



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
January 6, 2025

Agency: Department of Administrative Services

Facility: EAM Administration - Sustainability

☒ New ☐ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Operations and Policy Analyst 3</u>	b. Classification No:	<u>C0872</u>
c. Working Title:	<u>Energy and Sustainability Program Coordinator</u>	d. PPDB No/WD ID:	<u>000000057869</u>
e. Section Title:	<u>Sustainability</u>	f. Agency No:	<u>10700</u>
g. Employee Name:	<u>Vacant</u>	h. Budget Auth No:	<u>11530</u>
i. Supervisor Name:	<u></u>	j. Repr. Code:	<u>OAS</u>
k. Work Location (City – County):	<u>Salem DAS General Services Building</u>		
l. Position:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent
			<input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share
m. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer
		n. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 Department of Administrative Services ("DAS") is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer ("COO"), a central component of DAS, unites statewide solutions through team leadership. The COO office coordinates work teams and initiatives that cross jurisdictional and agency boundaries with a goal of achieving transformative, long-term change and developing an agile organization that can meet current and future challenges.

Enterprise Asset Management is comprised of the Facilities Program consisting of the Real Estate Services, Maintenance, Operations, Administration / Planning and Construction Management, Fleet and Parking Services, and the Oregon Surplus Property Program. The core focus of these programs is property management, both real and personal, for the benefit and optimal use of state government enterprise-wide to support agencies' space, travel, and operational needs. Real Estate Services ensures that state facilities are planned, built, disposed of and managed according to law, in the most efficient and economical manner possible. The Office of Sustainability resides in Enterprise Asset Management to advise and support DAS and other agencies on resource conservation and other sustainability-related topics.

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:

Implement sustainability strategies and integrate energy management and sustainability into programs, projects and decisions through providing consultative advice, strategic planning and program evaluation support to DAS and other agencies in the areas of energy management, greenhouse gas (GHG) emissions, resource conservation and sustainability.

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
55	NC	E	<p><i>Support and manage DAS energy, resource conservation and sustainability initiatives</i></p> <ul style="list-style-type: none"> Evaluates data on energy, water, waste and GHG emissions to identify and inform potential energy and resource conservation planning, regulatory compliance, problem areas and policy options within the DAS portfolio of assets. Makes recommendations and follows up with appropriate work groups and DAS senior managers. Manages and coordinates energy and resource conservation audits and study efforts to support regulatory compliance and identify program areas of focus and efficiency and conservation projects. Audits and studies include analysis of current energy and resource use, GHG emissions reductions, savings, recommended efficiency technologies and strategies and cost benefit analysis (including life-cycle costs) of existing and potential projects. Documents findings from audits and studies and coordinates implementation of energy efficiency measures. Provides data analysis and recommendations to DAS senior managers and leadership in the development of new rules, policies and procedures around the agency's energy, resource conservation and sustainability efforts. Represents DAS in collaborations with Energy Trust of Oregon and Oregon Department of Energy. Participates in development of energy use intensity calculations and other analyses to help DAS comply with applicable statute and rules and meet energy and GHG emission goals. Works with EAM staff and management to develop yearly Operation and Maintenance and Energy Management plans and GHG emission reduction plans. Conducts onsite verification of building maintenance, energy efficiency installations and other requirements necessary to verify compliance with appropriate laws and regulations.

