

**Oregon State Legislature
Caucus Administrator/Chief of Staff
Job Description**

Classification Title	Caucus Administrator/Chief of Staff		
Job Code:	9901	Job Family:	Legislative
Pay Grade	16	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	8/2022

GENERAL SUMMARY

Manages a caucus office. Assists members in developing and passing legislation in support of caucus priorities. Supervises office staff.

REPORTING RELATIONSHIP

Reports to a Caucus Leader.

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. Directs the caucus program by developing and implementing policy and political priorities that reflect the vision and agendas of the party's caucus.
2. Prepares for and convenes caucus and leadership team meetings. Receives direction from members and leadership on issues and coordinates decision-making forums on policy and budget topics.
3. Assists caucus members in building and maintaining relationships with other legislators, businesses, unions, associations, community members, and other stakeholders.
4. Plans the caucus budget. Allocates office resources.
5. Maintains current knowledge of policy and political news, trends, and events that might impact caucus programs and goals.
6. Resolves conflicts/grievances from staff and legislators in other offices. Participates in branch-wide discussions and implementation of personnel rules. Represents management in collective bargaining and ongoing labor relations.
7. Presents outcomes of caucus legislative programs and analyzes the successes and shortcomings of the programs. Proposes and implements changes to caucus programs. Provides information about decisions on resource allocation. Explains the need for additional resources or changes in the program.
8. Supervises office staff by conducting interviews, hiring, and training staff. Coordinates personnel issues with Employee Services.

9. Manages Caucus Leader's Senate Rules Committee work relating to meeting agendas, legislation and executive appointments in coordination with Legislative Policy and Research Office.

KNOWLEDGE, SKILLS & ABILITIES.

- **Knowledge of:**
 - Member districts and priorities
 - Legislative and electoral processes
 - Current events, bills, and laws
 - Management practices and office stewardship
 - Federal, state, local, and legislative personnel regulations
 - State political structure
 - Legislative history
 - Caucus program priorities
 - Budgeting processes and systems

- **Skill in:**
 - Negotiation with others
 - Verbal and written communication
 - OLIS, measure tracking systems, and other software
 - Interviewing, hiring, training, supervising, and developing staff
 - Budget and budget request preparation
 - Tracking, analyzing, and summarizing news, reports, and trends

- **Ability to:**
 - Analyze and evaluate effective usage of staff and resources for program implementation
 - Hire, direct, and train staff
 - Survey members on meeting topics
 - Effectively allocate resources
 - Evaluate the effectiveness of programs and their use of staff and resources

MINIMUM JOB REQUIREMENTS

Bachelor's degree and seven (7) to nine (9) 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 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.