



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 24, 2024

Agency: Oregon Department of Energy

Facility:

[] New [x] Revised

This position is:

- [] Classified
[] Unclassified
[] Executive Service
[] Mgmt. Svc – Supervisory
[x] Mgmt. Svc – Managerial
[] Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Program Analyst 4
b. Classification No: X0863
c. Effective Date: July 1, 2009
d. Position No: 0031001
e. Working Title: Energy Security Manager
f. Agency No: 33000
g. Section Title: Nuclear Safety and Emergency Preparedness Division
h. Budget Auth No: 000167150
i. Employee Name: Vacant
j. Repr. Code: MMN
k. Work Location (City – County): Salem, Oregon
l. Supervisor Name:
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [] Executive [] Professional [x] Administrative
o. Eligible for Overtime: [] Yes [x] 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 Nuclear Safety and Emergency Preparedness Division protects the environment and Oregonians from exposure to hazards by monitoring and engaging in radioactive waste cleanup activities at the Hanford Nuclear Site; preparing

and testing nuclear emergency preparedness plans; participating in emergency preparedness planning for Liquefied Natural Gas terminals; and overseeing the transport and disposal of radioactive materials in Oregon. The Division also ensures that the federal government carries out its responsibility to protect Oregonians and the Columbia River from the 177 leaking underground storage tanks at Hanford because the Legislature (ORS 469.586) found that healthy, unpolluted river systems were essential to the well-being of Oregon. The Division also leads the agency's work on energy emergency preparedness; in the event of a petroleum shortage, the division will implement the state's Oregon Fuel Action Plan to ensure petroleum supply to emergency and essential services.

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:

Guide, direct, and manage the development and implementation of a statewide Oregon Fuel Action Plan and Oregon Energy Security Plan, as well as represent the Governor's Office and the agency in a variety of different policy and planning forums.

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
50%	R	E	Fuel Emergency Preparedness
			<ul style="list-style-type: none"> Guide, direct, and manage the development, implementation, and maintenance of the statewide Oregon Fuel Action Plan.
			<ul style="list-style-type: none"> Identify strategies and establish policy to guide the direction of statewide fuel planning to align with industry trends as well as fuel infrastructure limitations, restrictions, and vulnerabilities.
			<ul style="list-style-type: none"> Develop, implement, and maintain the Oregon Fuel Action Plan that considers catastrophic impacts to the region's fuel supply and distribution system. This includes identifying key actions the agency will take to begin the recovery of the fuel infrastructure and provide bulk fuel supplies to the state's emergency and essential services provider to save lives and restore critical lifelines and services in the aftermath of a catastrophic earthquake.
			<ul style="list-style-type: none"> Design and create a statewide fuel allocation structure. This includes guiding and directing the work of the state's pre-approved priority fuel users to ensure ODOE has all the necessary information to implement fuel allocation effectively when needed. All priority fuel users must identify their critical missions, designate locations to receive emergency fuel supplies within their jurisdictions and identify priority routes to support fuel deliveries. Priority fuel users include the 18 Oregon State Agencies overseeing the response and restoration of critical lifelines and services, 36 county emergency management agencies, and 9 federally recognized tribes.
			<ul style="list-style-type: none"> Plan and execute emergency response exercises and tabletop drills, and training opportunities to prepare the fuel industry, federal, military, state, county, local, and tribal governments to respond and recover from petroleum emergencies.
			<ul style="list-style-type: none"> Establish and maintain ongoing working relationships with fuel industry partners, federal agencies, western states, Oregon state agencies, and county and local emergency response organizations to ensure a coordinated response to fuel emergencies.
			<ul style="list-style-type: none"> Represent ODOE and the state of Oregon as a fuel subject matter expert on national, regional, and statewide policy and planning forums, task forces, councils, and steering committees.

