



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
June 9, 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:	Operations and Policy Analyst 4	b. Classification	0873
c. Effective Date:	July 1, 2023	d. Position No:	2325028
	Senior Climate Action Policy Analyst	f. Agency No:	33000
e. Working Title:	Energy Planning and Innovation	h. Budget Auth No:	
g. Section Title:		j. Repr. Code:	MMN
i. Employee Name:			
k. Work Location (City – County):	Salem - Marion		
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	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" 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 Energy Planning & Innovation Division works daily to help Oregonians make informed decisions and advance solutions to shape an equitable clean energy transition. The division does this by providing options to reduce greenhouse gas emissions that contribute to climate change, increasing energy efficiency in all sectors across the state, reducing energy costs and energy burden for Oregonians, and diversifying Oregon's fuel resources and

electricity portfolio to provide Oregonians cleaner and more efficient alternatives. This creates safer, healthier, more resilient communities. We provide technical assistance to other state agencies, businesses, and the public, and pride ourselves in providing timely responses and excellent customer service.

The Energy Planning & Innovation Division includes four focus areas: Energy Efficiency & Conservation, Energy Technology & Policy, Codes and Standards, and Climate Change. This division also includes funding for the Oregon members of the Northwest Power and Conservation Council. These sections collaborate with the Department's other divisions, state agencies, and stakeholders to meet the agency's mission and the energy efficiency and renewable energy goals of ORS 469.010.

**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 serve as the agency's policy and technical expert on climate change and clean energy transition, as well as other assigned resources and technologies. This position will help inform the development of energy and climate policy discussions and actions relevant to Oregon and its goals, and provide technical and policy advice and expertise on climate and energy-related issues, programs, actions, and legislation to agency management, Oregon Climate Action Commission, Legislature, and the Governor's Office.

### 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
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
40%	N	E	<b>Policy Development and Analysis</b> <ul style="list-style-type: none"> <li>Research and analyze assigned energy and climate fields of expertise, and other assigned resources and technologies, including existing and proposed state and federal policies, cost-benefit analyses, opportunities, and barriers. Analysis should take into consideration multiple end-use sectors such as buildings, natural gas utilities, electric utilities, industry, and transportation. This research and analysis will be used to inform progress toward Oregon's GHG emissions reductions goals, overcoming barriers to achieving the goals, and recommended actions to achieve those goals.</li> </ul>
			<ul style="list-style-type: none"> <li>Interpret and analyze complex and interrelated data, from assigned energy and climate fields of expertise, with information from related fields and sectors, including environmental, economic, and social perspectives. Synthesize the data and analyses into meaningful conclusions and recommendations and write clear and concise reports. Based on these conclusions and recommendations, propose, and develop statewide initiatives, legislation, policies, administrative rules, strategies, greenhouse emission reduction actions, and principles, for agency management, Oregon Climate Action Commission, Legislature, and the Governor's Office.</li> </ul>
			<ul style="list-style-type: none"> <li>Move forward the identified Transformational Integrated Greenhouse Gas Emissions Reduction Project's (TIGHGER) Actions and other recommendations in the Oregon Climate Action Roadmap by further developing actions, strategies, and programs in cooperation with other state agencies and the Oregon Climate Action Commission. Periodically update the TIGHGER analysis.</li> </ul>

