



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
December 30, 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: Operations & Policy Analyst 2; b. Classification No: 0871; c. Effective Date: July 1, 2023; d. Position No: 2325036; e. Working Title: Business Analyst; f. Agency No: 33000; g. Section Title: Information Services; 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: 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, represents Oregon's interests in the cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy related emergencies. ODOE employs approximately 123 employees and is funded with revenue from more than 30 sources, including \$55.6 million in general fund, \$108.3 million in other funds, \$9.3 million in federal funds, \$1.4 million in lottery funds debt service, and \$29.4 million in non-limited loan program and debt service funds.

Central Services section supports the agency mission by providing management information and business support functions to aid in the efficient delivery of services and to ensure the financial integrity of program operations. The Central Services Division is responsible for (1) developing and monitoring biennial budgets for the agency, (2) monitoring the cash flow for each dedicated funding source, (3) contract development, (4) grants management, (5) financial services, (6) purchasing, (7) information services, (8) records management, and (9) reception.

The Information Services section helps achieve the agency’s mission by building and maintaining a stable, reliable, and readily accessible technology infrastructure. The section provides network administration, application development, database solutions, and technical support for the entire agency. It also supports the agency’s educational mission by providing tools and capacity for gathering and sharing data and information. In addition, the Information Services section provides internal services focusing on securing information and infrastructure, and coordinates enterprise technology efforts with Enterprise Information Services.

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:

The primary purpose of this position is to serve as a liaison between business units and the Information Services team, effectively gathering and analyzing business requirements, translating them into technical specifications, and ensuring alignment with organizational goals.

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”.

40%	R	E	<p>Program Analysis</p> <ul style="list-style-type: none"> • Partner with internal stakeholders to identify, gather, and analyze business needs, ensuring alignment with organizational goals and technical feasibility. • Document and organize business requirements in compliance with established business analysis standards using the agency's designated software requirements documentation system. • Assess program operations and services using qualitative and quantitative methods; develop actionable plans to address gaps and optimize performance. • Collaborate with managers across all levels to establish specific, measurable, achievable, relevant, and time-bound (SMART) goals, set operational goals, and implement detailed action plans using project management best practices. • Develop precise and user-centric documentation of functional and non-functional requirements derived from requirement-gathering sessions with internal stakeholders. • Analyze operational data to guide decisions on project scoping, prioritization, and resource allocation. • Collaborate with internal customers to address evolving business needs, ensuring new projects are systematically documented, entered into the project funnel, and prioritized based on established criteria. • Develop and evaluate business process models using established methodologies and tools to document and clearly communicate current and future-state processes. • Support the evaluation and selection of software and hardware vendors by assessing alignment with technical requirements, business needs, and organizational standards.
30%	R	E	<p>Project Management</p> <ul style="list-style-type: none"> • Support the planning, execution, and monitoring of multiple, high-visibility projects, utilizing project management methodologies. • Manage stakeholder expectations through clear communication, ongoing engagement, and alignment of project goals with stakeholder priorities.

			<ul style="list-style-type: none"> Identify and analyze risks associated with build-versus-buy decisions for software projects, leveraging structured risk assessment techniques and frameworks.
			<ul style="list-style-type: none"> Monitor project performance to ensure adherence to deadlines, deliverables, and milestones, applying best practices for tracking and reporting progress.
			<ul style="list-style-type: none"> Facilitate the management of changes to project scope, timeline, or resources, utilizing structured change management processes to mitigate disruptions.
			<ul style="list-style-type: none"> Coordinate the completion and fulfillment of purchase requisitions, ensuring procurement processes align with project timelines and resource requirements.
30%	N	E	Business Systems Optimization
			<ul style="list-style-type: none"> Facilitate discussions with agency staff and managers to identify system inefficiencies and operational needs, ensuring actionable outcomes and prioritization of improvements.
			<ul style="list-style-type: none"> Work collaboratively with information systems and program staff to evaluate current systems, identify improvement opportunities, and develop detailed enhancement plans.
			<ul style="list-style-type: none"> Analyze operational processes, goals, and objectives to identify risks, constraints, assumptions, and data requirements, using structured methodologies to recommend system enhancements or specifications.
			<ul style="list-style-type: none"> Conduct feasibility studies and cost-benefit analyses to assess the value of modifying existing systems or adopting new developments, providing well-supported recommendations to decision-makers.
			<ul style="list-style-type: none"> Actively participate in Internal Acceptance Testing (IAT) and User Acceptance Testing (UAT), collaborating with the development team to identify and resolve issues.
			<ul style="list-style-type: none"> Compile and present test results to stakeholders, providing clear documentation of issues discovered and actionable recommendations for resolution.
			<ul style="list-style-type: none"> Develop comprehensive and user-friendly operational manuals for new or updated software solutions, adhering to documentation standards for clarity and usability.
			<ul style="list-style-type: none"> Design and deliver training sessions for agency staff on new programs, using a variety of instructional methods to ensure effective knowledge transfer and skill development.
			<ul style="list-style-type: none"> Provide post-implementation support and gather feedback to ensure system enhancements meet operational needs.
On-going	NC	E	Miscellaneous
			<ul style="list-style-type: none"> Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.
			<ul style="list-style-type: none"> Engage in team participation and collaboration through the willingness to assist and support co-workers, supervisors, and other work-related associations.
			<ul style="list-style-type: none"> 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.
			<ul style="list-style-type: none"> Demonstrate openness to constructive criticism and suggestions to strengthen work performance.
			<ul style="list-style-type: none"> Contribute to a positive, respectful, and productive work atmosphere.
			<ul style="list-style-type: none"> Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.
			<ul style="list-style-type: none"> Respect diversity of opinions, ideas, and cultural differences.
			<ul style="list-style-type: none"> Other duties as assigned.

- Regular attendance is required to meet the demands of this job and to provide necessary services.

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 15 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. Occasional overtime may be required.

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.

- Department of Administrative Services and departmental policies, especially in personnel and purchasing matters.
- Department of Administrative Services, Information Systems Division guidelines.
- Software licenses.
- Department policies.
- Department budget.

b. How are these guidelines used?

These documents are used to ensure compliance with regulations, legal use of software, and continued operation of equipment and software applications.

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?
Entire Department	Virtually, email, in person, by phone	Exchange information, coordinate activities	Daily
Service Reps. & Vendors	Virtually, email, in person, by phone	Request services or information	Weekly
Other Agencies & Organizations	Virtually, email, in person, by phone	Gather and provide information	As Needed

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

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position is responsible for evaluating business needs and prioritizing projects in alignment with direction from the governance team. This position uses professional expertise, data collection, and thorough analysis to impact decisions that impact documentation quality, administrative operations, and the scope of assigned projects.

Effective decision-making in this role ensures the development of systems that address real business challenges, improve operational efficiency, and deliver measurable cost savings. Conversely, poor decisions can result in delays to program delivery, reduced program effectiveness, and missed opportunities for organizational improvement.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Chief Information Officer / IT Manager 2	0512002	Through informal and formal conversations and meetings and through quarterly performance evaluations	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate effectiveness
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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.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

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