



Oregon

Tina Kotek, Governor

Department of State Lands

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www.oregon.gov/dsl

State Land Board

Tina Kotek

Governor

Tobias Read

Secretary of State

Elizabeth Steiner

State Treasurer

State Land Board

February 27, 2025

1:00 pm – 1:30 pm

Special Meeting Agenda

Public Wi-Fi logon: LandsDSL

*This is a virtual meeting. The livestream can be viewed in-person at
775 Summer St. NE, Suite 100, Salem, OR 97301-1279 or online
through the Department of State Lands' livestream video:*

www.youtube.com/@oregonstatelands

ACTION ITEMS

1. Approval of the proposed recruitment framework for the Department of State Lands Director and delegation of authority for the recruitment process.
Public testimony will be taken on this item.

WATCH THE MEETING ONLINE

Meeting video and audio will be livestreamed, and the recording will be available after the meeting, on the DSL YouTube Channel: www.youtube.com/@oregonstatelands

ATTEND IN-PERSON

This meeting will be held virtually, but the livestream can be viewed in a facility that is accessible for persons with disabilities. If you need assistance to participate in this meeting due to a disability, please notify Arin Smith at arin.n.smith@dsl.oregon.gov at least two working days prior to the meeting.

Continued on the next page

Visitors are **NOT permitted to bring backpacks, bags, or large purses** into the State Lands building prior to, during, or following Land Board meetings. Purses, medical bags, and diaper bags are permitted, but may be subject to inspection by the Oregon State Police.

PROVIDE PUBLIC TESTIMONY

The State Land Board places great value on information received from the public. The public may provide written or spoken (online or in-person) testimony regarding consent and action agenda items, time permitting and at the discretion of the Chair.

- **Providing Written Testimony:** Testimony received by 10 a.m. the day before the meeting will be provided to the Land Board in advance and posted on the meeting website. Submit your input in writing to: landboard.testimony@dsl.oregon.gov. Testimony received after this deadline may not be provided to the Land Board prior to a vote. Please indicate the agenda item your testimony relates to.
- **Providing Spoken Testimony by Video/Phone or In Person:** Advanced sign-up is required for the public to provide spoken testimony (in-person or by Zoom). The sign-up deadline is 10 a.m. the day before the meeting.
Please note: When the number of people interested in speaking exceeds the time allotted for an agenda item, speakers are randomly selected for testimony slots to ensure all have an equal opportunity to testify. Speakers have the same chance of being randomly selected whether they plan to testify in person or by Zoom. The testimony order will be posted to the State Land Board Meetings webpage the day before the meeting, and everyone who signed up to testify will be notified of the testimony order via email. Be aware there may not be time for everyone who signs up to speak.

Additional Testimony Information

- Testimony on action items is taken during the item's presentation, before the Land Board votes. Please review the meeting agenda and be present and prepared to provide testimony at the appropriate time.
- The Board typically accepts testimony on consent and action items only.
- The standard time limit is three minutes for each individual; the actual time available for testimony during Land Board meetings is at the discretion of the Chair.
- The Board may not be able to accept testimony on items for which a formal comment period has closed, such as a rulemaking comment period. The meeting agenda indicates whether testimony will be accepted on an item.



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**Special Meeting
February 27, 2025
Agenda Item 1**

SUBJECT

Department of State Lands Director recruitment process.

ISSUE

Whether the State Land Board should approve the proposed recruitment framework for the Department of State Lands Director and delegate authority for the recruitment process.

AUTHORITY

- ORS 273.161(1); Appointment of Director of Department.

BACKGROUND

In December 2024, Department of State Lands Director Vicki L. Walker formally notified the State Land Board of her intent to retire June 30, 2025. By statute, the State Land Board shall appoint a Director of the Department of State Lands to serve for a term of four years (ORS 273.161 (1)).

In this item, the Land Board is being asked to consider two actions – approving the recruitment framework for the Director position, and delegating authority for the recruitment process.

Recruitment Framework

The proposed framework attached as Appendix A provides the overarching standards, criteria, and direction guiding recruitment of the Department's next visionary leader. Developed with input from DSL staff, partners, and communities and organizations we

work with and serve, the framework includes desired attributes and qualities, the job posting and position description, and the plan for extensively advertising and promoting the position to ensure a strong applicant pool. Engagement efforts are ongoing, including conversation with Tribal governments, and will continue to inform the process.

The framework, as well as the recruitment process outline in Appendix B, were developed in accordance with the Department's regular hiring processes in consultation with the Department of Administrative Services Chief Human Resources Office.

Delegation of Authority for Recruitment Process

Appendix B outlines the overall timeline and approximate steps necessary for the State Land Board to appoint a Director in June 2025.

Should the State Land Board approve delegation of authority, the Governor's Land Board Assistant would oversee the recruitment process, including development and implementation of a final recruitment plan, in consultation with the Secretary and Treasurer's Land Board Assistants and with the existing support of the Department, DAS, DOJ, and other resources as necessary. Through this process, the Governor's Land Board Assistant will be responsible for consulting with the other Land Board assistants, considering perspectives on candidates, advancing candidates, and ultimately recommending a finalist or finalists to the State Land Board.

