STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May 2, 2016

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: Operations and Policy Analyst 2
b. Classification No: C0871
c. Effective Date: April 9, 2014
d. Position No: 0870001
e. Working Title: Operations Analyst
f. Agency No: 33000
g. Section Title: Energy Facility Siting Division
h. Employee Name: Vacant
i. Work Location (City – County): Salem
j. Supervisor Name (optional):
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive ☐ Professional ☐ Administrative
m. 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.

With its mission to lead Oregon to a safe, clean, and sustainable energy future, 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, promotes the cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy related emergencies. ODOE employs approximately 105 employees and is funded with revenue from more than 40 sources, including $34 million in other funds, $3 million in federal funds, $3 million in lottery funds debt service, and $141 million in non-limited loan program and debt service funds.

This position exists within the Energy Siting Division, which works with energy facility developers and operating energy facilities which include but are not limited to fueled power plants, renewable energy plants, high voltage electrical transmission lines, natural gas pipelines and natural gas storage facilities to meet the state's energy infrastructure and demand needs. The division performs interdisciplinary analysis of the, environmental, regulatory, and technical aspects of proposed energy facilities for the Energy Facility Siting Council (EFSC) in an open and public process to ensure compliance with Oregon's siting standards. The division also coordinates the multiagency review of federal jurisdictional energy facilities within the State, which includes the Bonneville Power Administration electrical grid, interstate gas pipelines, liquefied natural gas terminals and other federally permitted energy facilities.

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:

The purpose of this position is to develop and implement systems and procedures to improve timeliness, provide statewide consistency in the siting of energy facilities, determine compliance with final orders and site certificate conditions and ensure greater levels of transparency, accountability and customer service. The position also participates in the various stages of the siting of energy facilities in Oregon, coordinates the reviews and comments of state agencies on federal actions to site energy facilities and provides coordination with internal agency contacts on energy facility siting projects, legislative proposals and administrative rules.

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
60%	R	E	**Program Analysis and Process Improvement**
			• Analyze current operational systems and procedures independently, and through leading and participating in intra- or inter-agency teams, to develop consistent, quality operational systems and procedures. Develop and maintain standardized forms and processes for the siting of all facilities defined in the EFSC rules, including, but not limited to project orders, proposed orders, site certificates and amendments. Insure all procedures and standardized forms meet the division's needs.
			• Under the direction of the Division Administrator, serve as project manager for development of new process improvement projects that require additional resources, Director's office approval and/or participation of other division staff. This includes development of proposals, budgets, and timelines; and regular updates to the division work plan. Coordinate projects through implementation, monitoring, reporting and revising activities.
			• Identify needed changes to administrative rules for EFSC, setting standards, procedural policy, application requirements and post-certification requirements to improve division operations and processes. This includes coordinating with the Siting Compliance Officer and Siting Analysts to develop a documentation system that provides templates and protocols for clear and consistent site conditions for enforcement.
			• Evaluate the impact of proposed laws and administrative rules related to energy facility siting on division operations and processes. Recommend possible rule amendments and policies to reduce case-by-case review of recurring issues. Participate in division teams responsible for amendments to the EFSC rules and statutes.
			• Develop and implement an administrative records system for the Energy Siting Division to facilitate identification and retrieval of pertinent electronic and written records related to rule-making, siting applications, existing site certificates, federal energy projects and EFSC decisions. Insure appropriate handling of all hard and digital records and insure all procedures meet the requirements of the Division, Agency and state records retention rules.
			• Consult with Department contractors, Division staff, management, the Oregon Department of Justice and Oregon Secretary of State office/Archives to insure the records system performs as intended and provides the desired information. Develop and implement changes to improve system performance. Train staff and contractors in the use of the system.
			• Implement and maintain a system that tracks and updates bond and letter of credit information annually for the potential retirement of sited energy facilities. Protect the state's financial interests by developing improved procedures for proper handling of financial assurance documents across agency divisions.
			• Develop and implement an electronic record system of city and county approved energy facilities. Regularly consult with city and county land use planners and

