



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
October 5, 2026

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>Program Analyst 2</u>	b. Classification No: <u>C0861</u>
c. Working Title: <u>Incentives Analyst</u>	d. PPDB No/WD ID: <u>2527008</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: <u></u>
i. Supervisor Name: <u>Duard Headley</u>	j. Repr. Code: <u>OAD</u>
k. Work Location (City – County): <u>Salem – Marion</u>	
l. 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 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 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. During the 2025-27 biennium, the division will administer the Community Renewable Energy Grant program as well as federal incentive programs including the Grid Resilience Grant Program, Home Energy Rebate Programs, and the Solar for All program as well as state-funded incentive programs.

- 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 supports the agency's energy incentive and grant programs by conducting research, performing technical reviews, and analyzing applications and deliverables. It ensures compliance with applicable statutes, administrative rules, and program objectives, helping to promote the equitable and effective distribution of state energy resources.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
70%	N	E	Program Management and Delivery
			Administer guidelines and procedures for distributing rebates and grants.
			Review energy and resilience project applications for eligibility, technical feasibility, and alignment with program requirements.
			Provide technical assistance to applicants, contractors, consultants, utilities, and other partners to support successful participation.
			Participate in technical and competitive review processes; evaluate applications using established scoring criteria and recommend funding awards.
			Coordinate with contracting staff to develop performance agreements and ensure agreements align with program intent.
			Monitor grantee progress and responsibilities to ensure compliance with program terms.
			Determine eligible costs and track expenditure; recommend adjustments to meet budget goals.
			Collaborate on outreach efforts to increase program access and participation, especially in underserved and historically excluded communities.
20%	N	E	Project Monitoring and Validation
			Assess whether project deliverables meet program and technical requirements.
			Provide feedback and support to participants working to resolve compliance issues.
			Develop formulas for payment and confirm incentive amounts based on verified project performance.

			Analyze performance data to evaluate project outcomes and inform future improvement
			Conduct occasional site visits to verify completion, outcomes, and adherence to program requirements.
			Prepare clear summaries and recommendations to guide program improvement efforts.
10%	N	E	Program Representation
			Communicate program rules, goals, and technical requirements to individuals and groups, including Tribes, local governments, utilities, businesses, and community organizations.
			Help potential applicants understand program processes and identify eligible projects.
			Assist in developing clear, accessible program materials such as fact sheets, case studies, and presentation content.
			Represent the agency at public events, training, and workshops to increase program understanding and access.
Ongoing	NC	E	Miscellaneous
			Perform duties in a manner that promotes customer service and harmonious working relationships; treat all individuals courteously and with dignity and respect.
			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.
			Develop positive working relationships with agency staff and supervisors by actively partnering, communicating, and supporting co-workers, identifying and collaboratively resolving problems constructively.
			Demonstrate openness to constructive feedback and suggestions to improve work performance.
			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.
			Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.
			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.
			Other duties and special projects as assigned.
			Maintains confidentiality of information that is exempt from disclosure under Oregon's public records law.
			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 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.

Oregon Revised Statutes
 Federal laws and guidelines
 State and federal energy and environmental laws, standards and rules
 USDOE Build America, Buy America Act
 DAVIS-Bacon Requirements
 Department of Administrative Services Administrative Rules
 Department of Energy Administrative Rules
 Department of Energy Policies and Procedures
 ODOE desk procedures
 Agency and division plans and reports including legislative reports
 State and regional energy plans

b. How are these guidelines used?

To determine the eligibility of applicants. To guide and direct the programs.

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	In person, phone, email, virtual	Exchange information, provide guidance	Daily
Program applicants	In person, by phone, email, mail, virtual	Exchange information, assist applicant in completing required documentation.	Daily
Applicant partners	In person, by phone, email, mail, virtual	Exchange information, assist partner with supporting applicant's grant application.	Daily
Oregon Tribes	By phone, email, in person, virtual	Exchange information, provide program and technical assistance	Daily
Other state agencies, County, and local governments	In person, by phone, email, mail, virtual	Coordinate programs and services	Bi-Monthly
US Department of Energy and other federal agencies	By phone, email, in person, mail, virtual	Exchange information	Monthly

Public	In person, phone, email	Provide advice on application processing, and provide employment information	As needed
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SECTION 7. POSITION RELATED DECISION MAKING

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

This position applies technical expertise and program knowledge to evaluate complex energy and resiliency grant applications, especially planning awards up to \$100,000. The analyst interprets and applies program rules, policies, and evaluation methods - both standardized and project-specific - to determine eligibility and recommend approval, modification, or denial of applications and incentive awards.

The role requires independent judgment that directly affects which projects proceed to funding and whether applicants comply with program statutes and administrative rules. These decisions rely on thorough analysis and have significant impact on project feasibility and program integrity.

The position is also responsible for fostering and maintaining effective working relationships with municipalities, Tribal governments, and other public entities. This includes clear communication of program requirements, timelines, and expectations related to deliverables. Inadequate communication or misunderstanding of program criteria can result in misaligned expectations, delays, or disputes, potentially affecting the agency's credibility and the successful achievement of program goals.

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 2	2527006	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.
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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?

- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ 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:

- 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 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		