

State of Oregon  
Department of Environmental Quality

Memorandum

**Date:** April 13, 2016  
**To:** Environmental Quality Commission  
**From:** Joni Hammond, Acting Director  
**Subject:** Agenda item O, Action item: Criteria and process for hiring DEQ's permanent director  
April 20-21, 2016, EQC meeting

**Purpose of item** Commissioners will discuss and take action on final hiring standards, criteria and procedures for the recruitment of a permanent director for DEQ.

**Background** The commission is the body responsible for the hiring of DEQ's director. As requested by EQC at a special meeting March 14, DEQ and the Department of Administrative Services prepared draft hiring standards, criteria and procedures for the recruitment of a permanent director for DEQ. Those draft standards were approved at a special meeting April 6 and released for public comment April 12 through April 19 in a survey posted online. In addition to comment solicited via an online survey, people were asked to provide verbal comment at a special evening session April 20.

DEQ staff and other state agency representatives will present a summary of the feedback and the resulting proposed final hiring standards, criteria and procedures for the permanent DEQ director recruitment.

**DEQ recommendation and proposed EQC motion** DEQ recommends that the Oregon Environmental Quality Commission:  
1. Approve the hiring standards, criteria and procedures for the recruitment of a permanent director for DEQ  
2. Direct DEQ and DAS to begin the recruitment process

**Attachments** *Final versions of the updated materials will be provided at the meeting in order to incorporate public comment and other updates*

Report prepared by Stephanie Caldera  
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