



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 16, 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

Form with fields: a. Classification Title: Fiscal Analyst 2; b. Classification No: C1244; c. Effective Date: August 8, 1975; d. Position No: 2123005; e. Working Title: Grants Officer; f. Agency No: 33000; g. Section Title: Central Services Division; h. Budget Auth No: 000166980; i. Employee Name: VACANT; j. Repr. Code: UA; k. Work Location (City – County): Salem – Marion; l. Supervisor Name (Optional); m. Position: Permanent, Seasonal, Limited Duration, Academic Year, Full-Time, Part-Time, Intermittent, 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.

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 Central Services Division provides shared services for budgeting, accounting, payroll, contracting, federal grants management, information technology management, database development and management, facilities, records management, risk management, employee safety, and office reception.

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:

Develop, manage, and administer the federal grant portfolio for the agency by providing information, guidance, advice, and assistance to management and staff in support of multiple, diverse agency programs. It is responsible for grant monitoring and reporting in compliance with governing laws, rules, and statutes to ensure continued eligibility for program funding.

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”.

60%	R	E	Federal and Other Grant Management <ul style="list-style-type: none"> <li data-bbox="605 546 1546 606">• Provide federal and other grant activities expertise, guidance, and advice to agency staff. <li data-bbox="605 606 1546 667">• Serve as an agency liaison and point of contact on federal financial assistance opportunities and contract matters. <li data-bbox="605 667 1546 764">• Ensure the agency complies with state and federal requirements for grant financial management rules and standards and monitors the agency’s financial interests and risk exposure on grants and incoming contracts. <li data-bbox="605 764 1546 919">• Negotiate terms and conditions associated with federal and non-federal agreements related to financial reporting and other requirements including coordination with private and governmental entities within Oregon, State Attorney General’s Office as well as governmental entities in other states throughout this process. <li data-bbox="605 919 1546 1167">• Monitor program performance and financial progress and make recommendations for corrective action as needed under existing awards; alert management if potential risks are determined; interpret federal regulations and other non-federal award requirements as they relate to financial, program implementation, and legal requirements in order to facilitate problem resolution; research funding problems and provide agency management with information necessary to make effective financial decisions; assist program staff in negotiating changes with awarding agency. <li data-bbox="605 1167 1546 1228">• Develop policies and procedures related to the management and oversight of federal financial assistance and other non-federal contract awards. <li data-bbox="605 1228 1546 1446">• Work across programs agency-wide to develop and prepare federal and grant financial reports. Monitor expenditures compared to the authorized budget. Prepare financial reconciliations to determine the cash position of each award. Identify financial issues related to funding. Research and analyze expenditure records and revenue receipts to determine the source of cost overruns or revenue shortfalls. Make corrective action recommendations to program and management staff. <li data-bbox="605 1446 1546 1507">• Collaborate with program staff to ensure timely development of performance and metric reporting, compliant with terms of grant agreements. <li data-bbox="605 1507 1546 1633">• Review program status reports and make necessary recommendations to staff or management. Provide direction to accounting staff by providing information such as current outstanding contract obligations, travel reimbursement claims, etc. before closeout is finalized. <li data-bbox="605 1633 1546 1730">• Monitor program financial performance and work with budget and accounting staff to resolve accounting issues related to grant expenditures and financial reporting requirements. <li data-bbox="605 1730 1546 1822">• Review agency federal grant payments. Ensure payments are adequately documented, allocable, necessary, and reasonable to the appropriate awards. <li data-bbox="605 1822 1546 1885">• Safeguard federal grant funds and ensure they are used for the purposes for which they were awarded.
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			<ul style="list-style-type: none"> • Provide oversight for subrecipient monitoring and compliance, including completing risk assessments, as required by the federal and grant program.
			<ul style="list-style-type: none"> • Serve as agency PAGE system administrator for US DOE grant reporting data base; provide training to staff on system use; establish user rights and access to PAGE.
			<ul style="list-style-type: none"> • Review all program reports to ensure program implementation aligns with intended milestones, ensure relevant metrics are identified in program reports and submit reports in the appropriate Federal reporting system.
			<ul style="list-style-type: none"> • Coordinate program description and milestones specifically for the policy, guidance, and oversight market activity.
			<ul style="list-style-type: none"> • Provide guidance to appropriate program and grant budget coordinators to help determine annual budget needs based on federal allocation.
			<ul style="list-style-type: none"> • Prepare quarterly reconciliation and financial status report and submit in the proper federal reporting software.
40%	R	E	New Grant Development
			<ul style="list-style-type: none"> • Review federal funding opportunities to determine applicability across agency programs. Provide financial and grant management expertise and instruction on application development and preparation including budgets.
			<ul style="list-style-type: none"> • Facilitate strategy meetings to help design and develop grant program applications; recommend strategies for grant implementation; assess and integrate agency-wide programs as appropriate into the design of applications; help ensure applications align with the agency's mission, as well as federal requirements.
			<ul style="list-style-type: none"> • Act as a consultant and guide to program staff concerning grant application goals and objectives and program metrics as they relate to individual grant applications and agency criteria; make recommendations to clarify grant scope of work, deliverables, and milestones, etc. during application development based on understanding of program needs while ensuring adherence to federal and non-federal requirements; and consult with appropriate partners in evaluating the benefits of proposed projects to include cost vs. benefit, legislative authority to carry out the program, alignment with agency mission, resources necessary to complete the effort, and external stakeholder as well as federal impact.
			<ul style="list-style-type: none"> • Facilitate the grant development process; confirm program staff follow development guidelines and work with managers to ensure deadlines are met and proper reviews occur during the grant development process.
			<ul style="list-style-type: none"> • Coordinate submission of final grant applications and ensure packets are complete and deadlines are met.
			<ul style="list-style-type: none"> • Provide reporting on agency efforts to pursue additional funding sources to advance the agency's mission.
			<ul style="list-style-type: none"> • Assume other grant development roles, such as grant drafting, to support the agency's success at pursuing new grant funding opportunities.
On-Going	R	E	Miscellaneous
			<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.

