

# OKLAHOMA SENATE

## VACANCY ANNOUNCEMENT

### Legislative Analyst

The Oklahoma State Senate is receiving applications and resumes for the position of Legislative Analyst (see attached job description).

#### **Duties:**

- Drafts legislation and amendments pertaining to subject area assignment and prepares bill summaries.
- Conducts research and prepares written reports, briefs and memos on subject area topics and questions.
- Analyzes data and provides policy analysis for relative issues.
- Organizes and coordinates work of the committee pertaining to legislation, executive nominations, agenda, hearings, special studies and rules related to committee work.
- Monitors programs and actions of related boards, agencies and institutions.

#### **Minimum Education and Experience Requirements:**

- Bachelor's degree required with a minimum of 2 years' experience working in the Oklahoma Tax Code. Advanced degree with experience in legislative work or bill drafting preferred.

#### **Salary:**

- Commensurate with education and relative legislative work experience. Full state employee's benefit package included.

Mail or Deliver resume and/or completed application form to:

Oklahoma Senate, HR/Personnel Services  
2300 North Lincoln Blvd., Room 309.1C  
Oklahoma City, OK 73105-4808

OR

Email: [hrsenate@oksenate.gov](mailto:hrsenate@oksenate.gov)

## LEGISLATIVE ANALYST

### **DEFINITION:**

Under general administrative direction of the Committee Staff Division Director: (1) analyzes existing and potential legislative issues; (2) conducts research relevant to committee(s) and statutory areas of assignment; (3) drafts substantive legislation and other legislative documents; (4) organizes the activities of assigned Senate standing committees, subcommittees, interim committees, special committees, task forces and joint legislative committees; (5) monitors state agency operations and reviews laws pertaining to state agencies and the rules and regulations promulgated under those laws; and (6) performs other related duties as required and assigned.

Incumbents in this position perform technical work in drafting and analyzing legislation, researching and studying issues related to legislation and assigned subject areas, and providing recommendations on legislative proposals and policy issues. Incumbents may be required to work on specific assignments and projects in addition to normally assigned duties. Incumbents may be assigned supervisory control over other permanent or temporary staff conducting a variety of tasks.

### **EXAMPLES OF WORK PERFORMED:**

1. **ANALYSIS:** Conducts research and policy analysis on a variety of topics and issues independently or when requested to do so by individual Senators, committees or administrators; analyzes and organizes information, material and data from printed and electronic sources, or from consultation with appropriate individuals or groups; reviews, analyzes and prepares written summaries and background material for legislation; confers with technical experts, consultants, agency, board and commission administrators and personnel, lobbyists, attorneys and fiscal analysts to identify and determine public policy issues, the legal ramifications, and the impact on affected populations and entities of proposed legislation and issues before the Senate.

2. **RESEARCH:** Evaluates probable significance and impact of legislation and legislative issues; develops information exchange and data resource networks through contact with research and technical groups, legislative organizations, professional and occupational associations, universities and academic groups, lobbyists and federal, state and local governmental agencies, entities and officials; organizes ideas into coherent, logical, well-supported statements of facts and evaluations of alternative policies; prepares research results in a wide variety of written formats; proposes, develops and conducts long-range, in-depth interim studies and research projects at the direction of Senators and administrators.

3. **BILL DRAFTING:** Drafts legislation including bills, resolutions, committee, floor and conference committee substitutes, and committee and floor amendments; confers with bill authors and other interested persons or agencies associated with the measure to determine desired purpose, intent and specific provisions to be included in legislative measures; collaborates with staff attorneys and statute editors to determine whether prepared legislative measures comply with the author's intent, with Oklahoma constitutional provisions, existing state laws, Attorney General opinions and relevant case law and conform to technical requirements and acceptable Senate bill drafting standards; when appropriate, contacts and makes inquiry of representatives of agencies, boards and commissions, lobbyists or others affected by proposed legislation; develops and maintains detailed and extensive base of knowledge and resources necessary for formulating and presenting legislative policy options and writing legislation.