RECOMMENDATION

The Department recommends the State Land Board approve the proposed Director Recruitment Framework, and delegate authority to implement a recruitment process that identifies a final candidate or candidates to Geoff Huntington as Governor Kotek's Land Board Assistant and Senior Natural Resource Policy Advisor.

APPENDICES

- A. DSL Director Recruitment Framework
- B. DSL Director Recruitment Process Outline



Director Recruitment Framework

1. Desired Director Attributes and Qualities
2. Position Description
3. Job Announcement
4. Job Advertising Plan

Desired Attributes and Qualities for DSL Director Recruitment

Desired Attributes

- Demonstrated strategic and visionary leadership that is big-picture oriented, while recognizing the importance of details in our day-to-day work for Oregon.
- Extensive experience leading a dynamic and diverse organization, including a union-represented workforce.
- Extensive natural resource agency management experience, including developing policies, rules, and statutes relevant to ownership or regulation of state lands and waters.
- Knowledge of state and federal environmental laws and policy.
- Ability to collaborate with local, state, and Tribal governments to effectively advance the Land Board's goals and initiatives.
- Proven commitment to government-to-government relations with federally recognized Tribal governments and deep understanding of the important relationship Oregon's nine federally recognized Tribal governments have with the Department's mission and management responsibilities.
- Experience incorporating public engagement into policy and day-to-day practices to ensure meaningful opportunities for participation and access to services and information, and a demonstrated track record of continuously seeking to improve participation and involvement.
- Ability to convene people of varying and often opposing viewpoints to find solutions or seek opportunities.
- Demonstrated experience partnering with government agencies, interested parties, Tribes, communities large and small, organizations, businesses, and groups underrepresented in government decision-making.
- Ability to make well-informed decisions on complex issues with consideration of how multiple interests may be affected, such as those of other state agencies, local governments, Tribes, property owners, and the broader community.
- Commitment to ensuring equitable delivery of services to Oregon.
- Excellent spoken and written communication and presentation skills, including ability to communicate clearly and effectively in high-pressure situations and identify an audience's needs and tailor information accordingly.
- Values diversity, equity and inclusion initiatives and is committed to developing an inclusive workforce to serve all Oregonians.

- Demonstrated leadership skills with the confidence to seek out the expertise of the DSL team to listen and respect the unique needs of both office and field staff.
- Experience leading in public service with a focus on work-life balance where all employees are supported and thriving.

Desired Qualities

- A genuine, approachable, confident, unflappable leader.
- Someone whose respect for the DSL Team and the people we work with and serve, and appreciation for the natural and working landscapes we protect, is evident in both their actions and words.
- Highly ethical, transparent, and committed to the tenets of “good governance” in a public agency setting.
- Views meaningful public engagement as an essential to government decision-making.
- Proactive approach to resolving complex or emerging issues, proven ability to drive progress and maintain urgency within a thoughtful, inclusive decision-making framework.
- Demonstrated skill in advising and working with elected officials and other decision-makers.



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
February 20, 2025**

This position is:

- Classified
 Unclassified
 Executive Service
 Mgmt Svc – Supervisory
 Mgmt Svc – Managerial
 Mgmt Svc – Confidential

Agency: Department of State Lands

Division/Section: Director's Office

New Revised

SECTION 1. POSITION INFORMATION

| | |
|---|---|
| a. Classification Title: <u>Agency Head 5</u> | b. Classification No: <u>Z7014</u> |
| c. Effective Date: <u>March 13, 1970</u> | d. Position No: <u>0141001</u> |
| e. Working Title: <u>Director</u> | f. Agency No: <u>14100</u> |
| g. Section Title: <u>Director's Office</u> | h. Budget Auth No: <u>000021070</u> |
| i. Employee Name: _____ | j. Repr. Code: <u>MEAH</u> |
| k. Work Location (City – County): <u>24M - Salem</u> | |
| l. Supervisor Name (Optional): <u>State Land Board</u> | |
| m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share | |
| n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If Exempt: <input checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative | |

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Established by the Oregon Constitution in 1859, the State Land Board oversees the Common School Fund, which sends tens of millions every year to Oregon's K-12 public schools.

The Department of State Lands (DSL) is the administrative agency of the Land Board, which consists of the Governor, Secretary of State, and Treasurer. DSL carries out the day-to-day work of managing the school lands and resources that contribute revenue to the Common School Fund. The agency also oversees Oregon's public waterways and administers regulatory programs that protect wetlands and waters of the state. DSL is the state partner for South Slough National Estuarine Research Reserve, which is protected and managed for long-term research, education, and coastal stewardship, and oversees the Elliott State Research Forest, a nationally important center for forest science and management.

The agency's mission is to ensure Oregon's school land legacy and protect waterways and wetlands of the State through superior stewardship and service.

