Governor Kotek Expectations for Agencies

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March 21, 2024
Environmental Quality Commission Meeting - Eugene DEQ Offices

Summary of Governor Expectations

Expectation	Initial expectation status	Due/future reporting
Strategic Planning and Measuring Agency Performance	Development underway	June 1, 2024/Annual reporting
State Government Commitment to Diversity, Equity, and Inclusion (DEI Plan)	Development underway	June 1, 2024/Annual reporting
Succession Planning for the Workforce	Completed	Annual reporting
Managing Information Technology Progress	Completed	Annual reporting
Agency Emergency Preparedness (COOP)	Completed	Annual reporting
Performance Reviews for Agency Directors	DAS/Gallup is leading	March 2025/Odd year
Measuring Employee Satisfaction	Completed	Survey annually
Performance Feedback for Employees	Continually reporting	Quarterly
Agency Hiring Practices	Continually reporting	Quarterly
Audit Accountability	Continually reporting	May and November each year
Developing New Employees and Managers	Continually reporting	Quarterly

Strategic Planning and Measuring Agency Performance

- Currently underway within the agency, led by Strategic Planning Committee
- Due to be completed by June 1, 2024
- Update from the committee tomorrow at 10:50 a.m.

State Government Commitment to Diversity, Equity, and Inclusion (DEI Plan)

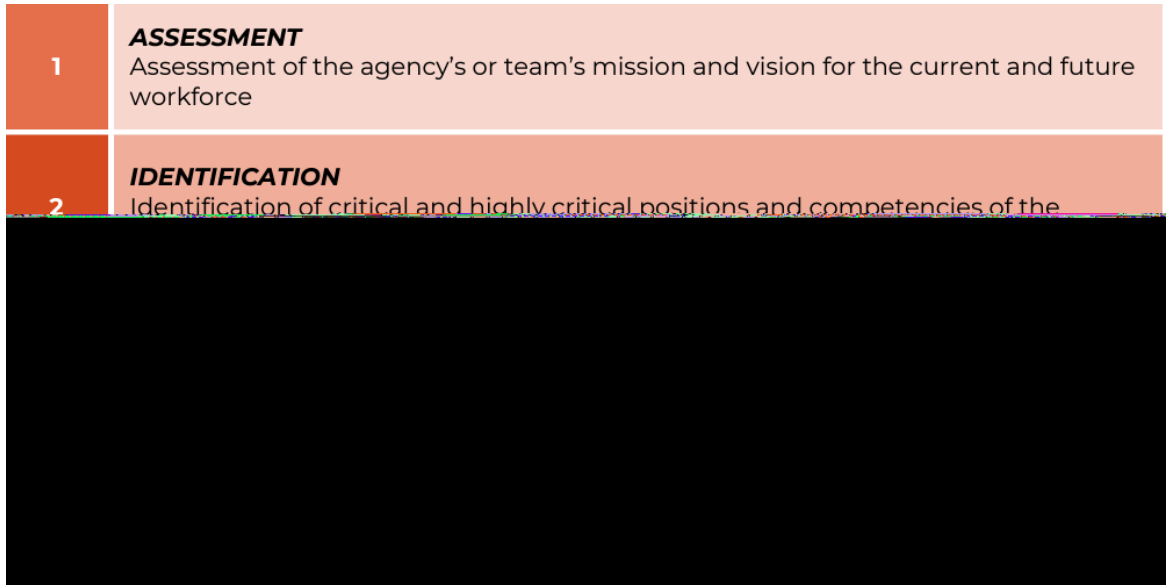
- The DEI plan team is working on the development of DEI plan for the agency
  - Due to DAS June 1, 2024
- Held listening sessions and engaging with other internal groups
- Development of goals and actions to advance DEI
- Plan to align with the statewide DEI plan
- Multi-agency cohort
  - Feedback from multiple perspectives
  - “Living” document
  - Engaging on an ongoing basis
  - Reduce enterprise silos
- Connection with the agency’s affirmative action plan

State Government Commitment to Diversity, Equity, and Inclusion (DEI Plan)