**4. COMMITTEE ORGANIZATION:** Assists committee chairs with committee organization, legislation assigned to the committee and agendas for all meetings; ensures preparation and distribution of meeting agendas and notices in compliance with Oklahoma Open Meeting Act requirements and Senate Rules; maintains records on legislation, executive nominations and administrative rules and regulations assigned to committee; prepares status reports and summaries for chairs and members; makes presentations upon request; prepares or oversees the preparation of all materials required for committee meetings; notifies and schedules bill authors, speakers and other interested parties for committee meetings; advises chairs regarding Senate and Joint Rules governing the procedures and conduct of committee meetings, public hearings and handling of bills in committee, and Senate policies, state laws or other matters affecting the committee process and procedure; supervises the preparation of reports of official committee actions; initiates and oversees the clerical preparation of meeting notices and agendas, mailings, routine meeting arrangements, and other correspondence; assists the chair with preparation and conduct of committee meetings for interim studies assigned to the committee; coordinates with associated staff in scheduling presenters, along with the collection and distribution of any materials of the presenters; assists in preparation of notice and agenda for interim study.

**5. EXECUTIVE NOMINATIONS:** Coordinates with the chair of the assigned standing committee and the Executive Nominations Coordinator to schedule appearance before committees.

**6. AGENCY OVERSIGHT:** Monitors and evaluates actions, programs, rules and regulations of agencies, boards and commissions of which the committee(s) of assignment is vested with legislative oversight; attends appropriate agency, board and commission meetings and reviews minutes, reports, written proposals and literature; prepares summaries, suggested responses and legislative options for consideration by members of the Senate; collects and submits proposed agency rules along, with any required summaries, to the chair of associated committees.

**7. RELATED DUTIES:** Prepares issue papers and research reports analyzing issues for Senate members and administrators; prepares summaries of Senate and House legislative measures; develops and prepares background information for use by Senators making public appearances; drafts correspondence in response to constituents at the request of Senators, and may include contacting or meeting with a constituent upon request; makes written and oral presentations to legislative committees, individual Senators, professional associations, interest groups and constituents regarding legislation, issues and legislative actions and procedures upon request; attends meetings and public functions as a representative of the Senate; may supervise other professional and support staff and interns in the performance of a variety of duties and tasks; assists in organizing and conducting staff cooperative research projects; may assist in training entry-level personnel or interns in bill writing techniques, committee function and organization, sources and methods of legislative research, office procedures and legislative protocol.

#### **KNOWLEDGE AND SKILLS:**

Knowledge of research methodology and analytical techniques; appropriate information resources and sources of material; of basic principles, mechanics and usage of grammar, composition and vocabulary; of the legislative process, terminology, rules, policies and procedures; of the issues related to areas of assignment; of state government operations; of federal, state and local laws, rules and regulations related to areas of assignment; of the Oklahoma State Senate Bill Drafting Manual, Senate and Joint Rules and other operational

manuals, guides and policies relating to staff and Oklahoma legislative process and procedure; of use of technology for research, bill drafting and other applications associated with legislative staff work and responsibilities.

Skill in maintaining confidentiality of information and discreetly handling the work of the Senate; in establishing and maintaining professional working relationships; in diplomatically and effectively interacting with legislators and their constituents, coworkers, governmental officials and interest groups; in eliciting pertinent information; in gathering, organizing, analyzing, and presenting technical and complex information in a clear, precise and concise manner; in developing historical knowledge to interpret and convey legislative issues; in designing and developing legislative issue studies; in writing clearly and logically in layman style and language; in independently working and making decisions; in simultaneously coordinating several projects; in supervising the other professionals, support staff, and interns when so directed; in meeting deadlines and adjusting work schedules as necessary to do so; and in complying with management direction.

**EDUCATION AND EXPERIENCE:**

Baccalaureate degree from an accredited college or university required with two (2) years' experience working in the Oklahoma Tax Code. Advanced degree with experience in legislative work or bill drafting preferred.

NOTE: No substitution of experience will be allowed for a baccalaureate degree.