



1. **PRA declares interest** in seeking a new contract; informs PRAC (may be done in a meeting and/or by letter).
 - a. For a contract expiring in October, this process should begin no later than June.
2. **360 Review** conducted by Deputy PRA in consultation with 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, and the public. A review would likely take 4-6 weeks.
3. **PRAC Receives 360 Review Results.**
 - a. Executive Session. An initial briefing may be done in an executive session.
 - b. Public Meeting. PRAC **discusses 360 Review** and takes public comment.
4. **PRAC Decision Point.**
 - a. If PRA is interested in a new contract, PRAC decides to negotiate a new contract (step 6) or recruit (step 5).
 - b. If PRA is not interested in a new contract, proceed to step 5.

5. Recruitment. PRAC works with DAS HR to recruit and interview candidates.

- a. Recruitment Subcommittee. PRAC identifies a subcommittee of 2-3 members to coordinate with DAS HR.
 - i. As the PRA is not an ORS 240 agency, the subcommittee could include chair and vice chair, but this is not required.
- b. Subcommittee and DAS HR:
 - i. Updates the PRA job description, and
 - ii. Develops a recruitment plan taking into consideration the possible need for extra funding (from the PRA agency) for publicity and who (in and out of the PRAC) need to be involved in the review panel.
- c. Recruitment period (1-2 months).
 - i. DAS HR handles the application process and initial vetting.
 - ii. PRAC meets in executive session to review applications and select top candidates to interview.
- d. Interviews. PRAC meets in public session(s) to:
 - i. Conduct interviews,
 - ii. Discuss candidates, and
 - iii. Select a candidate to offer the PRA position.

6. Negotiate New Contract.

- a. DAS HR conducts a pay equity analysis.
- b. Subcommittee with DAS HR guidance negotiate a new employment contract with PRA/PRA candidate.
 - i. Due to state employee hiring rules, negotiation may largely focus on salary.
- c. PRAC meets in executive session to consider the proposed contract.

7. Approves Contract.

- a. PRAC meets in public session to approve new PRA contract by October 1.
- b. PRA begins new contract term as outlined in contract.