Oregon Parks and Recreation Commission

December 6, 2013
Salem, OR

Agenda

Location: **By phone conference call.**
Physical location: **Oregon Parks and Recreation Department**
Headquarters Office
725 Summer St NE
Salem, OR 97301

Business Meeting: 3 p.m.

1. **Commission Business** (Action)
   a) Approval of Agenda

2. **Public Comment**: *This is the time for the public to address the Commission. Speaking time is limited to 3 minutes.*

3. **Adopt recruitment plan for OPRD director's position** (Action)

4. **Approve director's final service date and name interim director** (Action)

5. **Select Commission vice chair** (Action)

DRAFT

Oregon Parks and Recreation Commission

December 6, 2013

Agenda Item: 2 Information

Topic: Public Comment

Name:	Subject or Agenda Item:

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Oregon Parks and Recreation Commission
December 6, 2013

Agenda Item: 3 Action

Topic: Adopt recruitment plan for OPRD director's position

Presented by: Chris Havel

Working in concert with the Department of Administrative Services, Oregon Parks and Recreation Department (OPRD) staff have drafted a recruitment plan for the position of OPRD director. The plan includes a calendar, names of people on the screening panel, and a set of survey questions for public and partners.

Action Requested:

We request the Commission adopt the recruitment plan.

Attachment:

Recruitment plan.

Prepared by: Susan Kirschenmann and Chris Havel

Oregon Parks and Recreation Department Director // Recruitment plan // Draft 20131129

Outcome	Involved (lead)	Due date
1. Publish drafts of: • Recruitment plan (this doc). • Job posting flyer text including criteria and standards. • Screening panel members. • Public survey questions.	Chair (Susan and Chris)	11/29/13
2. Issue news release and post recruitment plan (criteria and standards, posting flyer text, screening panel members) for public review.	Chris	12/2/13
3. Consider public comment, and adopt recruitment plan.	Commission	12/6/13
4. Issue job posting (criteria and standards, application method and materials).	Chris and Susan	12/9/13-1/10/14
5. Input on questions: • Hold staff/Commission chair 1-on-1 with key managers. • Poll department partners via letter.	~10 OPRD managers and Chair (Chris and Susan)	12/9/13 or 12/10/13
6. Draft initial interview questions.	Screening panel (Chris and Susan)	1/2/14-1/7/14
7. Filter qualifying applications and select initial candidates, schedule interviews.	Screening panel (Susan and HR)	1/13/15-1/15/14
8. Hold initial interview panel, with panel delivering list of candidates for final interview by consensus.	Screening panel (Chair and Susan)	2/3/14-2/6/14
9. Conduct reference checks.	Human Resources (Susan)	2/7/14-2/11/14
10. Draft final interview questions.	Screening panel (Chris and Susan)	2/7/14-2/11/14
11. Select final candidates based on reference check by consensus. Schedule tours and final interview.	Screening panel (Chair)	2/12/14
12. Hold field and program tour.	Top candidates, program and region managers	2/17/14-2/18/14
13. Hold final interview panel.	Screening panel (Chair and Susan)	2/19/14
14. Publish names of final candidates and audio of final interviews for public comment.	Chris	2/19/14
15. Conduct Governor office interview.	Candidates and Governor's Natural Resource Policy Office (Chris)	2/19/14
16. Discuss candidates in Executive Session,	Commission (Chair)	2/20/14
17. Select final candidate in public session and take public comment.	Commission (Chair)	2/20/14
18. Commission Chair makes offer.	Chair	2/21/14
19. Appointment.	Chair (Human Resources)	Open
20. Start date.	Candidate	Open

Commission = Oregon State Parks and Recreation Commission. **Chair** = Oregon State Parks and Recreation Commission Chair Jay Graves. **Chris** = OPRD Associate Director Chris Havel. **Susan** = OPRD Sr. HR Analyst Susan Kirschenmann.