			<ul style="list-style-type: none"> • Coordinates submission of documentation to support compliance with state statute and rules for building performance. • Supports long-range planning, research development, revision and implementation for the DAS Sustainability Plan, agency and statewide policy, legislation and operational practices on energy and resource conservation. • Integrate resource conservation into capital and other projects. • Provide on the ground technical assistance to DAS EAM to verify proper implementation of energy and resource conservation measures. • Develops briefing papers, research documents, and fact sheets for DAS senior managers and other agencies related to executive orders, legislation and statewide policy. • Evaluates measures or indicators for sustainability and recommends policy options and actions to improve performance. Coordinates DAS agency collaborations (e.g., strategic energy management, rebates and incentives) with Energy Trust of Oregon and other utilities. • Coordinates implementation of energy management plans, operations and maintenance plans and other efforts to use energy efficiently across the DAS portfolio and comply with applicable statutes and executive orders. • Contributes to process improvement within the Division and agency as the aforementioned efforts yield new opportunities for improvement.
20	NC	E	<p><i>Provide subject matter guidance, assistance and training to agency staff</i></p> <ul style="list-style-type: none"> • Provides training and develops communication materials for EAM Division and other agency staff regarding energy and resource conservation best practices, executive order directives and statutory requirements, rules and statewide policy. • Develops written proposals to obtain energy and water incentives and rebates from the Energy Trust of Oregon and/or other utility resources and coordinates with DAS EAM project managers to ensure utility incentives and rebates are included in projects. • Ensures utility figures and projections are integrated into operating and capital budgets, construction projects, rates, lease agreements and other division operated building agreements. • Assists in development of DAS agency construction, maintenance and general real estate projects and actively participates on interdisciplinary project teams to ensure energy and resource conservation goals and requirements are integrated into capital and other projects. • Provides guidance on system design and energy performance and participates in the Division's Project Authorization review process. Stays current with and provides subject area support to the Division's leadership and Planning and Construction project managers in reviewing statute, rules and executive orders pertaining to resource conservation; as well as compliance with the DAS statewide Energy and Resource Conservation Policy and other statewide policies related to energy, resource conservation and sustainability. • Represents PCM, O&M and Real Estate and ensure management objectives are carried out by participating in the SEED program with the Oregon Department of Energy and the project team. • Develops guidance documents and provides support for energy efficiency in leased spaces.

			<ul style="list-style-type: none"> • Works with and trains DAS EAM Division and agency staff across all divisions to Implement sustainability strategies and integrate energy management and sustainability into programs, projects and decisions. • Supports the Oregon Sustainability Board with development of meeting materials and presentations, communications and targeted research. Develops written communications for internal and external articles, grant proposals and other communications regarding energy management and sustainability.
10	NC	E	<p><i>Research and report to DAS and other agencies on technologies, trends and implementation efforts</i></p> <ul style="list-style-type: none"> • Provide targeted research and write up findings on energy, GHG reductions, resource conservation and sustainability issues to keep DAS at the forefront of emerging trends and technologies and help DAS lead by example. • Formulate tools, procedures and best practices related to energy, resource conservation and sustainability to apply to the agency's asset portfolio. • Support development and implementation of current policy and the agency's Sustainability Plan by analyzing data trends, benchmarking performance, helping facilitate employee engagement and recommending goals and actions. • Researches, remains current and applies contemporary best practices to existing DAS programs to position the agency to lead by example, while helping the enterprises' sustainability efforts evolve by remaining current with trending technology and methodology and sharing with other agencies.
10	NC	E	<p><i>Support tenant, stakeholder and agency engagement</i></p> <ul style="list-style-type: none"> • Facilitate growth opportunities for other state agencies' sustainability efforts through outreach initiatives and support for energy, resource conservation and sustainability efforts across the enterprise, using DAS as a "lead by example" opportunity. • Develop best practice research briefings and other communications to support agencies. Represent the agency in internal enterprise organizations such as the Interagency Sustainability Coordinators Network (ISCN), and in targeted working groups around specific topics (e.g., water, energy, GHGs, waste). • Represent the agency as requested within energy and sustainability groups (e.g., Interagency Sustainability Coordinators Network, energy managers, green teams). • Participate in and represent the agency in external professional organizations.
5	NC	E	<p>Project and Contract Management</p> <ul style="list-style-type: none"> • Work with internal procurement professionals to craft statements of work and manage contracts for building energy, water, waste and GHG-related projects, energy audits, feasibility studies and other similar analyses.

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.

Duties of this position are mainly performed in an office environment but will also require onsite visits to buildings to evaluate energy efficiency and GHG reduction opportunities. Requires working at computer display approximately 70% of the time. On-going lifting and carrying of files weighing 10 pounds maximum. May require travel or extended hours for nighttime audits of buildings, presentations, or other related activity.

Special Working Conditions for State Medical Examiner's Office, State Police Forensics Laboratory, Occupational Health Lab (OR- OSHA), Environmental and Biological Lab (DEQ/PHL lab):

The individual working in this facility may have visual or sensory exposure to an assortment of Forensics Laboratory, Environmental & Biological Lab or Medical Examiner Laboratory environments that could include un-sanitized evidence contaminated with body fluids from crime location, materials from Medical Examiner's lab or body evidence from deceased persons. Working in close proximity to this evidence or materials may be required to perform the duties of this job. DAS staff performing work in secure areas or labs will be escorted by Forensics or Medical staff at all times.

