



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
October 06, 2023

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: Program Analyst 2; b. Classification No: C0861; c. Effective Date: July 1, 2021; d. Position No: 9212306; e. Working Title: Incentives Analyst; f. Agency No: 33000; g. Section Title: Energy Development Services; h. Budget Auth No: 001402753; 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 Energy Development Services (EDS) Division administers grant programs to tribes, businesses, households, nonprofits, and the public sector to help Oregonians implement conservation, energy efficiency, resilience, and renewable energy projects. Current programs include the Solar + Storage Rebate Program, the recently launched Community Renewable Energy Grant Program and Energy Efficient Wildfire Rebuilding Program, as well as heat pump programs approved in the 2022 session that are in recruitment and development. This Division also includes the Small-Scale Energy Loan Program, which includes a portfolio of energy-related projects across the State but is

not currently lending. The Division is also responsible for overseeing the close-out of legacy incentive programs and related projects.

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:

To provide senior level research, technical review, and analysis for the Community Renewable Energy Program (CREP), serving as primary reviewer and ensuring compliance with program statutes and rules.

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
70%	NC	E	<p>Program Management and Delivery</p> <ul style="list-style-type: none"> • Administer program operational guidelines and procedures for renewable energy and energy resilience planning grants. • Consult with customers, vendors, project managers and engineering consultants on completion of their applications explaining the methodologies for compliance with program specifications, guidelines, and procedures. • Review complex energy and resiliency planning applications for compliance with program rules and statute. Make recommendations on proposed project feasibility. • Participate in program competitive review committee and make recommendations on project grant awards based on an evaluation of established scoring criteria. • Administer project files approved under competitive review. Coordinate with department contracting personnel to develop program grant performance agreements. Monitor project planning implementation for compliance with grantee responsibilities established by the performance agreement. • Determine eligible project costs based on program rules and statutes. • Monitor CREP budget expenditures and recommend program changes if program targets are not being met. • Collaborate in developing an outreach plan to market ODOE energy incentive programs.
20%	NC	E	<p>Project Monitoring and Validation</p> <ul style="list-style-type: none"> • Determine conformance of applicant deliverables to program rules and specifications established under the grant’s performance agreement. • Contact applicants for grants to advise them on correcting errors or otherwise coming into compliance with program or funding requirements. • Develop the incentive fund disbursement formula’s necessary for appropriate incentive disbursement amounts for CREP applicants based on the evaluation of grant deliverables. • Collect program service data and outcomes as identified in program rules and policies and evaluate against program and agency goals. Prepare written reports and make recommendations to manager on changes to improve program outcomes • Will occasionally conduct on-site reviews of renewable energy or energy resilience projects. • Prepare findings reports and provide program recommendations in an effort to improve program outcomes.
10%	NC	E	<p>Program Representation</p> <ul style="list-style-type: none"> • Interpret and explain technical requirements, administrative rules, program policies and application procedures to a variety of interested parties including businesses, municipalities, tribes’ vendors, utility staff, architects, engineers, and other professionals. • Assist municipal and tribal organizations and consumer owned utilities with identifying eligible planning projects and completing program applications. • Assist with the development of program case studies, fact sheets and brochures.

			<ul style="list-style-type: none"> • Explain program processes and benefits and present program information at meetings, training or workshops with stakeholders and program participants.
On-Going	NC		<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 through a willingness to assist and support co-workers, supervisors, and other work-related associations. • Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving 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. • Regular attendance is required to meet the demands of this job and to provide necessary services. • Other duties as assigned.

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 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.

The Energy Incentives Program is guided by state statutes and rules and other department programs, policy directives from Department of Administrative Services (DAS), Governor's office, and Justice Department, U.S. Department of Energy (US DOE), Pacific Northwest Lab, Bonneville Power Administration, and utilities; state and regional energy plans and legislatively approved budget.

b. How are these guidelines used?

To determine the eligibility of business tax credit applicants. To guide and direct the business energy tax credit program.

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?
Agency employees	In person, by phone, email, virtual	Exchange information	Daily

Program applicants (municipalities, tribes, Consumer Owned Utilities)	In person, by phone, email, mail, virtual	Exchange information, assist applicant in completing required documentation.	Daily
Applicant partners (businesses, non-profits)	In person, by phone, email, mail, virtual	Exchange information, assist partner with supporting applicant's grant application.	Daily
Other state agencies, County, and local governments	In person, by phone, email, mail, virtual	Coordinate programs and services	Bi-Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position provides technical analysis and interpretations of program rules and standards for the Energy Incentive program based on established methodologies or project-specific analysis. This position deals primarily with more complex applications in the areas of energy and resiliency projects seeking planning grant awards up to \$100,000. Conclusions would support approving or denying all or part of a tax credit application.

This position is responsible for managing relationships with applicant municipalities, tribes, and public bodies by clearly communicating program requirements and setting appropriate expectations related to program deliverables. Failure to do so could result in a loss of agency credibility and an inability to meet program and agency goals and objectives.

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 2	9212304	Through informal and formal conversations and meetings, quarterly performance evaluations	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate effectiveness

SECTION 9. OVERSIGHT FUNCTIONS

- 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 complete a criminal background 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 or provide an acceptable alternate mode of transportation.

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".

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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