

Employment Opportunity

SECRETARY OF THE SENATE

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

HIRING INFORMATION

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

DUTIES AND RESPONSIBILITIES

Serve as the parliamentarian of the Senate; assists the Senate President and President Pro Tem in presiding over Senate floor sessions; interprets and applies the Oregon Constitution, the Senate Rules, statutes, Mason's Manual of Legislative Procedure, and the past customs and practices of the Senate.

Manage the Secretary of the Senate's office and staff, employees and administrative functions. Organize and manage special occasions and events in the Senate Chamber.

Direct the preparation and distribution of all measures, Status Reports, Journals and related publications of the Senate.

Instruct Senate committee staff in the preparation of official Senate records and the protocols of the Senate.

Preserve and maintain the Senate chamber and share the history of the Senate with visitors, members, and staff.

Serve in the development of policies and procedures in areas such as information technology, personnel management policies, inauguration ceremonies, and media relations.

WORKING CONDITIONS

The Secretary of Senate must be available on call 24/7 to respond to matters concerning the Senate.

The Secretary of the Senate must work whatever schedule is convenient for the Senate, including occasional weekends and evenings. May require working in excess of 40 hours per week before, and during, legislative sessions.

The Senate will convene for Executive Appointments in May, September and December during which a new Secretary of the Senate may be elected. The Legislature will organize for its next general session in January, 2015.

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; sick leave, vacation, and personal business leave.

MINIMUM QUALIFICATIONS

- Five (5) years experience in legislative process, principles, practices and/or procedure in Oregon or another state(s). (AND)
- Bachelors Degree in Public Administration, Public Policy, Political Science or a 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 long and short term goals and plans;
 - implementation and utilization of software and information technology;
 - budget planning and development;
 - 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.
- * Law degree, master's degree or parliamentary training is desirable, but not required.

TO APPLY

Please mail, email, FAX or hand deliver your cover letter and resume 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 April 21, 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: March 19, 2014

Closing Date: April 21, or until position is filled.

Oregon Legislative Assembly

POSITION DESCRIPTION

SECTION 1. POSITION INFORMATION

Classification Title: Secretary of the Senate
Classification No. L9985
Date: February 2014
Position No. 0000177
Working Title: Secretary of the Senate
Work Unit: State Senate
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

Describe the program in which this job exists. Include program purpose, who is affected, size and scope. Include relationship to agency mission.

The legislative power of the state, except for the initiative and referendum powers reserved to the people, is vested in the Oregon Legislative Assembly consisting of a Senate and a House of Representatives. The Legislative Assembly is a separate and equal branch of government in accordance with the Oregon Constitution. This program affects all citizens of Oregon, state departments, and some programs on the federal level. Laws enacted by the Legislature, along with adoption of the budget, establish state policy that directs all state agency activity. The Senate operates under a committee system considering all measures and gubernatorial appointments before action by the body.

Describe the purpose of this position, and how it functions within this program.

The purpose of this position is to provide professional support to meet the Assembly's constitutional requirements.

The Secretary of the Senate's duties are proscribed by the Oregon Constitution, Senate Rules, established customs and precedents, Oregon Revised Statutes, and Mason's Manual of Legislative Procedure. The Oregon Constitution, Article IV, Section 11, grants the Senate its authority to choose its officers and determine its own rules of proceedings. The Secretary of the Senate is an officer of the Senate, and 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.

Under Senate Rule 15.01, the Secretary of the Senate, under the direction of the Senate President, performs those duties provided by law or other provisions of the Rules, and shall:

- (1) Authorize and supervise the preparation and distribution of all measures, status reports, journals and related publications of the Senate.
- (2) Be responsible for the keeping of the measures, papers and records of the proceedings and actions of the Senate and have charge of the publications and distribution of publications related thereto.
- (3) Instruct and supervise staff of Senate committees in the preparation of official Senate records.
- (4) Receive documents transmitted to the Senate, including from Senate committees.
- (5) Serve as parliamentarian for the Senate.
- (6) Instruct and supervise Senate employees engaged in carrying out these duties.

The Secretary directs the Senate program relating to gubernatorial appointments subject to confirmation by the Senate during the legislative session and during the interim period between sessions.

SECTION 3. DESCRIPTION OF DUTIES

List in order of importance the major responsibilities of the job, and estimate the percentage of time spent on each responsibility (the main function of the job may or may not be the one where the most time is spent).

