



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
March 15, 2024

Agency: Oregon Department of Energy

Facility:

[X] New [ ] Revised

This position is:

- [X] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt. Svc – Supervisory
[ ] Mgmt. Svc – Managerial
[ ] Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations & Policy Analyst 3
b. Classification No: C0872
c. Effective Date: July 1, 2023
d. Position No: 2325025
e. Working Title: Codes & Standards Analyst
f. Agency No: 33000
g. Section Title: Codes and Standards
h. Budget Auth No:
i. Employee Name: Vacant
j. Repr. Code: UA
k. Work Location (City – County): Salem - Marion
l. Supervisor Name (Optional):
m. Position: [X] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[X] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [X] Exempt [ ] Non-Exempt
If Exempt: [ ] Executive [ ] Professional [X] Administrative
o. Eligible for Overtime: [ ] Yes [X] 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.

The Energy Planning & Innovation (P&I) Division supports the agency's mission by pursuing programs and policies that help Oregonians conserve energy, use energy more efficiently, and produce energy using renewable sources. The Division's two sections: Energy Efficiency & Conservation and Energy Technology & Policy 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.

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:**

Conduct economic, technical, and policy analysis of the Building Performance Standards program issues and act as the section’s legislative, rulemaking, and proceedings coordinator. This position will review and participate in Building Performance Standards regulatory processes of multiple state agencies and in regional and federal energy-related organizations.

**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
50%	N	E	<b>Economic, Technical and Policy Analysis</b>
			<ul style="list-style-type: none"> <li>Conduct economic, statistical, technical and policy analyses of Building Performance Standards issues and proposals being addressed by the section and provide options and recommendations to agency management and staff. This may include analysis of costs, benefits, barriers, and opportunities of emerging technologies, and existing or proposed Building Performance Standards policies. Analysis may involve data collection, computer modeling and collaboration with research entities.</li> </ul>
			<ul style="list-style-type: none"> <li>Research, develop, author, and implement program standard guidance documents, compliance forms, implementation tools, fact sheets, flowcharts, policies, and other supporting materials subject to Oregon’s Building Performance Standards.</li> </ul>
			<ul style="list-style-type: none"> <li>Review and evaluate agency research proposals, program or project evaluations, marketing plans and other activities, create long-term plans, goals, and objectives and provide recommendations for improvements as needed. This may include recommendations to improve economic, or financial; survey design; data collection methodology and analyses; and conclusions.</li> </ul>
			<ul style="list-style-type: none"> <li>Develop information about the Codes &amp; Standards section programs and establish criteria to identify and measure each programs effectiveness.</li> </ul>
			<ul style="list-style-type: none"> <li>Conduct analyses of proposed state and federal legislation and rules to determine impacts on Oregon and agency programs and rules. Develop recommendations and proposed agency direction when appropriate.</li> </ul>
			<ul style="list-style-type: none"> <li>Write and present briefing papers, reports, reviews, and fact sheets to deliver analytical results clearly and compellingly, including context, assumptions, methods, and findings. Presentations may be to agency management and staff, the Governor’s Office, other agencies, legislators, and stakeholders.</li> </ul>
			<ul style="list-style-type: none"> <li>Review, and analyze materials, and provide recommendations to other building codes and standards organizations in deliberations and forums on assigned topic areas. Provide technical assistance and accurate information on codes and standards resources and issues for citizens, businesses, and other stakeholders.</li> </ul>
40%	N	E	<b>Legislative Rulemaking and Proceedings Coordination</b>
			<ul style="list-style-type: none"> <li>Coordinate the legislative process for the Codes &amp; Standards section by tracking legislative commitments, preparing, and editing legislative materials, and monitoring legislative hearings for the section and helping to design agency legislative procedures and templates. Support and coordinate the section’s work to provide analysis and advice on statewide initiatives and legislation relating to building codes and standards. Review and evaluate legislation, provide advice,</li> </ul>

