



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
07/01/22

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

Form with fields: a. Classification Title, b. Classification No, c. Effective Date, d. Position No, e. Working Title, f. Agency No, g. Section Title, h. Budget Auth No, i. Employee Name, j. Repr. Code, k. Work Location, l. Supervisor Name, m. Position, n. FLSA, o. Eligible for Overtime

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.

The Energy Planning and Innovation Division provides leadership on public building efficiency, renewable energy, clean transportation and reducing greenhouse gas emissions; conducts energy planning; promotes energy conservation, energy efficiency and renewable energy; research emerging energy technologies; and provides educational and technical assistance to industry professionals and the public.

1. Carrying out the state's energy policy under ORS 469.010 through implementation of comprehensive strategies to maximize energy efficiency and conservation; enhancing clean energy infrastructure development by removing finance and regulatory barriers; and moving to a more efficient, cleaner transportation system.
2. Promoting energy security and cleaner air by implementing state policy and goals related to renewable energy, climate, and clean transportation.
3. Incorporating energy efficiency into taxpayer-supported public buildings for long-lasting savings, such as the State Energy Efficient Design program.
4. Implementing Oregon's public purpose law (SB1149) as it relates to K-12 school audits and measures and industrial efficiency.
5. Offering technical and business assistance to homeowners, governments, businesses, and industry as they look for ways to control energy costs.
6. Providing energy policy expertise on all energy-related topics in Oregon including energy efficiency, conservation, alternative fuels, clean and sustainable transportation, electricity, natural gas, energy markets, renewable energy, climate change, climate adaptation, and energy equity.

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:

serve as the agency's policy, technical, and market expert on assigned energy sectors, resources, and technologies. This position functions within the program by developing relationships with external organizations and providing advice to the director and program managers on strategic planning, policies, initiatives, and operations. The position will help inform the development of energy and climate policy discussions and activities relevant to Oregon and its goals.

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	<p>Policy Development and Analysis</p> <ul style="list-style-type: none"> • Research and analyze assigned energy resources and technologies, including existing and proposed state and federal policies, costs, opportunities, barriers, and market penetrations. • Interpret data and draw meaningful conclusions, utilizing them to make recommendations for improvement, and providing clear and accurate written reports. • Develop statewide initiatives, legislation, policies, administrative rules, strategies and principles for agency management and the Governor's Office, based on the outcomes of the energy related reports. • Review and evaluate legislation, identify stakeholders, and provide recommendations; analyze proposed federal and state legislation and rules to determine the impacts on Oregon. • Provide analysis and advice on legislative inquiries and statewide initiatives, legislation proposed by stakeholders, and other state agencies relating to assigned energy sectors, resources, and technologies to agency leadership. • Coordinate and participate in advisory committees or other workgroups formed by the Governor or the agency. • Identify central issues and develop strategies and state policies to promote the development and use of assigned energy sectors, resources, and technologies in Oregon. • Provide technical expertise and information about policies, agency programs, incentives, projects, technologies, costs, and benefits. • Evaluate existing agency programs; recommend agency policy or position on issues to reduce the long-term costs of decarbonizing energy production and use.

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

			<ul style="list-style-type: none"> Collaborate with internal and external partners to coordinate policies, goals, programs, and efforts consistent with state goals and objectives relating to assigned energy sectors, resources, and technologies.
30%	R	E	Research, Analysis, and Synthesizing Information
			<ul style="list-style-type: none"> Review and analyze new technologies and strategies for assigned energy sectors, resources, technologies, and national and international industry standards. Monitor activity and recommend agency participation in federal actions and other governmental proceedings affecting Oregon.
			<ul style="list-style-type: none"> Apply sound judgment on current and emerging energy topics, technologies, concepts, and proposals considering the social, economic, and environmental impacts of energy use, production, and transmission.
			<ul style="list-style-type: none"> Responsible for writing position papers, legislative concepts and testimony, agency backgrounders, and budget narratives that set forth State policies on climate change; and for writing letters, memos, and speeches for agency leadership articulating state policies and the relevant supporting analyses.
			<ul style="list-style-type: none"> Provide businesses with information and assistance to improve delivery and use of energy resources and technologies, including information about financing and incentives, feasibility assessments, technical assistance and other information needed to encourage the growth of a sustainable energy business market in Oregon.
20%	R	E	Program and Project Management
			<ul style="list-style-type: none"> Guide peers in implementing assigned legislation and executive orders, including rulemaking, ensuring resource allocation and the activities are completed.
			<ul style="list-style-type: none"> Identify grant, external funding, and potential project opportunities related to assigned energy sectors; enlist appropriate partners, prepare grant applications, and administer awarded grants.
			<ul style="list-style-type: none"> Manage project contracts related to assigned energy sectors, resources, and technologies.
			<ul style="list-style-type: none"> In coordination with other agency staff, identify the needs for and develop public information materials on assigned energy sector issues.
Ongoing			<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 and collaboration through the willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with agency 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.