Basic job posting text, criteria, recruitment standards

Version 20131127a

MISSION: To provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.

Background

Oregon Parks and Recreation Department (OPRD) is conducting an executive search for a highly skilled leader to serve as the agency's Director. This position is appointed by and serves at the pleasure of a seven-member commission appointed by the Governor.

OPRD is the state's outdoor recreation advocate, responsible for a park system composed of 105,000-plus acres across more than 360 properties. It also manages and protects other natural, scenic, historic, and recreational properties, and operates programs such as the Scenic Waterways, Recreational Trails, All-Terrain Vehicles, and Ocean Shores. The latter encompasses management and regulation of 362 miles of ocean shoreline, all owned by the people of Oregon and protected from development.

The agency also administers several substantial grant programs that infuse local communities with dollars for recreational properties and park improvements. OPRD is home to the State Historic Preservation Office, and works with a number of commissions and advisory committees related to historic preservation, and cultural and archeological heritage.

The agency's headquarters are in Salem, Oregon, with field offices in several dozen locations across the state. OPRD employs approximately 865 permanent and seasonal full-time employees (about 600 full-time equivalents) and has a biennial budget of approximately $209 million. OPRD also benefits from the services of more than 30,000 volunteers, corrections crews, and other staffing resources. About 40 million day use visitors—usually in the top five nationally— and 2 million overnight campers—in the top 10 nationally—come to our parks every year. More information is available at www.oregon.gov/OPRD.

Duties [link to current position description]

- Works with the Commission to provide leadership and direction for the agency. Oversees the development of long-range plans and short-range goals.
- Meets with legislative members and the public individually and in formal public meetings, to provide information, and solicit comments and views about agency decisions.
- Is the State Historic Preservation Officer, leading OPRD's Heritage Conservation Division.
- Provides policy direction to staff to implement Commission-adopted goals.
- Serves as a member of the Governor's Natural Resources Cabinet, and works with other state agencies to ensure understanding and consistency of programs across agency lines.
- Oversees coordination with heads of federal agencies and tribal governments to develop cooperative programs.

Desired attributes

The successful candidate must have extensive management experience within a public or private organization responsible for the operation of a complex system including parks, historic places, or natural resources. The candidate we are seeking is:

- An innovative, creative leader with integrity, and who has passion and conviction for the agency and its mission;
- Skilled in articulating the Commission's vision for conservation, stewardship and management of Oregon's special natural, recreational, scenic, and historic places;
- Demonstrated skill in working collaboratively with many and disparate stakeholders, many of whom hold competing viewpoints, to bring heritage and outdoor recreation services to a diverse spectrum of Oregon citizens;
- Able to work closely with the Governor's office and the Legislature as an active advocate to address the full range of recreation and heritage needs in every Oregon community as the state faces long-term financial challenges.

The ideal candidate would have a Bachelor's degree in Parks and Recreation, Public Administration or a related field, plus extensive experience in natural, historic, recreation or public agency executive management.

Salary and benefits

This is an Executive Service position, appointed by the Oregon State Parks and Recreation Commission to four year terms, with a salary range of $89,256 to $131,688 annually. The Commission may re-appoint the director as needed to additional terms. The State of Oregon provides an attractive, cafeteria-style benefit plan that includes an employer contribution toward a variety of medical, dental and vision plans, options for life insurance, disability insurance, and a retirement plan.

How to apply

Please refer to the full job announcement at http://Oregon.gov/oprd for the application materials.

Questions may be directed to:

Susan Kirschenmann
Oregon Parks and Recreation Department
725 Summer St. NE, Suite C
Salem OR 97301-1271
503-986-0662

Centennial Horizon [link to current web page]

The Oregon State Parks and Recreation Commission guides the agency by defining and affirming the core values upon which the department's business is conducted, and by overseeing the long-term, fundamental direction of the department. The Centennial Horizon vision document, which guides the department to the 100th anniversary of the state park system, represents that direction. (Provide link?)