			<ul style="list-style-type: none"> <li>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.</li> </ul>
			<ul style="list-style-type: none"> <li>Utilize professional judgement and provide technical analysis on current and emerging climate data, analyses, topics, technologies, concepts, actions, and proposals across multiple sectors, considering the social, economic, and environmental impacts of climate change. Develop strategies and actions to mitigate greenhouse gas emissions and adapt to a changing climate. With management approval, provide technical analysis to other agencies that are developing and implementing climate strategies or actions.</li> </ul>
			<ul style="list-style-type: none"> <li>Track, review, and analyze proposed state and federal legislation and rules to determine impacts on Oregon. Provide analysis and advice to agency management, the Oregon Climate Action Commission, and the Governor's Office on legislative inquiries, statewide initiatives, and proposed legislation relating to climate change.</li> </ul>
			<ul style="list-style-type: none"> <li>Foster relationships and communications among policy analysts with various Oregon and federal agencies, other state energy offices, governments, utilities, universities, non-governmental organizations, industry associations, private sector, and others to help ensure coordination of policies, goals, programs, and greenhouse emission reduction actions. Ensure consistency with state goals, policies, and objectives relating to climate change and a clean energy future.</li> </ul>
<b>30%</b>	<b>N</b>	<b>E</b>	<b>Policy Advice</b>
			<ul style="list-style-type: none"> <li>Serve as a subject matter expert for the agency and Oregon Climate Action Commission on greenhouse gas mitigation and adaptation strategies, actions, policies, and technologies, across multiple sectors with a particular focus on the energy sector's role and vulnerabilities.</li> </ul>
			<ul style="list-style-type: none"> <li>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.</li> </ul>
			<ul style="list-style-type: none"> <li>Identify central issues and develop strategies, actions, and state policies to reduce greenhouse gas emissions in Oregon, and to adapt to the human impacts resulting from the effects of climate change.</li> </ul>
			<ul style="list-style-type: none"> <li>Evaluate existing state agency programs; recommend statewide policies or positions on issues to improve programs and reduce the long-term costs of decarbonizing energy production and use.</li> </ul>
			<ul style="list-style-type: none"> <li>Write position papers, legislative concepts, agency backgrounders, and budget narratives that set forth state policies on climate change. Prepare and present legislative testimony, letters, memos, and speeches articulating relevant supporting analyses state climate policies.</li> </ul>
			<ul style="list-style-type: none"> <li>As directed, advocate for Oregon's interests and represent the agency or Oregon Climate Action Commission at state, regional, or national forums; and coordinate and participate in relevant advisory committees or workgroups.</li> </ul>
<b>30%</b>	<b>N</b>	<b>E</b>	<b>Program and Project Management</b>
			<ul style="list-style-type: none"> <li>Implement assigned work, legislation, and executive orders, by developing programs and policies, rulemaking, ensuring resource allocation, and ensuring</li> </ul>

			consistency with other agency and Oregon Climate Action Commission activities, and the Oregon State Energy Strategy.
			<ul style="list-style-type: none"> <li>Identify opportunities for grants and external funding by identifying potential projects and actions, enlist partners, and prepare grant applications. Administer awarded grants to help accomplish state, agency, and Oregon Climate Action Commission goals and objectives related to climate change.</li> </ul>
			<ul style="list-style-type: none"> <li>Manage project contracts related to greenhouse gas emission reduction actions and climate adaptation work, climate vulnerability assessments, emissions forecasts, and modeling. This includes developing the statement of work, coordinating the contractor selection process, monitoring work products, and ensuring successful completion.</li> </ul>
			<ul style="list-style-type: none"> <li>Assist the Senior Climate Policy Analyst in providing 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.</li> </ul>
			<ul style="list-style-type: none"> <li>Develop outreach plans to inform other agencies and stakeholders about new agency energy and climate analysis, studies, products, or services. In coordination with other agency staff, identify the needs for and develop public information materials on climate change issues. Identify information needs and assist in the development of agency web pages and other public information materials on a wide variety of climate issues.</li> </ul>
			<ul style="list-style-type: none"> <li>Meet with other agencies and stakeholders to identify potential products or services to support their climate related needs, to achieve state energy and climate goals (in particular from the Oregon State Energy Strategy), and achieve the agency's mission. Assess agency capabilities and resources to meet these needs, develop a plan, and implement projects to provide quality deliverables on time.</li> </ul>
			<ul style="list-style-type: none"> <li>Collaborate with the EDS Division to optimize the delivery of incentive programs that support energy and climate policy by providing technical advice and recommendations on program design, administrative rules, program implementation, and announcements.</li> </ul>
<b>Ongoing</b>	<b>NC</b>	<b>E</b>	<b>Miscellaneous</b>
			<ul style="list-style-type: none"> <li>Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.</li> <li>Engage in team participation and collaboration through the willingness to assist and support co-workers, supervisors, and other work-related associations.</li> <li>Maintain confidentiality of information that is exempt from disclosure under Oregon's public records law.</li> <li>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.</li> <li>Use time management skills to meet expectations for quality, timeliness, and resources.</li> <li>Demonstrate openness to constructive criticism and suggestions to strengthen work performance.</li> <li>Contribute to a positive, respectful, and productive work atmosphere.</li> <li>Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.</li> <li>Respect diversity of opinions, ideas, and cultural differences.</li> <li>Other duties as assigned.</li> <li>Regular attendance is required to meet the demands of this job and to 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. Regular travel throughout the state. Occasional interstate travel. Attendance at evening and weekend meetings or events may be required. Requires the ability to work quickly under deadlines for multiple projects.

