



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
December 11, 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

a. Classification Title: Research Analyst 3
b. Classification No: C1117
c. Effective Date: July 1, 2023
d. Position No: 2325001
e. Working Title: Research Analyst
f. Agency No: 33000
g. Section Title: Energy Efficiency & Conservation
h. Budget Auth No:
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.

The Energy Planning & Innovation (P&I) Division supports the agency mission by pursuing programs and policies that help Oregonians conserve energy, use energy more efficiently, and produce energy using renewable sources. The Division's two sections: Energy Efficiency & Conservation and Energy Technology & Policy collaborate with the Department's other divisions and stakeholders to help support the development of clean energy resources and integrate those resources into the State's transmission and distribution system.

across sectors, including efficiency in buildings and manufacturing as well as alternative fuels and infrastructure, while helping Oregon build a more resilient energy system – one that is well prepared to respond to issues such as climate change and natural disasters. The division also helps the State pursue strategies to reduce greenhouse gas emissions through energy efficiency, renewable energy, and sustainable transportation.

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:

Provide research, statistical analysis, financial forecasting/modeling, and technical GIS support to the Energy Planning & Innovation Division and other ODOE program areas. This includes selecting, applying, and interpreting complex statistical analytical and forecasting techniques, designing computerized models, and analyzing and presenting the results in narrative and/or graphic form. This position serves as a project analyst on research studies for one or more divisions. The position is also responsible for designing, implementing, and evaluating research methodologies and applying analytical techniques and concepts to research studies, and statistical and fiscal projects.

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
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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”.

60%	N	E	<p>Data Research, Analysis, and Compilation</p> <ul style="list-style-type: none"> Analyze energy sector data and statistics to provide accurate, timely, and relevant information for internal external partners, resulting in more informed and efficient policy decision-making. Determine appropriate statistical techniques, including forecasting and modeling methods to accomplish the desired analysis. Conduct literature reviews, surveys, interviews, and quantitative data analysis on geospatial information and data about energy consumption, production, resources, environmental impacts, markets, trends, technology, and other target areas as assigned and assesses for scientific soundness and usefulness to agency projects, programs, and work products. Identify credible geospatial data resources and conduct technical assessment of data fitness and relevance to project, and perform data collection and extraction, data entry and analysis, data transformation, data management, and data validation in coordination with agency staff. Identify trends in the data and interpret statistical results for use by agency staff and other data users. Compile data, map layers, and other geospatial information in order to clearly and accurately answer identified energy questions and data needs that support the work of the agency. Present analysis and findings clearly and concisely in written and oral format to agency staff and other agencies or groups. This includes translating complex information into a format that is easy to understand and appropriate for the target audience. Analyze existing geospatial datasets and present analysis and findings to agency staff and other agencies or groups.. Develop visual representations of data such as charts, graphs, tables, infographics, flowcharts, spreadsheets, models, and GIS mapping in coordination with project leads to enable assessment of the data to answer identified energy questions. Work with Information Systems Section to establish and enforce metadata and documentation standards.
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			<ul style="list-style-type: none"> Assess the relevance and fitness of data sets and make recommendations to internal partners on methods to improve data fitness and relevance including recommending other data resources.
			<ul style="list-style-type: none"> Communicates data and information to staff and supervisors as needed.
			<ul style="list-style-type: none"> Tracks project resources and communicates to manager if resource constraints may affect project quality or timelines and makes recommendations to meet project objectives using available resources
30%	N	E	<ul style="list-style-type: none"> Extract data from multiple databases using spatial analysis tools.
			Research Plan Development
			<ul style="list-style-type: none"> Design, coordinate and/or conduct special data collection efforts, research projects, or surveys.
			<ul style="list-style-type: none"> Determine study design, sampling techniques, data collection methods, and type of analysis. Determine appropriate statistical techniques to accomplish the desired analysis. Identify potential geospatial data resources or research projects to support agency programs, projects, and work products.
			<ul style="list-style-type: none"> Develop data visualization plans to inform agency projects, programs, or work products including timelines, phases, milestones, deliverables, identifying project teams, identifying resource and budgetary needs, identifying data resources, and data acquisition plans.
			<ul style="list-style-type: none"> Coordinate with the Information Technology Section staff to ensure data is uploaded, stored, and validated using Agency and enterprise-wide approved protocols and policies
			<ul style="list-style-type: none"> Use project management techniques to plan, execute, monitor, and review tasks to achieve project deliverables and goals. Collaborate with agency staff and supervisors to evaluate project performance (meets statutory and regulatory requirements, project timelines and deliverables) and make recommendations for improvements.
10%	N	E	Support Data Needs
			<ul style="list-style-type: none"> Work with program staff and Information Technology Section staff to implement changes to databases and/or reporting systems. Analyze data needs of divisions. Effectively communicate recommendations to improve data system efficiency. Work with Information Technology Section staff and GIS software vendors to report errors and resolve user problems.
			<ul style="list-style-type: none"> Analyze and communicate problems in the use of web, desktop, and server GIS applications or web sites.
			<ul style="list-style-type: none"> Provide support to ODOE staff, including developing talking points, visual aids, and presentations to communicate about data collection projects or processes and the data findings.
			<ul style="list-style-type: none"> Consult with agency staff and industry stakeholders to gain better understanding of program issues and to explain the meaning of information and possible policy impacts. Collect feedback from stakeholders, evaluate current processes and tools for deficiencies and complexities and makes recommendations to management for GIS improvements.
			<ul style="list-style-type: none"> Researches and writes materials in coordination with manager and P&I staff.
			<ul style="list-style-type: none"> Supports Agency participation in state-wide, regional, and national GIS-specific organizations.
On- Going	N	E	Miscellaneous

