



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
February 6, 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

a. Classification Title: Administrative Specialist 2
b. Classification No: C0108
c. Working Title: Division Assistant
d. PPDB No/WD ID: 2527009
e. Section Title: Energy Development Services
f. Agency No: 33000
g. Employee Name: VACANT
h. Budget Auth No:
i. Supervisor Name: Pandian Krishnaswamy
j. Repr. Code: UA
k. Work Location (City – County): Salem - Marion

I. Position: Permanent, Seasonal, Limited Duration, Academic Year, Full-Time, Part-Time, Intermittent, Job Share

m. FLSA: Exempt, Non-Exempt
If Exempt: Executive/Supervisory, Administrative, Professional, Computer
n. 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.

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 131 employees and is funded with revenue from more than 30 sources, including \$15.9 million in general funds, \$106.0 million in other funds, \$79.1 million in federal funds, \$1.1 million in other non-limited other funds, and \$24.0 million in non-limited loan program and debt service funds.

The Energy Development Services Division administers programs that provide financing and incentives to homeowners, renters, businesses, organizations, nonprofits, Tribes, schools, consumer-owned utilities, and public bodies installing projects that increase energy efficiency, generate renewable energy, encourage community resilience, or support the alternative fuels market.

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:

Provide high-level administrative support to the Assistant Director of Energy Development Services and agency managers. This role coordinates executive-level secretarial services, organizes program and meeting logistics, manages records and information, and handles communications to keep the division running smoothly.

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”.

40%	R	E	<p>Administrative Coordination Support</p> <ul style="list-style-type: none"> Manage complex calendars and coordinate meetings, workshops, conferences, and events, including facilities, A/V, materials, refreshments, and virtual platforms. Prepare and distribute agendas, presentations, and supporting materials; attend meetings to capture notes or transcripts and format meeting summaries and minutes. Serve as the division’s administrative communications hub by managing mail, faxes, phone inquiries, and shared inboxes; route requests and draft correspondence for review and signature. Serve as division’s records and retention coordinator. Maintain division records in digital and physical systems in accordance with records retention schedules; archive and dispose of records per established policy. Develop and maintain spreadsheets and administrative tracking tools to support division operations and communications; audit monthly and as necessary for clarity and accuracy. Draft, edit, and proofread internal and external-facing materials for clarity, consistency, and adherence to established style guidelines. Develop and update administrative procedure guides and quarterly operational summaries describing divisional activities and current initiatives. Provide agency-wide administrative support as requested, including serving as backup for receptionist duties, answering phones, and directing inquiries to appropriate staff. Track and summarize administrative and program-related data from web, phone, and reference sources; produce reports and tracking formats as required.
35%	R	E	<p>Program Coordination & Support</p> <ul style="list-style-type: none"> Support program record-management processes, including tracking and organizing program funding documentation. Conduct routine administrative reviews of program applications and related documentation to ensure completeness, accuracy, and

			alignment with established administrative standards; document findings and route discrepancies to program staff.
			<ul style="list-style-type: none"> Respond to inquiries from the public, businesses, financial institutions, and utilities by providing program information, application procedures, and eligibility requirements.
			<ul style="list-style-type: none"> Review incoming paper and electronic applications for completeness and alignment with established administrative criteria; coordinate follow-up for missing or unclear information.
			<ul style="list-style-type: none"> Track and summarize administrative observations and feedback from program staff and applicants to support updates to application processes, forms, web content, and guidance.
			<ul style="list-style-type: none"> Assist with non-routine administrative issues and facilitate communication and collaboration among program staff and external partners.
			<ul style="list-style-type: none"> Provide logistical and administrative support to advisory committees, including scheduling outreach and preparing briefing materials.
25%	R	E	Business Support Services
			<ul style="list-style-type: none"> Coordinate workspace, equipment, and supply needs for new hires; support agency orientation and positional onboarding schedules, system access coordination, and administrative communications.
			<ul style="list-style-type: none"> Prepare, update, and distribute agency orientation and positional onboarding materials.
			<ul style="list-style-type: none"> Provide recruitment administrative support by assisting with interview setup and scheduling in appropriate virtual platforms, including uploading candidate information and interview materials.
			<ul style="list-style-type: none"> Coordinate in-person interview logistics, including room scheduling and distribution of materials to panel members; support virtual interview logistics through appropriate platforms once recruitments are confirmed.
Ongoing	R	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 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 15 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.

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
- Department of Administrative Services Administrative Rules
- Oregon Department of Energy Policies and Procedures
- Oregon Department of Energy Administrative Rules
- Oregon Department of Energy Procedures Manual
- Federal rules, regulations and initiatives

b. How are these guidelines used?

Used for responding to questions from customers, vendors, state agencies, or the public. Used for determining compliance for application approval or denial. Ensuring information provided to the public is consistent with program operations. Ensure proper procedures are followed to provide the best possible service to the Department and the public.

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>			
Agency Employees	Phone, e-mail, in-person, virtual	Exchange information; coordinate activities	Daily
Project owners	Phone, e-mail, in-person, virtual	Exchange information on programs, gather info. necessary to evaluate applications	Daily
Advisory Committee	Phone, e-mail, mail, in-person, virtual	Schedule meetings, conference calls resolve problems, carry out directives	Daily
General Public	Phone, e-mail, mail, In-person, virtual	Exchange information on programs, gather necessary information to process applications	Daily
Contractors/vendors	Phone, e-mail, mail, In-person, virtual	Exchange information on programs, gather necessary information to process applications	Daily

Utilities, non-profits, local governments	Phone, e-mail, mail,	Exchange information on programs, gather necessary information to process applications	Daily
Federal agencies	Phone, e-mail, mail	Exchange information on programs, gather necessary information to process applications	Weekly
Other state agencies	Phone, e-mail, in-person, virtual	Exchange information; coordinate activities	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position exercises independent judgment in prioritizing administrative tasks, determining the appropriate format and routing of correspondence, and organizing records, reports, and program-related information. Decisions include how to track and summarize data, schedule meetings and outreach, and address non-routine administrative issues within established procedures.

Decisions made by this position directly affect the accuracy, timeliness, and consistency of administrative and program support functions. Effective decision-making ensures smooth program operations, reliable recordkeeping, and clear communication with internal staff, advisory committees, and external partners. Errors may result in delays, incomplete or inaccurate records, misdirected communications, or diminished confidence in division operations, but do not involve independent policy determination, programmatic decisions, or enforcement authority.

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".

Business Operations Manager 3	2325037	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"/> Prepare & 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:

- The incumbent 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.
- The incumbent must successfully pass criminal background check.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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".

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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