The Director is hired by and reports to the State Land Board, serving as the agency’s chief executive officer, and overseeing all agency operations. The Director’s Office performs a variety of high-level, statewide functions for the overall management of the Department’s resources, responsibilities, and authorities. These include developing and implementing policies and legislative strategies that govern management of constitutional and statutory resources, and ensuring DSL meets the expectations of the Land Board, the Legislature, and all Oregonians for accountable, transparent, and responsive service.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The Director is responsible for all activities of the agency which are directed by Oregon’s constitution and/or statute. Those very diverse activities include managing the lands provided at statehood to help fund public education through the \$2.3 billion Common School Fund, overseeing Oregon-owned waterways, protecting wetlands and waters of the state through Oregon’s removal-fill and wetlands conservation laws, and increasing understanding of estuaries and forests at South Slough Reserve and the Elliott State Research Forest.

The incumbent is responsible for working with the deputy directors and program managers for the administration and management of natural and financial resources, overseeing and directing agencywide operations, policy, and staff and managing a budget of \$81.1 million.

The Director is hired by and directly reports to the State Land Board, which consists of the three top elected officials of the state – Oregon’s Governor, Secretary of State and State Treasurer. By law, the Governor is the Land Commissioner and serves as the Land Board chair. The Director position is the administrative manager for the Land Board, responsible for resolving often complex or controversial issues affecting state-owned lands and waterways, as well as managing these lands.

This position is a member of the Governor’s Natural Resources Cabinet as well as the Enterprise Leadership Team of agency directors. This position also serves as Chair of the South Slough National Estuarine Research Reserve Management Commission and leads the DSL Executive Team and Management Team.

The incumbent is expected to perform position duties in a manner that promotes customer service and harmonious working relationships. This includes treating all persons respectfully, engaging in effective working relationships with all staff, demonstrating openness to constructive feedback, and contributing to a positive and productive work environment.

The Director works to increase public awareness of DSL and its programs, building support and trust among the public, legislators, beneficiaries, Oregon Tribes, and constituents.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

| % Time | N/R/NC | E/NE | DUTIES |
|--------|--------|------|--|
| 50% | R | E | <p><u>Agency Leadership</u></p> <ul style="list-style-type: none"> • Provide broad oversight and direction through deputy directors and managers for all agency functions. • Provide strategic leadership by making informed decisions that advance the work of state agencies, local governments, Tribes, and other partners toward shared goals |

- Direct policy and initiate and implement actions in the development of the agency biennial budget, legislative agenda, administrative rulemaking, strategic and business planning, and engagement processes.
- Develop policy and direct activities to protect and enhance natural resources of state lands while maximizing the revenues for the Common School Fund.
- Engage, consult, and coordinate with local, state, and federal agency leadership, Tribes, stakeholders, and public.
- Direct agency programs and develop policy to maximize the return on investment of school lands.
- Evaluate the agency's programs for effectiveness and alignment to the agency mission, strategic and business plans, and performance measures; direct corrective action and guide the agency.
- Direct the administration of agency programs and evaluate the quality of services by authorizing the distribution of resources to program needs, establishing administrative controls and reporting requirements.
- Direct and oversee the agency operating budget.
- Conduct Executive Team and Management Team meetings to discuss work progress, develop policy direction and foster a productive work environment.
- Directly supervise 3 Deputy Directors, Government Relations Manager, Human Resources Manager, Communications Director, Communications Officer, and Executive Assistant. Assign and distribute work, interview, hire, and evaluate performance. Determine and initiate disciplinary action, if needed.
- Provide oversight to human resources for approving or rejecting recommendations of final personnel actions, including disciplinary; review and determine appropriate action is taken on appeals, hearings and grievance responses.
- Advocate for and promote achievement of agency and state diversity, equity, and inclusion workforce goals, and a safe and supportive work environment.
- Provide strong and confident leadership by actively engaging with the DSL team, seeking their expertise, and respecting the unique needs of both office and field staff to foster a collaborative and inclusive work environment

| | | | |
|------|---|---|--|
| 25% | R | E | <p><u>Agency Representation</u></p> <ul style="list-style-type: none"> • Represent the agency and the Land Board before the public, special interest groups, the Legislative Assembly, local, state and federal agencies, U.S. Congress and the media. Testify before and provide advocacy education of the agency's programs and priorities to various groups and political bodies. • Represent the agency on state and federal interagency commissions, boards, councils, committees and task forces. Represent Oregon at the National Association of State Trust Lands. • Represent the agency at the Governor's Natural Resources Cabinet meetings. Serve on director-level interagency policy and advisory committees including the Enterprise Leadership Team. • Serve as Chair of the South Slough National Estuarine Research Reserve Management Commission. • Build and maintain relationships with Tribal partners; local, state, and federal agencies; and the variety of groups and communities interested in and affected by the agency's work. • Prioritize meaningful public engagement as a key component of government decision-making, integrating engagement into policy and daily practices to ensure accessible opportunities for participation, services, and information, while continuously striving to improve public involvement. |
| 25% | R | R | <p><u>Interaction with State Land Board</u></p> <ul style="list-style-type: none"> • Develop Land Board agendas, prepare and conduct bi-monthly State Land Board briefings and meetings, and direct preparation of any necessary follow-up. • Maintain and monitor progress of the Land Board's goals and priorities, and update and guide the Board on a regular basis. • Contact Land Board members and their chief advisors between meetings to discuss policy direction and statewide impact of program issues. Bring forth policy issues with recommendations for resolution. Advise on statutory and regulatory obligations. • Advise Land Board on potential controversial issues and possible impacts of program and policy decisions. Recommend course of action or policy in decision making. • Collaborate with local, state, and Tribal governments to advance the Land Board's goals and initiatives, fostering strong partnerships and effective policy implementation |
| 100% | | | |

