



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
August 3, 2021

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

Form with fields: a. Classification Title: PE/M E; b. Classification No: X7008; c. Effective Date: July 1, 2021; d. Position No: 9212304; e. Working Title: Energy Incentives Manager; f. Agency No: 33000; g. Section Title: Energy Development Services; h. Budget Auth No; i. Employee Name: Vacant; j. Repr. Code: MMS; k. Work Location (City – County): Salem – Marion; l. Supervisor Name (Optional); m. Position: Full-Time, Limited Duration; n. FLSA: Exempt; o. Eligible for Overtime: 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.

The Energy Development Services Division (EDS) is responsible for administering energy programs to advance the energy related objectives established by Oregon's elected state leadership. The work of EDS promotes the statewide adoption of energy efficiency measures and renewable energy resources.

EDS currently manages the Oregon Solar Plus Storage Rebate Program which provides grants for solar electric systems and paired solar and solar storage systems, installed for residential customers and low-income service providers on real property in Oregon. It also manages the community renewable investment fund grant program which provides planning and project grants for large renewable energy projects proposed by local and tribal governments and community groups, and a new grant program to encourage energy efficiency in residences and business being rebuilt after being destroyed in the Labor Day 2020 wildfires. Finally, EDS also manages the wind down of legacy energy 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:

Plan, direct, and manage the incentives section within the Energy Development Services Division and provide leadership and supervision for staff implementing ODOE's incentive programs, including the Solar and Storage Rebate Program, energy incentives for wildfire victims, the Community Renewable Investment Fund, as well as other legacy incentive programs. Accomplishes department objectives by communicating job expectations; planning, monitoring, and appraising job results; coaching and developing employees; and managing employee performance. Provide leadership and guidance in the development and implementation of policy, strategic planning, long and short-range plans, goals, and objectives, and budget preparation, consistent with the agency's mission and 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
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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".

50%	N	E	<p>Program Staff Management</p> <ul style="list-style-type: none"> • Provide direct supervision for both technical and non-technical staff. Interview and select new employees taking into account the agency's affirmative action goals and the desire to increase the cultural diversity of the workplace. Plan, assign, manage, and review work. Set clear work objectives, goals, and expectations with staff. Evaluate employee performance and encourage staff skill development. Identify staff training needs and prepare training plans. Coach, mentor, and motivate staff. Address and correct deficient performance, as needed. Promote a positive attitude toward working safely and ensure immediate correction of unsafe work practices. • Provide leadership, guidance, and feedback to staff on technical areas including, but not limited to: specification review and economic analysis of energy efficiency and renewable energy projects; application of technical knowledge (i.e., energy efficiency savings, heat transfer, HVAC and controls, building electrical systems and components, steam systems, pumps, motors, and ASHRAE methodology; application assistance on the technical aspects of grant proposals and projects; and field inspections to determine adherence to engineering plans, specifications, and performance of completed energy projects.) • Provide leadership, guidance, and feedback to staff on administrative areas including, but not limited to: statute and administrative rule interpretation, specialized stakeholder correspondence, application processing, web content, and data management. • Confer with staff to identify, assess, and mitigate risks associated with potential rebate and grant incentive awards. • Coordinate with other agency divisions, such as Energy Planning and Innovation, to identify opportunities to improve alignment of incentives with policy for energy efficiency, renewable energy, and climate change. • Encourage and foster self-directed work teams. Empower staff to make decisions and oversee certain aspects of program operation and policy.
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25%	N	E	Section Program Management <ul style="list-style-type: none"> • Provide leadership to staff in terms of establishing section goals and objectives . • Ensure timely, comprehensive responses to projects assigned to staff. • Responsible for planning and directing policy and procedure development within the section. Facilitate the transition of complex technical information and concepts into policies and strategies. • Foster exceptional customer service and build a positive reputation for the agency and its programs. • Oversee program and project development and implementation. Ensure strategic and orderly growth of programs and projects including coordinating with other state, federal, and regional energy programs. This includes coordination with the Energy Trust of Oregon (ETO), utilities, and other groups offering energy incentives. • Evaluate and monitor effectiveness of programs and recommend any new programs, projects, or needed changes. Oversee needed analyses and studies to inform decision-making. • Provide direction to staff in interpreting policy issues that impact program delivery. As necessary, draw upon external resources to research issues and reach resolution. • Initiate and guide rulemaking activities to ensure programs are aligned with statute, operations, and objectives.
25%	N	E	Cross-Agency and External Stakeholder Engagement <ul style="list-style-type: none"> • At the direction of the director, represent the section, division, and agency at local, state, and regional forums on both technical and policy issues. Ensure effective communication between staff and those affected by staff activities, communicate and network with counterparts at other agencies and organizations to coordinate efforts and resolve problems. • Collaborate with other section and division managers and participate in the evaluation of agency processes as it relates to section activities and make recommendations and support improvements in applicable processes and procedures. • Provide information and biennial reports on energy incentives programs to the Legislative Assembly, other state and local government agencies, non-profits, and stakeholder groups. • Coordinate with the agency's Government Relations Coordinator to respond to inquiries from the Governor's office and legislators in a timely and informative manner. • Coordinate with the agency's Communications manager and staff in responding to media requests and development of outreach materials.
On-Going	N	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 a willingness to assist and support co-workers, supervisors, and other work-related associations. • Develop good working relationships with division and 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. • 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.

Office environment is an open landscape with cubicles and audible distractions. Requires long periods of sitting, standing, using a keyboard and other computer operations, and the use of a telephone. 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. Work environment includes use of electronic audio/visual/computer hardware equipment. These working conditions are experienced daily. Employee must be able to complete work tasks under these types of conditions in this type of environment. Must be available to work a regular 40 hour, Monday through Friday work schedule. May include exposure to volatile or stressful situations and critical/hostile people. Work requires extended hours as needed to accommodate project timelines. This position may require travel, including occasional overnight travel.

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.

Position is guided by: state and agency statutes and rules; policy directives from Department of Administrative Services (DAS), Governor's Office, and Justice Department; agreements with Bonneville Power Administration (BPA), U.S. Department of Energy (USDOE), Pacific Northwest Lab, and utilities; state and regional energy plans; Department of Energy policies; and legislatively-approved budget.

b. How are these guidelines used?

To manage people and programs; establish program goals, and conduct program policy analyses.

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 Staff	Writing, person, phone, virtual	Share information, review work, provide leadership	Daily
General Public	Writing, person, phone, virtual	provide and receive info	Weekly
State Officials	Writing, person, phone, virtual	provide and receive info and attend meetings	As requested
Utility or ETO Staff	Writing, person, phone, virtual	provide and receive info and attend meetings	As requested
Legislators	Writing, person, phone, virtual	respond to individual requests	As requested
Federal Officials	Writing, person, phone, virtual	provide and receive info and attend meetings	As requested

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions regarding program priorities, policy setting, budget development and staff assignments for key Oregon energy conservation and renewable energy incentive programs. Energy prices and supplies impact all Oregon businesses and every Oregon resident. This position makes the decisions that affect the success of energy projects for both public and private institutions. Good decisions can have an impact on project construction, economic development and efficient business operations. Failure to make wise and timely decisions could create costs for the

agency, lead to litigation, damage established and new programs, create a negative public image and/or harm staff morale.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PE/M F	0032002	Through informal conversations and meetings	Quarterly	To provide guidance, monitor progress and evaluate performance

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 9
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|---|---|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepare & sign 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

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

Must successfully complete a criminal records check.

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

Operating Area	Biennial Amount	Fund Type
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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".

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