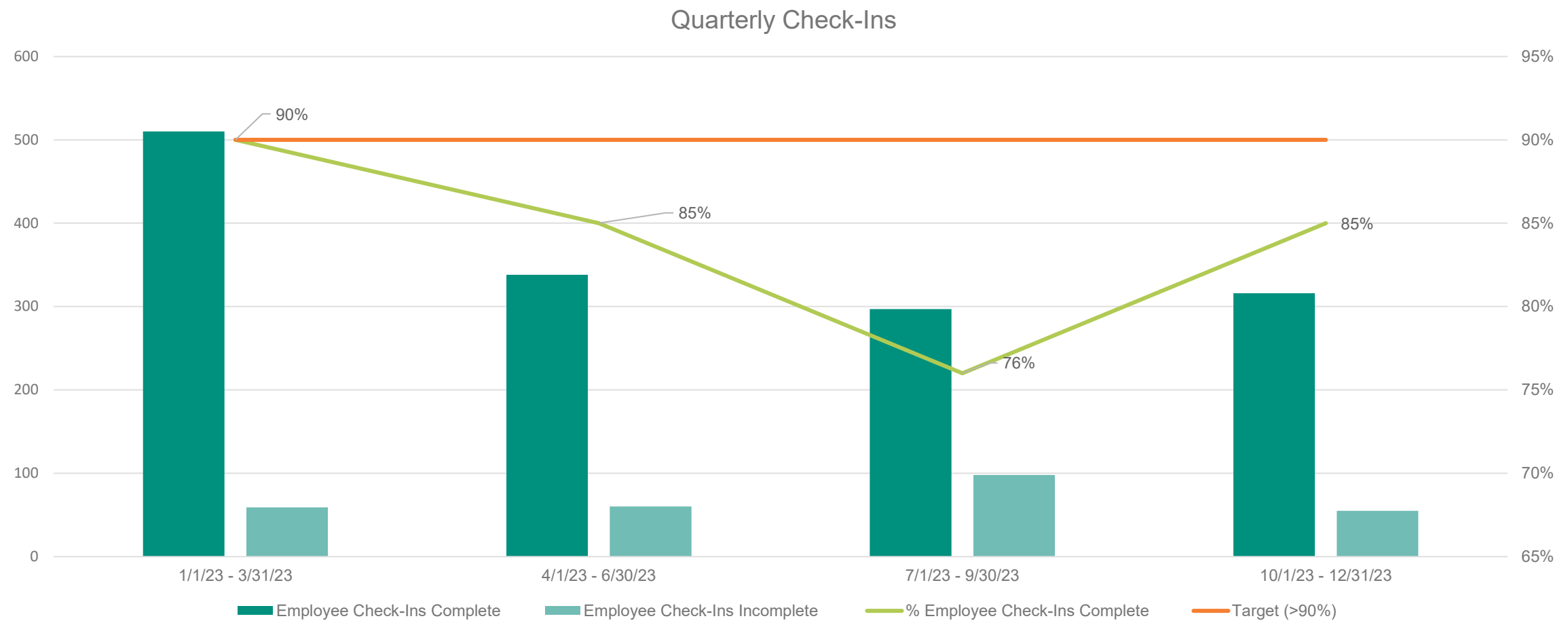
- Key Strategy and Focus Areas:
  - **Community Engagement**
  - **Communications**
  - **Data**
  - **Decision Making and Budgets**
  - Contracting and Procurement
  - **Diversifying workforce and Internal Culture**
  - Service Delivery

Succession Planning for the Workforce

- Plan developed with the following limitation in scope
  - Critical positions that, if vacant for 90 days, would impact day-to-day work across the agency
  - Vacancy would place 80 percent of coverage responsibilities on one staff member
- Plans have four elements