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Much of the work is in an office setting; but fieldwork in forestlands, rangelands, or on or along waterways may be required. In- state and some out-of-state travel is an essential function of the position. Overnight stays and/or extended work hours can be expected. The person in this position must be able to perform efficiently and effectively in a variety of working environments, including office, private settings, meetings, and in the public arena. This position requires a persistent ability to balance and plan for many competing, complex, and politically sensitive demands while meeting deadlines and completing required work on schedule.

This position has regular contact with angry and/or hostile individuals and must be able to work collaboratively within the agency and with numerous stakeholders, special interest groups and partnership agencies.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Constitution Article VIII, Oregon Admissions Act, Oregon Revised Statutes, Oregon Administrative Rules, State Land Board policies, Interagency agreements/memoranda of understanding; contract documents, agency policies and procedures, Attorney General's model rules, Attorney General's opinions, Executive Orders and Federal laws and regulations.

ORS chapters: 758 – Leasing for state right of way; 777 – Oregon ports; 196 – Wetlands removal and fill; 270 – Management of public land; 271 – Use and distribution of public land' 273 – Land Board composition/power of the director; 274 – Submersible waterways; 327 – Education financing in benefit of schools; 390 – Scenic waterways; 290 – Public Contracting; 522 – Geothermal resources; 183 – Administrative Procedures; 543, 543 a, 543 B – Hydro Electric Projects; 293 – State Financial Administration; 192 – Public Records/Meetings; 297 – Public contracts/Purchasing; 197 – Land use; 541 – Oregon Plan; 98 – Water Resources; 530 – Forestlands; and 111 through 116 - Estates -ORS 517 Mining , 215 Wetland Land Use Notifications Counties, 227 Wetland Land Use Notifications - Cities

b. How are these guidelines used?

The Constitution, ORS, and OAR provide direction as to policies and procedures used in the performance of the job. Attorney General opinions, court decisions, and rulings provide guidance beyond statutes and rules. Planning rules and regulations provide coordination and consistency requirements. Internal policies and procedures provide guidance in program administration.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

| Who Contacted | How | Purpose | How Often? |
|---|--|---|-----------------|
| Governor, Treasurer, Secretary of State | Person/Phone various correspondence | Information/coordination and policy development | Daily/As Needed |
| Executive staff | Person/Phone various correspondence | Management/program issues | Daily/As Needed |
| State Agency Directors | Person/Phone | Information/coordination | Daily |

| | | | |
|--------------------------------|--|----------------------------------|------------|
| | various correspondence | | |
| Local and Federal Agencies | Person/Phone various correspondence | Information/coordination | Daily |
| Legislators/Congress | Person/Phone various correspondence | Information/coordination | Frequently |
| Various Boards and Commissions | Person/Phone various correspondence | Information/coordination | As Needed |
| Tribal Organizations | Person/Phone various correspondence | Liaison/information/coordination | Frequently |
| Public | Person/Phone various correspondence | Liaison/information/coordination | Daily |

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position is responsible for making all budgetary, administrative and personnel decisions in the agency. The incumbent is responsible for recommending policy to the State Land Board. Policy recommendations and decisions involve integration and resolution of conflict between fiduciary obligations, environmental considerations, and social and economic impacts. These decisions may have long-term effects on the management of the land and financial resources under the jurisdiction of the State Land Board, and on internal and external customers. These decisions may also have specific and significant effects on state and federal resource management and ultimately affect the people of Oregon. Decisions can affect the operations and impact the work of other state agencies.

The circumstances surrounding decisions are varied and require comprehensive analysis of technical data, evaluation of diverse policy issues, synthesis of technical, policy and political concerns, and review of Oregon statutes and rules. Review of historic and legal documents is often required. To make decisions, the Director uses organizational policies, the general mission of the agency, consults with experts, seeks out and listens to multiple perspectives, evaluates relevant information, and applies personal knowledge of management and technical theories and principles.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|--|-----------------|--|--|--|
| The State Land Board (Governor, State Treasurer and Secretary of State) | | Regular communication with Land Board assistants | Bi-monthly briefings, public meetings, and upon request of the Land Board or employee. All state agency directors also receive a 360° internal and external review biannually under a statewide initiative. | To ensure the employee is performing his/her job consistent with Land Board policy. Work performance is measured through outcomes of policy decisions. |

SECTION 9. OVERSIGHT FUNCTIONS ONLY

THIS SECTION IS FOR SUPERVISORY POSITIONS

- a. How many employees are directly supervised by this position?
How many employees are supervised through a subordinate
- b. Which of the following activities does this position do?