1: Save Oregon's Special Places

2: Connect People to Meaningful Outdoor Experiences

3: Take the Long View

4: Engage People Through Education and Outreach

5: Build the State Park System with Purpose and Vision

6: Attract and Inspire Partners

7: Prioritize Based on the Vision

8: Oregon's Parks will be Tended by People Who Love Their Work

Tentative schedule

This recruitment will be open until applications from a sufficient number of qualified candidates are received.

Recruitment opens: December 9, 2013

Recruitment closes: January 10, 2014

Initial interviews: February 2-3, 2014

Park tours and department program presentations: February 17-18, 2014

Final interviews: February 19, 2014*

Final Selection: February 21, 2014*

*Subject to change.

ADA/EEO Employer

Screening panel members

Jay Graves, Oregon State Parks and Recreation Commission Chair

Cal Mukumoto, Oregon State Parks and Recreation Commissioner

Wendy Buck, Oregon State Parks and Recreation Commissioner

Dennis Comfort, Valleys Region Manager, Oregon Parks and Recreation Department

Chris Havel, Associate Director, Oregon Parks and Recreation Department

Advising: Susan Kirschenmann, Senior Human Resources Analyst, Oregon Parks and Recreation Department

Public survey questions

1. Overall, what grade would you give the Oregon Parks and Recreation Department on its job to provide outdoor recreation through the state park system? A is the best, and F is the worst.
   A
   B
   C
   D
   F

2. Overall, what grade would you give the Oregon Parks and Recreation Department on its job protecting important historical and cultural sites? A is the best, and F is the worst.
   A
   B
   C
   D
   F

3. The Oregon Parks and Recreation Department director is the chief executive for a wide range of duties, including the state park system, State Historic Preservation Office, Oregon State Fair and Exposition Center, all-terrain vehicle safety, ocean shore recreation, state scenic waterways, and several community grant programs providing aid to local outdoor recreation and heritage projects. What sort of person would make the best director for the department? Sort this list, putting the most important characteristic first:
   - An innovative, creative leader with integrity, and who has passion and conviction for the agency and its mission;
   - Skilled in articulating the Commission's vision for conservation, stewardship and management of Oregon's special recreational, scenic, and historic places;
   - Demonstrated skill in working collaboratively with many and disparate stakeholders, many of whom hold competing viewpoints, to bring heritage and outdoor recreation services to a diverse spectrum of Oregon citizens;
   - Able to work closely with the Governor's office and the Legislature as an active advocate to address the full range of recreation and heritage needs in every Oregon community as the state faces long-term financial challenges.

4. What other characteristics would you look for in a director for the Oregon Parks and Recreation Department?
   [Open-ended]

5. In your opinion, what's the most important challenge facing the Oregon Parks and Recreation Department in its mission to provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations?
   [Open-ended]

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Agenda Item: 4 Action

Topic: Approve director's final service date and name interim director

Presented by: Chris Havel

Oregon Parks and Recreation Department Director Tim Wood intends to retire in January 2014, but the exact date is dependent on the commission's decision to determine Director Wood's final compensation. As the commission sets a final date, it must also name an interim director who will serve until a new director is hired.

Action Requested:

We request the Commission determine Director Wood's final compensation and service date and name an interim director.

Prepared by: Susan Kirschenmann and Chris Havel

Oregon Parks and Recreation Commission
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Agenda Item: 5 Action

Topic: Select a Commission Vice Chair

Presented by: Chris Havel

The Oregon State Parks and Recreation Commission is authorized by Oregon Revised Statute 390.117 to select officers, except for the Governor-appointed chair. The Commission may select a vice chair from among its current members. The vice chair holds the position until the regular end of his or her term, or until replaced by another action of the commission. Typically, the vice chair acts on behalf at the chair to conduct commission meetings when the chair is unavailable.

Action Requested:

Select a vice chair.

Prepared by: Chris Havel