

## DELIVERABLES AT-A-GLANCE

- May 31, 2024: Submit Audit recommendation status report
- June 1, 2024: Strategic Plans (incorporating DEI plans) submitted to DAS Strategic Initiatives Office
- Sept 30, 2024: Update COOP Plans in Veoci Software
- Nov 30, 2024: Submit Audit recommendation status report
- Dec 31, 2024: Update IT Strategic Plan and submit to EIS  
Update Succession Plan and submit to DAS CHRO  
Complete Gallup Employee Satisfaction Survey
- Feb 1, 2025: Submit Gallup Employee Satisfaction Survey results to DAS CHRO
- Per [quarterly schedule](#): Director 360 Reviews

## ACCOUNTABILITY MEASURES

Accountability Measure	Tools/Resources	Agency Actions Due	Frequency
<b>DIRECTOR 360 REVIEWS</b> <a href="mailto:lucy.garner@das.oregon.gov">lucy.garner@das.oregon.gov</a>	DAS price agreement/template on Strategic Initiatives <a href="#">Website</a>	According to <b>Schedule</b> and guidance outlined by CHRO	Every 2 years
<b>PERFORMANCE FEEDBACK FOR EMPLOYEES</b> <a href="mailto:brandy.meng@das.oregon.gov">brandy.meng@das.oregon.gov</a>	DAS – CHRO - Job Aide – Performance Accountability & Feedback Model – <a href="https://www.oregon.gov/das/HR/Documents/paf_wd2.pdf">https://www.oregon.gov/das/HR/Documents/paf_wd2.pdf</a>  DAS - CHRO - Creating a Check-in using Workday – <a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$119/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$119/rel-task/2998\$29489.html</a>  DAS - CHRO - Creating Goals in Workday – <a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$120/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$120/rel-task/2998\$29489.html</a>	Maintain 90% compliance.	Quarterly check-ins by all managers
Accountability Measure	Tools/Resources	Agency Actions Due	Frequency

# Oregon Agency Expectations | 2024

<p><b>MEASURING EMPLOYEE SATISFACTION</b>  <a href="mailto:lisa.b.hylton@das.oregon.gov">lisa.b.hylton@das.oregon.gov</a></p>	<p>DAS has a price agreement with Gallup. <a href="#">Buyers guide template (oregon.gov)</a></p> <p>CHRO will help create action plans as needed.</p>	<p>Complete survey by December 31, 2024, and submit scores to DAS by February 1, 2025.</p>	<p>Annually</p>
<p><b>STRATEGIC PLANNING</b>  <a href="mailto:Rosa.Klein@das.oregon.gov">Rosa.Klein@das.oregon.gov</a></p>	<p>DAS vendor price agreements and templates posted on Strategic Initiatives <a href="#">Website</a>.</p>	<p>Agencies with existing strategic plans <a href="#">submitted a summary and uploaded their plan</a> by December 31, 2023. Agencies starting new Strategic Plans will <a href="#">submit them</a> by June 1, 2024.</p>	<p>Every 3 years</p>
<p><b>MANAGING IT PROCESSES</b>  <a href="mailto:scott.emry@das.oregon.gov">scott.emry@das.oregon.gov</a></p>	<p>EIS will provide assistance through vendors and Assistant State CIOs and templates. Agencies can access resources here:  <a href="https://www.oregon.gov/das/OSCIO/Documents/EIS-Agency-IT-Strategic-Plan-Template-and-Guide.pdf">https://www.oregon.gov/das/OSCIO/Documents/EIS-Agency-IT-Strategic-Plan-Template-and-Guide.pdf</a></p>	<p>Agencies with 50 or more FTE will complete or update plan by December 31, 2024 .</p>	<p>Annually – or as defined within the agency’s IT Governance Policy</p>
<p><b>SUCCESSION PLANNING FOR THE WORKFORCE</b>  <a href="mailto:Katie.j.curtis@das.oregon.gov">Katie.j.curtis@das.oregon.gov</a></p>	<p>DAS has developed a succession planning toolkit available at: <a href="#">Department of Administrative Services : Strategic Initiatives and Enterprise Accountability : State of Oregon</a></p>	<p>Complete or update plan and submit to CHRO by December 31, 2024</p>	<p>Ongoing</p>
<p><b>DIVERSITY, EQUITY AND INCLUSION PLANS (INCLUDING AFFIRMATIVE ACTION PLAN)</b>  <a href="mailto:melinda.gross@das.oregon.gov">melinda.gross@das.oregon.gov</a></p>	<p>Oregon DEI Action Plan: <a href="#">DEI_Action_Plan_2021.pdf (oregon.gov)</a></p> <p>Guidance for agencies: <a href="#">Affirmative Action workshop (oregon.gov)</a></p>	<p>DEI plans that are combined with Agency Strategic Plans are due to be completed by June 1, 2024.</p>	<p>Every 2 years (affirmative action plans updated annually)</p>
<p>Accountability Measure</p>	<p>Tools/Resources</p>	<p>Agency Actions Due</p>	<p>Frequency</p>

