

**Oregon State Legislature  
Job Description  
Legislative Analyst**

|                             |                     |                       |             |
|-----------------------------|---------------------|-----------------------|-------------|
| <b>Classification Title</b> | Legislative Analyst |                       |             |
| <b>Job Code:</b>            |                     | <b>Job Family:</b>    | Legislative |
| <b>Pay Grade</b>            | 13                  | <b>Date Reviewed:</b> |             |
| <b>FLSA Status</b>          | Exempt              | <b>Date Revised:</b>  | 8/2019      |

## **GENERAL SUMMARY**

The Legislative Assembly established the Legislative Policy and Research Office (LPRO) to provide committee administration and policy research and development services to legislators and legislative committees. Legislative Analysts work collaboratively with LPRO staff to:

- Prepare or assist in the preparation of legislative research and facilitate the development of legislative policy;
- Provide advice and assistance to legislative committees; and,
- Provide clerical and administrative services to legislative standing and interim committees.

## **REPORTING RELATIONSHIPS AND TEAM WORK**

Reports to Director. Works collaboratively with LPRO staff.

## **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. Committee Administration
  - a. Act as nonpartisan committee staff for legislative committees, task forces, and workgroups as assigned
  - b. Coordinate with committee chairs and legislative leadership to develop and implement workplans for assigned committees, task forces, or workgroups
  - c. Coordinate with legislative members and staff, legislative agencies, lobbyists, agencies, stakeholders, and the general public as necessary to support needs of assigned committees
  - d. Coordinate with legislative agencies as necessary to meet needs of assigned committees, task forces, or workgroups
  - e. Develop meeting materials as required to support needs of assigned committees, task forces, and workgroups
2. Task Force and Work Group Management
  - a. Facilitate work group and task force meetings tasked with building consensus on policy recommendations

- b. Identify issues, policy considerations, and options for work groups and task forces
  - c. Draft reports and policy recommendation documents for task forces and work groups
  - d. Facilitate stakeholder meetings at the request of individual legislators
- 3. Policy Research and Development
  - a. Analyze proposed legislation, amendments, and related materials as assigned to identify policy impacts
  - b. Design and execute policy research projects in assigned subject matter areas as requested by members of the Legislative Assembly
  - c. Collect, evaluate, review, and synthesize statutes, rules, caselaw, literature, and studies in assigned subject matter areas
  - d. Develop and maintain current subject matter knowledge as assigned to meet the needs of the Legislative Assembly
- 4. LPRO Projects
  - a. Research and write subject-specific publications
  - b. Participate in the creation of office-wide publications
  - c. Review peers' research and writing

## **KNOWLEDGE, SKILLS & ABILITIES**

### **Knowledge of:**

- State and federal law and administrative rules
- Standards and techniques for conducting nonpartisan public policy research
- Oregon's governance structure
- Legislative rules
- Basics of parliamentary procedure
- Subject matter content

### **Skill in:**

- Conducting nonpartisan, objective public policy research
- Evaluating external research and reports for bias and accuracy
- Meeting facilitation
- Reading, comprehending, and summarizing legislation
- Developing creative and collaborative solutions for legislators that draw upon subject matter expertise and research-based evidence
- Summarizing technical information orally and in writing to meet needs of intended audience
- Investigating current law, policies, and past legislative history affecting proposed legislation and committee issue areas

### **Ability to:**

- Prioritize competing demands and meet hard deadlines
- Communicate effectively and professionally in person and in writing
- Maintain attention to detail
- Maintain confidentiality
- Remain nonpartisan in a highly political environment

- Identify areas of consensus and disagreement among legislators and stakeholders
- Understand political context of policy discussions
- Collaborate with LPRO team members

### **MINIMUM QUALIFICATIONS**

- Graduate Degree in Public Policy, Public Administration, Law, or other related field; and,  
Three (3) years of experience researching, analyzing, interpreting, developing, or administering public policy. OR
- An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position.

An additional degree may substitute for one year of experience.

### **OTHER REQUIREMENTS**

- Experience staffing or administering committees, task forces, or similar groups that develop public policy.

### **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 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.