8

113

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is required to:

Have experience successfully leading a team, empowering within appropriate parameters, and coaching critical thinking of employees.

Have experience representing and presenting information about a board, commission, council or public agency in the legislative process including working with the Legislature, individual legislators or with other diverse groups and communities involving multiple stakeholders with competing interests, to advance the mission and goals of the board, commission, council or public agency.

Have experience in the development, implementation, and evaluation of strategic program rules, policies, long and short-range goals and plans. Experience using metrics and data to achieve outcomes.

Effectively communicate at all levels including with government officials, agency personnel, community members, special interest groups, stakeholders, legislative committees and the media. Possess the professional skill to maintain composure, professionalism and confidentiality in all interactions.

Have knowledge and experience developing and presenting budgets for approval of governing bodies.

Be a pragmatic problem-solver, forward thinker with independence of thought.

Be able to analyze complex issues and work with others to solve problems.

Must have strong understanding of the important relationship federally recognized Tribal governments have with the Department's mission and management responsibilities and experience facilitating Tribal relations.

Must show a strong commitment to ensuring equitable delivery of services to staff and community partners, including Tribes, state agencies, local governments, elected and appointed officials, service providers, and community members.

Regular and consistent attendance is essential in this position.

This position is subject to a Criminal Records Check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

| Total Funds Budget | Biennial Amount | Fund Type |
|---------------------------|-----------------|---------------|
| Other Funds – Limited | \$66.5 million | Other Funds |
| Other Funds – Non-Limited | \$8 million | Other Funds |
| Federal Funds | \$5.9 million | Federal Funds |
| Capital Improvement | \$572,000 | Other Funds |

Source: 2023-25 Legislatively Approved Budget.

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Manager Signature

Date

Appointing Authority Signature

Date

Posted Length: 2/28/25 – 3/30/25

Posting Sites Workday: Internal + External

Marketing: Indeed LinkedIn Partners in Diversity Hard to Fill

Your New Role – Director, Oregon Department of State Lands!

Are you a dynamic leader experienced in natural resource management and passionate about helping communities thrive through stewardship of lands, wetlands, waterways, and research? Apply to be the next Director of the Oregon Department of State Lands (DSL) by March 30th, 2025!

DSL's Director is responsible for all agency activities. Those very diverse activities include managing the lands provided at statehood to help fund public education through the \$2.3 billion Common School Fund, overseeing Oregon-owned waterways, protecting wetlands and waters of the state through Oregon's removal-fill and wetlands conservation laws, and increasing understanding of estuaries and forests at South Slough Reserve and the Elliott State Research Forest. The Director is hired by and directly reports to the State Land Board, which consists of the three top elected officials of the state – Oregon's Governor, Secretary of State and State Treasurer.

Make a Difference for Oregon. Our stewardship ensures vital natural and financial resources contribute to a vibrant, healthy Oregon now and forever. The DSL team makes a difference for Oregonians every day. As our Director, you will too.

For a full review of the position duties and details, please click [here](#).

Minimum Qualifications Required:

- Five (5) years of experience in natural resource management, operations management, and/or strategic planning, including senior management experience*;
OR
- Two (2) years of experience in natural resource management, operations management, and/or strategic planning including senior management experience*; **AND** a bachelor's degree in public administration, business management, political science, or other related degree.

*Senior management experience may include but is not limited to: experience at the VP or chief level; and/or senior director, head or GM at a Fortune 500 company, with experience leading senior leadership teams that lead leaders, not just individual contributors.

Desired Attributes:

The Oregon Department of State Lands is committed to seeking and sustaining a culturally, racially, ethnically, and linguistically diverse working environment. DSL hires staff interested in supporting environmental justice by including communities traditionally underrepresented in public processes. **We encourage members of these communities to apply, even if they do not meet 100% of the desired attributes.** DSL understands an authentic focus on equity, diversity,

and inclusion in the workplace will in turn create a workforce aligned to meet the challenge of serving all Oregonians.

- Demonstrated strategic and visionary leadership that is big-picture oriented, while recognizing the importance of details in our day-to-day work for Oregon.
- Extensive experience leading a dynamic and diverse organization, including a union-represented workforce.
- Extensive natural resource agency management experience, including developing policies, rules, and statutes relevant to ownership or regulation of state lands and waters.
- Knowledge of state and federal environmental laws and policy.
- Ability to collaborate with local, state, and Tribal governments to effectively advance the Land Board's goals and initiatives.
- Proven commitment to government-to-government relations with federally recognized Tribal governments and deep understanding of the important relationship Oregon's nine federally recognized Tribal governments have with the Department's mission and management responsibilities.
- Experience incorporating public engagement into policy and day-to-day practices to ensure meaningful opportunities for participation and access to services and information, and a demonstrated track record of continuously seeking to improve participation and involvement.
- Ability to convene people of varying and often opposing viewpoints to find solutions or seek opportunities.
- Demonstrated experience partnering with government agencies, interested parties, Tribes, communities large and small, organizations, businesses, and groups underrepresented in government decision-making.
- Ability to make well-informed decisions on complex issues with consideration of how multiple interests may be affected, such as those of other state agencies, local governments, Tribes, property owners, and the broader community.
- Commitment to ensuring equitable delivery of services to Oregon.
- Excellent spoken and written communication and presentation skills, including ability to communicate clearly and effectively in high-pressure situations and identify an audience's needs and tailor information accordingly.
- Values diversity, equity and inclusion initiatives and is committed to developing an inclusive workforce to serve all Oregonians.
- Demonstrated leadership skills with the confidence to seek out the expertise of the DSL team to listen and respect the unique needs of both office and field staff.
- Experience leading in public service with a focus on work-life balance where all employees are supported and thriving.