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

			options, and recommendations. Support and coordinate the section's work to conceive and develop legislative concepts, draft language, identify stakeholders, define issues. Participate in legislative work groups, as appropriate.
			<ul style="list-style-type: none"> <li>• Coordinate section rulemaking activities, working with management on priorities and with the section on its program needs. Ensure consistency of rules with agency statutes, programs, and policies.</li> </ul>
			<ul style="list-style-type: none"> <li>• Write administrative rules and policies for codes and standards programs based on program needs, legislation, and stakeholder feedback that guide program operations.</li> </ul>
			<ul style="list-style-type: none"> <li>• Preside over and conduct rulemaking administrative hearings. Review and analyze the hearing evidence, case documentation, applicable statutes, rules, and codes. Prepare hearings officer reports recommending appropriate action and findings based upon the evidence submitted and the corresponding research of the law.</li> </ul>
<b>10%</b>	<b>N</b>	<b>E</b>	<b>Program and Project Design and Management</b>
			<ul style="list-style-type: none"> <li>• Administer contracts, including developing the statement of work, coordinating the contractor selection (RFP) process, and monitoring work products and budget to assure timely and quality completion, as appropriate.</li> </ul>
			<ul style="list-style-type: none"> <li>• Respond to public inquiries regarding building codes and standards programs policies including the Building Performance Standard program.</li> </ul>
			<ul style="list-style-type: none"> <li>• Prepare responses to federal, state, and local government agencies requests for information and report on the program's progress and provide goals and activity summaries for the section manager</li> </ul>
			<ul style="list-style-type: none"> <li>• In coordination with the agency communications staff, assists in the development and distribution of agency reporting, marketing, and public information materials.</li> </ul>
<b>On-going</b>	<b>N</b>	<b>E</b>	<b>Miscellaneous</b>
			<ul style="list-style-type: none"> <li>• Maintain confidentiality of information that is exempt from disclosure under Oregon's public records law.</li> <li>• Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.</li> <li>• Engage in 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 identifying and collaborating to resolve problems constructively.</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</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, using a keyboard and other computer operations, and the use of a cell phone. 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 requires a persistent ability to balance and plan for many competing demands while completing required work on schedule. The position may experience exposure to volatile or stressful situations and critical/hostile people. Work may require extended hours during the legislative session, during an emergency, and as needed to accommodate short project timelines. This position requires in-person visits to and contacts with local government, state agencies, federal agencies, community groups, and other outside contacts.

## 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.

- Local, state, and federal energy and environmental laws and standards
- State and agency policies
- Program administrative rules
- State and regional energy plans
- State, local, and model building codes and performance standards
- Building performance standards of other states
- Accepted professional (engineering and other technical or policy-related) standards, guidelines, manuals, methods, and practices
- Public utility tariffs
- State and public agency purchasing and contracting rules and guidelines

### b. How are these guidelines used?

These rules and guidelines provide the context within which this position may operate in performing its work and in developing its technical, policy and program recommendations.

## 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?
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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".*

Agency Staff	By phone, email, in-person, virtual	Exchange information; coordinate activities/program/project; process application; oversee/fulfill contractual obligations, provide customer service etc.	Daily
Other state agencies	Phone, email, mail, in-person, virtual	Exchange information; technical assistance; coordinate policy and programs	Daily
Design and construction industry	Phone, email, mail, in-person, virtual	Exchange information; technical assistance; coordinate policy and programs	Daily
General public, including building owners, operators, and representatives	Phone, email, mail, in-person, virtual	Provide info; technical assistance	Daily
Local government	Phone, email, mail, in-person, virtual	Exchange information; technical assistance; coordinate policy and programs	Weekly
Energy Trust of Oregon, Northwest Energy Efficiency Alliance, other energy efficiency programs	Phone, email, mail, in-person, virtual	Exchange information; technical assistance; coordinate policy and programs	Weekly

Energy, environmental, community, and business advocacy organizations	Phone, email, mail, in-person, virtual	Exchange information; technical assistance;	Weekly
Other state and territory energy offices, NASEO	Phone, email, mail, in-person, virtual	Exchange information; coordinate policy and programs	Weekly
Subcontractors, vendors and consultants	Phone, email, mail, in-person, virtual	Contract administration, Exchange information	Weekly
Federal agencies	Phone, email, mail, in-person, virtual	Exchange information; grant writing/reporting; coordinate policy and programs	Monthly
Standards and codes organizations	Phone, email, mail, in-person, virtual	Exchange information	Monthly
Northwest Power and Conservation Council, Regional Technical Forum	Phone, email, mail, in-person, virtual	Exchange information; technical assistance	Monthly
Governor's Office	Phone, email, mail, in-person, virtual	Exchange information; technical assistance	Monthly
Legislature	Phone, email, mail, in-person, virtual	Exchange information; technical assistance	Monthly
HVAC, lighting, other equipment manufacturers and suppliers	Phone, email, mail, in-person, virtual	Exchange information; technical assistance	Monthly
Electric and natural gas utilities	Phone, email, mail, in-person, virtual	Exchange information; technical assistance; coordinate programs	Monthly

**SECTION 7. POSITION RELATED DECISION MAKING**

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

This position has technical expertise in establishing rules and standards for the design and operation of building performance standards and codes and works independently with formal written guidelines to plan, schedule, and carry out duties without close supervision. Decisions involve program design, evaluation, and compliance, and establishing technical energy standards and specifications that apply. The decisions and recommendations made by this position impact the design and planning of the program compliance. This position also makes recommendations to agency managers and assistant directors on state energy policies and legislation.

Poor decisions made by this position can result in insufficient progress in the program; lack of clarity and confusion by those subject to and affected by program requirements, leading to reduced compliance; poor relationships with stakeholder groups, other federal, state, and local government agencies, vendors, and utilities; and complaints by customers that can negatively impact the agency program.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Compliance and Regulatory Manager 2	2325022	Through informal and formal conversations and meetings, quarterly performance evaluations	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:

- Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides and maintain a satisfactory driving record.
- 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
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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".*

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## 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		