



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
November 18, 2024

Agency: Oregon Department of Energy

Facility:

[X] New [ ] Revised

This position is:

- [X] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt. Svc – Supervisory
[ ] Mgmt. Svc – Managerial
[ ] Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations & Policy Analyst 3
b. Classification No: C0872
c. Working Title: Incentive Policy Analyst
d. PPDB No/WD ID: 2325053
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

I. Position: [ ] Permanent [ ] Seasonal [X] Limited Duration [ ] Academic Year
[X] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
m. FLSA: [X] Exempt [ ] Non-Exempt
If Exempt: [ ] Executive/Supervisory [X] Administrative [ ] Professional [ ] Computer
n. Eligible for Overtime: [ ] Yes [X] 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:**

The purpose of this position is to conduct economic, technical and policy analysis of energy issues and to assist in coordinating the division’s legislative and rulemaking proceedings. This position will review and participate in energy- related regulatory processes of multiple state agencies and in regional and federal energy-related organizations. This position will develop and implement incentive programs and projects.

**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%	N	E	<p><b>Economic, Technical and Policy Analysis</b></p> <ul style="list-style-type: none"> <li>Conduct economic, statistical, technical and policy analyses of energy issues and proposals being addressed by the division and provide options and recommendations to agency management and staff. This may include analysis of costs, benefits, barriers and opportunities of emerging technologies, energy markets, and existing or proposed energy policies. Analysis may involve data collection, computer modeling and collaboration with research entities.</li> <li>Review and evaluate agency research proposals, program or project evaluations, marketing plans and other activities and provide recommendations for improvements as needed. This may include recommendations to improve economic, financial and energy assumptions; survey design; data collection methodology and analyses; and conclusions.</li> <li>Develop information about the Energy Development Services division programs and establish criteria to identify and measure each program’s effectiveness.</li> <li>Conduct analyses of proposed state and federal legislation and administrative rules to determine impacts on Oregon and agency programs and administrative rules. Develop recommendations and as appropriate, propose agency direction.</li> <li>Write and present briefing papers, reports, reviews, and fact sheets to clearly and compellingly deliver analytical results, including context, assumptions, methods and findings. Presentations may be to agency management and staff, the Governor’s Office, other agencies, legislators, and other external partners.</li> <li>Provide policy, economic and technical expertise to working groups, subcommittees, and other bodies formed by the Governor, the agency, or other agencies on energy issues and goals.</li> <li>Represent the agency, review and analyze materials, and provide recommendations to other energy organizations in deliberations and forums on assigned topic areas.</li> <li>Provide technical assistance and accurate information on energy resources and energy issues for citizens, businesses, and other external partners. Such assistance and information may include financing alternatives, feasibility assessments and other information needed to encourage efficient use of energy resources and the growth of sustainable energy resources in the state.</li> <li>Research data, articles in technical and industry journals, analyses, prior legislative actions, prior state agency rulemakings, briefings, and other relevant documentation, to understand the current context of the policy area, and maintain subject-matter expertise. This may involve attending meetings with interested parties, outreach to individual partners and their associations, outreach to research programs including the national labs and university research entities, and attending webinars, conferences, summits, or</li> </ul>
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			symposiums that are relevant to the policy area.
<b>40%</b>	<b>N</b>	<b>E</b>	<b>Legislative Rulemaking and Proceedings Coordination</b>
			<ul style="list-style-type: none"> <li>Assist in coordinating the legislative process for the Energy Development Services division and support ODOE's Government Relations Coordinator by tracking legislative commitments, preparing, and editing legislative materials and monitoring legislative hearings for the division and helping to design agency legislative procedures and templates. Support and coordinate the division's work to provide analysis and advice on statewide initiatives and legislation relating to energy. Review and evaluate legislation, provide advice, options, and recommendations. Support and coordinate the division's work to conceive and develop legislative concepts, draft language, identify external partners, define issues. Develop agency testimony and analysis as appropriate. Participate in legislative work groups.</li> </ul>
			<ul style="list-style-type: none"> <li>Assist in coordinating division rulemaking activities, working with management on priorities and with the division on its program needs. Ensure consistency of rules with agency statutes, programs and policies; and research how rules also meet statewide energy goals. Policy research and rulemaking may involve but not be limited to data analysis; research into the effects of rulemaking on other governments, including tribal nations, external partners, and communities; recommending agency policy or position on new issues; strategic planning and goal-setting; determining socioeconomic, environmental, or energy impacts of proposed policies; resolving conflicts among policies and programs internal and external to the agency; convening and facilitating internal and external partner discussions to assist in providing recommended resolutions for issues that may have arisen; and representing the agency in state, regional or national forums.</li> </ul>
			<ul style="list-style-type: none"> <li>Preside over and conduct rulemaking administrative hearings. Review and analyze the hearing evidence, case documentation, applicable statutes, rules and codes. Prepare hearings officer reports recommending appropriate action and findings based upon the evidence submitted and the corresponding research into the law.</li> </ul>
<b>10%</b>	<b>N</b>	<b>E</b>	<b>Program and Project Design and Management</b>
			<ul style="list-style-type: none"> <li>As needed, administer contracts, including developing the statement of work, coordinating the contractor selection (RFP) process, and monitoring work products and budget to assure timely and quality completion.</li> </ul>
			<ul style="list-style-type: none"> <li>Work with various partners on developing and implementing pilot programs and statewide programs related to renewable energy and energy efficiency.</li> </ul>
			<ul style="list-style-type: none"> <li>Respond to public inquiries regarding state energy policy, and policies and programs relating to renewable energy and energy efficiency.</li> </ul>
			<ul style="list-style-type: none"> <li>Identify information needs and assist in development of agency web pages and other public information materials on a wide variety of energy issues.</li> </ul>
			<ul style="list-style-type: none"> <li>May coordinate and lead staff and/or other work-related associations for program/project assignments.</li> </ul>
			<ul style="list-style-type: none"> <li>Provide goals and activity summaries for the Assistant Director and/or Section Manager.</li> </ul>
			<ul style="list-style-type: none"> <li>In coordination with the agency communications staff, assists in the development and distribution of agency reporting, marketing, and public information materials.</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 people courteously and respectfully.</li> </ul>
			<ul style="list-style-type: none"> <li>Engage in team participation and collaboration through a willingness to assist and support co-workers, supervisors, and other work-related associations.</li> </ul>
			<ul style="list-style-type: none"> <li>Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and collaborating to resolve problems in a constructive manner.</li> </ul>
			<ul style="list-style-type: none"> <li>Demonstrate openness to constructive criticism and suggestions to strengthen work performance.</li> </ul>

