

Senior Climate Action Policy Analyst - Lead Worker (Operations and Policy Analyst 4) – Hybrid Remote Work Opportunity

WORKING AT THE OREGON DEPARTMENT OF ENERGY

At the Oregon Department of Energy, we're helping shape the state's energy future. Our team is dedicated to keeping Oregon on the leading edge of renewable energy and efficiency while supporting energy innovation, investment, equity, and resilience. From helping Oregonians save energy at home to overseeing the state's interests in the world's largest environmental cleanup at the Hanford nuclear site in Washington, our work is challenging, rewarding, and diverse. We work with developers and communities on proposed energy facilities, with schools and manufacturers looking to save energy and money, and with other agencies and stakeholders on meeting the challenges of climate change. Oregon is one of the most energy-efficient states in the country, routinely landing near the top of annual national rankings. ODOE is committed to helping Oregon remain an energy leader, and that starts with hiring engaged team members ready to deliver for all Oregonians.

The Energy Planning & Innovation (P&I) Division supports the agency's mission by pursuing programs and policies that help Oregonians conserve energy, use energy more efficiently, produce energy using renewable sources, and create a clean energy future. The Division has four groups: Energy Efficiency & Conservation focusing on promoting and acquiring energy efficiency; Energy Technology & Policy focusing on renewables, planning, and sustainable transportation options; Codes and Standards focusing on building codes, appliance efficiency standards, implementing the Building Performance Standard program; and the Climate Team focusing on climate policy, climate action, and natural climate solutions.

We encourage people from all backgrounds to apply for our positions and hope you will join us on our path to diversity, equity, and inclusion. We are an agency that embraces social equity through our values, strategic planning, and actions. Leaning into our equity priorities means we continually examine what we do, the impact we have, and our progress toward weaving social equity into who we are.

WHAT YOU WILL BE DOING

The primary purpose of this position is to serve as the agency's policy and technical expert on climate change and clean energy transition, as well as other assigned resources and technologies. This position will help inform the development of energy and climate policy discussions and actions relevant to Oregon and its goals and provide technical and policy advice and expertise on climate and energy-related issues, programs, actions, and legislation to agency management, the Oregon Climate Action Commission, the Legislature, and the Governor's Office.

The agency intends to assign lead work responsibilities to this position. During this assignment, the position will also perform lead work duties within the division and work closely with the division manager on assigning work, reviewing work products, and ensuring projects stay on track and deadlines are met.

This position is eligible for hybrid remote work, with a work schedule of 8:00 am – 5:00 pm, Monday–Friday. The incumbent will be expected to be physically at the central workplace located at 550

Capitol St. NE in Salem, Oregon, at least six (6) times per year. This includes attendance at pre-scheduled in-person all-staff meetings. The position may also be required to work at the central workplace on a more frequent basis with advance notice, as needed.

For a complete listing of the duties and responsibilities for this position, please review the position description by clicking [here](#).

WHAT'S IN IT FOR YOU

You will be a member of a diverse team built on collaboration and support.

We offer full medical, vision, and dental benefits with paid sick leave, vacation leave, personal leave, and 11 paid holidays a year.

This is a full-time, management service position that is not represented by a union.

WHAT WE ARE LOOKING FOR

- A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science, or any degree demonstrating the capacity for the knowledge and skills; and five years of professional-level evaluative, analytical, and planning work.
- OR-
- Any combination of experience and education equivalent to eight years of experience that typically supports the knowledge and skills for the classification.

The most successful candidate will also have the following skills, experience, and background:

- Demonstrated and extensive knowledge of the following climate and clean energy areas:
 - State climate and clean energy policies
 - State climate and clean energy programs and actions
 - State and regional climate and decarbonization planning and plans
- Experience developing and proposing greenhouse gas emission reduction policies, recommendations and strategies, actions, legislation, and statewide initiatives. Demonstrated ability to think strategically and plan for results.
- Experience and demonstrated skill and abilities interpreting and analyzing complex and interrelated energy and climate data, including environmental, economic, and social perspectives. Synthesizing the data and analyses into meaningful conclusions and recommendations to write clear and concise reports.
- Excellent project and task management skills, exhibiting the ability to manage multiple projects simultaneously.
- Experience and demonstrated skills and abilities working with consultants and energy modelers to develop scenario-based data analyses that can be used to inform climate and clean energy planning and policy development.
- Experience working with state agencies, boards, and stakeholders, to coordinate and achieve actionable energy and climate outcomes.

Studies have shown that women, trans, non-binary, Black, Indigenous, and other People of Color are less likely to apply for positions unless they believe they meet all the desired attributes. We are most

interested in finding the best candidate for the position. We strongly encourage candidates to apply, even those who might not believe they possess every one of the desired attributes. Applicants who most closely exhibit the desired attributes will be invited to continue in the application process.

HOW TO APPLY

- Visit the State of Oregon Career Site by clicking this link: [Senior Climate Action Policy Analyst](#).
- A resume and cover letter are required for this job posting. Please attach both documents to the “My Experience” section under Resume/CV in the application.
- Eligible veterans who meet the qualifications will be given veterans’ preference. For further information, please visit the following website: [Veterans Resources](#). You may also call the Oregon Department of Veterans Affairs at 1-800-692-9666.
- Answer all the supplemental questions.

GET NOTICED

Help your application rise to the top! Don’t forget to showcase your amazing skills and experience in your application package, which makes you the best candidate for the position. Submissions will be screened for consistency of information and communication skills at the professional level (attention to detail, spelling, grammar, etc.).

Employment will be contingent upon passing a criminal background check.

The Oregon Department of Energy does not offer VISA sponsorships. Within three days of hire, you will be required to complete the US Department of Homeland Security’s I-9 form confirming authorization to work in the United States.

QUESTIONS/NEED HELP?

If you have questions about the recruitment and selection process or need assistance to participate in the application process, including an accommodation under the Americans with Disabilities Act, please contact Kate Steele at Kate.steele@energy.oregon.gov or call (971) 209-6209

Candidates from diverse backgrounds are encouraged to apply.

THE OREGON DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, ETHNICITY, GENDER, SEXUAL ORIENTATION, RELIGION, AGE, OR DISABILITY AND IS COMMITTED TO WORKPLACE DIVERSITY.