



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May 15, 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: Fiscal Analyst 2
b. Classification No: C1244
c. Working Title: Budget Analyst
d. PPDB No/WD ID: 9232002
e. Section Title: Central Services Division
f. Agency No: 33000
g. Employee Name: VACANT
h. Budget Auth No: 001119530
i. Supervisor Name: Melody Charpentier
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.

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.

The Central Services Division is responsible for the critical operations that ensure the agency functions effectively, and efficiently, in support of its mission and in compliance with state and federal requirements. This includes financial management such as budgeting, accounting, payroll, procurement, contracting, and federal grants administration, to ensure fiscal integrity and resource stewardship. The division also oversees information technology and database management, providing secure, innovative, reliable systems that support agency operations. Facilities and records management, risk management, and employee safety functions ensure a safe, organized and compliant workplace. Additionally, the division manages employee services, including strategic workforce planning, recruitment, classification and compensation, employee relations, leave administration, training, wellness programs, and personnel action processing.

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:

Provide budget analysis and fund management for the agency, which includes but not limited to developing, controlling, and monitoring the biennial budget; interpreting state laws and regulations to ensure compliance; and working directly with internal partners to provide updated budget allocations and projections.

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
50%	N	E	<p>Data Analysis and Reporting</p> <ul style="list-style-type: none"> Monitor, track, and analyze and monthly expenditures, prepare detailed analyses, and review for accuracy compared to budgeted costs. Review monthly payroll reports for accuracy of staff charges by funding source. Identify discrepancies within monthly reports and work with program and other finance staff to make corrections. Participate in regularly scheduled meetings with division management to maintain leadership awareness of budget activity. Provide data and analysis of energy incentive programs to fulfill record requests from legislature, the public and agency staff. Collaborate with agency managers and program staff to determine the best method to research, analyze and create ad hoc data reports. Update the Statewide Fee database for all types of fees collected by the agency.
45%	R	E	<p>Budget Analysis and Forecasting</p> <ul style="list-style-type: none"> Assist in the development, monitoring, and implementation of the biennial agency budget. Translate the agency’s legislatively approved budget into operating budgets by sections, program areas, specific projects, and/or specific funding sources. Analyze reports to provide revenue and expenditure trends for program managers. Maintain information and updated reports on funding changes and budget impacts. Formulate budget changes based on statutes, federal regulations, legislative and program directives.

			<ul style="list-style-type: none"> • Maintain personnel cost projections by funding source and review changes with management.
			<ul style="list-style-type: none"> • Develop and maintain the monthly budget and financial status reports for divisions.
			<ul style="list-style-type: none"> • Interpret and review budget with managers and staff providing pertinent and timely feedback to facilitate an interactive review process.
			<ul style="list-style-type: none"> • Work with division management and staff to ensure program compliance by comparing performance with plans.
			<ul style="list-style-type: none"> • Identify operational strengths and weaknesses, or problem areas of noncompliance, and work with staff to recommend improvements to management.
			<ul style="list-style-type: none"> • Provide support to program managers in developing budget action plans and creating follow-up reports for them that monitor progress.
			<ul style="list-style-type: none"> • Work with all levels of management; develop budgetary needs of existing and new activities, including analysis and forecast of revenue and expenditure trends and program modifications.
			<ul style="list-style-type: none"> • Respond to financial questions from the Department of Administrative Services and Legislative Fiscal Office as necessary.
			<ul style="list-style-type: none"> • Prepare fiscal analysis for proposed legislation.
			<ul style="list-style-type: none"> • Research feasibility of new programs and funding mechanisms to ensure cost recovery for program administration.
			<ul style="list-style-type: none"> • Utilize information on office services, funding, staffing, performance measures, and costs to provide technical assistance to ensure stable funding for programs.
			<ul style="list-style-type: none"> • Duties may include identifying and resolving legal and policy issues, providing task analysis, and developing line-item budget costs, researching legal aspects, and developing project schedules.
5%	N	E	Key Performance Measures
			<ul style="list-style-type: none"> • Update and document methods used for data tracking and analysis in the preparation of the KPM Annual Report. Train staff to ensure sufficient understanding of methods and accurate application of methods.
			<ul style="list-style-type: none"> • Oversee or prepare and enter data into KPM reporting system. Respond to requests for KPM reports and supplemental information, as needed. Ensure the agency meets all performance reporting requirements.
Ongoing	R	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"> • 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 feedback and suggestions to improve work performance.
			<ul style="list-style-type: none"> • Contribute to a positive, respectful, 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"> • Respect diversity of opinions, ideas, and cultural differences.
			<ul style="list-style-type: none"> • Other duties and special projects as assigned.
			<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. 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.

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|--|---|
| Oregon Revised Statutes (ORS) | Oregon Administrative Rules (OAR) |
| Department of Energy Policies and Procedures | Department of Administrative Services Policies |
| Individual Federal Grant Rules and Regulations (OMB) | U.S. Department of Energy Rules and Regulations |
| State Budget Rules/OMB Circulars | |

b. How are these guidelines used?

To assure agency compliance with state and federal rules, regulations and cost principles.

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 staff	Phone, email, mail, in-person, virtual	Information/Tech. Asst.	Daily
Funding Agencies	Phone, email, mail, in-person, virtual	Planning meetings, task forces, Conferences & committees.	As needed
State Agency Staff	Phone, email, mail, in-person, virtual	Information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Appointing Authority Signature

Date