



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
December 13, 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 fields for Section 1: a. Classification Title: Program Analyst 3; b. Classification No: C0862; c. Effective Date: July 1, 2023; d. Position No: ; e. Working Title: Tier 1 & Tier 2 BPS Program; f. Agency No: 33000; g. Section Title: Codes and Standards; 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 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 three sections: Energy Efficiency & Conservation, Energy Technology & Polic, and Building Codes and Standards 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:

Support the agency’s Building Performance Standards program by providing high-level program planning, development, stakeholder management, data administration, and evaluation for the program’s application to Tier 1 and Tier 2 buildings. This position is responsible for developing the program materials, policies, and processes that are needed to support a successful program.

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
50%	N	E	Program Planning and Development
			<ul style="list-style-type: none"> • Design, develop, and evolve service delivery processes and procedures for Tier 1 and Tier 2 buildings and building owners subject to building energy performance standards. • Research, develop, author, and implement program standard guidance documents, compliance forms, implementation tools, fact sheets, flowcharts, policies, and other supporting materials for covered building owners subject to Oregon’s Building Performance Standard. • Assist in development, design, testing, installation, and implementation of program database and reporting systems to track covered building participants, building-related information, energy-related information, compliance, and other pertinent program information. • Determine program priorities based on collaboration with public and internal agency staff. Based on priorities, develop workflows, standards, guidelines, training, and informational documents and/or modules for use by building owners, local government organizations, communities, partners, and trade allies. • Collaborate with the Codes and Standards Manager and section staff in developing an outreach program to support compliance for covered buildings • Write administrative rules and policies based on legislation and stakeholder feedback that guide program operations. • Develop complex grant applications and proposals. • Develop new methods or standards that define and guide program operations within and outside the agency. • Research, identify, notify, and communicate with building owners and representatives subject to Tier 1 and Tier 2 building requirements. • Conduct building stock research and analysis. Identify and make determinations regarding buildings subject to program requirements. • Support development, administration, and application of statewide building energy codes and standards
30%	N	E	Program Management
			<ul style="list-style-type: none"> • Provide assistance on program objectives and ensure building performance standards program materials are created, maintained, and updated. • Coordinate the Building Performance Standards program efforts with other state agencies, local government, and partners to support implementation and

			compliance. Collaborate with program representatives to develop plans that increase program effectiveness.
			<ul style="list-style-type: none"> • Monitor and maintain current data on covered Tier 1 and Tier 2 buildings under the Building Performance Standards program. Ensure the program database is updated and maintained.
			<ul style="list-style-type: none"> • Develop and maintain relationships through communication with program participants, building and design professionals, vendors, and others to provide consultative explanations of the program's technical requirements, administrative rules, policies, and application process and procedures.
			<ul style="list-style-type: none"> • Provide external outreach and promote the program as necessary to meet planned program participation rates and goals. Collaborate with the communications and program staff in the development and distribution of marketing and public information materials.
			<ul style="list-style-type: none"> • Prepare and deliver training on the technical standard operating procedures and rules of the programs to state and local professionals.
			<ul style="list-style-type: none"> • Provide reports to update management, including program activities, guidelines, communications, problems, and participation rates.
			<ul style="list-style-type: none"> • Track related legislative bills; testify to committees on effects of proposed legislation. Respond in writing and in person to legislative requests for information and report on program progress.
			<ul style="list-style-type: none"> • Identify barriers to program participation and design strategies to eliminate barriers.
			<ul style="list-style-type: none"> • Meet with members from other organizations to help them identify the service population needs, and plan the types of activities which will best meet those needs.
			<ul style="list-style-type: none"> • Determine program priorities and direction, solve operational problems, and develop options to improve operations.
			<ul style="list-style-type: none"> • Represent the state on local and national work groups related to the program.
			<ul style="list-style-type: none"> • Develop and manage program and solicitations and service contracts.
			<ul style="list-style-type: none"> • Organize and coordinate program advisory groups, workgroups, and stakeholder meetings. Develop and maintain relationships with members from local agencies, community organizations, and various program stakeholders.
			<ul style="list-style-type: none"> • Develop and present programmatic, contract management, and other training onsite, at conferences, and workshops.
			<ul style="list-style-type: none"> • Design, collect and report program metrics to meet state reporting requirements. Author and deliver program reports, analyses, and publications.
			<ul style="list-style-type: none"> • Conduct QA/QC for benchmarking and performance data.
			<ul style="list-style-type: none"> • Support the management of statewide building energy codes and standards.
20%	N	E	Program Evaluation and Recommendation
			<ul style="list-style-type: none"> • Study and evaluate program effectiveness, operational procedures, and rules; and make recommended changes as necessary to improve program performance, update program standards, ensure programs goals are met, and ensure consistency across energy projects.
			<ul style="list-style-type: none"> • Develop or prioritize resources and adapt procedures to improve operations or implement new program policy.
			<ul style="list-style-type: none"> • Perform analysis on program data and recommend changes as necessary to meet program goals. Recommend modifications to program operations to support new or changing program priorities.
			<ul style="list-style-type: none"> • Assess the needs of program participants 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, state, and local government agencies requests for information and report on the program's progress. Recommend legislative concepts to expand or revise program operations.
			<ul style="list-style-type: none"> • Study program operations to revise guidelines for use by other public, private, and community organizations.

