

**Oregon State Legislature
Job Description
Senior Research Analyst**

Classification Title	Senior Research Analyst		
Job Code:		Job Family:	Legislative
Pay Grade	15	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	Sept. 18, 2025

GENERAL SUMMARY

The Legislative Policy and Research Office (LPRO) provides committee administration as well as policy research and development services to legislators and legislative committees. Research analysts in LPRO design and conduct research; prepare objective, non-partisan descriptive background and analytical reports; and participate in multi-disciplinary team research initiatives.

Senior research analysts provide technical consultation to legislators and LPRO staff as well as serve in a supportive role across policy areas, ensuring high-quality and timely research products and services. Senior research analysts are lead workers within the agency, manage projects as assigned, and work on multidisciplinary teams.

REPORTING RELATIONSHIPS AND TEAMWORK

Reports to the Deputy Director for Policy Research. Works collaboratively with the Director, Deputy Directors for Committee Services and Administration, and LPRO staff. This position is situated in LRPO's research team.

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.

A senior research analyst provides:

- public policy research, analysis, and consultation to policy committees, legislators, and their staff, including preparing objective, non-partisan, analytical studies.
- descriptive and background reports on public policy issues.
- consultation to legislators and their staff on policy research throughout the legislative process.
- lead support for multi-disciplinary team research projects during the interim period between legislative sessions.

Strong writing, research, and presentation skills are essential, including the ability to synthesize complex analyses into easy-to-understand language for a non-technical audience. This position works closely with LPRO legislative analysts in lead or support roles to respond to legislators' research requests through a team-based staffing model.

1. Research Planning, Design, and Analysis

- a. Design research methodology and work with LPRO staff to gather, compile, and analyze data and information.
- b. Work independently and collaboratively to design, execute, and present complex research projects for the Legislative Assembly.
- c. Create, study, and analyze tables, graphs, charts, and other statistics to arrive at conclusions about the data; establish procedures to verify the data quality and the results of research projects.
- d. Compile, evaluate, and synthesize data sets and other sources of available information as needed to complete projects.
- e. Develop survey instruments or construct data sets for analysis and future study.
- f. Use software to support analysis, reporting, and presentation of technical research findings.
- g. Present findings in a user-friendly format, such as tabulated charts or dashboards, compare similar or historical data, and/or discuss the findings with policymakers.
- h. Coordinate with internal and external stakeholders and experts as required to meet the needs of the Legislative Assembly.

2. Technical Consultation

- a. Lead the design of data collection protocols and guide data collection through document review, interviews, and surveys.
- b. Maintain current expertise in qualitative or quantitative analytical methods to serve the needs of the Legislative Assembly.
- c. Provide analytic, statistical, data management, and technical support for LPRO research, including assisting policy area teams in preparing memoranda, presentations, and writing reports.
- d. Provide consultation to legislators and staff to assist in designing policy research and analysis activities requested of LPRO. This includes evaluating and communicating about various methodological approaches, including different appropriateness and feasibility considerations.
- e. Assist legislators in understanding the strengths and limitations of published research, such as generalizability considerations.

3. Research Support for Committees, Task Forces, and Work Groups

- a. Provide nonpartisan research support services, including but not limited to fact-finding and fact-checking of claims or statistics; assessments of third-party data or research; and analysis of demographic, economic, environmental, or other data.
- b. Advise on and respond to questions related to research projects with lawmakers, legislative leadership, legislative agencies, executive and judiciary branch agencies, stakeholders, and the general public as needed to meet the needs of the assigned committees, task forces, and work groups.

- c. Present complex information to legislators, task forces, and policy-related work groups in a clear and accessible manner using appropriate communication, presentation, and visualization tools.

4. LPRO Lead Worker

- a. Lead and manage projects, as assigned, through all phases as assigned, including planning, execution, delivery, and reflection.
- b. Participate independently and with project teams to create office-wide publications to develop reports, data visualizations, policy briefs, and slide decks that share LPRO research results and analysis.
- c. Provide research mentorship and review peers' research, analyses, and writing.
- d. Develop and conduct internal research training as assigned.
- e. Coordinate with internal and external subject matter stakeholders and experts as required to meet the needs of the Legislative Assembly.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge

- General principles, concepts, and terminology used in research design and methods;
- Research analytic techniques, including gathering and collection of structured and unstructured data; and,
- Basic statistical techniques to analyze data.

Skills

- Evaluate external research and reports for bias and accuracy;
- Analyze, interpret, and explain technical data, trends, and reports in large groups and public meetings;
- Present technical reports and narrative summaries to a lay audience verbally and in tabular, graphic, or pictorial form to meet the needs of the intended audiences.

Abilities

- Adapt and apply formal research methods and principles to research problems;
- Gather, compile, and analyze structured and unstructured data;
- Conduct and interpret descriptive statistical analyses using appropriate software;
- Identify required data, information, materials, and resources needed to complete/perform a project;
- Design and validate studies and analyze the accuracy of data collected;
- Analyze quantitative and qualitative data to reach conclusions;
- Complete work under critical timelines to meet legislative deadlines;
- Be objective and flexible to adapt to changes in priorities and work assignments;
- Solicit feedback from and provide meaningful review of colleague's work;
- Gain and maintain the confidence and cooperation of others, collaborate, and

- Work in multidisciplinary teams and remain nonpartisan in a highly political environment while exercising discretion in handling and sharing sensitive information.

MINIMUM QUALIFICATIONS

- A master's or doctoral level degree in a social science discipline that included six-semester or nine-quarter units in any combination of a data-driven research-related field, such as economics, mathematics, psychology, sociology, demography, political science, geography, anthropology, statistics, data science or a research-related field. This must include at least one course in statistical methods and research design. AND
- 7 years of progressively responsible qualitative and quantitative data research experience engaging in the collection, compilation, manipulation, analysis, and interpretation of data; AND
- 3-5 years of demonstrated experience designing and executing complex research projects designed to inform policy decisions; OR

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

The ideal candidate will possess the following desired skills and experience in **two** or more of the following areas:

- Research methods
- Survey design and qualitative research
- Statistical analysis
- Applied public policy research and analysis

WORKING CONDITIONS

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Positions in this class have good working conditions, relatively free from unpleasant environmental conditions or hazards. Office environment, on-site and remote.

PHYSICAL DEMANDS

The physical demands described here represent 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 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.