



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
February 21, 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

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| a. Classification Title: <u>Operations & Policy Analyst 4</u> | b. Classification No: <u>C0873</u> |
| c. Effective Date: <u>July 1, 2009</u> | d. Position No: <u>0873001</u> |
| e. Working Title: <u>Senior Climate Policy Analyst</u> | f. Agency No: <u>33000</u> |
| g. Section Title: <u>Energy Planning & Innovation</u> | h. Budget Auth No: <u>001118740</u> |
| i. Employee Name: <u>VACANT</u> | j. Repr. Code: <u>UA</u> |
| k. Work Location (City – County): <u>Salem - Marion</u> | |
| l. Supervisor Name (Optional): | |
| m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share | |
| n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative | |

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 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. The Division's two sections: Energy Efficiency & Conservation and Energy Technology & Policy collaborate with the 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:

Serve as an expert on climate change specifically relating to policy, technical aspects, and markets for the agency. Additionally, this position provides staff support to the Oregon Climate Action Commission, including technical expertise in climate-related studies and policies, and by providing administrative assistance to the Commission.

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 |
|-----------|--------|------|---|
| 50% | R | E | Policy Development and Analysis <ul style="list-style-type: none"> Research and analyze assigned energy and climate resources and technologies, including existing and proposed state and federal policies, costs, opportunities, barriers, and market penetrations. Interpret the data into meaningful conclusions, utilize them to make recommendations for improvement, and provide clear and accurate written result reports. Develop statewide programs, initiatives, legislation, policies, administrative rules, strategies, and principles for agency management and the Governor’s Office, based on the outcomes of the energy and climate-related reports and as assigned. Review and analyze new technologies and strategies for greenhouse gas mitigation and adaptation, policies and technologies, and national and international industry standards. Monitor activity and recommend agency participation in federal actions and other governmental proceedings affecting Oregon. Review and evaluate legislation, identify stakeholders, and provide recommendations; analyze proposed federal legislation and rules to determine the impacts on Oregon. Provide analysis and advice on legislative inquiries and statewide initiatives, legislation proposed by stakeholders and other state agencies relating to climate change to agency leadership and the Oregon Climate Action Commission Chair. Utilize professional discernment on current and emerging climate data, analyses, topics, technologies, concepts, and proposals considering the social, economic, and environmental impacts of climate change; and the strategies to mitigate greenhouse gas emissions and adapt to a changing climate. |
| 30% | R | E | Policy Advice and Recommendations <ul style="list-style-type: none"> Serve as the subject matter expert for the agency and Oregon Climate Action Commission on greenhouse gas mitigation and adaptation strategies, policies, and technologies; with particular focus on the energy sector’s role and vulnerability. Provide technical advice, options, and effective recommendations to agency management, Oregon Climate Action Commission, the Governor’s Office, the Legislature, and other state agencies to help shape major directions in state climate policy and programs. Responsible for writing position papers, legislative concepts and testimony, agency backgrounders, and budget narratives that set forth State policies on climate change, and for writing letters, memos, and |

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| | | | speeches for agency leadership, the Governor's office, and the Oregon Climate Action Commission Chair articulating state policies and the relevant supporting analyses. |
| | | | <ul style="list-style-type: none"> Identify central issues and develop strategies and state policies to reduce greenhouse gas emissions in Oregon. To support the adaptation of reducing human impacts resulting from the effects of climate change. |
| | | | <ul style="list-style-type: none"> Evaluate existing agency programs; recommend agency policy or position on issues to reduce the long-term costs of decarbonizing energy production and use. |
| | | | <ul style="list-style-type: none"> Represent the agency or Oregon Climate Action Commission at state, regional, or national forums, at the direction of agency leadership. |
| 20% | R | E | Program and Project Management |
| | | | <ul style="list-style-type: none"> Provide staff support to the Oregon Climate Action Commission, including building agendas, providing technical materials, developing and conducting presentations, assisting the Chair in facilitating Commission meetings, and providing Commissioners with information and assistance as needed. |
| | | | <ul style="list-style-type: none"> Guide peers in implementing assigned legislation and executive orders, including rulemaking, ensuring resource allocation, and the complement of activities. |
| | | | <ul style="list-style-type: none"> Handle special projects and assignments related to greenhouse gas mitigation assessments, strategies, and activities; and climate change and adaptation assessments, planning and strategies, and activities. |
| | | | <ul style="list-style-type: none"> Identify grant, external funding, and potential project opportunities related to greenhouse gas emission reductions and climate adaptation; enlist appropriate partners, prepare grant applications, and administer awarded grants. |
| | | | <ul style="list-style-type: none"> Oversee project contracts related to assigned greenhouse gas emission reductions and climate adaptation work. |
| | | | <ul style="list-style-type: none"> In coordination with other agency staff, identify the needs for and develop public information materials on climate change issues. |
| Ongoing | NC | E | <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. 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. |

