



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 24, 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: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, Eligible for Overtime.

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.

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.

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:

Provide technical assistance, engineering subject matter expertise, education, and program administration to advance the energy efficiency and performance of new construction, existing buildings, and other energy end-uses in Oregon. This position also has responsibility with assisting in the implementation of Oregon's product efficiency standards, building energy performance standards, building energy code, public buildings programs, and other energy programs on behalf of the agency.

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
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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".

50%	R	E	Engineering Analysis & Review
			<ul style="list-style-type: none"> Provide engineering level calculations, analysis, and review of energy systems, materials, and equipment for commercial, residential, and other buildings.
			<ul style="list-style-type: none"> Develop and deploy standardized engineering procedures including energy analysis, energy auditing, energy monitoring, project implementation, and energy management for application to state programs and policies.
			<ul style="list-style-type: none"> Evaluate new and advanced technologies and engineering practices, which may include complicated engineering data and calculations, that support and advance Oregon's energy and environmental goals.
			<ul style="list-style-type: none"> Participate in development and design of projects requiring complex engineering computations related to new construction, renovations, and energy-using equipment for state, public, and other buildings in Oregon.
			<ul style="list-style-type: none"> Prepare and review energy simulations and energy models to evaluate the energy performance of the statewide energy codes, standards, and of state, public, and other buildings.
			<ul style="list-style-type: none"> Develop and maintain educational materials, conducting classroom training, and provide on-site assistance and remote technical assistance for building owners, design and construction professionals, and local building officials and staff in support of energy codes and standards.
			<ul style="list-style-type: none"> Conduct energy engineering analysis of buildings and identify potential energy efficiency opportunities, including analysis of energy savings, recommended energy efficient technologies and strategies, and cost effectiveness.
			<ul style="list-style-type: none"> Facilitate, support, and participate in local, regional, national, and international working groups, committees, boards, and advisory groups related to building and equipment codes and standards. Participate in forums of technical experts regarding issues that impact Oregon.
			<ul style="list-style-type: none"> Coordinate and develop technical specifications, administrative rules, and guidelines for building codes and standards.

			<ul style="list-style-type: none"> Consult on development of new state, public, and other facilities. Review design documents, report findings, and provide recommendations to design team to ensure that energy efficiency and sustainability are addressed.
			<ul style="list-style-type: none"> Prepare reports, feasibility studies, and investigations for energy technologies, characteristics of use, and performance of buildings and equipment.
			<ul style="list-style-type: none"> Conduct field inspections of complex systems for agency programs to ensure compliance and quality based on standards, statutes, and administrative rules.
			<ul style="list-style-type: none"> Serve as expert witness on legislative proceedings, when appropriate.
			<ul style="list-style-type: none"> Participate in programming, schematic design, and other key meetings with project design teams to represent the state's goals and interests in energy efficiency and sustainability. Work to ensure the financial investment of the state is protected.
			<ul style="list-style-type: none"> Clearly communicate findings and results to internal and external partners.
			<ul style="list-style-type: none"> Consult with agency managers, contractors and vendors regarding project design, compliance with specifications, and other questions or problems during implementation.
35%	R	E	Program Administration
			<ul style="list-style-type: none"> Evaluate program and technical data and prepare clear and concise legislative and program reports.
			<ul style="list-style-type: none"> Develop, maintain, and present educational materials, conduct training, and provide on-site and remote assistance.
			<ul style="list-style-type: none"> Write statement of work and evaluation criteria for contractor procurement and qualification. Participate in the contractor selection process and manage any required contracts.
			<ul style="list-style-type: none"> Monitor and evaluate existing statewide program(s) to ensure that technical and program standards are maintained in accordance with best engineering practices; recommend revisions to guidelines and administrative rules as necessary.
			<ul style="list-style-type: none"> Develop proposals for grant funding to investigate new engineering approaches and improve adoption of best engineering practices in the marketplace. Write grant proposals, develop statements of work, and enlist partners in proposals. Meet budget limits for projects and initiatives.
			<ul style="list-style-type: none"> Plan and design new projects and programs to promote energy efficient and demand-response technologies, including changes to design standards.
			<ul style="list-style-type: none"> Input programmatic data into databases and provide an analysis of data.
15%	R	E	Policy Analysis and Support
			<ul style="list-style-type: none"> Provide consultation, education, and support to identify opportunities to improve resource efficiency and reduce environmental impacts.
			<ul style="list-style-type: none"> Work to identify and address policy and program barriers, needs, and equity considerations dealing with energy policy and new technologies.
			<ul style="list-style-type: none"> Review, consult, evaluate, and implement Executive Orders and legislation relating to new technologies and program initiatives.
			<ul style="list-style-type: none"> Provide technical expertise and engineering evaluation concerning energy technologies to support inform policy makers.
			<ul style="list-style-type: none"> Participate in section strategic planning and goal-setting and represent the state's energy and environmental goals.
On- Going	NC	E	Miscellaneous
			<ul style="list-style-type: none"> Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons 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. • 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. • 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 and discrimination and harassment-free workplace. • Respect diversity of opinions, ideas, and cultural differences. • Other duties as assigned. • Regular attendance is required to meet the demands of this job and to provide necessary services.
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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. This position will required occasional climbing of ladders, entering 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.

- State and federal energy and environmental laws and standards
- State and agency policies
- Program administrative rules
- State and regional energy plans
- State and model building codes and performance standards
- Accepted professional (engineering) 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?
<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 employees	Phone, email, mail, in-person, virtual	Exchange information; technical assistance; coordinate policy and programs	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
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
General public	Phone, email, mail, in-person, virtual	Provide info; technical assistance	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
Building owners	Phone, email, mail, in-person, virtual	Exchange information; technical assistance	Weekly
Federal agencies	Phone, email, mail, in-person, virtual	Exchange information; grant writing/reporting; coordinate policy and programs	Monthly
Subcontractors and consultants	Phone, email, mail, in-person, virtual	Contract administration, Exchange information	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 and lighting 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 works independently with general supervision from a manager and agency leadership. Decision-making responsibilities for this position involve providing sound engineering analysis into the policy, direction, design, and implementation of programs and projects, particularly with respect to energy end-use equipment in buildings. This includes professional judgement and competencies for incorporating best engineering practices, engineering manuals, building codes and standards, applicable regulations, and administrative procedures into recommendations and decisions. Poor decisions can result in: non-compliance of buildings with Oregon energy code; increased costs for building design, construction, maintenance, and operation; increased energy consumption and costs; excessive regulation for building trades, contractors, owners, and tenants; inefficient programs, projects and energy efficiency

technologies that do not achieve the expected results; poor relationships with utility providers, stakeholder groups and other state and local government agencies; and complaints by customers to the Director, legislators or the Governor's office who feel that our programs, policies or standards hinder their ability to do business.

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	2325022	Through informal and formal conversations and meetings and through quarterly performance accountability feedback	Quarterly	To 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"/> 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 a criminal background check.
- 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 or provide an acceptable alternate mode of transportation.
- Must be a registered Professional Engineer in Oregon or have passed the Fundamentals of Engineering examination.

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