



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 7, 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: C0871
c. Working Title: Energy Analyst
d. PPDB No/WD ID: 0034005
e. Section Title: Energy Technology & Policy
f. Agency No: 33000
g. Employee Name: VACANT
h. Budget Auth No: 000167340
i. Supervisor Name: Jessica Reichers
j. Repr. Code: UA
k. Work Location (City – County): Salem – Marion

I. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[x] 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.

The Energy Planning & Innovation Division works daily to help Oregonians make informed decisions and advance solutions to shape an equitable clean energy transition. The division does this by providing options to reduce greenhouse gas emissions that contribute to climate change, increasing energy efficiency in all sectors across the state, reducing energy costs and energy burden for Oregonians, and diversifying Oregon’s fuel resources and electricity portfolio to provide Oregonians cleaner and more efficient alternatives. This creates safer, healthier, more resilient communities. We provide technical assistance to other state agencies, businesses, and the public, and pride ourselves in providing timely responses and excellent customer service.

**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:**

Research and analyze energy policy and technology topics and support the implementation of related projects and programs within the Energy Technology and Policy Section. This position provides clear, accurate, and timely information to support the program activities and progress toward the section’s 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
40%	R	E	<p><b>Research and Data Collection</b></p> <ul style="list-style-type: none"> <li>Conduct research on energy policy and technology topics, including industry trends, laws, rules, court proceedings, and program results.</li> <li>Gather qualitative and quantitative information from sources such as reports, public data, surveys, interviews, and agency records.</li> <li>Review public materials (e.g., testimony, rulemaking records, publications) to understand perspectives of communities, Tribal governments, partner agencies, and other interested groups.</li> <li>Monitor news and industry sources to stay current on energy technologies, policies, and trends.</li> <li>Compile and organize data and information to support analysis, reporting, and program work.</li> </ul>
30%	R	E	<p><b>Analysis and Evaluation</b></p> <ul style="list-style-type: none"> <li>Evaluate data and information for quality, accuracy, and relevance to assigned work.</li> <li>Apply basic statistical and analytical methods to identify trends and key findings.</li> <li>Synthesize collected data and information to identify effects on state policies, programs, goals, and strategies.</li> <li>Identify common themes, questions, and concerns raised by communities, Tribal governments, partner agencies, and other interested groups.</li> <li>Compare findings with current agency approaches to identify gaps or areas for improvement.</li> </ul>
20%	R	E	<p><b>Reporting and Analytical Support</b></p> <ul style="list-style-type: none"> <li>Prepare written and verbal products, including briefings, summaries, reports, and presentations.</li> </ul>

			<ul style="list-style-type: none"> <li>Present information to agency leadership and staff and, as assigned, external groups, and partners.</li> </ul>
			<ul style="list-style-type: none"> <li>Develop clear materials, such as charts, dashboards, and web content, to share information.</li> </ul>
			<ul style="list-style-type: none"> <li>Support the agency's work by adding research findings and input from partners into reports and other products.</li> </ul>
<b>10%</b>	<b>R</b>	<b>E</b>	<ul style="list-style-type: none"> <li>Review draft materials to ensure they are accurate, clear, and complete.</li> </ul>
			<b>Coordination and Administrative Support</b>
			<ul style="list-style-type: none"> <li>Coordinate with staff and external partners to plan, schedule, and support assigned projects and work activities.</li> </ul>
			<ul style="list-style-type: none"> <li>Facilitate information sharing by organizing inputs, tracking responses, and ensuring materials are available for analysis reporting.</li> </ul>
			<ul style="list-style-type: none"> <li>Maintain organized records of data, sources, and project materials to support transparency, and future use.</li> </ul>
			<ul style="list-style-type: none"> <li>Track project tasks, timelines, deliverables and flag risks or delays to support timely completion of work.</li> </ul>
			<ul style="list-style-type: none"> <li>Support meeting preparation and follow-up by compiling materials, documenting key points, and tracking next steps.</li> </ul>
<b>Ongoing</b>	<b>NC</b>	<b>E</b>	<b>Miscellaneous</b>
			<ul style="list-style-type: none"> <li>Perform duties in a manner that promotes customer service and harmonious working relationships; treat all individuals courteously and with dignity and respect.</li> </ul>
			<ul style="list-style-type: none"> <li>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.</li> </ul>
			<ul style="list-style-type: none"> <li>Develop positive working relationships with agency staff and supervisors by actively partnering, communicating, and supporting co-workers, identifying and collaboratively resolving problems constructively.</li> </ul>
			<ul style="list-style-type: none"> <li>Demonstrate openness to constructive feedback and suggestions to improve work performance.</li> </ul>
			<ul style="list-style-type: none"> <li>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.</li> </ul>
			<ul style="list-style-type: none"> <li>Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.</li> </ul>
			<ul style="list-style-type: none"> <li>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.</li> </ul>
			<ul style="list-style-type: none"> <li>Other duties and special projects as assigned.</li> </ul>
			<ul style="list-style-type: none"> <li>Maintains confidentiality of information that is exempt from disclosure under Oregon's public records law.</li> </ul>
			<ul style="list-style-type: none"> <li>Ensure regular and consistent attendance to meet job demands and 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 10 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.

