

Agenda Item H – Attachment 1

Oregon Department of Energy Energy Siting Division Operations and Policy Analyst Work Plan February 2024 – July 2024

The Energy Siting Division uses annual work plans to focus current process improvement activities and report on completion of past activities. The goal of this work plan is to provide direction and focused priorities for the Operations and Policy Analyst (OPA).

Typically, the OPA work plan is created and reviewed on the fiscal year cycle. To move back to that cycle this plan will cover priorities from February 2024 through July 2024, and a new plan will be presented in July 2024 to encompass July 2024-July 2025. The prioritized tasks will be considered when developing biennial budgets and assigning day-to-day work activities. Historically the work plan provides a record of completed tasks and a location for a prioritized list of identified future tasks. As the OPA is new to this role, this work plan focuses only on prioritized list of future tasks, with a review of said tasks planned through July 2024.

Compliance:

Assessment: Conduct a review of current compliance processes and Compliance Program workload. Use data to discover what areas of the compliance program to focus future process improvement efforts.

Metrics: Data mine with the goal of understanding more of the unknowns within the Compliance Program, and to gain a deeper understanding of the challenges the Compliance Program faces. Focus on discovering what are appropriate and useful metrics to use in tracking process improvement and define success within the Compliance Program.

Program Structure: Improve current systems and structures for the compliance program with a focus of expanding the number of staff working on this program. Emphasis on clear delineation of roles and responsibilities, project ownership, and project tracking.

Expected Outcomes: The data collected and examined is expected to broaden the OPA's understanding of the Compliance Program, allowing for future process improvement efforts to be focused and meaningful. Examination of the challenges faced by the Compliance Program will allow the OPA to support the Compliance rulemaking project planned for later this year and make informed recommendations on what can be done through process improvement vs. what changes need to be made through rulemaking.

Financial:

Assessment: With guidance of draft recommendations from the ongoing program assessment, work with the Division's Fiscal Analyst to data mine timesheets, invoices, and general billable tasks. The focus will be on answering a variety of questions aimed at helping to create metrics to measure future process improvement efforts against. Work with Fiscal Analyst to understand current financial processes and where processes could be more transparent.

Expected Outcomes: Strengthening the culture of accountability by creating trackable metrics for the Division. Increasing the understanding of which processes to focus future improvement efforts and where new systems or tools may need to be implemented. General discovery of the unknowns within the Division.

Stakeholders

In the next 4 months the proposed workplan will benefit the following stakeholders:

- The Siting Division team
- Certificate holders
- Operational sites

The following stakeholders are not a focus in the current proposed work plan:

- Certificate applicants
- The public

Please note, in drafting the July 2024 – June 2025 work plan, some of the process improvement projects will be designed to include benefits to these stakeholders.