# Oregon Agency Expectations | 2024

<p><b>AGENCY EMERGENCY PREPAREDNESS</b>  <a href="mailto:bobbi.mcallister@oem.oregon.gov">bobbi.mcallister@oem.oregon.gov</a></p>	<p>Oregon Emergency Management has developed a Continuity of Operations Plan Toolkit available at: <a href="http://coop.oregon.gov">coop.oregon.gov</a></p>	<p>Update initial plan in Veoci Software by September 30, 2024.</p>	<p>Update annually</p>
<p><b>AGENCY HIRING PRACTICES</b>  <a href="mailto:katie.matysik@das.oregon.gov">katie.matysik@das.oregon.gov</a></p>	<p>Guidance Document on Strategic Initiatives <a href="#">site</a></p>	<p>Meet target of 50 days to fill positions by June 1, 2023</p>	<p>DAS CHRO will pull reports quarterly &amp; send to agencies</p>
<p><b>AUDIT ACCOUNTABILITY</b>  <a href="mailto:jessica.k.butler@das.oregon.gov">jessica.k.butler@das.oregon.gov</a></p>	<p>Guidance document and forms on Strategic Initiatives <a href="#">website</a></p>	<p>Agencies <a href="#">report</a> on audit recommendation status</p>	<p>Biannually: May 31<sup>st</sup> and November 30<sup>th</sup></p>
<p><b>NEW EMPLOYEE ORIENTATION</b>  <a href="mailto:brandy.meng@das.oregon.gov">brandy.meng@das.oregon.gov</a></p>	<p>Guidance Document on Strategic Initiatives <a href="#">site</a></p>	<p>Agencies must be able to demonstrate all employees are participating within 60 days of hire.</p>	<p>Ongoing</p>
<p><b>INTRODUCTORY MANAGER TRAINING</b>  <a href="mailto:brandy.meng@das.oregon.gov">brandy.meng@das.oregon.gov</a></p>	<p>Foundational management training available in Workday Learning.             Guidance is <a href="#">here</a>.</p>	<p>Agencies must ensure managers new to managing in state government complete training within 4 months.</p>	<p>Ongoing</p>
<p><b>CUSTOMER SERVICE TRAINING</b>  <a href="mailto:brandy.meng@das.oregon.gov">brandy.meng@das.oregon.gov</a></p>	<p>DAS enrolls all new employees in required Customer Service Training as outlined <a href="#">here</a>.</p>	<p>All new employees complete training.</p>	<p>Ongoing</p>
<p><b>UPLIFT OREGON BENEFITS WORKSHOP</b>  <a href="mailto:brandy.meng@das.oregon.gov">brandy.meng@das.oregon.gov</a></p>	<p>Uplift Oregon has provided training available in Workday Learning. <a href="#">Resources for Agencies - Uplift Oregon</a></p>	<p>Agencies must incorporate Uplift into onboarding and ensure all new employees complete the workshop within 30 days of hire.</p>	<p>Ongoing</p>