



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
February 15, 2024

Agency: Oregon Department of Energy

Facility:

[ ] New [x] 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: Utility & Energy Analyst 2
b. Classification No: C1156
c. Effective Date: July 1, 2023
d. Position No: 2325015
e. Working Title: Siting Compliance Officer
f. Agency No: 33000
g. Section Title: Energy Siting Division
h. Budget Auth No:
i. Employee Name: Vacant
j. Repr. Code: UA
k. Work Location (City – County): Salem
l. Supervisor Name:
m. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[x] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [ ] Exempt [x] Non-Exempt
If Exempt: [ ] Executive [ ] Professional [ ] Administrative
o. Eligible for Overtime: [x] 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 fund, \$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 Facility Siting Division works with energy facility developers, companies operating energy facilities, local jurisdictions, other state agencies, tribal governments, and other stakeholders across Oregon to meet the State's energy infrastructure and demand needs. The Division's work ensures that large energy facilities, transmission lines, and natural gas pipelines proposed or built in Oregon meet state siting standards. The development of new technologies and investments in renewable energy generation has led to growth in energy siting and made this work a high priority for the Department.

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:

Develop and implement plans to determine compliance with final orders and site certificate conditions during pre-construction, construction, operation, and decommissioning stages of energy facilities; and to conduct field inspections to verify adherence to final orders and site certificate conditions. The position also provides research and review of technical, regulatory, and legal issues for the siting of energy facilities and coordinates interagency comments on such reviews.

### 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
80%	R	E	<b>Compliance</b>
			<ul style="list-style-type: none"> <li>Review or develop compliance plans that capture site certificate conditions listed in final orders and site certificates that define compliance during pre-construction, construction, operation and decommissioning of energy facilities. Determine the compliance review factors, measures and timeframes for inspections. Update applicable tracking documents regularly to reflect verification of compliance with site certificate conditions.</li> </ul>
			<ul style="list-style-type: none"> <li>Direct and conduct on-site inspections to verify compliance with site certificate conditions. Guide a team of interagency subject matter experts as necessary to verify compliance. Evaluate documents, procedures, systems and conditions to determine compliance with the final order and site certificate. Identify areas of potential and actual non-compliance and recommend corrective actions to the division administrator or the Energy Facility Siting Council.</li> </ul>
			<ul style="list-style-type: none"> <li>Prepare written inspection reports including recommendations for corrective action or amendments to site certificates or mitigation plans. Conduct follow up reviews as needed.</li> </ul>
			<ul style="list-style-type: none"> <li>Establish and maintain legal records for each compliance plan and compliance review.</li> </ul>
			<ul style="list-style-type: none"> <li>Provide consultation to siting analysts in the development of conditions in draft proposed orders, proposed orders, final orders and site certificates to assure conditions are clear and enforceable.</li> </ul>
			<ul style="list-style-type: none"> <li>Assist in the preparation of an annual compliance work plan and provide progress reports on activities and actions to division administrator and the Energy Facility Siting Council as frequently as they require.</li> </ul>
			<ul style="list-style-type: none"> <li>In conjunction with other staff members, establish annual assessment for each approved facility based on the work outlined in the annual compliance work plan.</li> </ul>
			<ul style="list-style-type: none"> <li>In conjunction with other staff members, evaluate and recommend changes to improve administrative rules related to compliance.</li> </ul>
			<ul style="list-style-type: none"> <li>Inform and train siting analysts, inspection team members and others on effective means of gathering information and determining and gaining compliance with requirements.</li> </ul>
			<ul style="list-style-type: none"> <li>Review annual reports submitted by Site Certificate holders and coordinate any necessary follow up activities.</li> </ul>
			<ul style="list-style-type: none"> <li>Advise EFSC and recommend appropriate enforcement actions for violation of site certificate conditions by a certificate holder or its agent. Coordinate enforcement proceedings in accordance with procedures outlined in Division 29 of OAR Chapter 345.</li> </ul>
			<ul style="list-style-type: none"> <li>Respond to facility incidents consistent with OAR 345-026-0170 and established division protocols and procedures.</li> </ul>
			<ul style="list-style-type: none"> <li>Evaluate exempt facilities as necessary to determine compliance with all council rules.</li> </ul>
10%	R	E	<b>Project Analysis</b>

