



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
October 1, 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>Compliance Specialist 2</u>	b. Classification No:	<u>C5247</u>
c. Working Title:	<u>Compliance Specialist</u>	d. PPDB No/WD ID:	<u>9252710</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>Salem - Marion</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.

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:

Ensure compliance with federal, state, and agency regulations governing grants, incentives, and other programmatic funding in EDS programs. This position develops and implements monitoring and compliance procedures, conducts risk assessments, and provides technical assistance to subrecipients and program participants. By maintaining program integrity, this position mitigates risks, prevents improper payments, and upholds regulatory standards for public fund administration.

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
65%	N	E	Compliance Oversight and Technical Guidance <ul style="list-style-type: none"> Conduct comprehensive risk assessments of subrecipients and program participants to ensure compliance with federal, state, and agency regulations. Perform on-site inspections and compliance audits, verifying adherence to program requirements and regulatory mandates. Conduct worker interviews and site visits to ensure compliance with federal labor laws, including Davis-Bacon Act provisions. Provide interpretation of regulations and policies, offering clear, actionable guidance to subrecipients and program participants. Develop and deliver training programs, technical resources, and compliance tools to enhance understanding of grant requirements and best practices. Establish and implement an annual compliance monitoring plan, identifying risks, corrective actions, and areas for technical assistance. Evaluate applications, risk assessments, and financial reports to ensure accuracy, completeness, and regulatory alignment. Investigate compliance concerns, improper payments, and discrepancies, preparing comprehensive reports with findings and recommendations. Collaborate with internal and external partners, to resolve complex compliance issues. Prepare and present compliance reports, findings, at applicable regulatory proceedings.
35%	N	E	Monitoring, Reporting, and Risk Mitigation <ul style="list-style-type: none"> Develop and implement compliance protocols based on risk assessment findings, ensuring a structured approach to monitoring subrecipients and program participants. Establish and oversee site inspection frameworks to validate project execution, regulatory adherence, and contract compliance. Design methodologies for evaluating financial and operational records, identifying discrepancies, and mitigating financial risk. Monitor compliance through systematic audits, site visits, and regulatory reviews, implementing corrective actions when necessary.

			<ul style="list-style-type: none"> Serve as the primary liaison for compliance-related communications, ensuring clarity in regulatory expectations and obligations.
			<ul style="list-style-type: none"> Maintain and analyze compliance documentation, tracking key performance indicators and identifying trends that inform policy improvements.
			<ul style="list-style-type: none"> Ensure timely submission of reports and regulatory filings, tracking deadlines and compliance milestones to prevent lapses.
			<ul style="list-style-type: none"> Enhance information management systems to ensure accurate tracking and reporting of grant and incentive compliance data.
			<ul style="list-style-type: none"> Develop fraud prevention and detection mechanisms to safeguard public funds and uphold program integrity.
			<ul style="list-style-type: none"> Interpret, apply, and enforce evolving regulatory requirements, advising leadership on policy adaptations and risk mitigation strategies.
			<ul style="list-style-type: none"> Maintain organized electronic and physical compliance records to support audits, oversight reviews, and regulatory reporting.
Ongoing	N	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.

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.

Individual Federal Grant rules and regulations (as applicable)
Oregon Revised Statutes
Oregon Administrative Rules
OMB/Federal Cost Principals
OMB/Uniform Administrative Requirements for Fed Financial Asst.
Department of Energy Policies and Procedures
Department of Administrative Services Policies
State Accounting Manual
Generally Accepted Accounting Principles (GAAP)
US DOE Regulations
US EPA Regulations
US BABA and DRBA

b. How are these guidelines used?

These rules and guidelines provide the context within which this position may operate in performing its work.

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 Employees	Phone, email, mail, in-person, virtual	Assistance/troubleshooting/databas e integration and maintenance.	Daily
Service Reps. & Vendors	In person, phone, email, virtual	Request services or information regarding products/evaluate products/coordinate vendor tasks.	Weekly
Other State, Federal and Local government Agencies	In person, phone, email, virtual	Coordinates, shares information, works on projects with multiple state agencies.	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position receives general supervision and works independently through assignments. This position evaluates subrecipient compliance with the terms and conditions of their grant agreement and applicable regulations, including verifying if sufficient documentation exists to demonstrate compliance. Identifies areas of non-compliance and provides recommendations for corrective action. Provides recommendations on policy decisions regarding the grant program compliance and procedures. The position may need to research federal and sub-recipient awards, rules and regulations to determine compliance activities. Decisions affect subrecipient funding and ability to administer grants, ODOE funding, and credibility with funding sources. Non-compliance with state/federal requirements results in audit deficiencies, program disallowances and agency financial liabilities. Decisions on the use of funding resources, quality and acceptability of budgetary expenditures and fiscal analysis of programming products must be valid and sound to reduce risks to future agency funding. Disallowed costs, as well as any major non-compliance findings could result in reimbursement of costs to the federal awarding agency; inability to meet assigned objectives and goals; and loss of credibility for the agency.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Manager 3	2325037	Through ongoing dialogue, collaborative check-ins, and structured performance evaluations. Feedback may be provided during team meetings or one-on-one discussions.	Quarterly	To provide guidance, support professional development, ensure alignment with program goals, and assess performance and effectiveness.

Note: If additional rows of the below table are needed, place curser 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"/> 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 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.
- The incumbent must successfully pass criminal background check.

BUDGET AUTHORITY: If this position has authority to commit to 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 curser 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