



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
October 31, 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: Program Analyst 3
b. Classification No: C0862
c. Working Title: Senior Incentives Analyst
d. PPDB No/WD ID: 2325052
e. Section Title: Energy Development Services
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

l. 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. 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 Development Services (EDS) Division administers grant programs to tribes, businesses, households, nonprofits, and the public sector to help Oregonians implement conservation, energy efficiency, resilience, and renewable energy projects. Current programs include the Solar + Storage Rebate Program, the Community

Renewable Energy Grant Program, the Energy Efficient Wildfire Rebuilding Program, two heat pump programs, and a new federally funded Grid Resilience program. This Division is also responsible for overseeing the close-out of legacy incentive programs and related projects, including the Small-Scale Energy Loan Program.

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:

Support the agency’s Solar for All program EDS programs by providing high-level program, data, and stakeholder management to the federal and legislatively mandated program reviewing complex local government solar projects on feasibility and conformance to grant award requirements.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
50%	N	E	<p>Programmatic Planning and Development</p> <ul style="list-style-type: none"> • Design and develop service delivery processes and procedures for grants for new energy grant program for counties, cities, tribal bodies projects. • Research, develop, implement, and evaluate program standard operating procedures, service delivery, policies, and rules. • Design and maintain program database to track participants, grants, and other pertinent program information. • Collaborate with appropriate internal partners in developing an outreach program to ensure awareness throughout local government organizations and communities. • Develop training and informational documents and/or modules for local government organizations, communities, partners, and trade allies. • Recommend modifications to program operations including evaluation metrics and report templates to support changing program priorities. • Coordinate with the Human Resources section to develop interagency agreements with other Oregon state agencies and local governments to ensure smooth program operations and coordination. • Monitor and maintain current data on available program grant funding.
40%	N	E	<p>Program Management</p> <ul style="list-style-type: none"> • Provide technical assistance on program objectives and ensure program technical standards are maintained and updated as necessary. • Coordinate the Solar for All Program planning efforts with federal and other state agencies, local government, and partners to plan grant distribution. • Ensure the program database is updated and maintained. • Communicate with program participants, building and design professionals, vendors, and others to explain the program’s technical requirements, federal laws, administrative rules, policies, and application process and procedures. • Provide external outreach and promote the program as necessary to meet planned program participation rates and goals. Collaborate with the communications staff in the development and distribution of marketing and public information materials. Make presentations to customer groups promoting the programs and explaining how they work, including funding distribution. • Prepare and deliver training on the technical standard operating procedures, grant distribution, and rules of the Solar for All Program to state and local professionals. • Provide reports to update management, including program activities and problems, participation rates, and budgets.
10%	N	E	<p>Program Evaluation & Recommendations</p>

			<ul style="list-style-type: none"> Evaluate program effectiveness, operational procedures, and rules; and make recommended changes as necessary to improve program performance, ensure programs goals are met, and ensure consistency across energy projects.
			<ul style="list-style-type: none"> Perform statistical analysis on program data, budgeted grants, and recommend changes as necessary to meet program goals.
			<ul style="list-style-type: none"> Ensure equitable distribution and allocation of grant funding through regular program processes and reviews.
			<ul style="list-style-type: none"> Assess the needs of program participants and implementors to improve program effectiveness and exceptional customer service and recommend program changes as necessary.
			<ul style="list-style-type: none"> Track related legislative bills, prepare responses to federal requests, legislative requests for information and report on the program's progress.
On-going	N	E	Miscellaneous
			<ul style="list-style-type: none"> Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all people 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 identifying and collaborating to resolve problems constructively.
			<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"> Other duties as assigned.
			<ul style="list-style-type: none"> Regular and consistent attendance is required.

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 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. Occasional travel and extended working hours. Occasionally required to climb ladders, enter crawl spaces, attics, mechanical equipment rooms and tunnels subject to unusual environmental and physical conditions.

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
- Code of Federal Regulations
- Department of Administrative Services Administrative Rules
- Department of Energy Administrative Rules
- Department of Energy Policies and Procedures
- ODOE desk procedures

b. How are these guidelines used?

Used in responding to questions from ODOE staff, federal and state entities, contractors and vendors, or the public. Also used in determining compliance for processing work related forms and documents. Ensuring information provided to the public is consistent with program operations and 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	Exchange information	Daily
Program applicants and Partners (Local governments, Counties, Municipalities, Tribes, Consumer Owned Utilities)	By phone, email, in person, virtual	Exchange information, assist applicant in completing required documentation.	Daily
Applicant partners (businesses, non-profits, Oregon landlords)	By phone, email, in person, virtual	Exchange information, assist partner with supporting applicant's grant application.	Daily
State Staff (Gov. office, other state agencies)	By phone, email, in person, mail, virtual	Exchange information	Monthly
Trade allies/contractors	By phone, email, in person, virtual	Assign work, evaluate work, answer questions, request bids.	Monthly
General Public	By phone, email, in person, virtual	Answer queries, customer service	As needed
US Department of Energy, US Environmental Protection Agency and staff (and other federal agencies)	By phone, email, in person, virtual	Exchange information	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 the Solar For All program 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, including deciding the validity of requested/completed projects. The decisions and recommendations made by this position impact on the design and planning of the Solar For All Program compliance.
- Poor decisions made by this position can result in insufficient progress in the Solar For All poor relationships with stakeholder groups, other federal. state and local government agencies, vendors, and contractors; and complaints by customers 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Business Operations Manager 3	2325037	Through formal and informal conversations and meetings and	Quarterly	Establish expectations, measure progress,

		through quarterly performance accountability feedback meetings		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 complete a criminal records check.
- The employee is required to possess and maintain a valid driver's license issued by the state where the employee resides and maintains a satisfactory driving record.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

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		