			<ul style="list-style-type: none"> Present the Oregon Fuel Action Plan as well as agency fuel planning strategies and policies at national conferences, regional and statewide public meetings, and national, regional, and statewide training to increase public awareness and confidence in ODOE's Petroleum Emergency Preparedness Program.
			<ul style="list-style-type: none"> Testify before the Oregon State Legislature on the Oregon Fuel Acton Plan, agency fuel planning strategies and policies as needed.
40%	N	E	Energy Security Planning
			<ul style="list-style-type: none"> Under guidance from the Division Assistant Director, manage the development, implementation, and maintenance of the statewide Oregon Energy Security Plan.
			<ul style="list-style-type: none"> Identify strategies and establish policy to guide the direction of energy security risk mitigation to align with identified risks and threats.
			<ul style="list-style-type: none"> Develop, implement, and maintain the Oregon Energy Security Plan that considers risk and threats to Oregon's energy systems, which may be outside of Oregon; and analysis risk-mitigation options. This includes identifying key actions the agency advocates to reduce risks and threats and increase energy security.
			<ul style="list-style-type: none"> Establish and maintain ongoing working relationships with energy industry partners, federal agencies, western states, Oregon state agencies, and county and local planners to maintain Oregon's energy security, identify emergency threats, and implement mitigation measures to reduce risks.
			<ul style="list-style-type: none"> Represent ODOE and the state of Oregon as an energy security subject matter expert on national, regional, and statewide policy and planning forums, task forces, councils, and steering committees.
			<ul style="list-style-type: none"> Present the Oregon Energy Security Plan at national conferences, regional and statewide public meetings, and national, regional, and statewide training to increase public awareness and confidence in ODOE's Energy Security Plan and program.
			<ul style="list-style-type: none"> Testify before the Oregon State Legislature on the Oregon Energy Security Plan.
			<ul style="list-style-type: none"> Identify policy options or specific projects, which could include identifying funding opportunities, to support risk-mitigation measures that will improve Oregon's energy security.
10%	R	E	Energy Infrastructure Security and Other Program Activities
			<ul style="list-style-type: none"> Energy Infrastructure Security and Resiliency – Consult, advise, and support statewide resiliency energy infrastructure security and resiliency planning efforts as appropriate. A more robust, diversified, and resilient fuel infrastructure directly impacts ODOE's ability to provide adequate fuel supplies to support emergency response and recovery efforts.
			<ul style="list-style-type: none"> Bill Manager – Serve as backup Bill Manager for the Division to track, analyze, and assess impacts of proposed measures with potential impacts to ODOE's fuel or energy security programs.
			<ul style="list-style-type: none"> Nuclear Emergency Preparedness Program - Provide support to the Nuclear Emergency Preparedness Program to ensure state preparedness in response to radiological emergencies involving Hanford and the Columbia Generating Station.
			<ul style="list-style-type: none"> ODOE Website – Work with the Communications Team to review and update the fuel and energy security pages on the ODOE website as needed.
			<ul style="list-style-type: none"> ODOE Continuity of Operations Plan (COOP) – Collaborate with agency Business Continuity Planner to ensure the ODOE COOP aligns with the fuel and energy security Programs.
ongoing		E	Miscellaneous

			<ul style="list-style-type: none"> • Maintain confidentiality of information that is exempt from disclosure under Oregon’s public records law. • 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. • Other duties as assigned. • Regular attendance is required to meet the demands of this job and to provide necessary services. • Must operate a motor vehicle to attend meetings, fulfill emergency preparedness responsibilities and visit sites/facilities.
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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. Work may require extended hours during the legislative session and as needed to accommodate short project timelines. This position requires frequent overnight travel, most often by car. The person in this position may be involved with a Site and/or energy facility tour, which may require extensive walking on uneven ground, standing, and/or climbing steep stairways with limited handholds. The position may experience exposure to volatile or stressful situations and critical/hostile people. This position is part of the duty officer rotation within the division, which requires being on-call for nuclear accidents or incidents and carrying a cell phone.

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.

- ODOE Policies, Plans, and Procedures
- Oregon Administration Rules Chapter 345
- Oregon Revised Statutes 176.750 to 176.815
- Oregon Revised Statutes 469
- Oregon Revised Statutes 401.188
- State of Oregon Emergency Operations Plan
- State of Oregon Cascadia Subduction Zone Plan
- State of Oregon Recovery Plan
- Cascadia Playbook
- ESF 12: Energy Annex
- Oregon State ECC Procedures
- National Response Plan

Senate Bill 1567 (2022) directs ODOE to develop and implement the Energy Security Plan
 The 2021 federal Infrastructure Investment and Jobs Act (IIJA) directs state energy offices to develop and implement a state Energy Security Plan

b. How are these guidelines used?

As legal parameters against which programs are measured. This position determines and recommends implementation of actions needed to ensure that Oregonians are protected from the consequences of fuel shortages or other energy related-crisis and consider energy security planning. Independent decision-making in the absence of immediate or direct supervision is frequently required. These decisions also affect the substance of state policy direction on fuel and energy security issues.

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?
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
Federal Agency Representatives	Phone/meetings	Consultation, Policy Coordination, Planning	Weekly
State Agency Representatives	Phone/meetings	Consultation, Policy Coordination, Planning	Weekly
Corporate Professionals and Managers	Phone/meetings	Consultation, Policy Coordination, Planning	Weekly
Independent Contractors	Phone/meetings	Consultation, Policy Coordination, Planning	Weekly
Federally Recognized Tribal Representatives	Phone/meetings	Consultation, Policy Coordination, Planning	Monthly
County Emergency Managers	Phone/meetings	Consultation, Policy Coordination, Planning	Weekly
City Emergency Planners	Phone/meetings	Consultation, Policy Coordination, Planning	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position determines and recommends implementation of actions needed to ensure that Oregonians are protected from the consequences of fuel shortages or energy security planning issues. Independent decision-making in the absence of immediate or direct supervision is frequently required. Failure to perform these responsibilities could result in an increased health risk to members of the public, disruption of the state’s economy, and heightened anxiety of the public and media. These decisions also affect the substance of state policy direction on fuel and energy security issues.

This position occasionally reviews security sensitive information to determine and recommend implementation of planning and/or actions needed to ensure that Oregonians are protected from energy security threats.

This position is assigned to carry a satellite phone to ensure ongoing communications to ensure 24/7 program oversight and response capabilities if primary communications are down.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>				
Energy Manager 3	0034002	Through formal and informal conversations and meetings	Quarterly	Establish expectations, measure progress,

		and through quarterly performance accountability feedback meetings		provide feedback, and evaluate effectiveness
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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:

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

- Must successfully complete a criminal 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.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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		