



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
November 18, 2024

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Oregon Department of Energy

Facility:

- New
Revised

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Administrative Specialist 2; b. Classification No: C0108; c. Effective Date: July 1, 2009; d. Position No: 0108003; e. Working Title: Division Assistant; f. Agency No: 33000; g. Section Title: Energy Planning and Innovation Division; h. Budget Auth No: 001118730; i. Employee Name: Vacant; j. Repr. Code: UA; k. Work Location (City - County): Salem - Marion; l. Supervisor Name (Optional); m. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, Job Share; n. FLSA: Exempt, Non-Exempt; If Exempt: Executive, Professional, Administrative; o. Eligible for Overtime: Yes, No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Energy's vision is to lead Oregon to a safe, equitable, clean, and sustainable future. ODOE helps Oregonians make informed decisions and maintain a resilient and affordable energy system. We advance solutions to shape an equitable clean energy transition, protect the environment and public health, and responsibly balance energy needs and impacts for current and future generations. ODOE helps Oregonians improve the energy efficiency of their homes, provides policy expertise to prepare for Oregon's future energy needs, staffs the Energy Facility Siting Council, provides technical and financial assistance to encourage investments in energy efficiency and renewable energy resources, promotes and cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy related emergencies. ODOE employs approximately 90 employees and is funded with revenue from more than 40 sources, including \$29.6 million in other funds, \$2.8 million in federal funds, \$3 million in lottery funds debt service, and \$32.9 million in non-limited loan program and debt service funds.

The Energy Planning & Innovation (P&I) Division supports the agency mission by pursuing programs and policies that help Oregonians conserve energy, use energy more efficiently, and produce energy using renewable sources. The Division's three sections: Energy Efficiency & Conservation, Energy Technology & Polic, and Building Codes and Standards collaborate with the Department's other divisions and stakeholders to help support the development of clean energy resources and integrate those resources into the State's transmission and distribution system. The division offers energy expertise across sectors, including efficiency in buildings and manufacturing as well as

alternative fuels and infrastructure, while helping Oregon build a more resilient energy system – one that is well prepared to respond to issues such as climate change and natural disasters. The division also helps the State pursue strategies to reduce greenhouse gas emissions through energy efficiency, renewable energy, and sustainable transportation.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

This position serves as the management assistant to the Assistant Director of Energy Planning and Innovation Division and coordinates and/or performs executive secretarial support services. This position also provides administrative support to agency managers in support of their respective programs.

**SECTION 3. DESCRIPTION OF DUTIES**

**List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.**

% of Time	N/R/NC	E/NE	DUTIES
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.*

45%	R	E	<p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Schedule and coordinate the logistics of meetings, special conferences, presentations, and other events e.g., workshops, Oregon Climate Action Commission, and other work group meetings for the Division.</li> <li>• Assemble, photocopy, and distribute materials and agendas for meetings and events.</li> <li>• Facilitate setting up of meeting space, audio-visual equipment, refreshments, recording equipment, registration, and sign-up sheets.</li> <li>• Set-up and host online meetings (e.g., Teams, Webex, etc.).</li> <li>• Attend meetings and take notes as requested, provide electronic version of meeting chats, and format minutes taken by assigned division staff as requested.</li> <li>• Create list of stakeholders/people in attendance for communication purposes.</li> <li>• Assist with the development of meeting presentations or displays.</li> </ul>
			<ul style="list-style-type: none"> <li>• Prepare, send, and receive division’s incoming and outgoing mail and fax communications.</li> <li>• Distribute mail and fax transmissions received to the appropriate staff member.</li> <li>• Answer calls received by the agency and provide customer service and/or direct callers to the correct staff member.</li> <li>• Assist division with the creation and preparation of reports.</li> <li>• Compile information, assemble supporting documents in digital form or physical form, and convert information into federal e-government or other required formats.</li> <li>• Proofread and edit documents online and in paper form.</li> <li>• Develop spreadsheets for tracking purposes to assist staff in producing reports.</li> <li>• Input and retrieve data in program spreadsheets and databases for staff for purposes of program monitoring and program evaluation.</li> </ul>
			<ul style="list-style-type: none"> <li>• Develop and maintain database of contacts and e-mail groups for staff regarding various technical disciplines, tasks forces, and policy issues.</li> <li>• Export information from reports, documents, and databases to spreadsheets for easy access and visibility.</li> </ul>
			<ul style="list-style-type: none"> <li>• Review database information for readability, consistency, and accuracy.</li> </ul>
			<ul style="list-style-type: none"> <li>• Conduct internet, e-mail, phone, and library searches to obtain information and documents necessary to program operations per the Assistant Director, Energy Planning and Innovation Division. This includes information such as current</li> </ul>