			Division staff to ensure information remains current. Recommend and implement changes to improve records system. Train staff in use of the system.
15%	R	E	**Federal Projects Coordination**
			• Manage the coordination of state agency comments on proposed energy facilities during each stage of the Federal Energy Regulatory Commission (FERC), Bonneville Power Administration (BPA) or the National Environmental Policy Act (NEPA) portions of the EFSC energy facility siting process. Identify when comments are in conflict with current regulations, state policy, or agency policy.
			• Monitor multiple, nonlinear deadlines and milestones by tracking the various stages of current and/or proposed projects through direct communication with project developers and first hand research/observations. Convey information on schedules, deadlines, and project developments to management for dissemination to participating state agencies to support agency review and comment in accordance with FERC and EFSC process deadlines.
			• Use formal and informal program tools and a variety of federal and industry resources (on-line and written). Provide a monthly progress report on all assigned federal energy projects to supervisor so ODOE can anticipate project developments, market trends, and political challenges
			• Facilitate participation of state agencies in the EFSC (NEPA portion), BPA or FERC process. Coordinate communication with Oregon agencies through written, verbal, on-line, and/or official meetings. Develop and maintain effective and collaborative working relationships with (and among) state and federal agency representatives, industry officials, contractors, consultants, and the public.
			• As assigned, provide technical assistance to developers on Oregon's role in the Federal NEPA process. As assigned, present Oregon's NEPA role to stakeholders.
20%	R	E	**Project and EFSC Coordination**
			• Participate in project teams to insure effective communication regarding siting projects throughout project life cycles. Follow-up on assigned tasks to assist with communication and project management.
			• Serve as an agency contact for EFSC members, EFSC contractors, developers, applicants, attorneys and the public for projects. Explain requirements and the different stages of the siting process and provide technical advice to insure developers are informed about what is required of them.
			• Provide assistance to the Energy Facility Siting Council by leading staff in administrative support activities that include but are not limited to creating and maintaining the administrative legal records of the EFSC site certificate decisions; making arrangements for EFSC and other meetings; and coordinating council activities to ensure a smooth flow of support services.
5%	NC	E	**Public Records Management**
			• Assist in the development of coordinated responses to inquiries from the public, the energy industry, attorneys, and agency management and staff. Assist in the development of responses to inquiries from the media in coordination with the Communications and Outreach Section.
			• Maintain reference materials in hard copy and electronic format. Coordinate development of reference materials when needed.
			• Assist Siting Analysts in the compilation of appeal records for judicial appeals of EFSC decisions.
On-going	NC	E	• Develop and maintain effective and collaborative working relationships with (and among) state and federal agency representatives, industry officials, contractors, consultants and the public. • Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. • Engage in effective team participation through 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 resolving problems in a constructive manner.

			• Demonstrate openness of constructive criticism and suggestions, in an effort to strengthen work performance. • Contribute to a positive, respectful and productive work atmosphere. • 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.

This position requires frequent overnight travel, most often by car. Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides and maintain a satisfactory driving record or provide an acceptable alternate mode of transportation. The person in this position may be involved with a site/facility tour, which could result in exposure to industrial hazards and may require extensive walking on uneven ground, standing, and/or climbing steep stairways with limited handholds. The position requires extensive reading and analysis and participation in long meetings that often extend into evening hours. As the siting of energy projects is often contentious, the person in this position will occasionally have to deal with hostile persons.

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, Chap. 469
Oregon Biennial Energy Plan
NWPCC Power Plan
Siting and Regulation work plans
Title 10 – Code of Federal Regulation
Oregon Administrative Rules, Chap. 345
Oregon Attorney General's Uniform and Model Rules of Procedure.
Federal law and rules related to energy
National Environmental Policy Act of 2005

b. How are these guidelines used?

