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July 16, 2015

TO: Land Conservation and Development Commission

FROM: Commission Subcommittee on Director Evaluation

SUBJECT: **Agenda Item 12, July 23-24, 2015, LCDC Meeting**

DIRECTOR EVALUATION

I. AGENDA ITEM SUMMARY

The Land Conservation and Development Commission (LCDC or commission) received a briefing on the process for the performance evaluation of the director of the Department of Land Conservation and Development (DLCD or department) at the May, 2015. The commission appointed Chair Macpherson and Commissioners Cribbins and Lidz to a subcommittee to recommend a process, evaluation criteria and a timeline for the annual performance evaluation of the DLCD director. The subcommittee recommends the evaluation process described below. After receiving public comment on July 24, 2015, the commission may adopt it or a modified version.

For additional information about this report, please contact Vickie McDermott, Human Resources Manager at 503-986-4585 or at victoria.a.mcdermott@state.or.us

II. BACKGROUND

In 2014, the commission invited comment on the director's performance from a broad range of interested persons: commissioners, key DLCD staff, some legislators, several state agency directors, and representatives from Local Officials Advisory Committee, Citizen Involvement Advisory Committee, League of Oregon Cities and Association of Oregon Counties, among others. The commission used an eight-question form that is attached to this memo, and DLCD human resources staff compiled the responses. The director prepared a self-evaluation. At the November, 2014 meeting, the commission discussed the evaluation with the director.

III. RECOMMENDATION

The subcommittee recommends a less intensive evaluation and recommends using the same questionnaire as last year. The evaluation would be distributed to commissioners, the DLCD deputy director, division managers, and the director's executive assistant, and the Governor's natural resources policy adviser. This plan is consistent with past practice; the commission would plan to conduct a more in-depth evaluation again in 2016.

The following recommended schedule is designed to complete the process before our Annual Performance Progress Report is due to the Department of Administrative Services in November. (An annual evaluation of the director's performance is one of the items on which our own performance is reviewed.)

July 24, 2015: Commission to approve a schedule, evaluation criteria (in the form of survey questions) and list of respondents.

August 7: DLCD human resources staff distributes evaluation form to the respondents. All invited evaluators, not including Commission members, will be promised that their names and responses will be confidential and exempt from public disclosure to the extent allowed by state law, and consistent with the Commission's adopted confidentiality policy. Evaluations by Commission members shall not be kept confidential and shall be part of the public record.

August 21: (a) Survey responses due to DLCD's HR Manager. (b) Director Rue submits his self-evaluation to the subcommittee.

August 26: HR Manager submits survey results to subcommittee.

September 1 -10: Subcommittee meets to draft evaluation.

September 25: Commission meets with Director Rue to finalize the performance evaluation. The evaluation will be scheduled as an executive session, but the director may elect to have the evaluation in open session.