Desired Qualities:

- A genuine, approachable, confident, unflappable leader.

Posted Length: 2/28/25 – 3/30/25

Posting Sites Workday: Internal + External

Marketing: Indeed LinkedIn Partners in Diversity Hard to Fill

- Someone whose respect for the DSL Team and the people we work with and serve, and appreciation for the natural and working landscapes we protect, is evident in both their actions and words.
- Highly ethical, transparent, and committed to the tenets of “good governance” in a public agency setting.
- Views meaningful public engagement as an essential to government decision-making.
- Proactive approach to resolving complex or emerging issues, proven ability to drive progress and maintain urgency within a thoughtful, inclusive decision-making framework.
- Demonstrated skill in advising and working with elected officials and other decision-makers.

Application Details and Instructions

- Please visit the [State of Oregon job opportunities webpage](#) to submit your application for the position. Please ensure the work history in your applicant profile is up to date and include a current copy of your **resume and cover letter**. Your cover letter should clearly demonstrate how your experience and training relates to the qualities that you have under the “Desired Attributes” section above.
- This announcement is for one (1), Executive Service, full-time, permanent, Agency Head 5; This recruitment may be used to fill future vacancies
- If you have questions about the job announcement, or how to apply, please contact the Executive Recruiter Tricarico Schwartz at: Tricarico.schwartz@dsl.oregon.gov | 971-304-9881

The Benefits of Joining Our Team

The team at the Department of State Lands focuses closely on collaboration to support fellow teammates, while ensuring safety and looking for ways to innovate. Additional benefits include:

- Join an organization with collaborative and engaged coworkers who care about Oregon’s economy, environment, and communities, and their coworkers.
- Gain full benefits with **95% to 99% of medical insurance premiums paid** by the agency for full-time employees, including mental health coverage.
- Accrue X hours of sick leave and X hours of vacation leave per month, with your vacation leave accruals increasing every 5 years.
- Receive 11 paid holidays, 1 floating holiday, 3 personal business days and other employee benefits such as optional insurances and flexible spending plans.
- Automatically enroll into the [Public Employees Retirement System \(PERS\) after 6 months of full-time service](#).
- Earn the initial monthly salary range for this position starting at **\$11,539.00- \$17,867.00** for employees new to public service; current PERS employees start at **\$12,342.00- \$19,111.00**.
- Salary offers are made with consideration of the candidate’s education and experience. Visit our [Pay Equity](#) and [Classification and Compensation](#) pages for more details.

Additional Details:

- The information in your application will be used to complete an equal pay assessment to determine salary placement upon hire. Please see the link here to our [Pay Equity Project](#). If you have additional questions, please contact the HR Talent Acquisition Consultant.
- Finalists will be subject to a computerized criminal history check including a fingerprint background check for any convictions directly related to duties and responsibilities. Only job-related convictions will be considered and will not automatically disqualify the candidate.
- Agency does not offer visa sponsorship. Within three days of hire, applicants will be required to complete I-9 documentation and confirm authorization to work in the United States. If your employment authorization and documentation is contingent on sponsorship now or in the future, you will not meet Agency employment eligibility standards
- Eligible veterans who meet the qualifications will be given veterans' preference. For more information, please visit [Veterans Resources](#).

Helpful Links & Resources

[Oregon Job Opportunities Webpage](#) | [How to Set Job Alerts](#)
[Workday Applicant FAQ](#) | [What You Need to Know to Get the Job](#)
[Veterans Resources](#)

