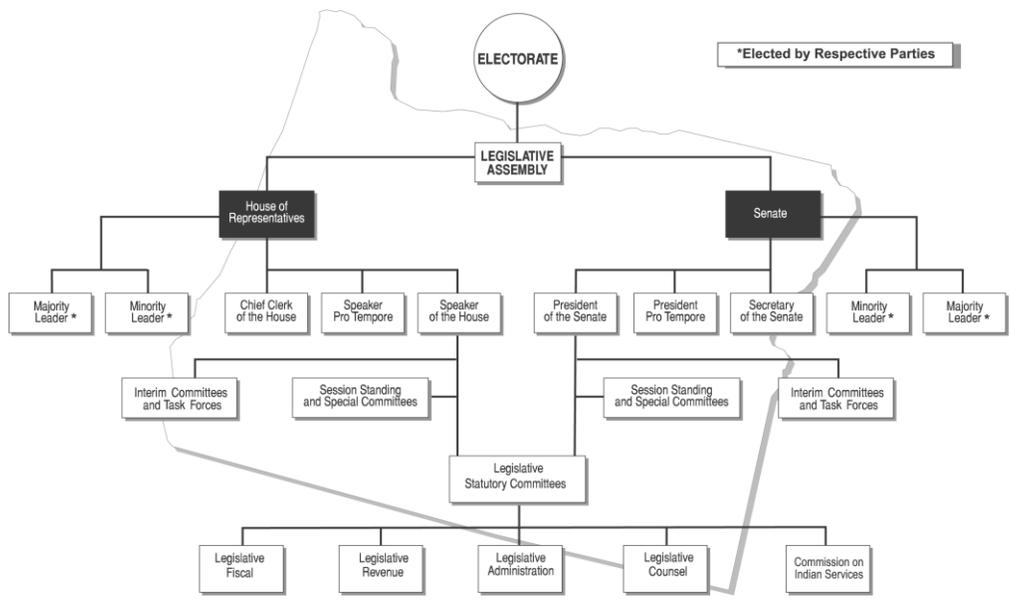
This position needs to be able to motivate employees and to develop a sense of responsibility and loyalty to the House of Representatives and Legislative Assembly.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

This position has full Budget Authority to commit agency operating money in General Funds and Other Funds budget as allocated in the Legislative Branch Budget.

At the direction of the Speaker of the House, this position reviews and approves expenditures for the House of Representatives, ensuring that all transactions conform with authorized purposes in compliance with Rules of the House of Representatives, State and Federal laws and has responsibility for using “good judgment” and “lawfulness” in approving of the expenditure.

SECTION 11. ORGANIZATIONAL CHART



Oregon Legislative Assembly
Organization Chart

Chief Clerk DATE

Chief of Staff to the Speaker 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 perform the job.

CHIEF CLERK OF THE HOUSE OF REPRESENTATIVES

MINIMUM QUALIFICATIONS:

- ◆ Five (5) years' experience in legislative process, principles, practices and/or procedures based on experience in Oregon or in a similarly-staffed office in another state. (AND)
- ◆ Bachelor's degree in public administration, public policy, political science or related discipline. (AND)
- ◆ Knowledge and experience as an administrator. Five (5) years of professional experience managing personnel/human resource functions. This experience must include responsibility for the following:
 - Development of program rules and policies;
 - Development of long- and short-range goals and plans;
 - Program evaluation;
 - Budget planning and development; AND
 - Supervision of staff (hire, assign and review work, prepare performance evaluations, and handle disciplinary actions).

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

DESIRED ATTRIBUTES:

Extensive knowledge of:

- Principles of parliamentary law.
- Oregon's legislative process, policies, procedures, rules, traditions, customs and precedents.
- State and federal government organization and finances.

Skill to:

- Communicate orally and in writing within these environments: Interpersonal, Team, Large Groups, and Public Speaking
- Apply management techniques specifically in relation to planning and assigning work according to specific goals and available resources, determining training needs and the supply of that training, utilizing motivational techniques for effective workflow, and recognizing discipline problems and taking action when necessary.
- Analyze general, statistical and technical reports.
- Plan, organize and control the use of human, equipment and budgetary resources to achieve department, agency or division goals and objectives.
- Apply the principles and practices of employee relations, financial management, and budgeting as it relates to program management.
- Work effectively with legislators, their staff and constituents, other legislative personnel, agency personnel, lobbyists, and the public. Relationships must be maintained in a non-partisan, professional manner with discretion and confidentiality.
- Teach, train and direct a staff of professionally trained persons.
- Maintain an impartial, non-partisan attitude while working in a partisan environment; work effectively and efficiently under pressure.
- Provide unbiased judgments on controversial issues and remain apolitical in a potentially stressful and political atmosphere.