

# Continuous Improvement Advisory Committee

## Opportunity Announcement

The Oregon Transportation Commission (OTC) is accepting applications from Oregonians interested in volunteering for the Continuous Improvement Advisory Committee. This committee advises commissioners on ways to improve the Oregon Department of Transportation, including such activities as helping develop key performance measures and reviewing projects over \$50 million.

We welcome applicants from diverse backgrounds with an interest in all modes of transportation.

### Why does this committee exist?

HB 2017, the transportation funding bill passed by the Oregon legislature in 2017, directed the OTC to appoint the committee. Commissioners, ODOT employees, and transportation stakeholders comprise the committee's membership.

### What do the committee members do?

Members play a role in the following activities:

#### Audits

- Provide input to ODOT's Chief Auditor on ODOT's Audit Plan
- Provide input to audit risk assessment
- Receive completed audit reports
- Monitor audit recommendation implementation
- Review ("audit") completed transportation projects of \$50M or more

#### Key Performance Measures

- Recommend KPMs to the Commission
- Report to OTC annually on the status of KPMs and what ODOT is doing to meet these

#### Continuous improvement

- Identify opportunities for OTC and ODOT to increase efficiency
- Conduct feasibility and cost analyses for recommendations under consideration
- Advocate for ODOT's continuous improvement efforts and achievements

### What is the commitment required?

Currently, improvement committee meetings are held quarterly, with sub-committees meeting as needed at various times. These are public meetings held in Salem, lasting two to four hours, with an additional two to four hours of preparation time required prior to each meeting. Members must be willing to attend all meetings, participate in the work of designated sub-committees, and review all materials prior to meetings.

Members are appointed for two-year terms.

### What skills and attributes are required?

The OTC seeks members who:

- Have a reputation for collaboration, partnering, and offering constructive ideas
- Possess expertise or experience in continuous improvement, change management, organizational health, finance, performance management and/or resolving audit issues
- Understand the multimodal transportation system
- Are familiar with ODOT's work (e.g. project and program delivery, public contracting, services provided to the public)
- Understand ODOT's mission to provide a safe and reliable multimodal transportation system that connects people and helps Oregon's communities and economy thrive. Additionally, applicants must be community members in good standing.

### How do I apply?

To apply, submit an application, resume and letter of interest that clearly demonstrate 1) Why you are interested in this volunteer opportunity; 2) How you meet the desired attributes above; and 3) Your ability to commit to the time, travel and preparation requirements.

Submit your application materials electronically to: [CIACadmin@odot.state.or.us](mailto:CIACadmin@odot.state.or.us) or mail to:

CIAC Administration  
Transportation Building  
Director's Office, MS 11  
355 Capitol St NE  
Salem, OR 97301-3871

Application materials will be reviewed when an opening on the committee arises.

Note: Application materials are subject to the Public Records Act and may be disclosed upon request. Personal information will be redacted.