| DRAFT Advertising Plan - DSL Director Recruitment | | | | | | |
|--|-----------------------------|--|-----------|----------|------|---------------------------|
| Presented by DSL HR | | | | | | |
| Date: | 2/12/2025 | Recruitment Strategy: | | | | |
| Presented to: | Director Recruitment Team | Budget of \$500- \$2,000 | | | | |
| Division: | Director's Office | Post for 21 days with option to extend | | | | |
| Position (working title): | DSL Director | | | | | |
| Job Class: | Executive | | | | | |
| Location: | Salem, OR | | | | | |
| Closing date: | 3/30/2025 | | | | | |
| Requisition number: | REQ- | | | | | |
| Total cost of paid recruitment resources: | | \$2,620.95 | | | | |
| Associations | Person Responsible | Length | Cost | Assigned | Done | Site |
| American Planning Association OR Chapter job board | Tricarico S. | N/A | \$ 50.00 | | | Link |
| Association of Oregon Counties | Tricarico S. | N/A | \$ 60.00 | | | Link |
| League of Oregon Cities job board | Tricarico S. | N/A | \$ 80.00 | | | Link |
| National Wetland Managers | Tricarico S. | N/A | \$ - | | | Email |
| Society for Freshwater Science | Tricarico S. | N/A | \$ - | | | Email |
| Confluence Environmental Center | Tricarico S. | N/A | \$ - | | | Email |
| Society of Wetland Scientists | Peter R. | N/A | \$ - | | | Email |
| Western Governor's Association | | | \$ - | | | Email |
| Nat. Ass. of State Trust Lands job board | Tricarico S. | N/A | \$ - | | | Email |
| Society of American Foresters | Tricarico S. | 30 days | \$ 529.00 | | | Link |
| Environmental Career.com | Tricarico S. | 30 days | \$ 99.95 | | | Link |
| Ecological Society of America Job Board | Tricarico S. | 30 days | \$ 255.00 | | | Link |
| Native American Jobs.com | Tricarico S. | 30 days | \$150.00 | | | Link |
| National Association of Environmental Professionals (NAEP) | | | \$ 159.00 | | | Link |
| Public Lands Alliance | Tricarico S. | 30 days | \$ - | | | Link |
| American Fisheries Society | | | \$ 150.00 | | | Link |
| Conservation Job Board | Tricarico S. | N/A | \$ - | | | Email |
| The Wildlife Society | Tricarico S. | N/A | \$ 349.00 | | | Link |
| American Indian Science & Engineering Society (AISES) | | | \$ 349.00 | | | Link |
| Association of Fish & Wildlife Agencies | Requires membership to post | emailed 2/20 | ? | | | Link |
| Additional Websites | Person Responsible | Length | Cost | Assigned | Done | Site |
| Indeed.com | Tricarico S. | 30 days | \$ - | | | Link |
| iMS/National Labor Exchange/job central | Tricarico S. | 30 days | \$ - | | | Link |
| Careers in Government | Tricarico S. | 30 days | \$ 295.00 | | | Link |
| Idealist | Tricarico S. | 30 days | \$ 95.00 | | | Link |
| Millitary Outreach | Person Responsible | Length | Cost | Assigned | Done | Site |
| Department of Veterans Affairs | Tricarico S. | 30 days | \$ - | | | Link |
| Central Oregon Veteran's Outreach | Tricarico S. | N/A | \$ - | | | Email |
| Direct email to Veteran contacts | Tricarico S. | N/A | \$ - | | | Excel |
| Referral Contacts to be Notified | Person Responsible | Length | Cost | Assigned | Done | Site |
| Any contacts provided by division | | | free | | | Excel |
| Colleges and Universities | Person Responsible | Length | Cost | Assigned | Done | Site |
| Portland State University- Patrick Edwards | Tricarico S. | N/A | \$ - | | | Email |
| Forestry Student Services @ OSU | Tricarico S. | N/A | \$ - | | | Link |
| Central Washington University (simplicity) | Tricarico S. | N/A | \$ - | | | Link |
| Chemeketa Comm College | Tricarico S. | N/A | \$ - | | | Link |
| Clackamas Community College | Tricarico S. | N/A | \$ - | | | Link |
| Colorado State University | Tricarico S. | N/A | \$ - | | | Link |
| Columbia Gorge Community College | Tricarico S. | N/A | \$ - | | | Link |
| Concordia University | Tricarico S. | N/A | \$ - | | | Handshake |
| Cornell | Tricarico S. | N/A | \$ - | | | Handshake |
| Direct Email to University Contacts/Alumni | Tricarico S. | N/A | \$ - | | | Excel |
| Direct email to OSU Pro. Develop. Office | Tricarico S. | N/A | \$ - | | | Email |
| Eastern Oregon University | Tricarico S. | N/A | \$ - | | | Handshake |
| George Fox University | Tricarico S. | N/A | \$ - | | | Handshake |
| Golden Gate University School of Law (simplicity) | Tricarico S. | N/A | \$ - | | | Handshake |
| Gonzaga University | Tricarico S. | N/A | \$ - | | | Handshake |