			<ul style="list-style-type: none"> • Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. • Engage in team participation and collaboration through the willingness to assist and support co-workers, supervisors, and other work-related associations. • Develop good working relationships with gency staff and supervisors through active participation in accomplishing group projects and in identifying and collaborating to resolve 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.
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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. The position requires a persistent ability to balance and plan for many competing demands while completing required work on schedule. The position may experience exposure to volatile or stressful situations and critical/hostile people. Work may require extended hours during the legislative session, during an emergency, and as needed to accommodate short project timelines. This position requires in-person visits to and contacts with local government, state agencies, federal agencies, community groups, and other outside contacts.

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 Administrative Rules
- Oregon Department of Energy policies and procedures
- Oregon Department of Administrative Services policies
- Department of Administrative Services, Information Systems Division guidelines
- Software licenses, including those pertaining to GIS products
- Department budget

b. How are these guidelines used?

These guidelines will be used to help interpret data and better understand the operational programs and to abide by established processes and procedures, including those pertaining to information security.

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?
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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".

Agency staff	By phone, email, in-person, virtual	Exchange information; coordinate activities/program/project; oversee/fulfill contractual obligations	Daily
Enterprise GIS groups, including staff from DAS Geo office	By phone, email, in-person, virtual	Keep up to date on enterprise information and latest technological trends; collaborate on issues impacting multiple agencies	Monthly
Staff and leadership from other agencies and non-governmental organizations	By phone, email, in-person, virtual	Provide and/or request information	Occasionally
General public and other state agencies	By phone, in-person, e-mail	Provide and/or request information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Typical decisions surround determining the best way to solve or understand a problem through the acquisition and analysis of statistical data. The decisions affect the timely delivery of services and efficient use of resources. The decisions made surround project management planning and design decisions. This position will determine if, and where data is available and report, design and determine which computer systems will provide the data easily and create time frames needed to complete the project. Such decisions affect timeliness, form, and accuracy of data provided. This position will also make analytical decisions, such as statistical interpretations, and analysis of the quality and meaning of data. These decisions will affect major agency decisions.

Typical decisions will also impact the ways in which data is acquired, stored, and presented. These decisions impact all users of the data and end-products, Benefits include well organized data and map layers, as well as increased use of agency work products. Poor decisions can result in dysfunctional maps and visualizations, as well as poorly organized data that requires additional resources to fix or that can mislead policy decisions.

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".

Energy Manager 2	0034001	Verbal and visual review of work products at project control points and upon completion. Work product is reviewed for conformance to	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate effectiveness
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		standards, clarity, accuracy, and pertinence of logical decision. Quarterly performance evaluation.		
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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:

- 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
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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		