## 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, including state building codes and appliance and equipment energy standards
- 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?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Agency employees	Meetings, phone, e-mail, virtual	Provide and receive info; coordinate and collaborate to meet goals and objectives of programs; learn and promote agency programs and efforts internally/externally	Daily
General public	Meetings, phone, e-mail, virtual	Share project information; explain program requirements; provide technical and program assistance	Daily
Community groups	Meetings, phone, e-mail, virtual	Coordinate public information efforts; make presentations; provide technical assistance and training	Daily
Governor's office	Meetings, phone, e-mail, virtual	Provide input and recommendations on development of state policy; help formulate policy initiatives on topics approved by the director	Weekly

Other state agencies	Meetings, phone, e-mail, virtual	Share technical and program information; coordinate policies, programs, and projects	Weekly
Other state energy offices	Meetings, phone, e-mail, virtual	Oversee contractual obligations; share technical and program information; coordinate policies, programs, and projects	Weekly
Non-governmental Organizations	Meetings, phone, e-mail, virtual	Share technical and program information; coordinate policies, programs, and projects	Weekly
Electric and natural gas utilities and associations	Meetings, phone, e-mail, virtual	Provide technical support and share program and project information	Weekly
Local Government Officials	Meetings, phone, e-mail, virtual	Provide technical support & training and share program and project information; coordinate site visits	Weekly
PNW Regional organizations	Meetings, phone, e-mail, virtual	Provide technical support and share program and project information	Weekly
Renewable energy industry	Meetings, phone, e-mail, virtual	Provide technical support and share program and project information	Weekly
Environmental and renewable energy advocates	Meetings, phone, e-mail, virtual	Share technical and program information; receive input on policies, programs, and projects	Weekly
Federal agencies	Meetings, phone, e-mail, virtual	Share technical information; grant writing/reporting; coordinate policies and programs	Monthly
Legislature	In person, in writing, virtual	Convey information	Monthly
University and national research labs	Meetings, phone, e-mail, virtual	Share technical and program information; coordinate research and projects	Monthly
Oregon Tribes	Meetings, phone, e-mail, virtual	Share technical information, coordinate policies/programs, provide program information	Monthly

## 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, determining focus and prioritization of agency work products and activities, recommendations on program policies and direction; comments, negotiations, and recommendations to other organizations made at the direction of the director, including state and federal agencies, formal boards, and committees to ensure coordination of programs and policies; program expenditures; problem solving in administration of programs and projects; conclusions and recommendations stemming from policy, technical and economic analyses, program evaluations, and energy studies. This position also makes recommendations to agency managers and the Assistant Director on state energy policies and legislation.

Decisions and recommendations made by this position impact such things as opportunities for business to reduce energy costs and improve competitiveness; whether consumers are satisfied with energy purchases; whether policy and program decisions are based on accurate and reliable information and sound judgment; how equitably, efficiently, and effectively programs operate; how well programs and policies facilitate the development of energy efficiency and renewable resources in Oregon; and long- and short-term energy costs and environmental impacts.

Poor decisions can result in consumer complaints; complaints to the director, legislators, or the Governor's office from businesses who feel they've been treated unfairly or who feel that our programs, policies or standards are overly restrictive and hinder their ability to do business; lost opportunities for energy savings or reduction in greenhouse gas emissions; inefficient or ineffective use of agency funds and resources on energy policies, programs, projects and technologies that do not achieve expected results; poor relationships with utilities, stakeholder groups, and other organizations with whom we must build partnerships; and legal appeals or challenges from bidders not selected for subcontract 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 informal and formal conversations and meetings, quarterly performance evaluations	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate the 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?
- |  |  |
|--|--|
| <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:

- 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