APPENDIX A

| | | | | | | |
|-----------------------------------|--------------------|--------|------|----------|------|---------------------------|
| Klamath Communtiy College | Tricarico S. | N/A | \$ - | | | Email |
| Lane Community College | Tricarico S. | N/A | \$ - | | | Handshake |
| Lewis & Clark College | Tricarico S. | N/A | \$ - | | | Handshake |
| Linfield College | Tricarico S. | N/A | \$ - | | | Link |
| Marylhurst University | Tricarico S. | N/A | \$ - | | | Handshake |
| Mt Hood Community College | Tricarico S. | N/A | \$ - | | | Link |
| Northwest Christian University | Tricarico S. | N/A | \$ - | | | Handshake |
| Oregon State University | Tricarico S. | N/A | \$ - | | | Link |
| Oregon Tech | Tricarico S. | N/A | \$ - | | | Handshake |
| Pacific University | Tricarico S. | N/A | \$ - | | | Handshake |
| Portland Community College | Tricarico S. | N/A | \$ - | | | Link |
| Portland State University | Tricarico S. | N/A | \$ - | | | Handshake |
| Rogue CC | Tricarico S. | N/A | \$ - | | | Handshake |
| Seattle Pacific University | Tricarico S. | N/A | \$ - | | | Handshake |
| Southern Oregon University | Tricarico S. | N/A | \$ - | | | Handshake |
| U Conn (simplicity) | Tricarico S. | N/A | \$ - | | | Handshake |
| U of NM | Tricarico S. | N/A | \$ - | | | Link |
| Univ of Cincinnati | Tricarico S. | N/A | \$ - | | | Handshake |
| Univ of South Florida - | Tricarico S. | N/A | \$ - | | | Handshake |
| University of Arizona | Tricarico S. | N/A | \$ - | | | Handshake |
| University of Oregon | Tricarico S. | N/A | \$ - | | | Handshake |
| University of Portland | Tricarico S. | N/A | \$ - | | | Handshake |
| University of Southern California | Tricarico S. | N/A | \$ - | | | Link |
| University of Utah | Tricarico S. | N/A | \$ - | | | Handshake |
| Utah State University | Tricarico S. | N/A | \$ - | | | Handshake |
| Villa Nova | Tricarico S. | N/A | \$ - | | | Handshake |
| Warner Pacific College | Tricarico S. | N/A | \$ - | | | Handshake |
| Western Oregon University | Tricarico S. | N/A | \$ - | | | Handshake |
| Western Washington Univ | Tricarico S. | N/A | \$ - | | | Link |
| Willamette University | Tricarico S. | N/A | \$ - | | | Handshake |
| Social Networking Outlets | Person Responsible | Length | Cost | Assigned | Done | Site |
| Instagram | Katrina S. | N/A | \$ - | | | Link |
| LinkedIn | Katrina S. | N/A | \$ - | | | Link |
| Diversity Partnerships | Person Responsible | Length | Cost | Assigned | Done | Site |
| Partners in Diversity board | Tricarico S. | N/A | \$ - | | | Email |

**DRAFT****DSL Director Recruitment Process Outline**

| February 2025 – Recruitment Process Drafting, Public Comment | | |
|---|---|--------------------|
| Target Date | Action | Responsible |
| February 2025 | <ul style="list-style-type: none"> • Present draft timeline, desired Director attributes during Feb. 10 Land Board Meeting • Direct outreach to staff, key stakeholders, Tribes | DSL |
| February 21, 2025 | <ul style="list-style-type: none"> • Specially scheduled State Land Board meeting announced, recruitment framework and process outline distributed for review and comment via website, email, and news release | DSL |
| February 27, 2025 | <ul style="list-style-type: none"> • State Land Board meets to: <ul style="list-style-type: none"> ○ Consider approval of the recruitment framework; delegate authority for recruitment process ○ Hear public comment | Land Board |
| February/March 2025 – Job Open! | | |
| Target Date | Action | Responsible |
| February 28, 2025 | <ul style="list-style-type: none"> • Job posted and advertised; direct outreach begins | HR |
| April 2025 – Application Screening | | |
| Target Date | Actions | Responsible |
| April 1, 2025 | <ul style="list-style-type: none"> • Review applications for minimum qualifications, advance to screening panel | HR |

| April 7, 2025 | <ul style="list-style-type: none"> Screening panel individually reviews and scores applications to advance a set number of candidates to interviews | Governor's Land Board Assistant |
|--|---|--|
| April/May 2025 – Interviews | | |
| Target Date | Actions | Responsible |
| April and May 2025 | <ul style="list-style-type: none"> To be finalized in recruitment plan, will reflect input from State Land Board offices, DSL staff, community, Tribes, stakeholders. To-date, desires: <ul style="list-style-type: none"> Participation opportunities for DSL represented/management staff, state agencies we work with, community partners, interest groups, and a mix of perspectives Multiple rounds, multiple types Potentially interviews with individual State Land Board members Participation by Land Board Assistants throughout as desired | <p>Governor's Land Board Assistant</p> <p>HR to coordinate scheduling, preparation, participant trainings, debriefings, etc.</p> |
| May/June 2025 – Final Candidates Vetted, Announced | | |
| Target Date | Actions | Responsible |
| Late May | <ul style="list-style-type: none"> Reference checks conducted | HR |
| Early June | <ul style="list-style-type: none"> Final Candidates recommended to State Land Board, announced ahead of June Land Board meetings | Governor's Land Board Assistant |
| June 2025 – Land Board Interview, Decision | | |
| Target Date | Actions | Responsible |
| Monday, June 9 | <ul style="list-style-type: none"> Specially Scheduled State Land Board Meeting <ul style="list-style-type: none"> Public Session – Candidate Statements Executive Session – Final Interview with State Land Board | Land Board |
| Tuesday, June 10 | <ul style="list-style-type: none"> Regularly Scheduled State Land Board Meeting <ul style="list-style-type: none"> Agenda Action Item: DSL Director Appointment | Land Board |