



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
October 3, 2025

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: | <u>Program Analyst 2</u> | b. Classification No: | <u>C0861</u> |
| c. Working Title: | <u>Incentives Analyst</u> | d. PPDB No/WD ID: | <u>9252716</u> |
| e. Section Title: | <u>Codes & Standards</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 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:

Support implementation of the Climate Equity and Resilience through Action (CERTA) program by coordinating program activities, monitoring compliance, and analyzing data to inform decision-making. This position evaluates applications and reports for adherence to program requirements, assists in developing and maintaining operational procedures, and provides technical guidance to program participants and partners.

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 |
|--|--------|------|--|
| Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”. | | | |
| 70% | N | E | Program Coordination and Administration |
| | | | <ul style="list-style-type: none"> Administer established procedures and operational guidelines for incentive programs under the established program framework. |
| | | | <ul style="list-style-type: none"> Review and evaluate applications, project proposals, and reports for accuracy, completeness, and compliance with program rules and funding requirements. |
| | | | <ul style="list-style-type: none"> Coordinate and monitor approved projects from award through completion, ensuring deliverables meet agreed-upon outcomes. |
| | | | <ul style="list-style-type: none"> Collaborate with contracting and fiscal staff to prepare performance agreements, verify payment requests, and track project expenditure. |
| | | | <ul style="list-style-type: none"> Calculate eligible project costs and recommend disbursement amounts consistent with budget and rule parameters. |
| | | | <ul style="list-style-type: none"> Maintain organized project records, databases, and reporting tools to document progress and outcomes. |
| | | | <ul style="list-style-type: none"> Support development of guidance documents, forms, and templates to improve consistency and efficiency in program delivery. |
| | | | <ul style="list-style-type: none"> Contribute to outreach efforts by responding to inquiries, preparing informational materials, and assisting with program presentations. |
| 20% | N | E | Program Monitoring, Compliance, and Evaluation |
| | | | <ul style="list-style-type: none"> Monitor grant and incentive project performance against established requirements and timelines. |
| | | | <ul style="list-style-type: none"> Identify compliance issues or data discrepancies and work with recipients to correct deficiencies. |

| | | | |
|----------------|-----------|----------|--|
| | | | <ul style="list-style-type: none"> Conduct desk reviews and occasional on-site visits to verify reported activities and results. |
| | | | <ul style="list-style-type: none"> Collect, analyze, and summarize program data to assess progress toward agency and program goals. |
| | | | <ul style="list-style-type: none"> Prepare summary reports with findings and recommendations to improve program effectiveness and accountability. |
| | | | <ul style="list-style-type: none"> Assist with program evaluations, audits, and data requests as assigned. |
| 10% | N | E | Program Engagement and Communication |
| | | | <ul style="list-style-type: none"> Provide technical guidance and program information to building owners, contractors, consultants, local governments, Tribal governments, and community organizations. |
| | | | <ul style="list-style-type: none"> Interpret and explain administrative rules, program policies, and application processes in a clear and accessible manner. |
| | | | <ul style="list-style-type: none"> Support collaborative relationships with community partners to promote equitable access to program opportunities. |
| | | | <ul style="list-style-type: none"> Assist in the preparation and delivery of training sessions, workshops, and outreach events to increase program understanding and participation. |
| Ongoing | NC | 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 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.

Oregon Revised Statutes; Federal laws and guidelines; State and federal energy and environmental laws, standards and rules; USDOE Build America, Buy America Act; DAVIS-Bacon Requirements; Department of Administrative Services Administrative Rules; Department of Energy Administrative Rules; Department of Energy Policies and Procedures; ODOE desk procedures; Agency and division plans and reports including legislative reports; State and regional energy plans; Agency agreements and sub agreements.

b. How are these guidelines used?

Used in responding to questions from ODOE staff, federal and state entities, utilities, and vendors, or the public. Also used in determining compliance for processing work-related forms and documents. Ensure the information provided to the public is consistent with program operations. Ensure proper procedures are followed to provide the best possible service to the agency 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? |
|---|--|--|------------|
| Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter". | | | |
| Agency employees | Email, in person, phone, virtual platforms/meetings, official correspondence | Collaborate on program design, implementation, reporting, data analysis, and service delivery | Daily |
| Program participants (e.g., rental property owners, homeowners, builders, manufacturers) | Email, in person, phone, virtual platforms/meetings, official correspondence | Provide guidance on eligibility, processes, and program standards; support with applications and participation | Daily |
| Partner organizations (e.g., local governments, Tribal nations, utilities, nonprofit entities, businesses, community-based organizations) | Email, in person, phone, virtual platforms/meetings, official correspondence | Coordinate outreach, technical assistance, program implementation, and reporting | Daily |
| Oregon's Nine Federally Recognized Tribal Nations | Email, in person, phone, virtual platforms/meetings, official correspondence | Maintain government-to-government relationships; provide technical support; coordinate implementation; share program opportunities | Daily |
| Trade allies and contractors | Email, in person, phone, virtual platforms/meetings, official correspondence | Provide program information, review requirements, and coordinate on technical deliverables | Daily |

| | | | |
|--|--|---|-----------|
| State government staff (e.g., Governor's Office, other state agencies) | Email, in person, phone, virtual platforms/meetings, official correspondence | Align strategies, share updates, and respond to coordination or information requests | Weekly |
| Community members | Email, in person, phone, virtual platforms/meetings, official correspondence | Share program information and support participation in energy and resiliency programs | As needed |

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions within clearly defined program policies, procedures, and budgetary parameters. Typical decisions include determining whether an application or report meets eligibility and compliance criteria, calculating allowable project costs, and recommending incentive disbursement or corrective action.

The position exercises judgment in interpreting and applying existing rules and guidelines, resolving routine issues independently, and consulting with a supervisor or program lead on unusual or complex matters. Decisions directly affect the accuracy of program records, the timeliness of payments, and the agency's ability to meet program performance and compliance goals.

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".

| | | | | |
|-------------------------------------|---------|---|-----------|---|
| Compliance and Regulatory Manager 2 | 2325022 | 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. |
|-------------------------------------|---------|---|-----------|---|

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:

- Employment is contingent upon the successful completion of a criminal background check.
- This position requires the ability to travel as needed. The employee must possess and maintain a valid driver's license in their state of residence and have a satisfactory and acceptable driving record.

BUDGET AUTHORITY: If this position has authority to commit to 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 curser 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