			<ul style="list-style-type: none"> <li>• Contribute to a positive, respectful, and productive work atmosphere.</li> </ul>
			<ul style="list-style-type: none"> <li>• Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.</li> </ul>
			<ul style="list-style-type: none"> <li>• Respect diversity of opinions, ideas, and cultural differences.</li> </ul>
			<ul style="list-style-type: none"> <li>• Other duties and special projects as assigned.</li> </ul>
			<ul style="list-style-type: none"> <li>• Maintains confidentiality of information that is exempt from disclosure under Oregon's public records law</li> </ul>
			<ul style="list-style-type: none"> <li>• Regular and consistent 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 20 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. Work may require extended hours during the legislative session, during an emergency, and as needed to accommodate short project timelines.

## 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, standards, and rules
- Federal rules, regulations, and initiatives
- State and agency policies
- Program administrative rules and specifications
- State and regional energy plans
- State and public agency purchasing and contracting rules and guidelines.
- ORS 469.424 – notice to energy resource suppliers of intent to comment.

### 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 Employees	Meetings, phone, e-mail, virtual	Share information; coordinate and collaborate to meet goals and objectives of programs	Daily
Other Oregon state agencies	Meetings, phone, e-mail, virtual	Provide technical assistance; share information; provide input on policies, strategies, programs, administrative rules; coordinate policies, programs, and projects;	Daily
General public	Meetings, phone, e-mail,	Provide/receive project information;	Daily

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

	virtual	explain program requirements; provide technical and program assistance	
Other state energy offices (esp. California, Wash., Idaho, Mont., Nevada)	Meetings, phone, e-mail, virtual	Oversee contractual obligations; share information; coordinate policies, programs, and projects	Weekly
Agriculture and Agriculture/Energy Nexus Partners	Meetings, phone, e-mail	Provide/receive project information; share technical and program information; explain state requirements; receive input on policies and programs; coordinate projects	Weekly
Federal agencies	Meetings, phone, e-mail, virtual	Provide technical assistance; share information	Monthly
Oregon Tribes	Meetings, phone, e-mail, virtual	Share technical information, coordinate policies/programs, provide information	Monthly
Electric and natural gas utilities and associations	Meetings, phone, e-mail, virtual	Provide technical assistance; share information; coordinate research and projects	Monthly
Renewable energy and energy efficiency industry	Meetings, phone, e-mail	Provide/receive project information; share technical and program information; explain state requirements; receive input on policies and programs; coordinate policies, projects, and programs	As needed
Environmental and renewable energy advocates	Meetings, phone, e-mail	Share technical and program information; receive input on proposed rules, policies, programs, and projects.	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Typical decisions made by this position include, but are not limited to, recommendations on program policies and direction; comments, negotiations, and recommendations to other organizations made at the direction of the director, including state and federal agencies, formal boards and committees, to ensure coordination of programs and policies; program expenditures; problem solving in administration of programs and projects; conclusions and recommendations stemming from policy, technical and economic analyses, program evaluations, and energy studies. This position also makes recommendations to agency managers and assistant directors on state energy policies and legislation.

Decisions and recommendations made by this position impact such things as opportunities for business to reduce energy costs and improve competitiveness; whether consumers are satisfied with energy purchases; whether policy and program decisions are based on accurate and reliable information and sound judgment; how fairly, efficiently, and effectively programs operate; how well programs and policies facilitate the development of energy efficiency and renewable resources in Oregon; and long- and short-term energy costs and environmental impacts.

Poor decisions can result in consumer complaints; complaints to the director, legislators, or the governor's office from businesses who feel they've been treated unfairly or who feel that our programs, policies or standards are overly restrictive and hinder their ability to do business; lost opportunities for energy savings or reductions in greenhouse gas emissions; inefficient or ineffective use of agency funds and resources on energy policies, programs, projects and technologies that do not achieve expected results; poor relationships with utilities, external partner groups, and other organizations with whom we must build partnerships; and legal appeals or challenges from bidders not selected for subcontract work.

## 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 3	2325037	Through formal and informal conversations and meetings and through quarterly performance accountability feedback meetings	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"/> 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 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

*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		