



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
June 5, 2026

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-j: 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.

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.

The Energy Facility Siting Division implements the policy established in ORS 469.310, which is to balance the importance of, and need for, large-scale energy generation, transmission, and storage facilities against the potential impacts of those facilities to the built and natural environments.

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:

Review site certificate applications and site certificate amendment requests and make recommendations on compliance with Oregon’s energy facility siting rules and regulations to the Energy Facility Siting Council.

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”.

70%	NC	E	Technical Analysis/Coordination
			<ul style="list-style-type: none"> Serve as primary analyst for conducting review and evaluation of applications for site certificate and amendment requests, as directed by the division administrator and division lead worker. Responsible for completing work on schedule and in consideration of budget.
			<ul style="list-style-type: none"> Coordinate the technical review of application documents by state agencies, Tribal governments, local governments, and contractors.
			<ul style="list-style-type: none"> Evaluate application materials and technical studies submitted by energy facility developers for compliance with applicable siting rules and standards, and prepare written findings of facts, conclusions of law and conditions of approval based on the evaluation. Evaluate application materials for completeness, based on application rule requirements. Prepare written requests for additional information when application materials are deemed incomplete.
			<ul style="list-style-type: none"> Prepare presentations and present findings and recommendations to EFSC at public meetings.
			<ul style="list-style-type: none"> Prepare and coordinate mailed and electronic public notices. Receive, save, catalog, and respond to public and agency comments.
			<ul style="list-style-type: none"> Serve as division point of contact for assigned projects.
			<ul style="list-style-type: none"> Represent the division and the council in public meetings.
			<ul style="list-style-type: none"> Develop draft tasks or work orders to guide the participation process for state agencies, local jurisdictions, and contractors.
			<ul style="list-style-type: none"> Develop cost estimates for applicants. Maintain and monitor project performance to identify scope, schedule, or cost variances, and implement corrective action when required.
			<ul style="list-style-type: none"> Develop and update project scheduling information.
			<ul style="list-style-type: none"> Review monthly invoices for accuracy and to gauge project performance.
			<ul style="list-style-type: none"> Respond to inquiries from the public, the energy industry, attorneys, and agency management and staff interpreting and applying laws, contracts, rules, and policies of a variety of functional areas. Respond to inquiries from the media in coordination with the Communications and Outreach Section.
			<ul style="list-style-type: none"> Draft input for stakeholder letters, respond to requests from outside agencies in coordination with communications staff, assist in the development of written responses to public records requests.
25%	NC	E	Technical Activities/Certificate Compliance
			<ul style="list-style-type: none"> Evaluate and report on the preconstruction, construction, operation, maintenance and decommissioning of approved energy facilities. Review energy facility records and reports and field inspect for consistency with conditions of approval. Consult with company managers and agency management. Determine corrective action as necessary.

			<ul style="list-style-type: none"> Present as technical staff expert at EFSC meetings, public hearings and contested case hearing proceedings. Participate in preparing legal briefs used in contested case proceedings.
			<ul style="list-style-type: none"> Assist the Senior Policy Advisor in participating in contested cases on applications for site certificate; preparing the record of decision for the contested case and serving all required documents to parties and the Supreme Court, if the case is appealed.
5%	NC	E	Policy and Practice
			<ul style="list-style-type: none"> Support the development or update of EFSC rules and policies.
			<ul style="list-style-type: none"> Support the Senior Policy Advisor in analyzing proposed statutes or other agency rules or policies that may affect the division or EFSC.
			<ul style="list-style-type: none"> Support the Senior Policy Advisor in providing analysis of emerging issues associated with energy development and conveyance to senior management, along with recommendations for establishing policy, modifying policy, revising administrative rules and statutes, and developing new administrative rules.
On going	NC	E	Miscellaneous
			<ul style="list-style-type: none"> Perform duties in a manner that promotes customer service and harmonious working relationships; treat all individuals courteously and with dignity and respect.
			<ul style="list-style-type: none"> Lead and recognize the value of individual and cultural differences, demonstrate evidence of ongoing development of personal cultural awareness and humility, create and foster an inclusive work environment that is respectful, accepts diversity, and where talents and abilities are valued.
			<ul style="list-style-type: none"> Develop positive working relationships with agency staff and supervisors by actively partnering, communicating, and supporting co-workers, identifying and collaboratively resolving problems constructively.
			<ul style="list-style-type: none"> Demonstrate openness to constructive feedback and suggestions to improve work performance.
			<ul style="list-style-type: none"> Contribute to a positive and productive work environment; perform all duties in a safe manner; and comply with all policies, procedures, and agency best practices.
			<ul style="list-style-type: none"> Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.
			<ul style="list-style-type: none"> Participate in collaborative and strategic relationships with key invested, involved, or impacted partners by holding awareness and being attentive to the direct and indirect accountabilities and opportunities to positively impact and influence the goals, strategies, actions, and measures outlined in the agency's strategic plan.
			<ul style="list-style-type: none"> Other duties and special projects as assigned.
			<ul style="list-style-type: none"> Maintains confidentiality of information that is exempt from disclosure under Oregon's public records law.
			<ul style="list-style-type: none"> Ensure regular and consistent attendance to meet job demands and provide necessary services.