			events, statistical data, relevant program information from other states, technical reports and manuals, and product information.
			<ul style="list-style-type: none"> <li>Order library books, research materials, specialized equipment and supplies for meetings and projects.</li> </ul>
			<ul style="list-style-type: none"> <li>Develop procedures manual of administrative program duties to document program operations for new and existing staff.</li> <li>Identify potential problem areas, recommend procedure changes, and recommend processes to streamline or clarify workflow.</li> <li>Compile and create a draft a quarterly summary of current and future work of the division.</li> </ul>
			<ul style="list-style-type: none"> <li>Assist with division programs by responding to customer inquiries or contacting customers to explain program rules and procedures and to obtain missing or correct information as requested.</li> </ul>
			<ul style="list-style-type: none"> <li>Provide support on rules coordination.</li> <li>Research information and respond to inquiries from the public and staff regarding departmental policies and procedures, research activities and administrative rules in effect for specific time periods.</li> </ul>
			<ul style="list-style-type: none"> <li>Provide agency-wide administrative assistance and back-up receptionist duties and telephone coverage as scheduled or needed.</li> </ul>
			<ul style="list-style-type: none"> <li>Serve as the Workday Board Administrator for the Oregon Climate Action Commission and complete all related actions within Workday; onboard new members, ensure the completion of all required appointment documents, and collect and maintain I-9 and all other documentation per records retention and document security. Perform offboarding and terminate members within Workday at the end of members' term. Pull reports and respond to inquiries from HR, Payroll and/or DAS regarding commission members.</li> </ul>
<b>30%</b>	<b>NC</b>	<b>E</b>	<b>Management Support</b>
			<ul style="list-style-type: none"> <li>Schedule and coordinate the logistics of meetings for the Assistant Director of Energy Planning and Innovation Division and help manage their calendar.</li> <li>Research, locate, assemble, edit, summarize, and distribute material, information and data for administrative action, meetings, or to respond to requests they received.</li> </ul>
			<ul style="list-style-type: none"> <li>Serve as a communication link between the Assistant Director of Energy Planning and Innovation Division with agency managers and staff, federal, state, and local agencies, businesses, and the public.</li> </ul>
			<ul style="list-style-type: none"> <li>Review, evaluate and prepare recommendations on improved procedures to ensure proper coordination of workflow between work units within the Division, the efficient flow of information and data, and delivery of services.</li> </ul>
			<ul style="list-style-type: none"> <li>Track communications sent to the division for response, ensuring appropriate and timely response.</li> <li>Determine and coordinate the appropriate routing and proofread and edit responses, as needed.</li> <li>Research information, prepare, and draft correspondence for signature. As needed, research information and draft correspondence.</li> </ul>
			<ul style="list-style-type: none"> <li>Serve as records coordinator for division, organizing and maintaining physical and electronic records. Regularly review files and document the archiving or destruction of records based on records retention schedule.</li> <li>Organize and maintain administrative files and electronic records.</li> </ul>
<b>25%</b>	<b>NC</b>	<b>E</b>	<b>Business Services Coordination</b>
			<ul style="list-style-type: none"> <li>Act as the division liaison for all business services functions. Interact with fiscal staff to organize and/or prepare division contracts and purchase requests.</li> </ul>
			<ul style="list-style-type: none"> <li>Assess and prepare for needs of new employees by requesting necessary supplies/equipment, completing new user form, documenting on-boarding schedule, and scheduling new employees' on-boarding activities on their Outlook calendars.</li> <li>Create and maintain a division new employee orientation packet, including description of funding sources, programs and policy areas, and previous division accomplishments.</li> </ul>

