



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**August 11, 2025**

**Agency:** Oregon Department of Energy

**Facility:**

☐ 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: <u>Utility &amp; Energy Analyst 2</u>	b. Classification No: <u>C1156</u>
c. Effective Date: <u>July 1, 2011</u>	d. Position No: <u>1156001</u>
e. Working Title: <u>Siting Compliance Officer</u>	f. Agency No: <u>33000</u>
g. Section Title: <u>Energy Siting Division</u>	h. Budget Auth No: <u>001132820</u>
i. Employee Name: <u>VACANT</u>	j. Repr. Code: <u>UA</u>
k. Work Location (City – County): <u>Salem</u>	
l. Supervisor Name: <u>Todd Cornett</u>	
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 type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input 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 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 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, as well as other important state resources. The siting of these facilities is done through an interdisciplinary analysis of the environmental, regulatory, and technical aspects of proposed energy facilities in an open and inclusive public process to ensure compliance with Oregon's siting standards.

**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:**

Support the State's regulation of energy facilities by ensuring compliance with applicable laws, rules, and policies throughout all stages of a facility's lifecycle. This position provides specialized technical and regulatory expertise to protect public interests, promote safe and reliable operations, and uphold environmental and policy standards established by the Energy Facility Siting Council (EFSC).

**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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
90%	R	E	<b>Compliance Monitoring and Enforcement</b>
			<ul style="list-style-type: none"> <li>Develop and maintain compliance plans that reflect all site certificate conditions in final orders, defining review factors, inspection measures, and timelines; update regularly to track verification of compliance.</li> </ul>
			<ul style="list-style-type: none"> <li>Conduct and lead on-site inspections of energy facilities to verify adherence to site certificate conditions, safety codes, and state regulations. Coordinate interagency subject matter experts as needed.</li> </ul>
			<ul style="list-style-type: none"> <li>Evaluate facility designs, operational procedures, inspection reports, and system records to ensure conformity with codes, standards, and prudent industry practices. Identify non-compliance issues and recommend corrective actions to EFSC or the Division Administrator.</li> </ul>
			<ul style="list-style-type: none"> <li>Prepare detailed inspection reports with recommended corrective measures or amendments to site certificates or habitat mitigation plans; perform follow-up reviews as necessary.</li> </ul>
			<ul style="list-style-type: none"> <li>Maintain comprehensive and legally defensible compliance records for each facility.</li> </ul>
			<ul style="list-style-type: none"> <li>Advise siting analysts in drafting clear, enforceable site certificate conditions for proposed and final orders.</li> </ul>
			<ul style="list-style-type: none"> <li>Develop annual compliance work plans, track progress, and provide reports to EFSC and agency leadership. Collaborate to establish annual facility fees based on planned compliance activities.</li> </ul>
			<ul style="list-style-type: none"> <li>Recommend administrative rule changes to strengthen compliance oversight and improve processes.</li> </ul>
			<ul style="list-style-type: none"> <li>Train siting analysts, inspection teams, and other staff on effective compliance monitoring and enforcement practices.</li> </ul>
			<ul style="list-style-type: none"> <li>Contribute to the design and implementation of an electronic compliance records system; coordinate with internal staff, DOJ, and contractors to ensure usability and accuracy.</li> </ul>
			<ul style="list-style-type: none"> <li>Review annual reports submitted by site certificate holders, ensure accuracy, and coordinate necessary follow-up.</li> </ul>
			<ul style="list-style-type: none"> <li>Conduct annual financial assurance reviews to verify documentation is current and sufficient.</li> </ul>
			<ul style="list-style-type: none"> <li>Advise EFSC on enforcement actions for violations; coordinate enforcement proceedings with DOJ in accordance with OAR Chapter 345, Division 29.</li> </ul>
			<ul style="list-style-type: none"> <li>Respond to facility incidents per OAR 345-026-0170 and established division protocols.</li> </ul>
			<ul style="list-style-type: none"> <li>Evaluate exempt facilities annually to ensure compliance with all applicable council rules.</li> </ul>
10%	R	E	<b>Policy, Analysis, and Stakeholder Coordination</b>

			<ul style="list-style-type: none"> <li>Research and analyze emerging issues affecting energy facility siting and compliance; develop recommendations to address challenges and improve outcomes.</li> </ul>
			<ul style="list-style-type: none"> <li>Recommend enhancements to siting and compliance processes, including proposed rule changes and legislative initiatives.</li> </ul>
			<ul style="list-style-type: none"> <li>Identify, engage, and coordinate with state, federal, Tribal, and local government partners with roles in energy facility oversight. Facilitate communication and information sharing across jurisdictions.</li> </ul>
			<ul style="list-style-type: none"> <li>Support the procurement, maintenance, and proper use of personal safety equipment for field activities.</li> </ul>
<b>On-Going</b>	<b>NC</b>	<b>E</b>	<b>Miscellaneous</b>
			<ul style="list-style-type: none"> <li>Perform duties in a manner that promotes customer service and harmonious working relationships; treat all individuals courteously and with dignity and respect.</li> </ul>
			<ul style="list-style-type: none"> <li>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.</li> </ul>
			<ul style="list-style-type: none"> <li>Develop positive working relationships with agency staff and supervisors by actively partnering, communicating, and supporting co-workers, identifying and collaboratively resolving problems constructively.</li> </ul>
			<ul style="list-style-type: none"> <li>Demonstrate openness to constructive feedback and suggestions to improve work performance.</li> </ul>
			<ul style="list-style-type: none"> <li>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.</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>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.</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>Ensure regular and consistent attendance to meet job demands and 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 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.

## 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 Biennial Energy Plan
- NWPCC Power Plan
- Siting and Regulation work plans
- Title 10 – Code of Federal Regulation
- Oregon Administrative Rules - Chapter 345
- Oregon Attorney General's Uniform and Model Rules of Procedure
- Federal law and rules related to energy
- National Environmental Policy Act

## b. How are these guidelines used?

Statutes and Administrative Rules provide the basis for permitting energy facilities in Oregon and establish the basis for guiding input of Oregon's siting standards into a federal process.

## 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?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
ODOE personnel	Virtually, in person, email, phone, written correspondence	Exchange info., coordinate activities	Daily
Local, state, federal agencies	Virtually, in person, email, phone, written correspondence	Exchange info., coordinate activities	Daily
Project developers and contractors	Virtually, in person, email, phone, written correspondence	Exchange info., coordinate activities	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

The employee in this position exercises independent judgment in coordinating the development and implementation of a comprehensive compliance program for EFSC-certified facilities. This includes establishing timelines, determining when interagency and local government input is needed, reviewing annual reports, updating site-specific financial assurance requirements, conducting compliance inspections, and recommending corrective or enforcement actions when warranted.

The position plays a key role in fulfilling the department's statutory and rule-based support responsibilities to the Energy Facility Siting Council (ORS 469.300 et seq.; OAR 345, Divisions 1–29) by ensuring energy facilities operate in full compliance with site certificate conditions.

The employee reviews invoices from other state agencies, local governments, and contractors to assess the appropriateness of services and recommends payment decisions to the manager.

The role requires evaluating the relative importance and potential impact of emerging compliance issues in federal energy policy or state siting standards. The employee advises management on recommended courses of action, ensuring energy projects sited in Oregon remain consistent with state standards.

For significant issues affecting Oregon's energy resources or its citizens, the employee identifies available options and recommends those that best balance protection of human health and the environment with the need to maintain a reliable energy supply.

## SECTION 8. REVIEW OF WORK

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

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

PEM F	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.
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## 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.
- 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
<b>Note:</b> 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		