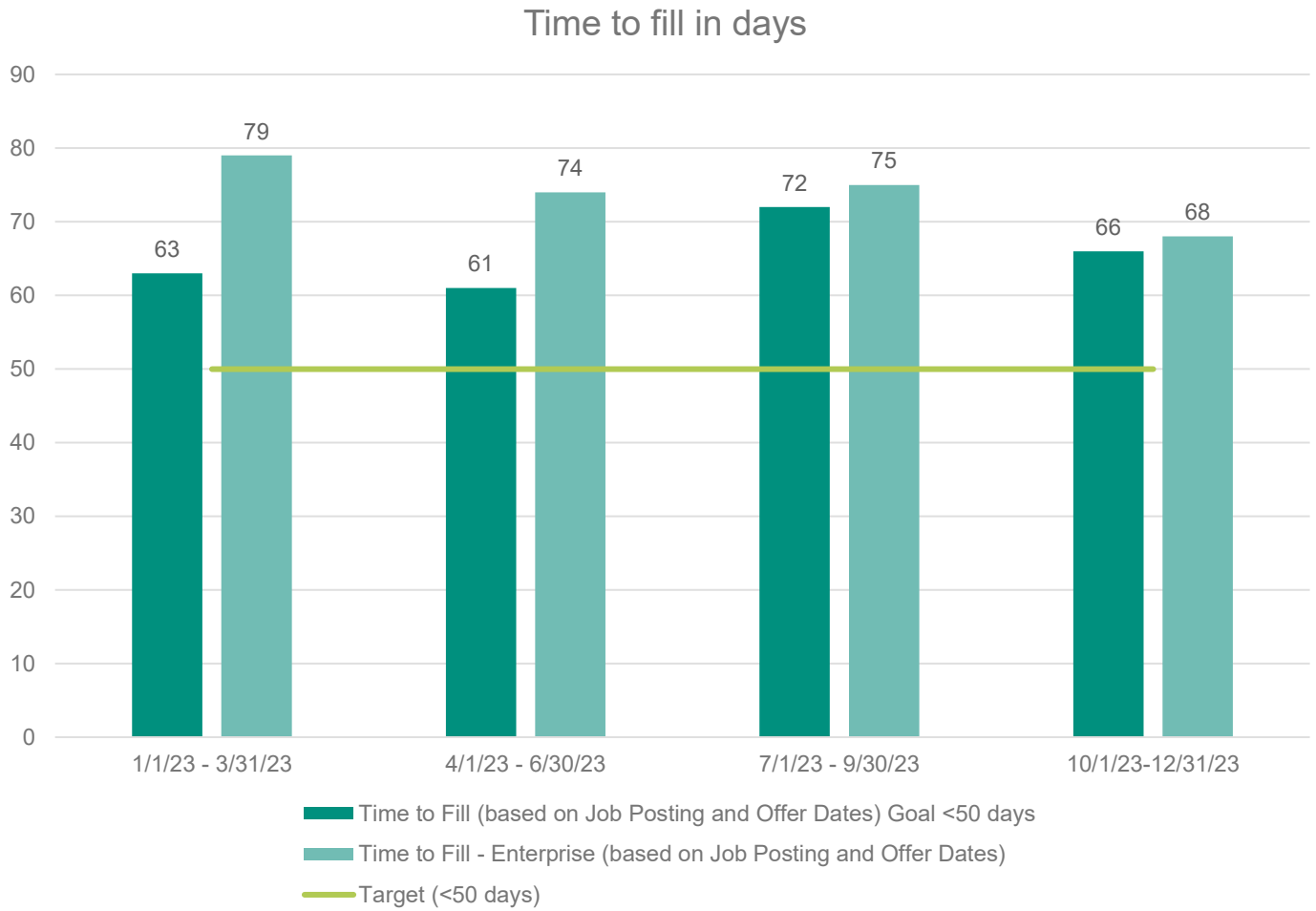


Performance Feedback for Employees



Agency Hiring Practices

- Goal for average time to fill not to exceed 50 days
- This is a stretch goal and an early warning indicator
- Vacancy rate also monitored