## 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 (DAS) and agency policies, including those related to purchasing and administrative processes
- DAS Information Systems Division Standards and Guidance
- Software license agreements and use requirements
- Agency policies and procedures
- Agency budget and financial guidelines

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

These guidelines are used to ensure compliance with laws, policies, and standards, support proper use of software and data, and maintain reliable operation of systems and tools used in daily 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?
<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 employees	In person, phone, email, virtual	Exchange information, provide guidance	Daily
Other State agencies	In person, phone, email, virtual	Share information; coordinate project work; contribute to planning, meetings, and deliverables	Weekly
Community groups	In person, phone, email, virtual	Share information; coordinate meetings and engagement; respond to questions	Weekly
Public	In person, phone, email, virtual	Provide information; respond to questions; support understanding of agency programs	Weekly
Oregon Tribes	In person, phone, email, virtual	Share information; coordinate meetings and engagement; support government-to-government relationships	Monthly
Non-Government Organizations	In person, phone, email, virtual	Share information; coordinate meetings and engagement; respond to questions	Monthly

Electric and natural gas utilities and associations	In person, phone, email, virtual	Share information; coordinate meetings and engagement; respond to questions	Monthly
Local Government Officials	In person, phone, email, virtual	Share information; coordinate meetings and engagement; respond to questions	Monthly
Regional organizations	In person, phone, email, virtual	Share information; coordinate meetings and engagement; respond to questions	Monthly
Energy industry	In person, phone, email, virtual	Share information; coordinate meetings and engagement; respond to questions	Monthly
Environmental and energy advocates	In person, phone, email, virtual	Share information; coordinate meetings and engagement; respond to questions	Monthly
Other state energy offices (e.g., Washington)	In person, phone, email, virtual	Share information on best practices and lessons learned to inform program work	Monthly
Federal agencies	In person, phone, email, virtual	Share information; coordinate activities; respond to questions	Monthly
University and national research labs	In person, phone, email, virtual	Share information; coordinate research and engagement activities	Monthly
Governor's Office	In person, phone, email, virtual	Provide updates; respond to requests; share information to support planning	Infrequently
Legislature	In person, phone, email, virtual	Provide information as requested	Infrequently

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions about how to gather information, what sources to use, and how to organize and present results. The position also provides analysis and recommendations to support agency programs and work. The work helps ensure that agency staff, leadership, and partners have clear, accurate, and timely information, which supports informed decisions about energy programs and activities across the state. If work is incomplete or inaccurate, it may lead to misunderstanding of energy issues, affect the quality of program and policy decisions, result in inefficient use of time and resources, and reduce trust with communities, Tribal governments, partner agencies, and others.

## 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	0035096	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.

## 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:

- Employment is contingent upon the successful completion of a criminal background check.
- This position requires the ability to travel as needed. The employee must possess and maintain a valid driver’s license in their state of residence and have a satisfactory and acceptable driving record.

BUDGET AUTHORITY: If this position has authority to commit to 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		