



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
04/14/2016

Agency: Oregon Housing and Community Services

Division: Housing Stabilization

New Revised

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Program Analyst 2
b. Classification No: C0861
c. Effective Date: 07/01/91
d. Position No: 0010005
e. Working Title: Wx Training & Technical Assistance Coordinator
f. Agency No: 91400
g. Section Title: Energy Services
h. Budget Auth No: 000516090
i. Employee Name: VACANT
j. Repr. Code: OA
k. Work Location (City - County): Salem
l. Supervisor Name (Optional): Tim Zimmer
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.

Oregon Housing and Community Services (OHCS) provides stable and affordable housing, and engages leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians. OHCS's vision for the state is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.

OHCS's Housing Stabilization Division provides critical services to the lowest income Oregonians by addressing housing stabilization and helping more Oregonians access safe, stable, and affordable housing options. Housing stabilization addresses the many aspects of the needs that low income Oregonians face - affordable housing, access to energy assistance, and connections to other services such as health care, education, and nutritious food. The Housing Stabilization Division works closely with Community Action Agency partners and other partners across Oregon to meet basic needs. The Housing Stabilization Division passes through federal and state resources to local partners to enable local communities to provide a wide range of services and assistance in order to increase housing stability and access to opportunity. The Division also manages federal housing resources through the HUD Contract Administration section.

*Housing Stabilization Division: Homeless Services*

The Homeless Services Section of the Housing Stabilization Division provides services that assist low income households to stabilize and move towards accessing opportunity. Homeless and rental assistance programs in the section are delivered statewide by community action agencies, housing authorities and other partners, who ensure coordination and leveraging of services. These programs address the basic needs of Oregonians.

*Housing Stabilization Division: Energy Services*

The Energy Services Section of the Housing Stabilization Division addresses basic needs to help Oregonians achieve housing stability. The section manages state and federal resources that mitigate high energy costs, address health and safety risks, and improve energy efficiency in the homes of low income Oregonians. Through a network of community action agencies, utility companies, and community partners, services include utility bill payment assistance, health and safety improvements, heating system repair and replacement, energy conservation services, and energy conservation education. These critical services encourage improved health and safety and improved housing stabilization.

*Housing Stabilization Division: HUD Contract Administration*

The HUD Contract Administration section of the Housing Stabilization Division serves as the Performance Based Contract Administrator (PBCA) for project-based Section 8 housing in Oregon. These activities cover 257 contracts and nearly 10,000 units across the state. The section provides technical support to owners, managing agents, site staff, and residents. Section 8 is a critical federal resource providing affordable housing through private landlords across Oregon.

This position is in the Energy Services Section.

**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:**

Through the monitoring of subgrantees, identify weatherization program capacity and training improvement needs to develop, provide and implement training and technical assistance content in order to maintain internal and external program standards and support effective weatherization program delivery. This is done with the purpose to ensure program consistency and adherence to multiple funders' program specifications, rules and regulations.