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. This position may require travel, including occasional overnight travel.

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 related to energy and climate change fields of expertise including energy and climate resources and technologies.

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 cursor at end of a row (outside table) and hit "Enter".</i>			
Agency Staff	Phone, email, mail, in-person, virtual	Exchange information; coordinate activities/programs	Daily
Other Oregon state agencies	Phone, email, mail, in-person, virtual	Exchange information; provide technical assistance; provide input on policies, strategies, programs, administrative rules; coordinate policies, programs, and projects	Weekly
Other state energy offices	Phone, email, mail, in-person, virtual	Oversee contractual obligations; share technical and program information; coordinate policies, programs, and projects	Weekly
Local government Officials	Phone, email, mail, in-person, virtual	Share technical and program information; coordinate policies, programs, and projects	Weekly
Electric and natural gas utilities and associations	Phone, email, mail, in-person, virtual	Exchange information; provide technical assistance; provide input on policies, strategies, programs, administrative rules; coordinate policies programs and projects	Weekly
Renewable energy industry	Phone, email, mail, in-person, virtual	Exchange information; provide technical assistance; explain state requirements; receive input on policies and programs; coordinate projects	Weekly

Regional organizations	Phone, email, mail, in-person, virtual	Exchange information; provide technical assistance; receive input on policies, programs, and projects	Weekly
Environmental and renewable energy advocates	Phone, email, mail, in-person, virtual	Exchange technical information; grant writing/reporting; coordinate policies and programs	Weekly
Federal agencies	Phone, email, mail, in-person, virtual	Exchange technical information; grant writing/reporting; coordinate policies and programs	Monthly
Oregon Tribes	Phone, email, mail, in-person, virtual	Exchange technical information, coordinate policies/programs, provide information regarding incentives/financing	Monthly.
University and nation research labs	Phone, email, mail, in-person, virtual	Exchange technical and program information; coordinate research and projects	Monthly.
Governor's Office	Phone, email, mail, in-person, virtual	Provide input and recommendations on development of state policy; help formulate policy initiatives on topics approved by the director	As needed
General public	Phone, email, mail, in-person, virtual	Exchange technical and program information; coordinate research and projects	As needed
Community groups	Phone, email, mail, in-person, virtual	Coordinate public information efforts; make presentations; provide technical assistance and training	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Typical decisions made by this position include, but are not limited to, recommendations regarding the design and structure of program policies to assigned energy sectors, resources, and technologies, ensuring coordination and collaboration with appropriate internal and external partners. Additionally, this position makes recommendations to the director and agency leadership on state energy policies and legislation.

Poor decisions can have a negative impact on the programs and policies that facilitate the opportunities for businesses to reduce energy costs and improve competitiveness; potential long- and short-term energy costs and environmental impacts; and the lack of policy and program decisions based on clear, accurate, and reliable information and sound judgement which can lead to poor relationships with community partners, underserved communities, utilities, stakeholder groups, and other organizations with whom the agency or State must build partnerships; and legal appeals or challenges from utilities or bidders not selected for contract work.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Exec. Manager E	0035096	Through formal and informal conversations and meetings, and through quarterly performance evaluations.	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate effectiveness.

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?		
	How many employees are supervised through a subordinate supervisor?		
b.	Which of the following activities does this position do?		
	<input type="checkbox"/> Plan work <input type="checkbox"/> Assigns work <input type="checkbox"/> Approves work <input type="checkbox"/> Responds to grievances <input type="checkbox"/> Disciplines and rewards	<input type="checkbox"/> Coordinates schedules <input type="checkbox"/> Hires and discharges <input type="checkbox"/> Recommends hiring <input type="checkbox"/> Gives input for performance evaluations <input type="checkbox"/> 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:

- 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.
- Must successfully pass 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
<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		