			<ul style="list-style-type: none"> Evaluate Building Performance Standard program outcomes and operations and recommend new program methods, standards, priorities, and strategies to achieve state program goals.
			<ul style="list-style-type: none"> Recommend modifications to program operations including evaluation metrics and report templates to support changing program priorities.
			<ul style="list-style-type: none"> Support evaluation of statewide building energy codes and standards.
On-going	N	E	<ul style="list-style-type: none"> Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in team participation and collaboration through the willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with agency staff and supervisors through active participation in accomplishing group projects and identifying and collaborating to resolve problems constructively. Demonstrate openness to constructive criticism and suggestions to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere. Foster and promote the importance and value of a diverse, discrimination, and harassment-free workplace. Respect diversity of opinions, ideas, and cultural differences. Other duties as assigned Regular 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 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.

- Local, state, and federal energy and environmental laws and standards
- State and agency policies
- Program administrative rules
- State and regional energy plans
- State, local, and model building codes and performance standards
- Building performance standards of other states
- Accepted professional (engineering and other technical or policy-related) standards, guidelines, manuals, methods, and practices
- Public utility tariffs
- State and public agency purchasing and contracting rules and guidelines

b. How are these guidelines used?

These rules and guidelines provide the context within which this position may operate in performing its work and in developing its technical, policy, and program recommendations.

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	By phone, email, in-person, virtual	Exchange information; coordinate activities/program/project; process application; oversee/fulfill contractual obligations, provide customer service etc.	Daily
Other state agencies	Phone, email, mail, in-person, virtual	Exchange information; technical assistance; coordinate policy and programs	Daily
Design and construction industry	Phone, email, mail, in-person, virtual	Exchange information; technical assistance; coordinate policy and programs	Daily
General public, including building owners, operators, and representatives	Phone, email, mail, in-person, virtual	Provide info; technical assistance	Daily
Local government	Phone, email, mail, in-person, virtual	Exchange information; technical assistance; coordinate policy and programs	Weekly
Energy Trust of Oregon, Northwest Energy Efficiency Alliance, other energy efficiency programs	Phone, email, mail, in-person, virtual	Exchange information; technical assistance; coordinate policy and programs	Weekly
Energy, environmental, community, and business advocacy organizations	Phone, email, mail, in-person, virtual	Exchange information; technical assistance;	Weekly
Other state and territory energy offices, NASEO	Phone, email, mail, in-person, virtual	Exchange information; coordinate policy and programs	Weekly
Subcontractors, vendors and consultants	Phone, email, mail, in-person, virtual	Contract administration, Exchange information	Weekly
Federal agencies	Phone, email, mail, in-person, virtual	Exchange information; grant writing/reporting; coordinate policy and programs	Monthly
Standards and codes organizations	Phone, email, mail, in-person, virtual	Exchange information	Monthly
Northwest Power and Conservation Council, Regional Technical Forum	Phone, email, mail, in-person, virtual	Exchange information; technical assistance	Monthly
Governor's Office	Phone, email, mail, in-person, virtual	Exchange information; technical assistance	Monthly
Legislature	Phone, email, mail, in-person, virtual	Exchange information; technical assistance	Monthly
HVAC, lighting, other equipment manufacturers and suppliers	Phone, email, mail, in-person, virtual	Exchange information; technical assistance	Monthly
Electric and natural gas utilities	Phone, email, mail, in-person, virtual	Exchange information; technical assistance; coordinate programs	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 building performance standards and codes 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. The decisions and recommendations made by this position impact the design and planning of the program compliance.

Poor decisions made by this position can result in insufficient progress in the program; lack of clarity and confusion by those subject to and affected by program requirements, leading to reduced compliance; poor relationships with stakeholder groups, other federal, state, and local government agencies, vendors, and utilities; and complaints by customers that 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
Compliance & Regulatory Manager 2	325022	Through informal and formal conversations and meetings, quarterly performance evaluations.	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate effectiveness.

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"/> 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:

- 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