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.

Individual Federal Grant rules and regulations (as applicable)
 Oregon Revised Statutes
 Oregon Administrative Rules
 OMB/Federal Cost Principals
 OMB/Uniform Administrative Requirements for Fed Financial Asst.
 Department of Energy Policies and Procedures
 Department of Administrative Services Policies
 State Accounting Manual
 Generally Accepted Accounting Principles (GAAP)
 US DOE SEP Manager's Operations Manual
 US DOE SEP Strategic Plan
 US DOE Interim Conflict of Interest Policy
 Davis-Bacon Act
 Build America, Buy America
 Justice40 Initiative
 National Environmental Policy Act
 Historic Preservation

b. How are these guidelines used?

To assure agency compliance with state and federal rules, regulations and cost principles.

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?
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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".

Agency staff	Phone, email, mail, in-person, virtual	Ensure funding compliance/interpretation/technical and financial assistance	Daily
Dept of Admin Services	Phone, email, mail, in-person, virtual	SFMA compliance/management of ODOE accounting system.	Weekly
Federal/Funding Agencies	Phone, email, mail, in-person, virtual	Resolution of legal issues/negotiations of legal documents/financial compliance/grant applications	Weekly
State Attorney General's Office	Phone, email, mail, in-person, virtual	Resolution of legal issues/negotiations of legal document language.	As needed
Regional Representative, other Energy Officials	Phone, email, mail	National legislation for energy and environmental issues, federal appropriations bills, SEP Formula Grant Program	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position receives general supervision and works independently through assignments. Provides recommendations on policy decisions regarding the federal grants, development of grant requests and financial and legal administration of funding for ODOE programs. Provides final review of agency payments and other accounting transactions prior to warrant issuance. Research process issues and funding award problems making recommendations to ODOE leadership for action. Decisions affect ODOE funding and credibility with funding sources. Non-compliance with state/federal requirements results in audit deficiencies, program disallowances and agency financial liabilities. Decisions on use of funding resources, quality and acceptability of budgetary expenditures and fiscal analysis of program product must be valid and sound to reduce risks to future agency funding. Disallowed costs, as well as any major non-compliance findings could result in reimbursement of costs to the federal awarding agency; inability to meet assigned objectives and goals; and loss of credibility for the agency.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Manager 3	0032002	Through informal and formal conversations and meetings and through quarterly performance accountability feedback	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate 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:

- Must successfully pass a criminal background check.
- The 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
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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".

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