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. Work may require extended hours during the legislative session and as needed to accommodate short project timelines. This position may require travel, including occasional overnight travel.

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
- Federal rules and regulations
- State and agency policies
- Program administrative rules and specifications
- State and public agency purchasing and contracting rules and guidelines

b. How are these guidelines used?

To develop appropriate and consistent policies related to energy and climate change fields of expertise including energy and climate resources and technologies.

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? |
|--|--|--|------------|
| Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter". | | | |
| Agency Staff | Phone, email, mail, in-person, virtual | Exchange information; coordinate activities/programs | Daily |
| Oregon Climate Action Commission Chair and Commissioners | Phone, email, mail, in-person, virtual | Exchange information; coordinate/ collaborate on goals and objectives | Daily |
| Other Oregon state and local government agencies/officials | Phone, email, mail, in-person, virtual | Exchange information; provide technical assistance; provide input on policies, strategies, programs, administrative rules; coordinate policies, programs, and projects | Weekly |
| Other state energy offices | Phone, email, mail, in-person, virtual | Oversee contractual obligations; share technical and program information; coordinate policies, programs, and projects | Weekly |
| NGOs | Phone, email, mail, in-person, virtual | Share technical and program information; coordinate policies, programs, and projects | Weekly |
| Electric and natural gas utilities and associations | Phone, email, mail, in-person, virtual | Exchange information; provide technical assistance; provide input on policies, strategies, programs, administrative rules; coordinate policies programs and projects | Weekly |
| Renewable energy industry | Phone, email, mail, in-person, virtual | Exchange information; provide technical assistance; explain state requirements; receive input on policies and programs; coordinate projects | Weekly |
| Environmental and renewable energy advocates | Phone, email, mail, in-person, virtual | Exchange information; provide technical assistance; receive input on policies, programs, and projects | Weekly |
| Regional organizations | Phone, email, mail, in-person, virtual | Exchange information; provide technical assistance; explain state requirements; | Weekly |

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| | | receive input on policies and programs; coordinate projects | |
| Oregon Tribes | Phone, email, mail, in-person, virtual | Exchange information; provide technical assistance; provide information regarding incentives/financing | Monthly |
| Federal agencies | Phone, email, mail, in-person, virtual | Exchange technical information; grant writing/reporting; coordinate policies and programs | Monthly |
| University and national research labs | Phone, email, mail, in-person, virtual | Exchange technical and program information; coordinate research and projects | Monthly |
| Governor's office | Phone, email, mail, in-person, virtual | Provide input and recommendations on development of state policy; help formulate policy initiatives on topics approved by the director | As needed |
| Community groups | Phone, email, mail, in-person, virtual | Coordinate public information efforts; make presentations; provide technical assistance and training | As needed |
| General public | Phone, email, mail, in-person, virtual | Exchange information; explain program requirements; provide technical and program assistance | 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, technical standards regarding the design and structure of programs to reduce greenhouse gas emissions and adapt to a changing climate. Additionally, this position makes recommendations to the director, Oregon Climate Action Commission, and the Governor's office on state energy policies and legislation.

Poor decisions can have a negative impact on the programs and policies that facilitate the reduction of greenhouse gas emissions in Oregon and its ability to prepare the State for a changing climate; potential long- and short-term energy costs and environmental impacts; and the lack of preparation for the State to equitably manage and prepare communities for climate-induced changes and disasters which can lead to poor relationships with community partners, underserved communities, utilities, stakeholder groups, and other organizations with whom the agency or State must build partnerships; and legal appeals or challenges from utilities or bidders not selected for contract work.

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 | 0034004 | 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?

☐ Plan work

☐ Coordinates schedules

☐ Assigns work

☐ Hires and discharges

- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards

- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

- 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.
- Must successfully pass criminal background check.

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