

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 Succession Plan and submit to DAS CHRO
Complete Gallup Employee Satisfaction Survey
- Feb 1, 2025: Submit Gallup Employee Satisfaction Survey results to DAS CHRO
- June 1, 2025: Update IT Strategic Plan and submit to EIS
Submit annual report on Strategic Plan
- Per [quarterly schedule](#): Director 360 Reviews

ACCOUNTABILITY MEASURES

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

| Accountability Measure | Tools/Resources | Agency Actions Due | Frequency |
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| MEASURING EMPLOYEE SATISFACTION lisa.b.hylton@das.oregon.gov | DAS has a price agreement with Gallup. Buyers guide template (oregon.gov) CHRO will help create action plans as needed. | Complete survey by December 31, 2024, and submit scores to DAS by February 1, 2025. | Annually |
| STRATEGIC PLANNING rosa.klein@das.oregon.gov | DAS vendor price agreements and templates posted on Strategic Initiatives Website . | Agencies with existing strategic plans submitted a summary and uploaded their plan by December 31, 2023. Agencies starting new Strategic Plans will submit them by June 1, 2024. | Every 3 years |
| MANAGING IT PROCESSES scott.emry@das.oregon.gov | EIS will provide assistance through vendors and Assistant State CIOs and templates. Agencies can access resources here: https://www.oregon.gov/das/OSCIO/Documents/EIS-Agency-IT-Strategic-Plan-Template-and-Guide.pdf | Agencies with 50 or more FTE will update plan by June 1, 2025 . | Annually – or as defined within the agency’s IT Governance Policy |
| SUCCESSION PLANNING FOR THE WORKFORCE katie.j.curtis@das.oregon.gov | DAS has developed a succession planning toolkit available at: Department of Administrative Services : Strategic Initiatives and Enterprise Accountability : State of Oregon | Complete or update plan and submit to CHRO by December 31, 2024 | Ongoing |

Oregon Agency Expectations | 2024

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| <p>DIVERSITY, EQUITY AND INCLUSION PLANS (INCLUDING AFFIRMATIVE ACTION PLAN) melinda.gross@das.oregon.gov</p> | <p>Oregon DEI Action Plan: DEI_Action_Plan_2021.pdf (oregon.gov)</p> <p>Guidance for agencies: Affirmative Action workshop (oregon.gov)</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> |
| Accountability Measure | Tools/Resources | Agency Actions Due | Frequency |
| <p>AGENCY EMERGENCY PREPAREDNESS bobbi.mcallister@oem.oregon.gov</p> | <p>Oregon Emergency Management has developed a Continuity of Operations Plan Toolkit available at: coop.oregon.gov</p> | <p>Update initial plan in Veoci Software by September 30, 2024.</p> | <p>Update annually</p> |
| <p>AGENCY HIRING PRACTICES katie.matysik@das.oregon.gov</p> | <p>Guidance Document on Strategic Initiatives site</p> | <p>Meet target of 50 days to fill positions by June 1, 2023</p> | <p>DAS CHRO will pull reports quarterly & send to agencies</p> |
| <p>AUDIT ACCOUNTABILITY jessica.k.butler@das.oregon.gov</p> | <p>Guidance document and forms on Strategic Initiatives website</p> | <p>Agencies report on audit recommendation status</p> | <p>Biannually: May 31st and November 30th</p> |
| <p>NEW EMPLOYEE ORIENTATION krista.campbell@das.oregon.gov</p> | <p>Guidance Document on Strategic Initiatives site</p> | <p>Agencies must be able to demonstrate all employees are participating within 60 days of hire.</p> | <p>Ongoing</p> |
| <p>INTRODUCTORY MANAGER TRAINING krista.campbell@das.oregon.gov</p> | <p>Foundational management training available in Workday Learning.</p> <p>Guidance is here.</p> | <p>Agencies must ensure managers new to managing in state government complete training within 4 months.</p> | <p>Ongoing</p> |
| <p>CUSTOMER SERVICE TRAINING krista.campbell@das.oregon.gov</p> | <p>DAS enrolls all new employees in required Customer Service Training as outlined here.</p> | <p>All new employees complete training.</p> | <p>Ongoing</p> |

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| <p>UPLIFT OREGON BENEFITS WORKSHOP krista.campbell@das.oregon.gov</p> | <p>Uplift Oregon has provided training available in Workday Learning. Resources for Agencies - Uplift Oregon</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> |
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