



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May 20, 2024

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: Administrative Specialist 2
b. Classification No: C0108
c. Working Title: Division Assistant
d. PPDB No/WD ID: 9212308
e. Section Title: Energy Development Services
f. Agency No: 33000
g. Employee Name: VACANT
h. Budget Auth No: 1402756
i. Supervisor Name:
j. Repr. Code: UA
k. Work Location (City – County): Salem - Marion

I. Position: Permanent, Seasonal, Limited Duration, Academic Year, Full-Time, Part-Time, Intermittent, Job Share

m. FLSA: Exempt, Non-Exempt
If Exempt: Executive/Supervisory, Administrative, Professional, Computer
n. 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 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 (EDS) Division administers grant programs to tribes, businesses, households, nonprofits, and the public sector to help Oregonians implement conservation, energy efficiency, resilience, and renewable energy projects. Current programs include the Solar + Storage Rebate Program, the Community Renewable Energy Grant Program, the Energy Efficient Wildfire Rebuilding Program, two heat pump programs, and a new federally funded Grid Resilience program. This Division is also responsible for overseeing the close-out of legacy incentive programs and related projects, including the Small-Scale Energy Loan Program.

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:

This position serves as the management assistant to the Assistant Director of Energy Development Services Division and coordinates and/or performs executive secretarial support services. This position also provides administrative support to agency managers in support of their respective programs.

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”.

40%	R	E	<p>Administrative Support</p> <ul style="list-style-type: none"> • Schedule and coordinate the logistics of meetings, special conferences, presentations, and other events e.g., workshops, and other work group meetings for the division. Order library books, research materials, specialized equipment and supplies for meetings and projects. • Assist with the development of meeting presentations or displays, and assemble, photocopy, and distribute materials and agendas for meetings and events. Respond to customer inquiries or contact customers to explain program rules and procedures and/or to obtain missing or correct information, as requested. • Facilitate the setup of meeting space(s), audio-visual equipment, refreshments, recording equipment, registration, sign-up sheets, and when appropriate, setup and host online meetings (e.g., Teams, Webex, etc.). • Attend meetings and take notes as requested, provide electronic version of meeting chats, and format minutes taken by assigned division staff as requested, and create list of stakeholders/people in attendance for communication purposes. • Prepare, send, receive, and distribute the division’s incoming and outgoing mail and fax communications. Answer calls, provide customer service, and/or direct callers to the appropriate staff member. • Compile information, assemble supporting documents in digital form or physical form, and convert information into federal e-government or other required formats. Assist division with the creation and preparation of reports and proofread and edit documents online and in paper form. • Develop spreadsheets for tracking purposes to assist staff in producing reports. Input and retrieve data in program spreadsheets and databases to monitor and evaluate the division’s programs. • Develop and maintain database of contacts and e-mail groups for staff regarding various technical disciplines, tasks forces, and policy issues
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			ensuring easy access and visibility. Regularly review database information for readability, consistency, and accuracy.
			<ul style="list-style-type: none"> • Conduct internet, e-mail, phone, and library searches to obtain information and documents necessary to program operations. This includes information such as current events, statistical data, relevant program information from other states, technical reports and manuals, and product information.
			<ul style="list-style-type: none"> • Develop procedures manual of administrative program duties to document program operations for new and existing staff and identify potential problem areas, recommend procedure changes, and recommend processes to streamline or clarify workflow.
			<ul style="list-style-type: none"> • Compile and create a draft a quarterly summary of current and future work of the division. Provide support on division rules coordination.
			<ul style="list-style-type: none"> • Research information and respond to inquiries from the public and staff regarding departmental policies and procedures, research activities and administrative rules in effect for specific time periods.
			<ul style="list-style-type: none"> • Research, locate, assemble, edit, summarize, and distribute material, information and data for administrative action, meetings, or to respond to requests they received.
			<ul style="list-style-type: none"> • Provide agency-wide administrative assistance and back-up receptionist duties and telephone coverage as scheduled or needed. Schedule and coordinate the logistics of meetings for the Assistant Director of Energy Development Services Division and assist in managing their calendar.
			<ul style="list-style-type: none"> • Serve as a communication link between the Assistant Director of Energy Development Services Division with agency managers and staff, federal, state, and local agencies, businesses, and the public. Research information, prepare, and draft correspondence for signature. As needed, research information and draft correspondence.
			<ul style="list-style-type: none"> • Review, evaluate and prepare recommendations on improved procedures to ensure proper coordination of workflow between work units within the Division, the efficient flow of information and data, and delivery of services.
			<ul style="list-style-type: none"> • Track communications sent to the division for response, ensuring appropriate and timely response. Determine and coordinate the appropriate routing and proofread and edit responses, as needed.
			<ul style="list-style-type: none"> • Serve as records coordinator for division, organizing and maintaining physical and electronic records. Regularly review files and document the archiving or destruction of records based on records retention schedule. Organize and maintain administrative files and electronic records.
35%	R	E	Program Support
			<ul style="list-style-type: none"> • Assist with establishing and maintaining an electronic record management system that outlines program funding availability for EDS division programs.
			<ul style="list-style-type: none"> • Conduct or coordinate security reviews/audits of Programs & Program awards to ensure compliance with federal and state laws and rules. Analyze findings and make recommendations to management of violations and corrective action plan. Review monthly reports and after evaluating results, submit corrections to maintain a high level of security and separation of duties.
			<ul style="list-style-type: none"> • Respond in depth to incentive program related calls from the public, financial institutions, businesses, utilities, and other organizations. Provide information to the callers regarding the laws and rules on specific situations for a variety of issues.

