



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May 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

a. Classification Title: Operations & Policy Analyst 2
b. Classification No: C0871
c. Working Title: Policy Analyst
d. PPDB No/WD ID: 2325032
e. Section Title: Energy Technology & Policy
f. Agency No: 33000
g. Employee Name: VACANT
h. Budget Auth No:
i. Supervisor Name:
j. Repr. Code: UA
k. Work Location (City – County): Salem - Marion

I. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, 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. 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 funds, \$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.

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:**

Serve as the subject matter expert on stakeholder positions, communications, and activities related to the clean energy transition. Provides information and analysis about stakeholder positions, concerns, questions, and interests related to agency work products and engagements.

**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
40%	N	E	<b>Research &amp; Data Collection</b>
			<ul style="list-style-type: none"> <li>Conducts research for assigned energy policy and technology studies, including industry studies; energy sector studies; geographic and regional studies; regulatory framework reviews; analysis of existing statute and rules, new legislation, new rulemakings, and court rulings; and energy program assessments. Such studies include literature reviews, surveys and interviews, quantitative data analysis, and evaluation of policy options.</li> </ul>
			<ul style="list-style-type: none"> <li>Reviews local news sources and energy-focused publications to gather information about energy technologies, policies, trends, and the views, positions, and concerns of organizations participating in energy discussions.</li> </ul>
			<ul style="list-style-type: none"> <li>Reviews public documentation of external stakeholder, Tribe, peer agency, working group, and advisory team views, policy positions, and statements. Public documents include official websites and social media accounts, official testimony, docket and rulemaking proceedings, and other public comment.</li> </ul>
			<ul style="list-style-type: none"> <li>Gathers energy-related information from external stakeholders, Tribes, peer agencies, working groups, and advisory teams to inform energy studies, projects, reports, and other work products as assigned. Such information can include quantitative data sets, qualitative inputs, key questions about energy, and policy positions.</li> </ul>
			<ul style="list-style-type: none"> <li>Collects and compiles data to support assigned work, including primary data collected through surveys or other data collection methods as well as secondary data collection through external data sources and literature reviews.</li> </ul>
35%	N	E	<b>Analysis and Evaluation</b>

			<ul style="list-style-type: none"> <li>Organizes collected data and information into a central data management tool that enables searching, filtering, and sorting capabilities.</li> </ul>
			<ul style="list-style-type: none"> <li>Assesses information collected for scientific soundness and usefulness to assigned work.</li> </ul>
			<ul style="list-style-type: none"> <li>Uses basic statistical and numerical analysis to assess data sets for relevant information on energy trends, progress toward goals and targets, and divergences from expected results.</li> </ul>
			<ul style="list-style-type: none"> <li>Synthesizes collected data and information to identify effects on state policies, programs, goals, and strategies.</li> </ul>
			<ul style="list-style-type: none"> <li>Interprets collected information from external stakeholders, Tribes, peer agencies, working groups, and advisory teams to identify key themes, issues, questions related to agency activities, programs, and projects.</li> </ul>
			<ul style="list-style-type: none"> <li>Compares collected information and analysis with agency work products and activities to ensure stakeholder inputs are adequately included, or where not included that written or verbal responses adequately explain why inputs were not included.</li> </ul>
			<ul style="list-style-type: none"> <li>Assesses information and data collected to identify policy options that address opportunities and barriers to achieving state policies, goals, and strategies.</li> </ul>
<b>25%</b>	<b>N</b>	<b>E</b>	<b>Reporting &amp; Administrative Management</b>
			<ul style="list-style-type: none"> <li>Produces written and verbal reports on research, data collection, and analysis for assigned work. Reports include briefings, project memos, summaries, presentations, agency backgrounders, and narrative descriptions on energy topics.</li> </ul>
			<ul style="list-style-type: none"> <li>Provides internal briefings on external stakeholder, Tribe, peer agency, working group, and advisory team policy positions, interests, questions, concerns, requested agency activities and focus, feedback on State and agency decisions.</li> </ul>
			<ul style="list-style-type: none"> <li>Presents research and analysis findings to internal management and staff and external stakeholders, peer agencies, working groups, advisory teams, and others as assigned.</li> </ul>
			<ul style="list-style-type: none"> <li>Makes recommendations on incorporating information, data, and analysis on assigned projects.</li> </ul>
			<ul style="list-style-type: none"> <li>Reviews assigned agency reports to ensure they adequately and accurately capture stakeholder inputs, questions, and considerations.</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> <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> </ul>

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

- 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 assure 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?
Agency Employees	Meetings, phone, e-mail, virtual	Exchange information, coordinate and collaborate to meet goals and objectives of the agency	Daily
Technical and Facilitation Contractors	Meetings, phone, e-mail, virtual	Exchange information; coordinate project development and implementation; ensure contractual obligations; identify project implementation barriers and implement corrective actions.	Daily
Other state agencies	Meetings, phone, e-mail, virtual	Share project information, coordinate technical advisory committee process; provide expertise on project plan and deliverables; coordinate	Weekly

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

		meetings and collaborate on agenda development.	
Oregon Tribes	Meetings, phone, e-mail, virtual	Share project information; coordinate engagements and meetings; provide customer service.	Monthly
Non-Government Organizations	Meetings, phone, e-mail, virtual	Share project information; coordinate engagements and meetings; provide customer service.	Monthly
Electric and natural gas utilities and associations	Meetings, phone, e-mail, virtual	Share project information; coordinate engagements and meetings; provide customer service.	Monthly
Renewable energy industry	Meetings, phone, e-mail, virtual	Share project information; coordinate engagements and meetings; provide customer service.	Monthly
Environmental and renewable energy advocates	Meetings, phone, e-mail, virtual	Share project information; coordinate engagements and meetings; provide customer service.	Monthly
Community Groups	Meetings, phone, e-mail, virtual	Share project information; coordinate engagements and meetings; provide customer service.	Weekly
General Public	Meetings, phone, e-mail, virtual	Share project information; coordinate engagements and meetings; provide customer service.	Weekly
Other state energy offices (esp. Washington)	Meetings, phone, e-mail, virtual	Share information on best practices and lessons learned from energy strategy project to inform project development and management.	Monthly
Federal agencies	Meetings, phone, e-mail, virtual	Share project information; coordinate engagements and meetings; provide customer service.	Monthly
University and national research labs	Meetings, phone, e-mail, virtual	Share project information; coordinate engagements and meetings; provide customer service.	Monthly

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions and recommendations made by this position will affect how policy makers, legislators, key energy stakeholders and the public perceive the effects of the clean energy transition in Oregon and in turn influence decisions made to achieve Oregon's clean energy and climate goals. The position will impact whether policy and program decisions related to clean energy development are based on accurate and reliable information and sound economic analysis, which will in turn affect how fairly, efficiently, and effectively clean energy policies and programs will operate.

Poor decisions can result in inaccurate information used to make policy and program decisions which could result in lost opportunities for clean energy development or reduction in greenhouse gas emissions and suboptimal progress toward state goals; inefficient or ineffective use of agency funds and resources on energy policies, programs, projects and technologies that do not achieve expected results; consumer complaints; complaints to the director, legislators, or the Governor's office from stakeholders who disagree with analytical results; negative impacts on relationships with utilities, stakeholder groups, and other organizations with whom we must build partnerships.

## SECTION 8. REVIEW OF WORK

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

Classification Title	Position Number	How	How Often	Purpose of Review
----------------------	-----------------	-----	-----------	-------------------

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

Energy Manager 2	0035096	Through informal and formal conversations and meetings and through quarterly performance meetings	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 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		