**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".*

30%	R	E	<p><b>Program Development</b></p> <ul style="list-style-type: none"> <li>• Develop and implement the Department's annual weatherization Health &amp; Safety, Training and Technical Assistance (T&amp;TA), and Monitoring plans in preparation for submission of the US Department of Energy (DOE) annual grant funding application. <ul style="list-style-type: none"> <li>○ Facilitate internal and external work groups</li> <li>○ Research and identify training curriculum</li> <li>○ Develop and design training work plans</li> </ul> </li> <li>• Research and develop new specifications and technical improvements to guide and enhance the low-income weatherization program.</li> </ul>
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			<ul style="list-style-type: none"> <li>• Design and implement weatherization training for local agency staff and contractors that meets the needs of community-based weatherization subgrantees and stakeholders. <ul style="list-style-type: none"> <li>○ Organize and develop the Housing Stabilization Division (HSD) T&amp;TA Work Plan.</li> <li>○ Review and approve funding proposals for the T&amp;TA Plan.</li> <li>○ Develop T&amp;TA strategies for use of dedicated funding.</li> <li>○ Design T&amp;TA expenditures in order to meet divergent needs of key stakeholders.</li> </ul> </li> <li>• Design audience-targeted, goal-directed training plans and objectives, to support subgrantees in the implementation of weatherization programs. This includes: <ul style="list-style-type: none"> <li>○ Assessment of subgrantee training needs.</li> <li>○ Development and update of training/course content as well as instructional/training materials and tools.</li> <li>○ Ensure appropriate training opportunities for staff on safety and operation of existing and new equipment.</li> <li>○ Evaluate effectiveness of training and analyze results to further modify or develop training materials.</li> </ul> </li> <li>• Evaluate current weatherization training programs and work with local, state, and national stakeholders to develop new training programs and identify additional leverage resources to increase effectiveness of the weatherization program in general.</li> </ul>
30%	R	E	<p><b>Training and Technical Assistance (T&amp;TA) Coordination</b></p> <ul style="list-style-type: none"> <li>• Function as the subject matter expert on weatherization training and technical assistance issues, including Health and Safety procedures, DOE approved energy analysis software, the use of technical diagnostic equipment such as furnace efficiency test equipment, pressure diagnostic technology and infrared imaging equipment as well as the procedures to install weatherization related materials. <ul style="list-style-type: none"> <li>○ Work collaboratively with the Weatherization Coordinator to establish weatherization measure installation specifications, health and safety standards and guidelines for subgrantees by writing formal MEMO directives.</li> <li>○ Clearly communicate program guidelines and respond to daily inquiries from subgrantee staff.</li> </ul> </li> <li>• Approve subgrantee T&amp;TA work plans, expenses, and evaluate program effectiveness and compliance with all governing laws, regulations, policies and procedures. <ul style="list-style-type: none"> <li>○ Develop a detailed T&amp;TA program budget for all weatherization funding sources including line items for: travel; monitoring; specialized equipment purchases; and subgrantee allocations.</li> <li>○ Develop and award subgrantee T&amp;TA allocations based on state funding formula and approved T&amp;TA plans.</li> <li>○ Review and evaluate individual requests for T&amp;TA submitted by eligible entities and guide the decision process for awarding funds.</li> </ul> </li> <li>• Oversee and assure compliance with the historic preservation program Interagency Agreement between OHCS and State Historical Preservation Office (SHPO). <ul style="list-style-type: none"> <li>○ Develop and provide guidance to ensure subgrantee compliance with all components of the agreement.</li> <li>○ Communicate as needed with SHPO staff to ensure the agreement is functioning appropriately and resolve outstanding issues.</li> <li>○ Review annual subgrantee SHPO reports to ensure compliance and</li> </ul> </li> </ul>