			<ul style="list-style-type: none"> <li>• Serve as the division's liaison with the department's Human Resource Section for recruitment and other personnel-related activities.</li> <li>• Coordinate selection process for employee and/or intern recruitments by collecting job announcement information and candidates' applications, contacting applicants, scheduling interview activities and conference rooms (if applicable), formatting interview questions for panel members and applicants, sending instructions or notifications to applicants, ensuring completion and collection of reference release forms, scheduling and facilitating online and/or in person interviews and the distribution of interview questions or assessments in advance (if requested by hiring manager or Human Resources). Ensure completion and collection of Panel Member Agreements.</li> <li>• Prepare interview rooms and greet and escort applicants for in-person interviews.</li> <li>• Arrange appropriate IT support for assessments.</li> <li>• Address candidate questions about interview process and/or logistics.</li> <li>• Collect all recruitment materials from each panel member for each recruitment. Organize and bundle all recruitment materials by recruitment and return to Human Resources.</li> <li>• Prepare and/or collect all recruitment or personnel paperwork requested by division managers or Human Resources; ensure accuracy of information and maintain utmost confidentiality.</li> </ul>
Ongoing	NC	E	<b>Miscellaneous</b>
			<ul style="list-style-type: none"> <li>• Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.</li> <li>• Maintain confidentiality and professionalism.</li> <li>• Engage in effective team participation and collaboration through the willingness to assist and support co-workers, supervisors, and other work-related associations.</li> <li>• Develop good working relationships with agency staff and supervisors through active participation in accomplishing group projects and in identifying and collaborating to resolve problems in a constructive manner.</li> <li>• Demonstrate openness to constructive criticism and suggestions to strengthen work performance.</li> <li>• Contribute to a positive, respectful, and productive work atmosphere.</li> <li>• Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.</li> <li>• Respect diversity of opinions, ideas, and cultural differences.</li> <li>• Other duties as assigned.</li> <li>• Regular attendance is required to meet the demands of this job and to provide necessary services.</li> </ul>

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

The office environment is an open landscape with cubicles and audible distractions. This position requires long periods of sitting, standing, use of a keyboard, computer, photocopier/scanner, and the use of a cell phone and landline telephone. Work requires lifting and carrying objects of up to 50 pounds, bending, crouching, use of arms above the shoulders, and transporting oneself throughout the office and to remote work locations. The position requires substantial reading, writing, and development of documents that require focus, reading comprehension, and writing skills. The work environment includes the use of electronic, audio-visual, and computer equipment. These working conditions are experienced daily. The employee must be able to complete work tasks under these types of conditions in this type of environment. An employee in this position must be available to work Monday through Friday with a regular 40-hour work schedule. The position may experience exposure to volatile or stressful situations and critical/hostile people. Work may require extended hours during the legislative session and as needed to accommodate short project timelines.

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

- Oregon Revised Statutes
- Department of Administrative Services Administrative Rules
- Oregon Department of Energy Policies and Procedures
- Oregon Department of Energy Administrative Rules for relevant programs
- ODOE desk procedures

**b. How are these guidelines used?**

These guidelines are used to appropriately respond to questions from ODOE staff, state and federal entities, or the public. In addition, these guidelines are used to comply with state and department requirements and procedures. Following these guidelines will ensure information provided to the public is consistent with program operations and that proper procedures are followed to provide the best possible service to the agency and the public.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Agency staff	By phone, email, in-person, virtual	Provide/receive information; coordinate activities	Daily
General public	By phone, email, in-person, virtual	Provide/receive information on programs, applications	Daily
Utilities, energy professionals, energy service providers, energy product vendors, code officials, facility managers, etc.	By phone, email, in-person, virtual	Provide/receive information; workshop registration; surveys; research	Daily
Other state agencies	By phone, email, in-person, virtual	Provide/receive information; coordinate activities	Daily
Federal agencies	By phone, email, in-person, virtual	Provide/receive information; reporting	Occasional

## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

This position will typically make decisions regarding the most appropriate approach to handle flow of program information. Judgment is required in prioritizing duties to provide good internal and external customer service, including efficient processing of documents. The person in this position must use independent judgment in determining if responses to requests are accurate and provide the appropriate information for internal processing. Decisions affect program efficiency and division image. This position will also be required to use discretion and maintain confidentiality during the course of their work.

Decisions include responsibility for ensuring laws and rules are followed. The judgment also needed involves research, analysis, evaluation, and interpretation of program databases operations for projects.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Energy Manager 3	0034004	Through formal and informal conversations and meetings and through quarterly performance accountability feedback	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate the effectiveness

**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0  
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- |  |  |
|--|--|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                   |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                    |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                       |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepare & sign performance evaluations  |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Must successfully pass criminal background check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type

**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

## SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

## SECTION 12. SIGNATURES

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date