

OREGON TRANSPORTATION COMMISSION ODOT DIRECTOR RECRUITMENT AND HIRING PLAN

Scope of Search: National – Open/Competitive Process Announcement Date: May 16 – June 30, 2019		Timeline: Approx. 210 Days		
CONTACT INFORMATION				
Oregon Transportation Commission (OTC) Tammy Baney, chair Robert Van Brocklin, vice chair Alando Simpson Martin Callery Julie Brown	Oregon Transportation Commission (OTC) Search Committee (Search Committee) Robert Van Brocklin, chair Tammy Baney Brendan Finn	Governor’s Policy Advisor Brendan Finn Search Consultant TBA	Oregon Transportation Commission (OTC) Chief of Staff Cooper Brown Oregon Department of Transportation HR Director Jennifer Schoorl	
ESTABLISH A SEARCH COMMITTEE AND HIRE A SEARCH CONSULTANT				
	Activity	Notes	Responsible	Aspirational Dates (Subject to Change)
1.	OTC Appoints and Authorizes Search Committee		OTC	Feb. 21, 2019
2.	Search Committee Hires an ODOT Director Search Consultant	Must have the capability to conduct a national search and proven experience in successfully placing a senior executive at a state transportation agency or large urban transportation agency. Recruitment must be conducted consistent with Oregon public employment hiring laws for an open and competitive position.	Search Committee	Feb. 22 – March 21, 2019

DEVELOP RECRUITMENT AND HIRING PLAN				
	Activity	Notes	Responsible	Aspirational Dates (Subject to Change)
1.	OTC Directs ODOT to Post a Draft ODOT Director Recruitment and Hiring Plan (Draft Plan) on OTC Web Site and Solicit Comments on the Draft Plan		OTC; OTC Chief of Staff	Feb. 21, 2019
2.	Search Committee Reviews Comments on Revised ODOT Director Recruitment and Hiring Plan (Revised Plan); Search Comm Recommends to OTC Adoption of Revised Plan		Search Committee	Before March 21, 2019
3.	OTC Adopts Revised Plan		OTC	March 21, 2019
PREPARE POSITION DESCRIPTION				
	Activity	Notes	Responsible	Aspirational Dates (Subject to Change)
1.	OTC Directs ODOT to Solicit Public Comments on the Director Position Description on OTC Web Site		OTC; OTC Chief of Staff	March 21, 2019
2.	Search Consultant Solicits Input on Position Description from Selected Stakeholders	Stakeholders TBD	Search Consultant	March 22 – April 30, 2019

3.	Search Consultant Solicits Input from Select ODOT Personnel	Selected ODOT Personnel TBD	Search Consultant	March 22 – April 30, 2019
4.	Search Consultant Interviews Selected Oregon Transportation Leaders	Selected Transportation Leaders will include, but may not be limited to, the following persons: Governor Brown Governor’s Chief of Staff Senate President Courtney House Speaker Kotek Senators Bentz, Johnson, Boquist, and Beyer Representatives McKeown, McLain, Noble OTC Commissioners ODOT Director Matt Garrett	Search Consultant	March 22– April 30, 2019
5.	Search Committee Reviews Draft Position Description Prepared by Search Consultant and, as Necessary, Revise Draft Position Description		Search Committee	TBD (tentatively May 10, 2019)
6.	Search Committee Recommends Position Description to OTC; OTC Reviews and Approves Position Description	Issues of Candidate Confidentiality Will Be Addressed	Search Committee; OTC	May 16, 2019

RECRUITING PROCESS				
	Activity	Notes	Responsible	Aspirational Dates (Subject to Change)
1.	Search Committee Directs ODOT to Post Job Opening and Position Description	Post Job Opening and Position Description; Distribute Announcement	ODOT HR Director; OTC Chief of Staff	May 16, 2019
2.	Search Consultant Distributes Position Description Consistent with Recruitment Strategy		Search Consultant (with assistance of OTC Chief of Staff)	May 16, 2019- June 30, 2019
3.	Application Processing and Prescreening	<ul style="list-style-type: none"> • Maintaining Log of Submitted Applications • Confirming Receipt of Application Letters to Applicants Following the Application Submission Deadline • Screening Applications for Minimum Qualifications • Screening Applications for Desired Attributes • Identifying and Recommending Qualified Applicants to Search Committee 	Search Consultant (with assistance, as necessary, from ODOT HR Director and/or OTC Chief of Staff)	May 16, 2019- June 30, 2019

INTERVIEW AND SELECTION				
	Activity	Notes	Responsibility	Aspirational Dates (Subject to Change)
1.	Search Committee Determines Which Applicants Will Be Interviewed		Search Committee	TBD (tentatively July 1-3, 2019)
2.	First Round Interviews		Search Committee	TBD (tentatively July 8-19, 2019)
3.	Search Committee Determines Finalists and Directs Search Consultant to Check References of Finalists		Search Consultant and Search Committee	
4.	OTC Interviews Finalists		OTC	TBD (tentatively July 22- August 9, 2019)
5.	Stakeholder Panels Interview Finalists	Stakeholder Panels TBD		TBD (tentatively July 22- August 9, 2019)
6.	OTC Conducts Additional Interviews of Finalists, as necessary, and Selects New Director		OTC	TBD (tentatively August 15-16, 2019)
7.	Contract Negotiated		HR Director and Search Committee Chair	
CONFIRMATION OF A NEW DIRECTOR				
	Activity	Notes	Responsible	Estimated Date(s)
1.	Senate Considers Confirmation of New Director		Senate	TBD (tentatively September 2019)

Meetings of the OTC and of the OTC Executive Search Committee are public meetings subject to the Oregon public meetings laws. Meetings to consider the employment of the ODOT Director, including the review of applications, interviewing of candidates, and deliberation of hiring may be held in executive session. ORS 192.660 (2)(a) and (7).