



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
March 20, 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>2325048</u>
e. Section Title: <u>Energy Development Services</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>Marion - Salem</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 Development Services Division administers programs that provide financing and incentives to homeowners, renters, businesses, organizations, nonprofits, Tribes, schools, consumer-owned utilities, and public bodies installing projects that increase energy efficiency, generate renewable energy, encourage community resilience, or support the alternative fuels market. During the 2025-27 biennium, the division will administer the Community Renewable Energy Grant program as well as federal incentive programs including the Grid Resilience Grant Program, Home Energy Rebate Programs, and the Solar for All program as well as state-funded incentive programs.

- 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 research, technical review, and analysis for the Grid Resilience, and EDS Programs, serving as primary reviewer and ensuring compliance with program regulations, 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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
70%	NC	E	Program Management and Delivery
			<ul style="list-style-type: none"> Administer program operational guidelines and procedures for energy resilience planning grants.
			<ul style="list-style-type: none"> 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.
			<ul style="list-style-type: none"> Review complex energy and resiliency planning applications for compliance with program regulations, rules, and statute. Make recommendations on proposed project feasibility.
			<ul style="list-style-type: none"> Participate in program competitive review committee and make recommendations on project grant awards based on an evaluation of established scoring criteria.
			<ul style="list-style-type: none"> 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.
			<ul style="list-style-type: none"> Determine eligible project costs based on program rules and statutes.
			<ul style="list-style-type: none"> Monitor Grid Resilience budget expenditures and recommend program changes if program targets are not being met.
			<ul style="list-style-type: none"> Collaborate with developing an outreach plan to market ODOE energy incentive programs.
20%	NC	E	Project Monitoring and Evaluation
			<ul style="list-style-type: none"> Determine conformance of applicant deliverables to program rules and specifications established under the grant’s performance agreement.
			<ul style="list-style-type: none"> Contact applicants for grants to advise them on correcting errors or otherwise coming into compliance with program or funding requirements.
			<ul style="list-style-type: none"> Develop the incentive fund disbursement formula’s necessary for appropriate incentive disbursement amounts for applicants based on the evaluation of grant deliverables.

			<ul style="list-style-type: none"> 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.
			<ul style="list-style-type: none"> Occasionally conduct on-site reviews of renewable energy or energy resilience projects.
			<ul style="list-style-type: none"> Prepare findings reports and provide program recommendations to improve program outcomes.
10%	NC	E	Program Representation
			<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.
			<ul style="list-style-type: none"> Assist municipal and tribal organizations and consumer owned utilities with identifying eligible planning projects and completing program applications.
			<ul style="list-style-type: none"> 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	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. Occasional travel and extended working hours. Occasionally required to climb ladders, enter crawl spaces, attics, mechanical equipment rooms, and tunnels subject to unusual environmental and physical conditions.

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
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

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 Staff	By phone, email, in-person, virtual	Exchange information	Daily
Program applicants and Partners	By phone, email, in-person, virtual	Exchange information, provide program and technical assistance	Daily
Applicant partners (local governments, non-governmental entities, utilities, communities, businesses)	By phone, email, in-person, virtual	Exchange information, provide program and technical assistance	Daily
State Staff (Gov. office, other state agencies)	By phone, email, in-person, mail, virtual	Exchange information	Monthly
Trade allies	By phone, email, in-person, virtual	Assign work, evaluate work, answer questions, request bids	Monthly

General Public	By phone, email, in-person, virtual	Provide program and technical assistance	As needed
US Department of Energy and Staff (other federal agencies)	By phone, email, in-person, mail, virtual	Exchange information	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 grid resilience programs based on established methodologies or project-specific analysis. This position deals primarily with more complex applications in the areas of energy resiliency projects seeking grant awards. Conclusions would support approving or denying all or part of a tax credit application.

This position is responsible for managing relationships with applicant utilities, 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
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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".

Business Operations Manager 3	2325037	Through informal and formal conversations and meetings, and through quarterly performance evaluations.	Quarterly	Establish expectations, measure progress, 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:

- The incumbent of this position is required to possess and maintain a valid driver's license issued by the state where the employee resides, and they must maintain a satisfactory driving record.
- The incumbent 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
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		