



1. **PRA declares interest** in seeking a new contract; informs PRAC (may be done in a meeting and/or by letter).
2. PRAC Meeting (public) – **discuss seeking a PRA review** if PRA indicates interest in staying, or initiating a recruitment process if PRA does not want to stay (skip to step 7).
3. **360 Review** conducted by Deputy PRA with consultation with Oregon Department of Administrative Services (DAS) Human Resources (HR).
 - a. Review includes outreach to PRA office staff, PRAC members, and stakeholder groups / customers (could include press, former PRAC members, local/state government, members of the public)
4. PRAC Meeting (executive) – **if review done, receive and discuss report.**

5. PRAC Meeting (public) – **discuss 360 Review results, take public comment** on the PRA and 360 Review, and **decide how to proceed** with retaining or recruiting for a PRA. If recruiting, skip to step 7.
6. If retain... **work with DAS HR to conduct a pay equity analysis and negotiate a new employment contract.**
 - a. Identify 2-3 PRAC members for negotiating subcommittee to negotiate with PRA. Could be the chair and vice chair.
 - b. DAS HR conducts a pay equity analysis and helps negotiate a new contract; due to state employee hiring rules, may largely focus on salary.
 - c. PRAC meeting (executive?) – review contract.
 - d. Proceed to Step 8.
7. If recruitment... **work with DAS HS to recruit and interview candidates.**
 - a. Identify 2-3 PRAC members for recruitment subcommittee to update PRA job description and work with DAS HR on recruitment; subcommittee could be chair and vice chair.
 - b. Recruitment period (1-2 months).
 - c. PRAC meeting (executive) – review applications, select top (3-4?) candidates to interview.
 - d. PRAC meeting (executive or public?) – interviews.
 - e. PRAC meeting (public?) discuss candidates, identify top choice.
 - f. PRAC recruitment subcommittee negotiates contract with top candidate; see step 5. a. above.
8. PRAC Meeting (public) – **discuss and approved new PRA contract** with incumbent or selected candidate by October 1.