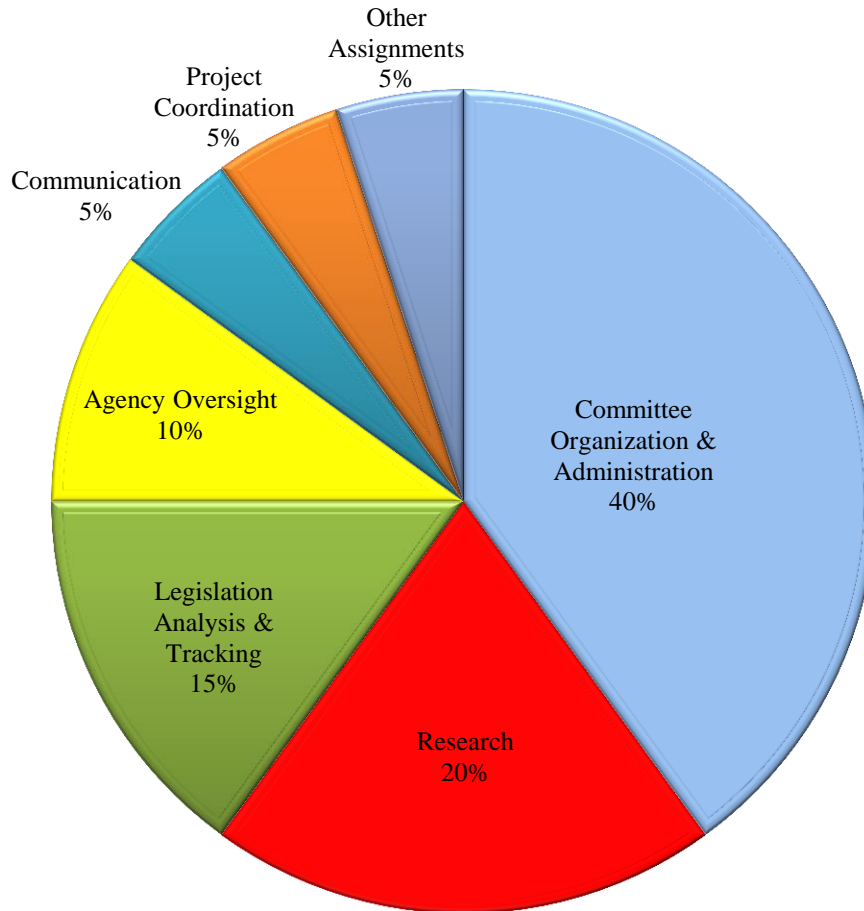


## Committee Services Administrator Duties



### Committee Organization and Administration

- Assists committee Chairs in establishing committee work plans and priorities, and developing committee agendas
- Works with Chairs and committees, in both chambers, to conduct committee activities including:
  - Reviews drafts of committee rules with committees
  - Monitors committee activities for compliance with chamber and committee rules
  - Schedules meetings
  - Ensures appropriate information is timely and available on OLIS
  - Ensures committee agendas are organized and posted in a timely manner
  - Prepares motion scripts and other aides for Chairs and Members
  - Identifies persons and interest groups to be notified
  - Assists public before, during and after hearings
  - Solicits testimony and coordinates presentations
  - Attends committee meetings
  - Assists Chair and Members with application of legislative rules and procedures
  - Monitors committee deliberations and decisions for necessary follow-up

- Meets with representatives of interest groups, the public and others regarding issues before the committee
- Organizes and facilitates work groups at the direction of the Chair
- Identifies and explains the basic positions of legislative measure opponents and proponents
- Communicates committee activities to Leadership offices
- Relays communication from Leadership offices to Chairs and committee Members
- Arranges and coordinates periodic “road hearings” during session and interim
- Prepares written summaries of certain task force meetings

### **Research**

- Draft and updates Background Briefs
- Conducts research and drafts reports specific to a Member’s request (either directly or via a request from a caucus office)
- Responds with (nonlegal) verbal or written answers to public requests
- Researches and drafts background for Staff Measure Summaries
- Researches content for inclusion in assigned task force reports
- Performs research for all committees and Members of current law, policies, and past legislative history affecting proposed legislation and committee issue areas including reviewing research and policies from other states and public policy groups
- Describes to Members and others past policy decisions and current options in assigned subject areas

### **Legislation Analysis and Tracking**

- Prepares and submits measure requests for committees
- Reviews bills sent to committee
- Tracks the status of measures between chambers and committees, and makes this information available to Chairs and Members
- Prepares and delivers subject matter background and analysis to committee Members
- Identifies areas of consensus, reviews material and summarizes options for Chair and Members
- Confers with Fiscal and Revenue Officers or agencies regarding impact of legislation
- Prepares timely requests for fiscal and revenue impact statements on measures before committees, and ensures information is available for committee consideration
- Ensures measures voted out of committee are processed for desk filing in a timely and accurate manner
- Develops means of tracking/monitoring legislation; plans for timely completion of process
- Confers with Legislative Counsel in drafting measures and amendments and resolving conflicts
- Reviews amendments and develops amendment explanations and/or related information for committee Members as requested

### **Agency Oversight**

- Conducts oversight of state agencies and programs in assigned subject areas, including tracking agency activity (task forces, work groups) in implementation of legislation
- Coordinates meetings between agencies and Chairs and/or other Members to discuss issues
- Reviews and prepares analysis of agency rulemaking, and analysis of general agency operation
- Maintains communications with agency administrators and legislative coordinators

- Visits agency sites and tours programs outside the Salem area
- Monitors studies and general information in assigned subject areas

### **Project Coordination/Participation**

- Lead staff or participant to complete regular office projects as assigned by manager:
  - Annual Summary of Legislation
  - Background Briefs
  - Session staff training materials, including review and updating of administrator training manual and training calendar
  - Assist with chair and/or new Member orientation and training
- Assist in hiring process by reviewing applicants and participating in interview process
- Lead or participates in special projects related to session staff training, refining committee process, office operations, etc.
- Works with Information Services to design and field-test new program applications
- Coordinates projects with professional staff from other legislative branch offices
- Oversees administrative support staff projects

### **Communications**

- Receives and responds to request for materials, research, or investigations
- Responds to legislative leadership inquiries regarding proposed legislation before the committee
- Communicates Chairs work plan as directed
- Writes position statements, letters, reports and other communications from committee actions, and explains impact of options
- Explains relevance of related statutes, court decisions or rules
- Drafts speech material and staff measure analysis for use by Members during floor discussions
- Prepares written analyses of public policy, including current law and proposed legislation;
- Presents analyses and other information in writing and orally to legislators, committee chairs, committees, and legislative leadership offices

### **Project Coordination/Other**

- Participates in external professional development events
- Participates in agency meetings and in-service training
- Participates in intra-office policy meetings
- Provides training and ongoing mentoring to session staff
- Supervises full-time graduate interns for length of session including evaluation and conferring with academic institutions
- Ballot measures explanatory statement, financial estimate, and legislative argument administrative activities with Secretary of State