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 and Oregon Administrative Rules
- Statewide executive orders and agency policies
- Sustainability frameworks such as the U.S. Green Building Council Leadership in Energy and Environmental Design criteria, rating systems and designation parameters
- Energy-related ASHRAE standards and Oregon Department of Energy rules for building energy performance
- ENERGY STAR PortfolioManager™
- Oregon Department of Energy's State Energy Efficient Design (SEED) and Green Energy Technology (GET) criteria and designation parameters
- Sustainable building principles
- Sustainable operations and maintenance principles
- Principles of statistical and quantitative analysis
- Division procedures
- State and Federal laws related to program

Particular attention is given to safety as this individual may be in proximity to mechanical and other building systems on a regular basis.

b. How are these guidelines used?

The above guidelines define and inform the sustainability and energy management industry at large. Policies, rules and laws are used to govern program initiatives ensuring legal compliance. Grant writing principles are employed to leverage incentive funds.

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 leadership	In Person, by mail, email or telephone	Evaluate data and provide policy briefings and data on agency resource use, energy and GHG management.	As Needed
Division leadership (O&M, PCM, RES)	In Person, by mail, email or telephone	Evaluate information and data and provide recommendations on agency energy management, resource conservation.	Daily
Facility managers and policy coordinators within other agencies, including DAS tenant agencies	In Person, by mail, email or telephone	Provide technical guidance, education and outreach, written communication, problem-solving.	Monthly
General & Sub Contractors	In Person, by mail, email or telephone	Answer questions re: current or pending projects.	As Needed
Professional Architects/Engineers/ Consultants	In Person, by mail, email or telephone	Contribute to current projects.	As Needed
Program team members	In Person, by mail, email or telephone	Contribute to current projects.	Daily
State/Local government officials	In Person, by mail, email or telephone	Subject matter staff support.	As Needed
Statewide sustainability officer and staff	In Person, by mail, email or telephone	Gather information and provide data on agency resource use, buildings, land or vehicle fleet. Share data with the enterprise.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Makes daily decisions that impact the timeliness, quality, cost and overall success of energy, resource conservation and sustainability projects. These decisions may impact all divisions within the agency and potentially other agencies, state employee's work environments, third-party stakeholders, contractors and vendors.

Because of the necessity to work independently, the person in this position is often required to make instant and critical decisions. Failure to make effective decisions will result in delays in project completion or problem resolution.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Statewide Sustainability Officer		In Person	Quarterly	Performance Evaluation
Operations and Maintenance Division Manager		In Person, by mail, email or telephone	As Needed	Check in with work flow, new projects, current issues and general support

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? _____
How many employees are supervised through a subordinate supervisor? _____
- 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:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities and requirements for this position:

- Requires working knowledge of and ability to evaluate statutes, administrative rules, policies and associated impacts to DAS and other agencies.
- Skills in long-range planning, goal setting and project management.
- Strong skills in the analysis of utility and related data on energy, GHGs, resource conservation and sustainability, and translation of such analysis into plans, policy options and recommendations for senior managers.
- Ability to conduct research using credible data sources and compile and communicate results in writing.
- Strong communication skill set inclusive of interpersonal, group facilitation, technical presentation, listening and writing.
- Self-starting, reliant and accountable with the ability to self-manage and carry out research projects.
- Knowledge, skill and ability in sustainability policy and practices– including but not limited to energy conservation and efficiency; water conservation and efficiency; materials management (solid waste/recycling); and GHG emissions management.
- Two years of experience, including educational and/or professional experience, with commercial building operations and/or building energy management.

- Current holder or willingness to obtain one or more of the following certifications in the first year:
 - Certified Energy Manager (CEM);
 - Building Operator Certification (BOC);
 - Energy Management Professional (EMP);
 - Building Commissioning Professional;
 - LEED-accredited Professional; or
 - Equivalent accreditations.
- Behavioral Expectations:
 - Prepare for and attend team meetings, bringing issues and solutions for the team to resolve.
 - Continually display professionalism, be self-starting and self-reliant and proactively surface any issues to the manager.
 - Obtain agreement through use of consensus when appropriate, giving and receiving feedback.
 - Commit to support and help other team members.
 - Share in leadership and actively engage.
 - Participate in cross-functional or problem-solving teams as needed.
 - Adheres to all DAS policies and EAM policies, processes, procedures, and safety practices.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type

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		