			<ul style="list-style-type: none"> <li>In participation with the Siting division administrator, senior policy advisor, and other siting analysts, coordinate the work of an interdisciplinary team of agency staff, state agencies, attorneys and contractors in reviewing site certificate applications, amendment requests, exemption requests and amendment determination requests for accuracy, completeness and consistency with agency and state policies and Energy Facility Siting Council standards. Develop written findings reflecting the team's review of submitted materials.</li> </ul>
			<ul style="list-style-type: none"> <li>Review assigned site certificate applications, amendment requests, exemption requests and amendment determination requests to identify and elevate significant issues related to the Energy Facility Siting Council siting standards, mandatory conditions, and all other applicable laws. Work with the project team to evaluate economic, financial, scientific and/or engineering studies submitted by energy facility developers for reasonable methods and assumptions.</li> </ul>
<b>10%</b>	<b>R</b>	<b>E</b>	<b>Policy/Studies/Analysis/Other</b>
			<ul style="list-style-type: none"> <li>Provide written analysis of emerging issues associated with the siting of energy facilities to determine impacts of projects proposed in Oregon. Recommend potential paths of action to resolve issues and/or improve energy facility siting in Oregon.</li> </ul>
			<ul style="list-style-type: none"> <li>Make recommendations and participate in efforts to enhance the siting process in Oregon, with a particular focus on the compliance process, including administrative updates as well as, revisions to agency rules and possible legislative action.</li> </ul>
			<ul style="list-style-type: none"> <li>Identify other state and federal agencies that have a role in siting energy facilities in Oregon, including local governments. Facilitate communication and coordinate work among local government and agency representatives in a number of geographical locations around Oregon.</li> </ul>
			<ul style="list-style-type: none"> <li>Assist Siting Analysts and other Siting Division staff with procurement, operation and maintenance of personal safety equipment.</li> </ul>
			<ul style="list-style-type: none"> <li>Provide research and review of technical, regulatory, and legal issues for the siting of energy facilities and coordinates interagency comments on such reviews.</li> </ul>
<b>On-Going</b>	<b>NC</b>	<b>E</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 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>Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.</li> <li>Respect diversity of opinions, ideas, and cultural differences.</li> <li>Other duties as assigned</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, using a keyboard for word processing, and the use of a telephone. 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. 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. May include exposure to volatile or stressful situations and critical/hostile people.

Facility site inspections occur in both indoor and outdoor industrial energy facilities throughout the state during pre-construction, construction, operation, and decommissioning. May include exposure to heat, cold, wind, dust, bright lights, vibrations, loud noise and construction and industrial related odors. Use of personal protective equipment is often required. Facility site inspections occur as needed which could include several in a 30-day period. Facility site inspections often require overnight stays and workdays exceeding 8 hours.

## 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.

- o Oregon Revised Statutes – Chapter 469 – Energy; Conservation Programs; Energy Facilities
- o Oregon Administrative Rules – Chapter 345 – Oregon Energy Facility Siting Council
- o Siting and Regulation work plans
- o Compliance specific procedures and protocols
- o Oregon Attorney General’s Uniform and Model Rules of Procedure

### b. How are these guidelines used?

Statutes and Administrative Rules provide the basis for reviewing permitted energy facilities in Oregon for compliance.

## 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>			
ODOE personnel	Phone, email, in-person, virtual	Exchange info., coordinate activities	Daily
Local, state, federal agencies	Phone, email, mail, in-person, virtual	Exchange info., coordinate activities	Daily
Project developers and contractors	Phone, email, mail, in-person, virtual	Exchange info., coordinate activities	Daily
Public	Phone, email, mail, in-person, virtual	Respond to reports of facility non-compliance	Occasionally

## SECTION 7. POSITION RELATED DECISION MAKING

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

The employee helps coordinate the development and implementation of an effective compliance program for EFSC certified facilities that includes review of annual reports, compliance inspections, and recommends corrective or enforcement action when required. Failure to follow through with certificate conditions could result in project actions counter to Oregon’s environmental, public health and safety, and siting standards.

The employee participates in implementing the department’s support role for the Energy Facility Siting Council as described in statute (ORS 469.300 et seq) and rule (OAR 345 Division 1 to 29) by ensuring compliance with EFSC site certificate conditions.

The employee establishes timelines and determines when input from applicable state agencies and local governments is needed to ensure compliance with certificate conditions.

The employee reviews invoices from other state agencies, local governments, and support contractors to determine appropriateness of services and makes recommendations to manager about payment of services.

The employee determines the relative importance and impact on Oregon of emerging compliance issues and advises management on a recommended course of action. Thorough analysis and early identification of key issues helps ensure that energy projects sited in Oregon are consistent with Oregon’s energy siting standards.

For each key issue with a potential to impact Oregon’s energy resources or its citizens, the employee must determine the available options and recommend which options will best balance Oregon’s need to protect human

health and the environment while ensuring a continuing and reliable energy supply. This position works under the general supervision of an administrative superior who provides leadership and policy direction.

**SECTION 8. REVIEW OF WORK**

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

Classification Title	Position Number	How	How Often	Purpose of Review
Energy Manager 3	0512001	Through formal and informal conversations and meetings and through quarterly performance accountability feedback.	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:

- Must successfully complete a criminal records 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.

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		