



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
December 28, 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

Form with fields a-l: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, 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 & 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.

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:**

Support the agency’s Home Energy Efficiency Workforce and Education (HEEWE) program by providing high-level programmatic support, data analysis, and stakeholder management. Position administers contracts aimed at providing training and outreach to many members of the energy workforce community, including contractors, builders, architects, landlords, and installers of equipment. Position develops training opportunities and materials aimed at bolstering the workforce such that it is ready to meet the demands of local, state, and federal funding opportunities.

**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%	N	E	<p><b>Program Planning and Development</b></p> <ul style="list-style-type: none"> <li>• Design and plan service delivery processes and procedures for the program; distribute training materials and activities.</li> <li>• Research, plan, implement, and evaluate program standard operating procedures, policies, and rules.</li> <li>• Utilize program database to track participants, grants, rebates, and other pertinent program information.</li> <li>• Develop a contracted outreach program to ensure awareness for applicants and partners including contractors, local governments, non-governmental entities, communities, businesses, regional administrators, contractors, and landlords.</li> <li>• Develop training and informational documents and/or modules for contractors, architects, landlords, and other members of the energy efficiency workforce.</li> <li>• Recommend modifications to program operations including evaluation metrics and report templates to support changing program priorities.</li> <li>• Coordinate with the Central Services Division to develop interagency agreements with other Oregon state agencies and local governments to ensure smooth program operational planning and coordination of training.</li> </ul>
40%	N	E	<p><b>Program Management</b></p> <ul style="list-style-type: none"> <li>• Provide technical assistance on program objectives and ensure program technical standards are maintained and updated as necessary.</li> <li>• Coordinate the Training Workforce for Energy Efficiency &amp; Training for Residential Energy Contractors program planning efforts with other state agencies, local government, and partners to plan and evaluate the distribution of program grants and rebates.</li> <li>• Work with IT to ensure the program databases are updated and maintained.</li> <li>• Communicate with program participants, building and design professionals, vendors, and others to explain the workforce issues, training pathways, and external opportunities.</li> <li>• Collaborate with the communications staff in the development and distribution of marketing and public information materials.</li> <li>• Manage contracts with vendors providing training and outreach services; evaluate and make decisions on related RFPs and RFQs.</li> </ul>

			<ul style="list-style-type: none"> <li>• Provide reports to update management and grants team, including program activities and problems, participation rates, and budgets.</li> </ul>
10%	N	E	<ul style="list-style-type: none"> <li>• <b>Program Evaluation and Recommendations</b></li> </ul>
			<ul style="list-style-type: none"> <li>• Evaluate program effectiveness, operational procedures and systems, and rules; and make recommended changes as necessary to improve program performance, ensure programs goals are met, and ensure consistency across energy projects.</li> </ul>
			<ul style="list-style-type: none"> <li>• Perform statistical analysis on program data, budgeted activities, and recommend changes as necessary to meet program goals; make programmatic decision based on analysis outcomes.</li> </ul>
			<ul style="list-style-type: none"> <li>• Ensure equitable distribution and allocation of training through regular program evaluations and reviews.</li> </ul>
			<ul style="list-style-type: none"> <li>• Assess the needs of program participants and implementors to improve program effectiveness and exceptional customer service and recommend program changes as necessary.</li> </ul>
			<ul style="list-style-type: none"> <li>• Track related legislative bills, prepare responses to legislative requests for information and report on the program's progress.</li> </ul>
On-going	N	E	<ul style="list-style-type: none"> <li>• Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.</li> <li>• Engage in team participation and collaboration through the willingness to assist and support co-workers, supervisors, and other work-related associations.</li> <li>• 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.</li> <li>• Demonstrate openness to constructive criticism and suggestions to strengthen work performance.</li> <li>• Contribute to a positive, respectful, and productive work atmosphere.</li> <li>• Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.</li> <li>• Respect diversity of opinions, ideas, and cultural differences.</li> <li>• Other duties as assigned</li> <li>• Regular attendance is required to meet the demands of this job and to provide necessary services.</li> </ul>

## 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.**

**b. How are these guidelines used?**

Used in responding to questions from ODOE staff, federal partners, state entities, contractors and vendors, or the general 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?**

<b>Who Contacted</b>	<b>How</b>	<b>Purpose</b>	<b>How Often?</b>
<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	By phone, email, in person, virtual	Exchange information	Daily
Program applicants and Partners (regional administrators, contractors)	By phone, email, in person, virtual	Exchange information, provide program and technical assistance	Daily
Applicant partners (local governments, non-governmental entities, 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/contractors	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
Federal Staff (other federal agencies)	By phone, email, in person, mail, virtual	Exchange information	Quarterly

**SECTION 7. POSITION RELATED DECISION MAKING**

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

- This position requires technical expertise in establishing rules and standards for the design and operation of the program and works independently with formal written guidelines to plan, schedule, and carry out duties without close supervision. Decisions involve program design, evaluation, and compliance, and establishing technical energy standards and specifications that apply, including deciding the validity of requested/completed projects. The decisions and recommendations made by this position impact the design and planning of the program compliance.
- Poor decisions made by this position can result in insufficient progress in the program, poor relationships with stakeholder groups, other federal, state and local government agencies, vendors, and contractors; and complaints by customers can negatively impact the agency program.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Energy Manager 2	9212304	Through informal and formal conversations and meetings	Regularly	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? 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"/> 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 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 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

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Appointing Authority Signature

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Date