			<ul style="list-style-type: none"> Recommend changes in statute or administrative rules to agency leadership to improve the incentive programs, if needed. Analyze stakeholder input in rule-making processes.
			<ul style="list-style-type: none"> Assists the management in carrying out the objectives of the advisory committees. Prepare document changes and present regular program updates to leadership team & advisory committee members.
			<ul style="list-style-type: none"> Evaluate the applications to determine the course of action to resolve compliance issues. Interpret and apply administrative rules and policies recommending a course of action in ambiguous situations. Make recommendations for streamlining or clarifying application processes, forms, web content and improving customer service.
			<ul style="list-style-type: none"> Serve as the main internal operations contact on division programs and provide acceptable solutions to non-routine issues.
			<ul style="list-style-type: none"> Interact with stakeholders at multiple levels facilitating dynamic collaboration with the division, and technical teams to define and deliver solutions. Conduct periodic stakeholder outreach.
25%	R	E	Business Services Coordination
			<ul style="list-style-type: none"> Assess and prepare for needs of new employees by requesting necessary supplies/equipment, completing new user form, documenting on-boarding schedule, and scheduling new employees' on-boarding activities on their Outlook calendars.
			<ul style="list-style-type: none"> Create and maintain a division new employee orientation packet, including description of funding sources, programs and policy areas, and previous division accomplishments.
			<ul style="list-style-type: none"> Serve as the division's liaison with the department's Human Resource Section for recruitment and other personnel-related activities.
			<ul style="list-style-type: none"> Coordinate selection process for employee and/or intern recruitments by collecting job announcement information and candidates' applications, contacting applicants, scheduling interview activities and conference rooms (if applicable), formatting interview questions for panel members and applicants, sending instructions or notifications to applicants, ensuring completion and collection of reference release forms, scheduling and facilitating online and/or in person interviews and the distribution of interview questions or assessments in advance (if requested by hiring manager or Human Resources). Ensure completion and collection of Panel Member Agreements.
			<ul style="list-style-type: none"> Prepare interview rooms and greet and escort applicants for in-person interviews, arrange appropriate IT support for assessments, address candidate questions about interview process and/or logistics, collect all recruitment materials from each panel member for each recruitment. Organize and bundle all recruitment materials by recruitment and return to Human Resources, prepare and/or collect all recruitment or personnel paperwork requested by division managers or Human Resources; ensure accuracy of information and maintain utmost confidentiality.
Ongoing	R	E	Miscellaneous
			<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> • 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.

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.

- Oregon Revised Statutes
- Department of Administrative Services Administrative Rules
- Oregon Department of Energy Policies and Procedures
- Oregon Department of Energy Administrative Rules
- Oregon Department of Energy Procedures Manual

b. How are these guidelines used?

Used for responding to questions from customers, vendors, state agencies, or the general public. Used for determining compliance for application approval or denial. Ensure information provided to public is consistent with program operations. Ensure proper procedures are followed to provide the best possible service to the Department 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?

Who Contacted	How	Purpose	How Often?
Agency Employees	Phone, e-mail, in-person, virtual	Exchange information; coordinate activities	Daily
Project owners	Phone, e-mail, in-person, virtual	Exchange information on programs, gather info. necessary to evaluate applications	Daily

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

Advisory Committee	Phone, e-mail, mail, in-person, virtual	Schedule meetings, conference calls resolve problems, carry out directives	Daily
General Public	Phone, e-mail, mail, In-person, virtual	Exchange information on programs, gather necessary information to process applications	Daily
Contractors/vendors	Phone, e-mail, mail, In-person, virtual	Exchange information on programs, gather necessary information to process applications	Daily
Federal agencies	Phone, e-mail, mail, in-person, virtual	Exchange information on programs, gather necessary information to process applications	Weekly
Other state agencies	Phone, e-mail, in-person, virtual	Exchange information; coordinate activities	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position will typically make decisions regarding the most appropriate approach to handle the flow of program information. Judgment is required in prioritizing duties to provide good internal and external customer service, including efficient processing of documents. The person in this position must use independent judgment in determining if responses to requests are accurate and provide the appropriate information for internal processing. Decisions affect program efficiency and division image. This position will also require them to use discretion and maintain confidentiality during their work. Decisions include responsibility for ensuring laws and rules are followed. Judgment also needed involves research, analysis, evaluation, and interpretation of program databases operations for projects.

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".

Business Operations Manager 3	2325037	Through informal and formal conversations and meetings and through quarterly feedback	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate effectiveness
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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:

- 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
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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		