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 Oregon Department of Energy is committed to providing a professional, inclusive, and accessible work environment. This position may operate in a remote, hybrid, or in-office setting based on operational needs. Work is primarily performed in a standard office or home-office environment and includes regular use of computers, telephones, and virtual meeting technology. Duties require sustained computer use for tasks such as typing, reading, analyzing information, and developing written materials, with a consistent need for attention to detail, critical thinking, and concentration. Routine physical activities occur frequently and include sitting, standing, and moving within workspaces

or meeting environments. Occasional physical activities may include lifting or carrying materials (generally up to 20 pounds) and other movements typical of an office setting. The work environment includes frequent exposure to routine background noise, interruptions, and concurrent assignments. The position regularly manages competing priorities and time-sensitive work and may interact with individuals experiencing urgency or stress. Workload demands may occasionally increase during legislative sessions, emergency response activities, or critical project timelines, requiring flexibility in schedule and work hours. The standard work schedule is Monday through Friday, based on a 40-hour workweek, with flexibility to meet operational needs.

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.

- Oregon Revised Statutes, Chapter 469
- Oregon Administrative Rules - Chapter 345
- Siting and Regulation work plans
- Other Applicable Regulatory Requirements Under EFSC Jurisdiction
- Oregon Attorney General's Uniform and Model Rules of Procedure
- Oregon Biennial Energy Plan
- NWPCC Power Plan
- Title 10 – Code of Federal Regulation
- Federal law and rules related to energy
- Trojan Radiological Emergency Plan

b. How are these guidelines used?

Statutes and administrative rules provide basis for siting and regulatory duties and procedures for conducting hearings. Operations Manual and Expectations Policy provide basis for conducting daily activities. Other documents outline the requirements for nuclear plant regulation, departmental responsibilities, and emergency planning requirements for Oregon. They are used as guides as to how these tasks are carried out. This position may be responsible for developing and recommending improvements to these documents.

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/person/written /virtual	Exchange info., coordinate activities	Daily
Local, state, federal agencies	Phone/person/written /virtual	Exchange info., coordinate activities	Daily
Site certificate applicants	Phone/person/written /virtual	Exchange info., provide information, answer questions	Daily
Dept. of Justice	Phone/person/written /virtual	Discuss legal advice, issues	Weekly
Attorneys for applicants	Phone/person/written /virtual	Exchange info., provide information, discuss issues	Weekly
Technical consultants	Phone/person/written /virtual	Exchange info., coordinate activities	Weekly
General public	Phone/person/written /virtual	Provide info., respond to questions	Weekly

Public interest groups	Phone/person/written /virtual	Provide info., respond to concerns	Monthly
Media	Phone/person	Provide info., answer questions	Monthly
Plant Mgr.	Phone/person/virtual	Discuss plan status, mgt. issues	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Objectively balance energy development needs with environmental protection, health and safety, and economic considerations consistent with state laws to ensure that the state has the energy resources it needs on time.

Prepare findings and recommendations regarding site certificates for energy facilities. Exercise informed and balanced judgment in making findings and recommendations consistent with siting rules and standards. The Oregon Supreme Court directly and exclusively reviews EFSC's decisions; therefore, findings must withstand such judicial review without further additions.

Identify and articulate evidence about proposed energy facilities that supports sound decisions consistent with State policy to protect public health and safety and the energy policy and air, water, solid waste, land use and other environmental protection policies of the state.

Understand complex, interdisciplinary biological, economic, legal, political and social issues relating to rules of multiple agencies and jurisdictions and determine the best course of action for siting energy facilities consistent with Oregon laws, policies and needs. rules and standards.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Energy Manager 3	0512001	Through ongoing dialogue, collaborative check-ins, and structured performance evaluations. Feedback may be provided during team meetings or one-on-one discussions.	Quarterly	To provide guidance, support professional development, ensure alignment with program goals, and assess performance and effectiveness.

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:

- Employment is contingent upon the successful completion of a criminal background check.
- This position requires the ability to travel as needed. The employee must possess and maintain a valid driver's license in their state of residence and have a satisfactory and acceptable 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