<u>DUTIES</u>	% of Time	DUTIES
30%		<p><u>Parliamentary Consultant.</u> This position serves as parliamentarian of the Senate and directs the administrative functions associated with Senate proceedings as follows:</p> <ul style="list-style-type: none"> • Provides advice and opinions on legislative and parliamentary procedure for legislators, committee staff, members' personal staff, executive branch employees, elected officials, lobbyists, press and members of the public. • Records and organizes prior advice and opinions to maintain consistency in parliamentary advice and rulings that set precedent. • Reviews, writes, revises and initiates amendments to the Senate Rules. • Oversees the legislative process to ensure that all legislative measures passed into law meet the requirements of the Oregon Constitution, the Senate Rules, parliamentary law and general legislative procedure before transmitting to the Governor for signature and filing with the Secretary of State. • Anticipates difficult parliamentary situations and keeps the presiding officer advised of questions that may arise and of the rules and precedents concerning those questions. • Develops and writes manuals on parliamentary procedure for use by Senators, committees and task forces, and leadership. • Directs preparation of scripts for the Senate President, their designee, and members actively involved in floor sessions.

20% **Administrative and Human Resources Management.** This position manages and administers the Secretary of the Senate's office as follows:

- Identifies and reinforces the goals of the Assembly, and ensures effective delivery of service to all customers by coordinating employees throughout the legislative branch.
- Promotes the flow of communication both inside and outside the Assembly.
- Fosters professional growth and skill development of employees.
- Proposes and manages the budget for the Secretary of the Senate's office.
- Manages the staff of the Secretary of the Senate's office and staff hired in support of the Senate during session.
- Manages operation of the Senate Lounge, including food service to members.
- Completes printing of the Senate Rules within 60 days of adoption.
- Prepares all measures, histories, journals and related publications for printing within six months of each legislative session.
- Focusses closely on details to ensure that publications are correct.
- Creates, prepares and distributes statistical charts and graphs detailing the legislative process.

20% **Maintenance and Promotion of Senate History.** This position maintains and promotes the Senate's history as follows:

- Acts as the guardian of Oregon's historic Senate Chamber.
- Coordinates legislative branch employees in other agencies to ensure that improvements to the Senate Chamber are accomplished efficiently and in a manner that respects and highlights the historic integrity of the Senate Chamber.
- Maintains and controls the rooms adjacent to the Senate Chamber celebrating notable figures in Oregon Senate history.
- Researches, identifies, and promotes notable events on Oregon Senate history.
- Maintains and updates the Senate Desk plaques, and related databases, showing Senate membership throughout history.
- Identifies and creates items of historical interest for display on the Secretary's website, digital sign kiosks, and other historical displays in the Capitol.

10% **Inter-Agency Coordination.** This position serves on various inter- and intra-agency committees in the development of policies and procedures for the following areas: information technology, Capitol building use, personnel management policies, staff directors communication team, inauguration ceremonies, and media relations. This position may also serve as a guest speaker and/or panelist to provide educational opportunities for the public on parliamentary law and the legislative process.

10% **Custody and Management of Official Records.** This position directs staff in the production and distribution of original legislative measures, papers and records of proceedings and actions of the Senate. This position directs the preparation of the daily agenda, all measures, histories, journals and related publications of the Senate. In addition, the Secretary of the Senate has official custody of all legislative measures, official papers and records of the Senate except when released to authorized persons by signed receipt.

This position communicates with the Oregon House of Representatives, the Governor, the Secretary of State, state agencies, other state legislatures, and legislative bodies from other countries in transmitting original documents and messages.

5% **Training and Orientation of Legislators and Staff.** This position develops and implements training and orientation programs for legislators and staff. Concurrent sessions are presented in conjunction with programs presented by the House of Representatives and the Committee Services unit of the Legislative Administration Committee before the convening of the regular legislative sessions. Follow-up sessions are scheduled throughout the legislative sessions as necessary.

5% **Other responsibilities.** This position performs other tasks as necessary to support the Senate President, caucus leaders or the general membership, especially in the areas of institutional knowledge, parliamentary law and general legislative process.

100%

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions. List any equipment used.

- Must be available on call 24/7 to respond to matters concerning the Senate. Required to work whatever schedule is convenient for the Senate, weekends and evenings included. During session, this position is required to work holidays and may work in excess of 40 hours per week.
- Remain flexible, adapt to changing leadership, workflow requirements and changing deadlines.
- Frequent contact with high-ranking political figures, including the President of the Senate, Senators, lobbyists, press and general public. Contact with the Governor, Secretary of State, Speaker of the House, members of the House of Representatives, and state agency directors.
- Diplomacy, professionalism and excellent communication skills are essential to ensure the smooth operation of the Senate. Incumbent provides continuity to Senate procedures and institutional history to the presiding officer, members and staff with reference to custom and precedent.

SECTION 5. GUIDELINES

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures and describe how they are used to perform the job.

- Oregon Constitution contains requirements relating to legislators, elections, vetoes, Governor’s executive appointments and legislative process.
- Senate Rules, adopted by the Senate, provide the requirements for the operation of the Senate.
- Oregon Revised Statutes provide requirements for certain legislative processes as directed by the Constitution.
- Mason’s Manual of Legislative Procedure is used in all parliamentary situations not covered by the Oregon Constitution, Senate Rules, statute or custom.
- State and federal laws relating to human resource management, such as wage and hour requirements and FMLA.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must this position regularly come in contact?

