



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 29, 2026

Agency: Oregon Department of Energy

Facility:

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt. Svc – Supervisory
[] Mgmt. Svc – Managerial
[] Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations & Policy Analyst 2
b. Classification No: 0871
c. Working Title: Business Analyst
d. PPDB No/WD ID: 1921204
e. Section Title: Information Technology Section
f. Agency No: 33000
g. Employee Name: VACANT
h. Budget Auth No: 001324691
i. Supervisor Name:
j. Repr. Code: UA
k. Work Location (City – County): Salem - Marion

l. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[] Full-Time [] Part-Time [] Intermittent [] Job Share
m. FLSA: [] Exempt [x] Non-Exempt
If Exempt: [] Executive/Supervisory [] Administrative [] Professional [] Computer
n. Eligible for Overtime: [x] 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 131 employees and is funded with revenue from more than 30 sources, including \$15.9 million in general funds, \$106 million in other funds, \$79.1

million in federal funds, \$1.1 million in other non-limited other funds, and \$24 million in non-limited loan program and debt service funds.

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:

The primary purpose of this position will be to gather requirements of program operations and recommend and plan actions to meet business needs and goals in conjunction with program and Information Services team.

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
40%	R	E	Program Analysis
			<ul style="list-style-type: none"> Consult with internal partners to identify, gather, and understand business needs.
			<ul style="list-style-type: none"> Document business needs following the business analysis standards in the agency software requirements documentation system.
			<ul style="list-style-type: none"> Evaluate program operations and services; recommend action plans. Develop long-term objectives, immediate operational goals, and execute plans in collaboration with managers at all levels of the agency.
			<ul style="list-style-type: none"> Document both functional and non-functional requirements that stem from requirement gathering meetings with internal partners.
			<ul style="list-style-type: none"> Utilize operational data to inform decisions around project options and/or scope. When customer needs evolve, consult with internal customers to understand new business needs. New projects will be entered into project funnel and prioritized against existing work.
			<ul style="list-style-type: none"> Develop clear visual representations of business requirements and present them effectively to both technical and non-technical stakeholders to build shared understanding of project scope, objectives, and solutions.
			<ul style="list-style-type: none"> Assist in the selection of the agency’s software and hardware vendors, including managing software renewals and documentation related to State oversight. Work with procurement and purchasing on process improvements.
			<ul style="list-style-type: none"> Analyze data produced by the various software systems the agency uses in order to ensure the data-driven success of those platforms.
			<ul style="list-style-type: none"> Produce Power BI dashboards for project KPIs for multiple projects. Prepare detailed reports, dashboards, or summaries that help leadership make informed decisions.
30%	R	E	Project Management
			<ul style="list-style-type: none"> Assist in the planning, execution, and monitoring of multiple, concurrent, high-visibility projects.
			<ul style="list-style-type: none"> Manage stakeholder expectations as it relates to the execution of specific projects.
			<ul style="list-style-type: none"> Assist with finding and analyzing risks that are posed to the agency as it relates to either building or buying new software.
			<ul style="list-style-type: none"> Ensure projects meet or exceed established deadlines and that project deliverables and milestones are being met.
			<ul style="list-style-type: none"> Assist in managing changes to a project scope, timeline, or the resources assigned to execute a given project. Ensure purchase requisitions are completed and fulfilled to meet project timelines.

			<ul style="list-style-type: none"> Assist with managing the project management software related to each individual project. Manage software subscription records and renewal schedules, submit purchase requests, and track approval and procurement progress to ensure uninterrupted access to business-critical tools.
30%	NC	E	System Improvement
			<ul style="list-style-type: none"> Facilitate discussions with agency staff and managers about system efficiency or operational needs. .
			<ul style="list-style-type: none"> Collaborate with information systems staff and program staff to evaluate existing systems and plan enhancements. Analyze operational processes, goals and objectives; identify risks, issues, constraints, assumptions and data requirements; recommend system enhancements or systems specifications based on evaluation. Study the feasibility and compare the cost and benefits of modifying information systems, recommend acceptance of new system developments, or enhancements to existing systems.
			<ul style="list-style-type: none"> Participate in internal acceptable testing (IAT) and in User Acceptance Testing (UAT) in conjunction with the software development team.
			<ul style="list-style-type: none"> Communicate test results to stakeholders, including any issues discovered during testing.
			<ul style="list-style-type: none"> Create operational manuals for new or existing software solutions.
			<ul style="list-style-type: none"> Conduct training for agency staff in the use of new programs.
On-Going	NC	E	<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. 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 15 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 overtime may be required.

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.

- Department of Administrative Services and departmental policies, especially in personnel and purchasing matters.
- Department of Administrative Services, Information Systems Division guidelines.
- Software licenses.
- Department policies.
- Department budget.

b. How are these guidelines used?

These documents are used to assure compliance with regulations, legal use of software, and continued operation of equipment and software applications.

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?
Entire Department	In person/phone/e-mail	Exchange information, coordinate activities	Daily
Service Reps. & Vendors	In person/phone/e-mail	Request services or information	Weekly
Other Agencies & Organizations	In person/phone/e-mail	Gather and provide information	Occasionally

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

SECTION 7. POSITION RELATED DECISION MAKING

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

This position evaluates business needs, and project priority based on direction from governance team. This position uses professional knowledge, data collection and analysis to impact / lead decisions which affect documentation, administrative operation, and scope of the projects for which this individual is involved. Good decisions will result in helping create systems that solve real business problems and deliver cost savings. Poor decisions can delay delivery of program benefits due to incomplete or misunderstood requirements.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Chief Information Officer	0512002	Through informal and formal conversations and meetings and	Quarterly	Establish expectations, measure progress, provide feedback,

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

		through quarterly performance evaluations		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"/> Prepare & 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:

- 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		