

**Minnesota Legislature  
Joint Offices and Commissions**

**Job Title:** Analyst I – Limited Term Temporary

**Job Grade Level:** 9

**Working Title:** Research Analyst

**Name of Incumbent:**

**Agency/Department:** Legislative Coordinating Commission

**Date:** May 16, 2023

**Reporting to:** Executive Director and commission chair(s)

**Approved By Director:**

**Appointment:** 1 FTE (up to 4 positions will be filled)

**Career Track:** N/A due to limited term temporary status

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**Primary Objective:** To conduct nonpartisan research and analysis on issues related to time-limited task forces and working groups established in legislation.

The task forces established under the LCC focus on a variety of topics such as aging, youth intervention, metropolitan governance, and sustainable infrastructure and are comprised of a bipartisan group of legislators and/or citizens to study issues, develop policy recommendations, and draft legislation.

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**Responsibilities & Tasks:**

- A. Coordinate and conduct research on behalf of assigned task forces or working groups (commissions). (45%)
  - 1. Conduct primary and secondary research on issues as directed by the task force or working group.
  - 2. Provide legal analysis of laws associated with the scope of the task force or working group.\*
  - 3. Collect information using primary and secondary sources in various formats and organize and report the information in the manner and format requested. \*

4. Communicate effectively and efficiently, both orally and in writing, the status and results of the research or tasks undertaken.\*
  5. Respond to inquiries and information requests from legislative members and staff, agency staff, and stakeholders. \*
  6. Provide leadership related to research and writing projects to meet the deliverables of task force or working group. \*
  7. Draft legislation, in consultation with other nonpartisan offices, for consideration by the task force or working group, legislative committees, and the full legislature.
  8. Develop expertise in assigned policy areas and related topics, with special focus on applicable law and national trends.
  9. Monitoring relevant current events, such as federal legislation and actions in other jurisdictions that may impact the work of the task force, through research and attention to digital newsletters and other news sources.
- B. Serve as the committee administrator for assigned task force(s) or working group (s). (35%)
1. Work with the Chair to organize, plan and develop agendas for meetings.\*
  2. Identify presentations to be provided and work to arrange testimony.
  3. Ensure compliance with applicable laws and parliamentary procedures for all meetings.\*
  4. Develop materials that are accessible and necessary for the group to carry out their responsibilities.
  5. Provide direction to the commission assistant, if available, on tasks necessary to support the work of the group.
  6. Prepare and distribute meeting materials.
  7. Notify interested parties of items on meeting agendas, and schedule testifiers.\*
  8. Communicate with interested parties, agencies and testifiers regarding developments that affect them.\*
  9. Maintain files and records to ensure access to official actions of the group.

10. Serve as the first point of contact for the task force or working group.\*

C. Conduct research on work specific to the Legislative Coordinating Commission. (10%)

1. Research and develop expertise on assigned areas that relate to the operations and work of the LCC.\*
2. Assist in reviewing strategies implemented in other state legislatures and at the national level.
3. Draft policies, procedures, and (if necessary) legislation for consideration by the LCC.
4. Provide research and report writing assistance for other assigned LCC operational activities.\*

D. Serve as an effective member of the LCC team. (10%)

1. Actively participate in team meetings.\*
2. Attend and complete required training.
3. Other duties as assigned by the LCC executive director or deputy director.

### **Performance Indicators**

- Attention to Legislative and Public Meeting Protocol: The ability to prepare meeting materials and draft legislation in conformity with state statutes, legislative rules, procedures, and, for legislation, in accordance with the Revisor's manual.
- Knowledge of Assigned Policy Areas: Knowledge, progressing to expertise, in assigned policy areas, applicable law, and rules, and the ability to anticipate and identify emerging issues, trends, and information.
- Nonpartisanship, Professionalism, and Timeliness: The ability to produce written work product and verbal responses that are nonpartisan, objective, professional, and meet applicable deadlines and conduct activities in a nonpartisan and professional way.
- Communication Skills: Skill in producing written and verbal communications that are tailored to the audience, are non-technical and devoid of jargon, and explain complex concepts and technical details to audiences with limited technical knowledge of the subject area in a clear, concise, and understandable manner.
- Credibility and Leadership: The ability to represent the LCC and maintain the credibility of the work of the LCC; the ability to lead the work of assigned task forces, working groups, or special projects, as designated.

- **Research and Comprehension:** Proficiency in research and analysis, including use of on-line research tools.
- **Flexibility, Initiative, Collaboration and Problem-Solving Ability:** The ability to respond to multiple demands, exercise judgment in establishing priorities to satisfy these demands, objectively evaluate issues, information, and competing positions and present an assessment in a public forum, take initiative, work collaboratively, and use problem-solving in meeting the demands of legislative members.

**Budget Responsibility:** May have limited budget oversight responsibilities for specific task force or working groups.

**Supervisor Responsibility:** No direct supervision responsibilities.

**Indirect Supervision:** Provides work direction to LCC commission administrative assistant(s) on preparations necessary for meetings.

**Minimum Qualifications:**

- Bachelor's degree and two years of experience conducting research. Advance degree may substitute years of experience requirement.
- Excellent written and oral communication skills.
- Experience and demonstrated skill researching, analyzing, and reporting data.
- Experience writing, editing, and producing reports.
- Proficiency with Microsoft Office products.
- Ability to work independently and take initiative.
- Ability to work with public officials and the public and respond appropriately and in a timely manner to requests for information.
- Non-partisan background.

**Desired Qualifications:**

- Familiarity with the legislative process.
- Law or graduate degree.

\* Denotes Essential functions under the ADA—see guidelines on essential functions.