STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: July 13, 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: Economist 4
b. Classification No: C1164

c. Effective Date: July 1, 2023
d. Position No: 9232502

e. Working Title: Economist
e. Section Title: Energy Planning and Innovation Division
f. Agency No: 33000

g. Employee Name: VACANT
h. Budget Auth No:

i. Work Location (City – County): Salem - Marion
j. Repr. Code: UA

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 93 employees and is funded with revenue from more than 40 sources, including $74.4 million in general fund, 78.8 million in other funds, $3.1 million in federal funds, $3 million in lottery funds debt service, and $31.6 million in non-limited loan program and debt service funds.

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. The division offers energy expertise 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:

Coordinate and perform complex analysis of the economic costs and benefits associated with energy policies relating to energy technologies, resources, and markets that affect Oregon.

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.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>N</td>
<td>E</td>
<td>Economic Research and Analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Designs and conducts original complex economic analysis. Applies economic theory, research principles, and empirical methods to study and value the economic benefits and costs of clean energy development in Oregon including impacts to the energy system, employment, statewide and local tax programs and revenues, and values associated with community energy resilience and infrastructure investment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Works with internal subject matter experts, other state and federal agencies, and stakeholders to validate research approaches and review analysis to ensure transparent, reliable, and defensible results. This includes working with a variety of energy organizations including the Oregon Public Utility Commission, the Northwest Power and Conservation Council, the Energy Trust of Oregon, Western Interstate Energy Board, utilities, non-profits, and national energy labs, among others.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Communicates methodology, results, and recommendations to agency staff, external stakeholders and the Oregon legislature through working groups, advisory committees, and legislative committees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Provides technical expertise, analysis and advice to the manager, assistant director, and director on legislative inquiries, statewide initiatives, and legislation proposed by stakeholders and other state agencies relating to energy resources and technologies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Provides expertise and consultation to the ODOE Director, Legislature, or Governor’s Office on economic theory and framework to define and quantify the economic benefits that exist but are not currently quantified, that will provide economic solutions that support equitable access for communities and underserved Oregonians to local renewable energy projects and enable the creation of economic value streams for these types of projects.</td>
</tr>
<tr>
<td>20%</td>
<td>N</td>
<td>E</td>
<td>Data collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Guides data collection to support economic research and analysis. Works with agency staff, state and federal agencies, and external stakeholders to collect and compile data including primary data collected through surveys or other data collection methods as well as secondary data collection through external data sources and literature reviews.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Guides design and development of complex databases for data collection, storage, retrieval, and analysis of statistical information related to economic analysis of clean energy development in Oregon.</td>
</tr>
</tbody>
</table>

20%       N      E  Stakeholder Engagement
• Participates in working groups and advisory committees related to clean energy development in Oregon. Works with workgroup and advisory committee participants to identify key issues for research and design appropriate, defensible research methods to evaluate economic costs and benefits of clean energy development in Oregon.

• Assists with coordination of working groups and advisory committees formed as part of statutorily required studies, including developing education materials for workgroup participants, presentation materials, and agendas.

• Builds and maintains strong and effective working relationships with stakeholders, agencies, and other research entities to develop and execute research and communicate results.

10% R E  Synthesizing Information and Reporting

• Synthesizes internal analysis on the opportunities for, barriers to, and access to energy resources and uses economic theory to quantify economic and other benefits and describe policy solutions to encourage the development of value streams that will flow to low-income and environmental communities and ensure equitable access to renewable energy projects and clean energy.

• Works with stakeholders and agency staff to interpret results and formulate recommendations, plans, and policies which could be used to promote actions or solve problems to help Oregon meet clean energy and climate goals.

• Writes reports, project memos, summaries, presentations, and agency背景 for legislature, agency, stakeholders, and other audiences.

• Presents research findings, including technical overview of economic solutions to support state goals, policies, and programs to the Oregon Legislature and at other stakeholder meetings and conferences, as well as to other agencies.

10% N E  Program and Project Management

• Assists with project planning and execution including developing project workplans, schedules, budgets, and other materials, coordinating meetings, and ensuring collaboration and coordination with other agency staff and programs.

• Assists with solving complex or contentious problems relating to the administration of projects, including planning new procedures, adapting existing procedures to the needs of the project, and resolving conflicts.

• Identifies information needs and assists in development of agency web pages and other public information materials on a wide variety of energy issues.

On-going N NE  Miscellaneous

• Participates in strategic planning and goal setting for other programs of the section, division, and agency as needed.

• In coordination with the agency communications staff, assists in the development and distribution of agency reporting, marketing and public information materials.

• Maintains confidentiality of information that is exempt from disclosure under Oregon’s public records law.

• Works on miscellaneous and special projects as assigned.

• Engages in team participation and collaboration through a willingness to assist and support co-workers, supervisors, and other work-related associations.

• Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.

• Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and collaborating to resolve problems in a constructive manner.

• Demonstrates openness to constructive criticism and suggestions, in an effort to strengthen work performance.

• Contributes to a positive, respectful and productive work atmosphere.

• Fosters and promotes the importance and value of a diverse and discrimination and harassment-free workplace.

