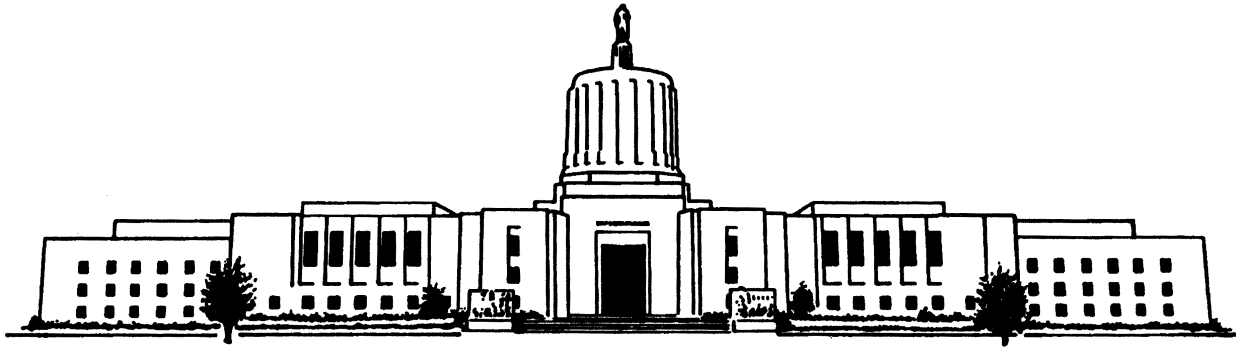


Recruiting for:

**SENIOR POLICY ANALYST**

**Salary Range 30 (\$5,056 - \$7,459 monthly)**

**[Legislative Affairs Specialist II]**



**LEGISLATIVE ASSEMBLY  
HOUSE REPUBLICAN OFFICE**

The House Republican Office (HRO) is seeking a full-time Senior Policy Analyst (Legislative Affairs Specialist II) to work in the HRO with caucus leadership and advise all House Republicans on a myriad of policy issues.

## **DUTIES AND RESPONSIBILITIES**

- ◆ Perform analyses and provide advice to members of the House Republican Caucus and their staffs on important public policy issues.
- ◆ Regularly present analyses in writing and orally to caucus members and staff—often on tight deadlines.
- ◆ Work with caucus staff and House Republican Caucus members to pursue a strategic legislative agenda for the 2019 legislative session and beyond.
- ◆ Assist with research, strategy development, and public education efforts to assure best chance of success on priority bills.
- ◆ Maintain files and other information in assigned issue areas, and track legislation in assigned committees, in order to effectively brief and otherwise prepare House Republican Caucus members for upcoming committee and House floor votes.
- ◆ Work with House committee vice-chairs to assure due consideration of caucus and individual member priorities.
- ◆ Support the work of Legislative Assistants by responding to policy requests, and developing and executing staff legislative trainings.
- ◆ Build and maintain strong relationship with diverse stakeholders with varied interests.
- ◆ Track legislation, produce floor-reports for each legislative session, and develop policy issue briefs.
- ◆ Solve disputes and gain agreement with external constituencies to support policy initiatives.
- ◆ Analyze policy proposals, and recommend action based on probable political and public reaction to changes in policy.
- ◆ Interpret and explain policy, legislation, and rules to staff, legislators, and the public.
- ◆ May act with delegated authority for the administrative superior during superior's absence, make presentations to legislators or participate on workgroups or advisory committees.
- ◆ Manage research projects that evaluate state policies and operations.
- ◆ Research current trends in priority subject areas, formulate policies, and suggest legislative changes to support philosophy or changes in practice.
- ◆ Review administrative rules based on changes in statute and legislative intent.
- ◆ Coordinate and respond to legislative inquiries; prepare testimony and create background materials for hearings.
- ◆ Work on other projects on an as-needed basis.

## **HIRING INFORMATION**

- ◆ The starting salary for this position will be determined within Range 30 (\$5,056 - \$7,459/mo.).
- ◆ Candidate must be able to start work no later than December 14, 2018, preferably by December 3.
- ◆ This full-time position has management service benefits, including health and dental insurance; optional life and disability insurance programs; a paid retirement program for qualifying individuals; and paid vacation, holidays, and sick leave.
- ◆ This is an at-will position, serving at the pleasure of House Republican caucus leadership including but not limited to the Republican Leader and the Chief of Staff.

## **WORKING CONDITIONS**

The Senior Policy Analyst works in a partisan political environment in the Capitol building in Salem. Unpredictable work hours, including evenings and weekends, are required during the legislative session and other heavy workload periods.

## **NECESSARY SKILLS**

- ◆ Excellent writing, editing, speaking, and analytical skills.
- ◆ Successful experience researching complicated policy issues and providing clear and concise findings.
- ◆ Understanding of the legislative environment.
- ◆ Experience presenting information in writing and orally.
- ◆ Excellent work ethic.
- ◆ Ability to work individually in a self-directed manner and as part of a team.
- ◆ Ability to produce consistent, quality work under deadline in a fast-paced environment.
- ◆ Ability and willingness to work outside of normal business hours as the legislative session dictates.
- ◆ Ability to manage several issues and projects simultaneously and to adjust to frequently changing demands.
- ◆ Ability to transmit information by spoken word so that an audience with differing levels of comprehension can understand the presentation.
- ◆ Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- ◆ Gather, evaluate, and interpret data to arrive at valid conclusions.
- ◆ Identify sources of information, what kinds of information are needed, and apply different methods of collecting data.
- ◆ Determine how a system should work and how changes in conditions, operations, and the environment will affect the outcomes.

- ◆ Identify complex problems and review related information to develop and evaluate options and implement solutions.
- ◆ Work effectively with senior-level decision-makers and their immediate staffs. Develop specific goals and plans to prioritize, organize, and accomplish work.
- ◆ Develop, design, or create new applications, ideas, relationships, or systems.
- ◆ Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

## MINIMUM QUALIFICATIONS

- ◆ Bachelor's degree in any of the Social Sciences, Business, Public Administration, Public Relations, Communications, Marketing, Journalism, or the Behavioral Sciences, or related degree. Advanced degree(s) may result in greater compensation. **AND**
- ◆ Four (4) years professional level experience in Public Relations or Affairs **OR**
- ◆ Eight years' experience directly related to the position under recruitment; five of the eight years must have been at the professional level.

## TO APPLY

Please e-mail a cover letter, a current résumé, two recent writing samples, and three references to the Chief of Staff, Mike Carew at [Mike.Carew@oregonlegislature.gov](mailto:Mike.Carew@oregonlegislature.gov)

- ◆ The cover letter should describe how you meet the minimum qualifications and necessary skills.
- ◆ The two writing samples should pertain to the position (e.g. policy brief, issue talking points, etc.)
- ◆ If interviewed, a writing test will be required and an oral presentation is likely to be required.
- ◆ All applications will be confidential; references will not be contacted unless a candidate becomes a finalist.

This position will remain open until filled. However, to be considered in the first round of interviews, applications must be received by November 13, 2018.

Any questions concerning this position should be directed to the Chief of Staff, Mike Carew at 503-986-1544 or [mike.carew@oregonlegislature.gov](mailto:mike.carew@oregonlegislature.gov)

The Legislative Assembly cannot be responsible for materials that are lost in the mail, illegible, or missing as a result of transmittal.

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

Closing Date: November 13, 2018

