



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
July 1, 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

a. Classification Title: Research Analyst 3
b. Classification No: C1117
c. Working Title: Research Analyst
d. PPDB No/WD ID: 2325029
e. Section Title: Planning & Innovation Division
f. Agency No: 33000
g. Employee Name: Vacant
h. Budget Auth No:
i. Supervisor Name:
j. Repr. Code: UA
k. Work Location (City – County):

I. Position: Permanent, Seasonal, Limited Duration, Academic Year, Full-Time, Part-Time, Intermittent, Job Share
m. FLSA: Exempt, Non-Exempt
If Exempt: Executive/Supervisory, Administrative, Professional, Computer
n. 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.

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 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. 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:**

Coordinate, research, and plan research studies and projects; analyze and interpret information; and report findings, including providing recommendations in collaboration with the Energy Planning & Innovation Division in support of the climate and natural & working lands programs and projects.

**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
<b>60%</b>	<b>N</b>	<b>E</b>	<b>Data Research and Compilation</b>
			<ul style="list-style-type: none"> <li>Conduct literature reviews, surveys, interviews, and quantitative data analysis on information and data about energy, climate, and natural &amp; working lands as assigned, and assess for scientific soundness and usefulness to agency projects, programs, and work products.</li> </ul>
			<ul style="list-style-type: none"> <li>Identify credible data resources and conduct a technical assessment of data fitness and relevance to the program or project; and perform data collection and extraction, data entry and analysis, data transformation, data management, and data validation in coordination with agency staff.</li> </ul>
			<ul style="list-style-type: none"> <li>Compile, analyze, and interpret data, graphs, and charts to clearly and accurately answer identified energy, climate, and natural &amp; working lands questions and data needs that support the agency. Evaluate trends, prepare statistical forecasts, and explain their significance to the program or project.</li> </ul>
			<ul style="list-style-type: none"> <li>Present findings clearly and concisely in both written and oral formats, including translating complex information into a format that is easy to understand and appropriate for the target audience.</li> </ul>
			<ul style="list-style-type: none"> <li>Develop databases and visual representations of data such as charts, graphs, tables, infographics, flowcharts, spreadsheets, models, and GIS mapping in coordination with project leads to assess the data and answer identified energy, climate, and natural &amp; working lands questions.</li> </ul>
			<ul style="list-style-type: none"> <li>Assess the relevance and fitness of data sets and make recommendations on methods to improve.</li> </ul>
			<ul style="list-style-type: none"> <li>Communicate and explain, verbally and in written form, data and information to members of the section and management as needed.</li> </ul>
			<ul style="list-style-type: none"> <li>Track project resources and communicate if resource constraints may affect project quality or timelines and make recommendations to meet project objectives using available resources.</li> </ul>
			<ul style="list-style-type: none"> <li>Ensure that projects are implemented in compliance with statutes, rules, and policies.</li> </ul>

<b>20%</b>	<b>N</b>	<b>E</b>	<b>Research Plan Development</b>
			<ul style="list-style-type: none"> <li>• Coordinate with the Director's office, P&amp;I Division staff, and Agency managers to identify energy, climate, and natural &amp; working lands questions that inform the data needs for current programs, projects, and work products being implemented in the Agency.</li> </ul>
			<ul style="list-style-type: none"> <li>• Make recommendations to P&amp;I staff, section and division managers, Assistant Director for P&amp;I, or Agency Director for potential data resources or research projects to support cross-divisional and cross-sectional programs, projects, and work products.</li> </ul>
			<ul style="list-style-type: none"> <li>• Develop research plans to inform Agency projects, programs, or work products including timelines, phases, milestones, deliverables, identifying project teams, identifying resource and budgetary needs, identifying data resources, developing outreach plans, forms, surveys, and data acquisition plans.</li> </ul>
			<ul style="list-style-type: none"> <li>• Coordinate and plan with the Information Services staff to ensure data is uploaded, stored, and validated using agency approved protocols and policies</li> </ul>
			<ul style="list-style-type: none"> <li>• Use project management techniques to plan, execute, monitor, and review tasks to achieve project deliverables and goals. Collaborate with staff, management, and other divisions to evaluate program performance (meets statutory and regulatory requirements, project timelines and deliverables) and make recommendations for improvements.</li> </ul>
<b>20%</b>	<b>N</b>	<b>E</b>	<b>External Coordination and Outreach</b>
			<ul style="list-style-type: none"> <li>• In conjunction with manager and Communication Section, develop communication plans to conduct interviews or surveys for data collection needs.</li> </ul>
			<ul style="list-style-type: none"> <li>• Conduct surveys and interviews on the phone or in person with external data resources to collect, clarify, or manage data sets and information.</li> </ul>
			<ul style="list-style-type: none"> <li>• Maintain positive relationships with stakeholders, exercising sensitivity to their interests and needs in communications with them. Prepare written responses to outside requests for research information.</li> </ul>
			<ul style="list-style-type: none"> <li>• Provide support as needed to Agency staff, including developing talking points and presentations to communicate data collection projects, processes, and findings.</li> </ul>
			<ul style="list-style-type: none"> <li>• Prepare and deliver presentations to various units of the Agency, community groups, and others to report research findings, current statistics, or other information.</li> </ul>
			<ul style="list-style-type: none"> <li>• Collect feedback from stakeholders, evaluate current processes and tools for deficiencies and complexities, and make recommendations to staff and management for improvements.</li> </ul>
			<ul style="list-style-type: none"> <li>• Research and write materials in coordination with manager and P&amp;I staff, including input to OCAC reports, technical reports, white papers, and other documents as assigned.</li> </ul>
			<ul style="list-style-type: none"> <li>• Support agency participation in state-wide, regional, and national organizations.</li> </ul>
<b>On- Going</b>	<b>N</b>	<b>E</b>	<b>Miscellaneous</b>
			<ul style="list-style-type: none"> <li>• Perform position duties in a manner which 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> </ul>

