



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
December 12, 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-l: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, Eligible for Overtime, etc.

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.

With its mission to lead Oregon to a safe, clean, and sustainable energy future, 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, promotes and cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy related emergencies.

The Central Services division 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 Administrative Support Section 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) building maintenance, (9) records management, (10) reception, and (11) mail 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:**

Provide overall coordination of personal/professional contracting activities and intergovernmental agreements to ensure that the necessary services are obtained in a manner that complies with all applicable state and federal policies, regulations and laws. The Senior Contracts Officer manages the volume of new contracts, agreements and amendments in a high-risk environment characterized by: multiple funding sources, high value consideration amounts, multiple subcontracts, complex regulatory terms and conditions and technical design/engineering components.

**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
60%	NC	E	<b>CONTRACTS AND AGREEMENTS</b>
			<ul style="list-style-type: none"> <li>• <u>Contractor Selection</u>. Determine appropriate selection procedures based on agency needs and state contracting regulations and advise managers and staff of internal process and protocol. Analyze data to formulate policy criteria or develop new acquisition techniques. Write Requests for Proposals (RFPs) and other solicitation documents. Serve as primary contact for all parties, including DAS, DOJ, agency staff and potential contractors. Develop solicitation terms and specifications for the purpose of purchasing services that meet agency objectives. Develop and administer proposal evaluation criteria. Coordinate review of solicitation documents by Department of Justice. Publish solicitations and provide applicable notice(s) on ORBuys in accordance with applicable laws, rules and policies. Manage contractor selection process to ensure agency compliance with applicable policies, rules and laws. Make contract awards. Represent the agency in responding to inquiries regarding contractor solicitation and selection policies and procedures. Identify and resolve problems in contractor selection, coordinate agency response to any protests or appeals including legal review communication and coordination.</li> </ul>
			<ul style="list-style-type: none"> <li>• <u>Personal Services Contracts</u>. Develop agency personal services contracts. Collaborate with agency staff to translate program requirements into contract terms. Compose contract language. Ensure development of contract requirements containing quantifiable specifications and measurable performance criteria. Evaluate contracts for potential risks to the agency, consult with DAS as needed and take necessary action to manage risks. Consult with DOJ as needed for clarification of legal issues and approval of contract or agreement language. Represent the agency to contractors, other agencies and the public in negotiating and clarifying contract issues. Coordinate the contract review and approval process with DOJ, DAS, the contractor and others to ensure compliance with agency, state and federal policies and regulations. Monitor active contracts to ensure work is performed and payments are made in accordance with contract terms; advise staff on contract issues; research contract issues and questions, and recommend solutions for contract problems. Establish and maintain procedures and controls for agency contracts that comply with state and federal requirements. Use the ORBuys system to create and issue contract documents.</li> </ul>

			<ul style="list-style-type: none"> <li>• <u>Intergovernmental Agreements.</u> Includes interagency and interstate agreements. Develop agreement language, collaborate with staff to ensure program needs are met. Serve as primary contact for all parties to respond to questions, resolve issues and facilitate processing agreements. Advise agency staff on use of and procedures for intergovernmental agreements. Coordinate approval processes with the Department of Justice and parties to the agreement.</li> </ul>
			<ul style="list-style-type: none"> <li>• <u>Sole Source Agreements.</u> Analyze reasonableness of sole source requirements. Develop sole source contracts or cost and performance incentive provisions. Evaluate contract bidders against selection criteria. Manage contractor selection process. Negotiate and advise the management on the administration of sole source contract to comply with all policies and regulations.</li> </ul>
20%	NC	E	<ul style="list-style-type: none"> <li>• <u>Technical Assistance.</u> Provide consultation, advice and direction to all levels of agency staff regarding contractor selection and contracting issues and procedures. Act as liaison between contractor and staff. Maintain current knowledge of state procurement laws, rules, policies and procedures. Resolve contract language issues, identify and resolve problems and implement corrective action. Interpret and apply agency, state and federal policies, rules and laws relating to the selection of contractors and contracting for personal services. Develop new financial arrangements and accelerated delivery schedules to support program needs. Protect the agency from audit irregularities, legal action and financial losses by maintaining the integrity of contracting activities and records. Consult with Attorney General's office to facilitate their clarification of legal issues and the approval of contract language. Respond to requests for information from government agencies and the public. Approve contractor or vendor invoices for payment. Develop contract tracking or reporting procedures. Prepare analytical and statistical reports on agency contracts for management, regulatory agencies or the legislature. Develop policies, procedures and guidelines for internal and public use regarding contract requirements and administration. Develop generic and template agreements. Help coordinate workload and provide guidance to other contract staff. Participate in procurement-related user groups and advisory groups.</li> </ul>
5%	NC	E	<ul style="list-style-type: none"> <li>• <u>ORBuys Coordination.</u> Assist with and follow processes to remain in compliance with OregonBuys. Serve as a and liaison with DAS on OregonBuys and procurement issues. Train agency staff on basic OregonBuys functions and create and issue all types of contract notices and documents in ORBuys</li> </ul>
10%	NC	E	<ul style="list-style-type: none"> <li>• Assist and oversee purchases for the agency including IT equipment and office supplies, utilizing the correct procurement method and vendors.</li> </ul>
5%	NC	E	<ul style="list-style-type: none"> <li>• <u>Special projects as assigned.</u></li> </ul>
On-Going			<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 effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations.</li> <li>• Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner.</li> <li>• Demonstrate openness of constructive criticism and suggestions, in an effort to strengthen work performance.</li> <li>• Contribute to a positive, respectful and productive work atmosphere.</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 and using a keyboard and mouse. Work requires lifting of up to 15 pounds, bending, twisting, and use of arms above the shoulders. Work environment includes use of electronic audio/visual/computer hardware equipment. These working conditions are experienced daily. Employee 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. Work requires extended hours during legislative session and as needed to accommodate short project timelines. This position may require travel, including occasional overnight travel.

## 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
- Oregon Administrative Rules
- DAS Contracting Rules
- Department of Justice Model Public Contract Rules
- Oregon Department of Energy Policies
- U.S. Department of Energy Rules and Regulations
- Individual Federal Grant Rules and Regulations

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

They prescribe the actions that may be undertaken, and set parameters within which the agency may conduct its procurements.

## 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 staff	In person, by phone, in writing, or email	Contracts and contractor selection	Daily
Department of Justice	In person, by phone, in writing, or email	Ensure contracts and RFPs meet legal requirements	As needed
Department of Administrative Services	In person, by phone, in writing, or email	Contract review/approval, rules interpretation	As needed
Other State Agencies	In person, by phone, in writing, or email	Exchange information on contracts	As needed
Federal Agencies	By phone, in writing, or email	Exchange information on contract activity funded with Federal Grants	As needed
Contractors, general public	In person, by phone, in writing, or email	Contracts and solicitations, agency programs and policies	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.**

Decisions regarding contract necessity and language to meet agency needs, ensuring compliance with state regulations, federal law, and legislative intent. Correct decisions maintain the integrity of the Agency's contract process, help ensure continuation of federal funding by successfully implementing programs and projects, minimize legal liability, and support the agency's goals and objectives. Incorrect decisions may result in failure or delay in agency programs, financial liability for the agency, loss of federal grants, legal non-compliance, and the inability of the agency to document cost and benefit.

## SECTION 8. REVIEW OF WORK

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

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Manager 2	0032.001	Through meetings and informal conversations	Periodically	Annual performance appraisal.

*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"/> 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:

- Must successfully pass criminal background check.

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