



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May 15, 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>Compliance Specialist 2</u>	b. Classification No:	<u>C5247</u>
c. Working Title:	<u>Grants Reporting Coordinator</u>	d. PPDB No/WD ID:	<u>2325049</u>
e. Section Title:	<u>Central Services Division</u>	f. Agency No:	<u>33000</u>
g. Employee Name:	<u>Vacant</u>	h. Budget Auth No:	
i. Supervisor Name:		j. Repr. Code:	<u>UA</u>
k. Work Location (City – County):	<u>Salem - Marion</u>		
l. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" 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			
m. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer		n. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 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 Central Services Division is responsible for the critical operations that ensure the agency functions effectively, efficiently, in support of its mission and in compliance with state and federal requirements. This includes financial management such as budgeting, accounting, payroll, procurement, contracting, and federal grants administration, to ensure fiscal integrity and resource stewardship. The division also oversees information technology and database management, providing secure, innovative, reliable systems that support agency operations. Facilities and records management, risk management, and employee safety functions ensure a safe, organized and compliant workplace. Additionally, the division manages employee services, including strategic workforce planning, recruitment, classification and compensation, employee relations, leave administration, training, wellness programs, and personnel action processing.

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:

The primary purpose of this position is to ensure internal compliance with grant requirements by overseeing internal processes related to reporting on grant deliverables, deadlines, and reporting obligations. This position is responsible for tracking grant conditions, coordinating filing and documentation efforts, and ensuring that reporting is accurate, complete, and submitted in accordance with funding terms. Working closely with the grants team, the position provides compliance guidance and monitors internal tracking for grant reporting purposes.

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>			
60%	N	E	Internal Grant Compliance Reporting & Monitoring
			<ul style="list-style-type: none"> Track grant deliverables, timelines, and reporting deadlines to ensure compliance with grant terms and conditions.
			<ul style="list-style-type: none"> Establish and maintain a centralized tracking mechanism to monitor the status of all active grants, including deliverables, timelines, responsible parties, and resource needs.
			<ul style="list-style-type: none"> Review grant-related documentation received from program areas and internal practices to verify alignment with applicable federal and state regulations, and funding agency requirements.
			<ul style="list-style-type: none"> Monitor fiscal reports to identify potential compliance risks or gaps in performance or documentation.
			<ul style="list-style-type: none"> Maintain comprehensive records of compliance activities, findings, and corrective actions.
			<ul style="list-style-type: none"> Recommend and support the implementation of improvements to internal processes, workflows, or practices to enhance reporting compliance and efficiency.
			<ul style="list-style-type: none"> Support internal readiness for external audits or monitoring reviews, coordinating with program and fiscal teams to ensure complete and accurate documentation is available.
25%	N	E	Reporting & Documentation
			<ul style="list-style-type: none"> Analyze grant performance data from program and fiscal staff to support accurate and timely reporting to external funders.
			<ul style="list-style-type: none"> Maintain a structured documentation system for grant-related agreements, approvals, performance data, decisions, and compliance-related activities.
			<ul style="list-style-type: none"> Develop and maintain mechanisms to report on grant deliverables, resource requirements, and implementation progress.
			<ul style="list-style-type: none"> Collaborate with finance and program staff to ensure that agency grant

			expenditure aligns with reporting and documentation requirements.
			<ul style="list-style-type: none"> Assist in preparing grant compliance summaries, performance assessments, and briefing materials for agency leadership.
15%	N	E	Coordination & Compliance Risk Identification
			<ul style="list-style-type: none"> Serve as a tracking liaison between program, fiscal, and leadership to ensure full awareness of grant responsibilities and status.
			<ul style="list-style-type: none"> Identify when cross-functional coordination is needed to ensure that grants are implemented effectively, and bring appropriate internal resources together to evaluate needs, feasibility, and risks.
			<ul style="list-style-type: none"> Develop tools and practices to consistently collect and evaluate information about grant implementation, deliverables, and required internal supports.
			<ul style="list-style-type: none"> Track and coordinate resolution of internal findings or compliance concerns and monitor progress on corrective actions.
Ongoing	N	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 20 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, during an emergency, 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 Principles
 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

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?
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	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position operates with general supervision. The decisions made in this position involve how to collect, organize and monitor information necessary to meet grant reporting and documentation requirements. The position determines the most effective methods for tracking deliverables, coordinating across teams, and identifying gaps in information that may affect the agency's ability to meet its obligations. While the position does not determine whether a program is in compliance, it plays a key role in ensuring that accurate, complete, and timely data is available to demonstrate compliance. These decisions directly affect the agency's ability to submit required reports, respond to audits, and maintain continued eligibility for state and federal funding. Inaccurate tracking or missed deadlines could result in reputational harm, loss of funding, or audit findings.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Business Operations Administrator 1	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"/> 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 pass a 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
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Note: If additional rows of the below table are needed, place curser 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