Statutes and Administrative Rules provide the basis for permitting energy facilities in Oregon and establish the basis for guiding input of Oregon siting standards into a federal process, as well as the procedures for conducting hearings.

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?
ODOE personnel	Phone/person/written	Exchange info., coordinate activities	daily
Dept. of Justice	Phone/person/written	Discuss legal advice, issues	weekly
Archives Division	Phone/person/written	Coordinate records management	
Local, state, federal agencies	Phone/person/written	Exchange info., coordinate activities	weekly
Site certificate applicants, developers and contractors	Phone/person/written	Exchange info., provide information, answer questions	weekly
Attorneys for applicants	Phone/person/written	Exchange info., provide information	weekly
Technical consultants	Phone/person/written	Exchange info., coordinate activities	weekly
Public interest groups	Phone/person/written	Provide info., assist in responding to concerns	monthly
General public	Phone/person/written	Provide info., respond to questions	weekly
Media	Phone/person	Provide info., answer questions	occasionally

Plant Managers	Phone/person	Discuss plan status, mgt. issues	occasionally

SECTION 7. POSITION RELATED DECISION MAKING

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

Understand the methods used to set up new informational and tracking systems; operational procedures; templates and forms; research and analyze the needs of the operation and make or propose decisions about the best way to develop same.

Determine timelines and tasks needed to complete projects and assignments and the means to facilitate the ability of others to complete tasks and meet specified timelines.

Develop protocols and templates for enforceable site certificate conditions.

Establish timelines and determine when input is required from involved state agencies to ensure that agency's support to EFSC meets the requirements of regulatory guidelines or the federal decision process. Comments in the federal process must be assembled and submitted in a timely manner for consideration. Failure to submit comments by the deadline(s) established could result in project actions counter to Oregon's environmental, public health and safety, and siting standards.

Analyze interdisciplinary biological, economic, legal, political and social issues relating to rules of multiple agencies and jurisdictions and provide input on best course of action for siting energy facilities consistent with Oregon laws, policies and needs.

Determine the relative importance and impact on Oregon of emerging issues in federal energy policy or state siting standards and advise management on a course of action. Thorough analysis and early identification of key issues helps ensure that energy projects sited in Oregon are consistent with Oregon's standards for protection of human health, the environment, public safety and economic development.

Participate in policy direction and development for future energy resource expansion and development. Propose possible revisions to existing rules and procedures to carry out new state laws.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM F	0512.001	Through informal conversations and meetings	Periodically	Keep each other informed, present options and recommendations, identify potential issues or problems requiring attention, receive assignments

SECTION 9. OVERSIGHT FUNCTIONS

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
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ 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

Position involves controversial issues and has high public visibility.
Position requires skill in developing effective working relationships with state and federal agency representatives, energy industry officials, developers, contractors and consultants, attorneys and the public in an adversarial context.
Position requires some environmental expertise and solid understanding of state and federal law, policy and process including the National Environmental Policy Act of 2005.
Position requires ability to coordinate/oversee work of staff that report to others and facilitate a collaborative approach to work by various state agencies under a burden of multiple projects and timelines.
Position requires skill in planning, organizing and completing work projects, studies and analyses within a specified time frame and the ability to look ahead and avoid/resolve problems before they occur.
Position requires the ability to participate in discussions to determine the best course of action for siting energy facilities consistent with Oregon laws, policies and needs.

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

This position requires experience in effective written and oral communication, tracking of multiple deadlines, and management of written and electronic records. Knowledge of project management principles and proficiency with standard software (Word, Excel, Access) is also required. Knowledge of Oregon's energy siting and environmental rules and policies is useful but not mandatory. Strong research and analysis skills to develop new processes and procedures in siting energy facilities in Oregon.

Must successfully complete a criminal records check.
Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides and maintain a satisfactory driving record or provide an acceptable alternate mode of transportation.

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 _____