			<ul style="list-style-type: none"> <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.**

Office environment is an open landscape with cubicles and audible distractions. Requires long periods of sitting, standing, using a keyboard for word processing, and the use of a 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. Work environment includes use of electronic audio/visual/computer hardware equipment. These working conditions are experienced daily. Employees must be able to complete work tasks under these types of conditions in this type of environment. Must be available to work a regular 40 hour, Monday through Friday work schedule. May include exposure to volatile or stressful situations and critical/hostile people.

**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.**

- State and federal energy and environmental laws and standards
- Federal rules and regulations
- State and agency policies
- Program administrative rules and specifications
- State Biennial Energy Report
- State and public agency purchasing and contracting rules and guidelines
- The State’s energy goals
- Planning & Innovation Division Strategic Work Plan

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

To develop appropriate and consistent policies related to energy and climate change fields of expertise including energy and climate resources and technologies.

**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?
---------------	-----	---------	------------

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

Agency staff	Meetings, phone, email	Provide/receive project information; receive updated guidance	Daily
Oregon Climate Action Commission Chair and Commissioners	Phone, email, mail, in-person, virtual	Exchange information: coordinate/collaborate on goals and objectives	Weekly
Other state energy offices	Meetings, phone, email	Provide/receive information and data relating to research projects; provide technical assistance	Weekly
Other state agencies and local government agencies/officials	Meetings, phone, email	Provide/receive information and data relating to research projects; provide technical assistance	Weekly
NGOs	Phone, email, mail, in-person, virtual	Share technical and program information; coordinate policies, programs, and projects	Weekly
Electric and natural gas utilities and associations	Phone, email, mail, in-person, virtual	Exchange information; provide technical assistance; provide input on policies, strategies, programs, administrative rules; coordinate policies programs and projects	Weekly
Renewable energy industry	Phone, email, mail, in-person, virtual	Exchange information; provide technical assistance; explain state requirements; receive input on policies and programs; coordinate projects	Weekly
Environmental and renewable energy advocates	Phone, email, mail, in-person, virtual	Exchange information; provide technical assistance; receive input on policies, programs, and projects	Weekly
Regional organizations	Phone, email, mail, in-person, virtual	Exchange information; provide technical assistance; explain state requirements; receive input on policies and programs; coordinate projects	Weekly
Oregon Tribes	Phone, email, mail, in-person, virtual	Exchange information; provide technical assistance; provide information regarding incentives/financing	Monthly
Federal agencies	Phone, email, mail, in-person, virtual	Exchange technical information; grant writing/reporting; coordinate policies and programs	Monthly
University and national research labs	Phone, email, mail, in-person, virtual	Exchange technical and program information; coordinate research and projects	Monthly
Governor's office	Phone, email, mail, in-person, virtual	Provide input and recommendations on development of state policy; help formulate policy initiatives on topics approved by the director	As needed
Community groups	Phone, email, mail, in-person, virtual	Coordinate public information efforts; make presentations; provide technical assistance and training	As needed

General public	Phone, email, mail, in-person, virtual	Exchange information; explain program requirements; provide technical and program assistance	As needed
----------------	--	--	-----------

**SECTION 7. POSITION RELATED DECISION MAKING**

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

Decisions, analyses, and recommendations made by this position impact information relied upon by others in developing energy and climate policy and complying with energy and climate laws and administrative rules. This position makes decisions concerning the collection, analysis and interpretation of data used to provide reports to the governor, Oregon Climate Action Commission, Legislature, stakeholders, other agencies, or the public. Poor decisions could result in program information being inaccurate or unavailable, reduce the ability of the department and decision-makers to make sound decisions on program or policy development and change and cause damage to ODOE’s credibility, fiscal integrity, and future funding.

**SECTION 8. REVIEW OF WORK**

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

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Energy Manager 3	0034004	Through informal and formal conversations and meetings; quarterly performance appraisal	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate effectiveness

**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"/> Prepares & signs 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 a 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