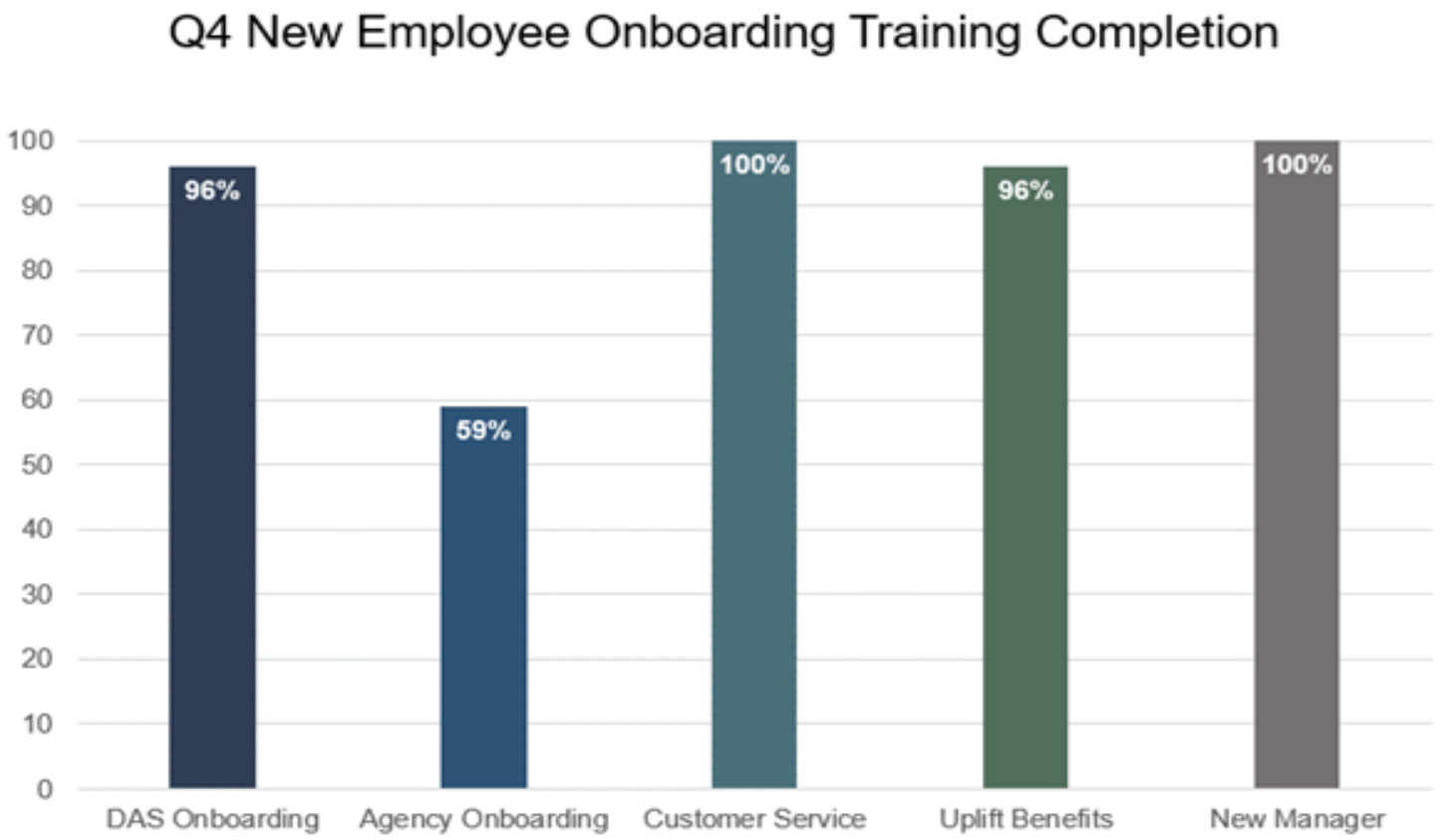
Audit Accountability

- Agencies are to report two times a year to DAS:
  - May 31
  - November 20
- Report on recommendations from internal and Secretary of State audits.
- Tracking recommendations progress to closure.
- The reporting period was for final audit reports completed after Jan.1, 2023.
- DEQ had no reports with recommendations during the first reporting period.

Developing New Employees and Managers

- Training for New Employees
  - New Employee Orientation program
    - DAS
    - DEQ
  - Customer service training
  - Uplift Your Benefits
- Training for New Managers
  - Foundational training
  - Performance and accountability and feedback training
    - Quarterly reviews

Developing New Employees and Managers



Questions?

Thank you

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