			<p>accuracy.</p> <ul style="list-style-type: none"> <li>○ Compile statewide report and submit annually to SHPO staff.</li> </ul>
20%	R	E	<p><b>Outreach</b></p> <ul style="list-style-type: none"> <li>● Promote collaborative locally based training opportunities by initiating cooperation and joint planning for training and technical assistance with state agencies, local jurisdictions and community organizations. <ul style="list-style-type: none"> <li>○ Provide leadership to develop new training programs and evaluate best practices.</li> <li>○ Communicate daily with Department staff, managers, state and federal agency staff, subgrantee partners, and the public.</li> <li>○ Facilitate work groups to develop consensus among diverse program stakeholders to ensure inclusion of best practices in energy conservation and installation of measures, materials, and health and safety components of weatherization.</li> <li>○ Respond orally and in writing to weatherization program inquiries from the public, subgrantees and grantors, clients, utilities and federal and state officials.</li> <li>○ As applicable to the position, participate and represent the Department in local, regional and national technical advisory meetings, conferences, forums, and committees, including U.S. Department of Energy (DOE), Bonneville Power Administration Regional Technical Forum, DOE Region 10 Peer Exchange T&amp;TA Committee, the Energy Out-West Board and the Oregon Energy Coordinators Association to keep up to date with information necessary to manage the weatherization training programs.</li> <li>○ Provide leadership and support by convening OHCS staff and local partners to assist in the development of Department program policies and administrative rules on a variety of weatherization issues, such as lead hazards and lead safe work practices, energy conservation measures, and program outcome evaluations.</li> </ul> </li> </ul>
15%	R	E	<p><b>Subgrantee Monitoring</b></p> <ul style="list-style-type: none"> <li>● Work collaboratively with the Weatherization Compliance Specialist to monitor program sub-grantees annually for production and compliance with state and federal weatherization program regulations by: <ul style="list-style-type: none"> <li>○ Conducting site visits to ensure compliance and identify areas of improvement.</li> <li>○ Evaluating the extent to which the objectives of the Master Grant Agreement and sub-grantee weatherization work plans are accomplished.</li> <li>○ Assessing subgrantee installation of weatherization measures and making recommendations for change as needed, using informal and formal monitoring protocols.</li> <li>○ Identifying areas of concern and developing corrective action plans to improve program processes and procedures.</li> <li>○ Ensuring that all aspects of weatherization measure installation is compliant with funding source requirements.</li> <li>○ Provide on-site direction and training as necessary to build local capacity, and improve program performance.</li> <li>○ Conduct desk monitoring of weatherization program files as appropriate.</li> </ul> </li> <li>● Research, identify, and share best practices through subgrantee site visits.</li> <li>● Work with the Weatherization Program Coordinator to evaluate sub-grantee performance and coordinate changes as needed.</li> </ul>

5%	R	N/E	<ul style="list-style-type: none"> <li>• Participate in unit, section meetings and Department committees. Complete and track a variety of special projects as assigned by section manager.</li> <li>• Work to continuously improve performance by attending classes, training, and seminars related to key responsibilities and/or employee development plan.</li> <li>• Perform any other duties as directed by supervisor.</li> </ul>
100%			

## 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 person in this position will work both in and out of the office. Work in the office is performed in a typical office environment. This position requires occasional lifting up to 50 pounds and exertion for short periods of time. Work outside of the office will vary considerably. Must be able to climb ladders and in and around attics and crawlspaces in private residences. Many of these geographic work areas are in remote locations in Oregon. The work may require irregular work hours including nights, evenings and weekends. This position requires frequent travel on official State business. Should you choose to drive a motor vehicle you must have a valid driver license and an acceptable driving record. If not, you must have an alternate method of transportation. Compliance with ORS 807.020 (1) is required. It is required that drivers of state-owned vehicles complete a defensive driving safety class every two years. This position requires occasional out-of-state travel for conferences, training, and meetings.

## 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 related to OHCS  
 OHCS Administrative Rules  
 Master Grant Agreement Work Plans for Weatherization  
 OAR 813-205 Weatherization Program rules  
 Oregon Weatherization Assistance Program Site Built & Manufactured Home Field Guide  
 US Department of Energy 10 CRF Part 440 Weatherization Assistance Program  
 Oregon DOE State Plan/Weatherization Assistance Program  
 Oregon Low Income Home Energy Assistance Program (LIHEAP) State Plan  
 Bonneville Power Administration Weatherization Rules and Regulations  
 Energy Conservation Helping Oregonians (WX) Guidelines  
 Oregon Energy Assistance Program Manual  
 ORS 757 Low-income weatherization and bill payment assistance  
 US Department of Housing and Urban Development (HUD) 24 CRF 950  
 US Environmental Protection Agency (EPA) CRF Title 40

**b. How are these guidelines used?**

These guidelines are used for routine reference to accomplish the various responsibilities of this position and to establish statewide program guidelines and procedures. The guidelines are reviewed and/or researched as necessary to ensure compliance and consistency with pertinent standards, regulations, policies, agreements, and laws.