• Respects diversity of opinions, ideas, and cultural differences.
• Regular attendance is required to meet the demands of this job and to 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.

Office environment is an open landscape with cubicles and audible distractions. Requires long periods of sitting, standing, using a keyboard for word processing, and the use of a telephone. 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. Work environment includes use of electronic audio/visual/computer hardware equipment. These working conditions are experienced daily. Employee must be able to complete work tasks under these types of conditions in this type of environment. Must be available to work a regular 40 hour, Monday through Friday work schedule. May include exposure to volatile or stressful situations and critical/hostile people. Work requires extended hours during 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.

- State and federal energy and environmental laws and standards
- Federal rules and regulations
- State and agency policies
- Program administrative rules and specifications
- State Biennial Energy Report
- State and public agency purchasing and contracting rules and guidelines
- The State’s energy goals
- Planning & Innovation Division Strategic Framework

b. How are these guidelines used?

To develop appropriate and consistent policies.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, agency managers and staff</td>
<td>Meetings, phone, e-mail, virtual</td>
<td>Exchange information to inform research; coordinate and collaborate to meet goals and objectives of programs; learn agency programs and efforts internally/externally</td>
<td>Daily</td>
</tr>
<tr>
<td>Other state agencies</td>
<td>Meetings, phone, e-mail, virtual</td>
<td>Share technical and research information; provide input on and coordinate on research, policies, strategies, programs, administrative rules</td>
<td>Weekly</td>
</tr>
<tr>
<td>NGOs</td>
<td>Meetings, phone, e-mail, virtual</td>
<td>Share technical and research information; receive input and provide updates on projects and studies</td>
<td>Weekly</td>
</tr>
<tr>
<td>Electric and natural gas utilities and associations</td>
<td>Meetings, phone, e-mail, virtual</td>
<td>Share technical and research information; receive input and provide updates on projects and studies</td>
<td>Weekly</td>
</tr>
<tr>
<td>Renewable energy industry</td>
<td>Meetings, phone, e-mail, virtual</td>
<td>Share technical and research information; receive input and provide updates on projects and studies</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

DAS Form – 2006
Environmental and renewable energy advocates | Meetings, phone, e-mail, virtual | Share technical and research information; receive input and provide updates on projects and studies | Weekly
Oregon Tribes | Meetings, phone, e-mail, virtual | Share technical and research information; receive input and provide updates on projects and studies | Monthly
Federal agencies | Meetings, phone, e-mail, virtual | Share technical and research information | Monthly
Legislature | In person and in writing, virtual | Provide information | Monthly
University and national research labs | Meetings, phone, e-mail, virtual | Share technical and research information; receive input and provide updates on projects and studies | Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position will design and execute economic analysis to support studies of clean energy development in Oregon. Decisions made by this position include, but are not limited to, determining key research issues and questions, deciding appropriate analytical methods to conduct research, defining the economic values of environmental and societal benefits of different energy policies and technologies, identifying key data resources and collecting, storing, and using data effectively and appropriately, identifying key stakeholders and communicating study needs and results, calculating the overall economic benefits for policy and technology options in different communities and organizations, choosing appropriate methods for communicating study process and results to agency staff and external stakeholders including legislature, problem solving in administration of programs and projects; determining key conclusions and recommendations stemming from technical and economic analyses. This position will also provide advice and make recommendations to agency managers and the assistant director on agency processes and state energy policies and legislation.

Decisions and recommendations made by this position will affect how policy makers, legislators, key energy stakeholders and the public perceive the economic impacts of clean energy development in Oregon and in turn influence decisions made to achieve Oregon’s clean energy and climate goals. The position will impact whether policy and program decisions related to clean energy development are based on accurate and reliable information and sound economic analysis, which will in turn effect how fairly, efficiently, and effectively clean energy policies and programs will operate.

Poor decisions can result in inaccurate information used to make policy and program decisions which could result in lost opportunities for clean energy development or reduction in greenhouse gas emissions and suboptimal progress toward state goals; inefficient or ineffective use of agency funds and resources on energy policies, programs, projects and technologies that do not achieve expected results; consumer complaints; complaints to the director, legislators, or the Governor’s office from stakeholders who disagree with analytical results; negative impacts on relationships with utilities, stakeholder groups, and other organizations with whom we must build partnerships.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Position Number</th>
<th>How</th>
<th>How Often</th>
<th>Purpose of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy Manager 2</td>
<td>0035096</td>
<td>Through formal and informal conversations and meetings</td>
<td>Quarterly</td>
<td>Establish expectations, measure progress, provide feedback, and evaluate effectiveness</td>
</tr>
</tbody>
</table>

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

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?

- [ ] Plan work
- [ ] Assigns work
- [ ] Approves work
- [ ] Responds to grievances
- [ ] Disciplines and rewards
- [ ] Coordinates schedules
- [ ] Hires and discharges
- [ ] Recommends hiring
- [ ] Gives input for performance evaluations
- [ ] 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 pass criminal background check.

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

<table>
<thead>
<tr>
<th>Operating Area</th>
<th>Biennial Amount ($00000.00)</th>
<th>Fund Type</th>
</tr>
</thead>
</table>

Note: If additional rows of the below table are needed, place cursor 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