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

SECTION 7. JOB-RELATED DECISION-MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Parliamentary procedure decisions are made by the Senate President based on input from the Secretary. The Secretary advises the President on issues of parliamentary procedure under the Constitution, Senate Rules, 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 this task could cause the integrity of the legislative process and actions of the Senate to be challenged either formally in court or by a challenge to the presiding officer.

The Secretary decides how to advise a member presiding over a meeting, whether the 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 Senate membership.

The Secretary determines when it is appropriate to apprise the presiding officer of any issues relating to errors in procedure and determines the recommended change to correct the problem. Failure to recognize errors in procedure could potentially nullify legislation that has been enacted by the legislature.

The Secretary advises Senators 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.

The Secretary decides 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 leaderships' 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 challenges based on the constitutional requirements for enactment.

The Secretary decides how to ensure that the legislative record on measures and procedures is preserved and can withstand any 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.

The Secretary determines the contents of official legislative publications and determines the number of documents to be published and distributed. Inaccuracy can cause inconvenience to the public who travel any distance. Inaccuracy can also have political repercussions if a member's vote is not recorded correctly.

The Secretary makes personnel decisions regarding employee discipline and rewards, performance evaluations, hiring, overtime, and training. The Secretary makes decisions on the management of the Secretary's office budget. The Secretary decides prioritization of workloads, resource use, and budget development. The Secretary approves leave requests and monitors attendance records of the Secretary's office.

Probable errors would have an impact on the operation, relationships or costs of other sections or divisions of the agency and may impact the operations or reputation of the legislature. Erroneous decisions could adversely impact employees and/or the agency with consequences ranging from poor morale to litigation and/or settlements.

The Secretary prioritizes and sets deadlines for work to be completed. Errors in judgment could result in disruption in the workflow of the legislative process.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Work is performed independently in compliance with provisions of the Oregon Constitution, Senate Rules, customs and precedents, Oregon Revised Statutes and Mason's Manual of Legislative Procedure. The

Secretary serves the Senate, works in consultation with the President of the Senate and is subject to re-election every two years.

SECTION 9. SUPERVISORY DUTIES

Which of the following supervisory/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 |

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position:

The Secretary advises the Senate on parliamentary law, Oregon’s legislative process, customs and precedents. The Secretary must be proficient in providing immediate interpretation of the Senate Rules, Mason’s Manual of Legislative Procedures and general parliamentary law.

The Secretary should have a thorough understanding of the Oregon Constitution and selected statutes as they pertain to the Legislative Assembly, as well as an understanding of the procedures and rules of the Senate.

The Secretary must be able to motivate employees and to develop a sense of responsibility and loyalty to the Senate and the Legislative Assembly.

The Secretary 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.

The Secretary 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 Senate.

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, and establish and maintain harmonious working relationships with elected officials and co-workers.

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

Secretary of the Senate has the authority to commit agency operating moneys for the general support services and operation of the Secretary of the Senate.

EMPLOYEE SIGNATURE _____ **DATE** _____

MANAGER’S SIGNATURE _____ **DATE** _____

SECRETARY OF THE SENATE

MINIMUM QUALIFICATIONS: List minimum qualifications for this position.

- Five (5) years experience in legislative process, principles, practices and/or procedure in Oregon or another state(s). (AND)
 - Bachelors Degree in Public Administration, Public Policy, Political Science or a 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 long and short term goals and plans;
 - implementation and utilization of software and information technology;
 - budget planning and development;
 - 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.
- * Law degree, master's degree or parliamentary training is desirable, but not required.

Desired Attributes:

Working knowledge of the principles of parliamentary law.

Working knowledge of Oregon's legislative process, rules, traditions, customs and precedents.

Desire to maintain and promote Oregon Senate history and act as the guardian of Oregon's historic Senate Chamber.

Ability to provide unbiased judgments on controversial issues and remain apolitical in a political atmosphere.

Ability to work effectively with legislators, their staff and constituents, other legislative personnel, agency personnel, lobbyists and the public. Relationships must be sustained at a nonpartisan, professional level.

Ability to teach, train and direct a staff of professionally trained persons.

Knowledge of state and federal government organization and finance and state legislative policies and procedures.

Skill in management techniques relating to planning and assigning work according to specific goals and available resources, determining training needs and supplying that training, utilizing motivational techniques for effective workflow, and the ability to identify discipline problems and take action when needed.

Skill in creating and analyzing general, statistical, and technical reports.

Skill in planning, organizing and controlling the use of human, equipment and budgetary resources to achieve department, agency or division goals and objectives.

Skill in applying the principles and practices of budgeting and financial management.

Desired communication skills and experience in oral and written communication within these environments: (1) Interpersonal, (2) Team, (3) Large Groups, (4) Public Speaking.