## 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>			
Federal Agencies	Phone/Email	Consultative advice, program specifications	Monthly
State Historical Preservation Office	Phone/Email/In person	Program compliance	Monthly
US Department of Energy	Phone/Email	Consultative advice, Program specifications, Collaboration	Monthly
Bonneville Power Administration	Phone/Email	Program Specifications	Monthly
Sub-grantees	Phone/Email/In person	Program administration, service delivery guidance, program development, technical assistance, performance monitoring	Daily
General Public	Phone/Email	Program Eligibility/Conflict Resolution	Daily
Other State Agencies	Phone/Email/In person	Networking/Program Development	Weekly
Private and Public Utilities	Phone/Email/In person	Program Development/Coordination	Weekly

## SECTION 7. POSITION RELATED DECISION MAKING

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

The individual in this position must operate on his/her own initiative to research and evaluate complex information in a very timely manner to execute this program successfully. This position makes operational decisions within the broad scope of the Department's mission and values. The position ensures the Department and Sub-grantees meet all federal and state program rules, defines and recommends policy, and determines adequate resources for the weatherization training programs.

Because of the complex nature of the training programs, these decisions are often made based on professional judgment and without clear-cut guidelines or policies. Decisions are often made independently, in collaboration with other Department staff, and sometimes made in consultation with stakeholders. Errors in judgment would have a substantial negative impact on overall state program operation and agency effectiveness of implementing low-income weatherization. Decisions made by this position affect local weatherization partners' ability to successfully implement its strategic goals and deliverables. Failure to achieve strategic goals could result in future federal funding decline. Decisions will also impact other state agencies and private housing developers concerning energy conservation related applications, technology and renewable energy sources.

## 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>				
PEM E	0000864	Work is reviewed on an ongoing basis	Weekly and Annually	To maintain communication and information sharing of program/issues and performance reviews.

**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**

At Oregon Housing and Community Services:

- Our **Vision** is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.
- Our **Mission** is to provide stable and affordable housing and engage leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians.
- Our **Core Values**: Collaboration – Compassion – Equity – Integrity – Leadership – Transparency.

**ADDITIONAL REQUIREMENTS:** List any knowledge, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

The individual in this position is expected to create a professional work environment focused on high productivity, model sound work habits through personal example and leadership, maintain accurate and current office records, and actively participate, contribute and engage in department meetings.

The incumbent is expected to perform position duties in a manner which promotes customer service and collaborative and harmonious working relationships, including: courteous and respectful treatment of all persons; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associates; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects; identify and resolve problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions in an effort to strengthen work performance; and contribute to a positive, respectful and productive work atmosphere.

Due to the nature of this position the individual must be knowledgeable in the field of residential building science or construction, with expertise in energy services and lead paint/housing hazards preferred.

- Must have working experience managing and implementing the technical aspects of a residential energy conservation program and/or multifamily residential weatherization projects.
- Must be capable of facilitating stakeholder discussions related to federal grants and the weatherization program.
- Must have experience developing, implementing, and evaluating comprehensive training programs.
- Must have experience using the following weatherization tools and equipment: Blower Door, Duct Blaster, Infrared Camera, Combustion Analyzer, Temperature Gauges, Manometers, and Flow Hoods.
- Must be proficient in the use and operation REM Design or equivalent energy analysis software.

The following certifications are not required at the time of hire, but the incumbent must have the capacity to obtain the credentials to successfully carry out the duties of this position.

- Residential Energy Analyst Program Certification
- Building Performance Institute Certification
- Home Energy Professional Quality Control Inspector Certification
- Lead Safe Weatherization Training
- EPA Lead Renovator Certification
- Mold and Moisture Mitigation Training

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial amount (\$ 0,000,000.00)	Fund type
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Has primary responsibility, oversight and performance monitoring for the Department Weatherization Training and Technical Assistance (T&TA) budget totaling \$2,300,000 per biennium. Funding for the overall T&TA budget is a result of multiple grants including Public Purpose (ECHO), Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), and Low-income Home Energy Assistance Program (LIHEAP).

## 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