

DELIVERABLES AT-A-GLANCE

- 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
- May 31, 2025: Submit Audit recommendation status report
- June 1, 2025: Update IT Strategic Plan and submit to EIS
Submit annual report on Strategic Plan
- Sept 30, 2025: Update COOP Plans in Veoci Software
- Per [quarterly schedule](#): Director 360 Reviews

ACCOUNTABILITY MEASURES

Accountability Measure	Tools/Resources	Agency Actions Due	Frequency
DIRECTOR 360 REVIEWS krista.j.campbell@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.j.campbell@das.oregon.gov	DAS – CHRO - Job Aide – Performance Accountability & Feedback Model – https://www.oregon.gov/das/HR/Documents/paf_wd2.pdf DAS - CHRO - Creating a Check-in using Workday – https://wd5.myworkday.com/oregon/email-universal/inst/17816\$119/rel-task/2998\$29489.html DAS - CHRO - Creating Goals in Workday – https://wd5.myworkday.com/oregon/email-universal/inst/17816\$120/rel-task/2998\$29489.html	Maintain 90% compliance.	Quarterly check-ins by all managers

Oregon Agency Expectations | 2024

Accountability Measure	Tools/Resources	Agency Actions Due	Frequency
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 zak.ostertag@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 submitted them by June 1, 2024. All agencies will submit a Strategic Plan update using a template by June 1, 2025	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
DIVERSITY, EQUITY AND INCLUSION PLANS (INCLUDING AFFIRMATIVE ACTION PLAN) melinda.gross@das.oregon.gov	Oregon DEI Action Plan: DEI_Action_Plan_2021.pdf (oregon.gov) Guidance for agencies: Affirmative Action workshop (oregon.gov)	DEI plans that are combined with Agency Strategic Plans are due to be completed by June 1, 2024.	Every 2 years (affirmative action plans updated annually)

Oregon Agency Expectations | 2024

Accountability Measure	Tools/Resources	Agency Actions Due	Frequency
AGENCY EMERGENCY PREPAREDNESS alaina.mayfield@oem.oregon.gov	Oregon Emergency Management has developed a Continuity of Operations Plan Toolkit available at: coop.oregon.gov	Update initial plan in Veoci Software by September 30, 2024.	Update annually
AGENCY HIRING PRACTICES katie.matysik@das.oregon.gov	Guidance Document on Strategic Initiatives site	Meet target of 50 days to fill positions by June 1, 2023	DAS CHRO will pull reports quarterly & send to agencies
AUDIT ACCOUNTABILITY eli.ritchie@das.oregon.gov	Guidance document and forms on Strategic Initiatives website	Agencies report on audit recommendation status	Biannually: May 31 st and November 30 th
NEW EMPLOYEE ORIENTATION krista.j.campbell@das.oregon.gov	Guidance Document on Strategic Initiatives site	Agencies must be able to demonstrate all employees are participating within 60 days of hire.	Ongoing
INTRODUCTORY MANAGER TRAINING krista.j.campbell@das.oregon.gov	Foundational management training available in Workday Learning. Guidance is here .	Agencies must ensure managers new to managing in state government complete training within 4 months.	Ongoing
CUSTOMER SERVICE TRAINING krista.j.campbell@das.oregon.gov	DAS enrolls all new employees in required Customer Service Training as outlined here .	All new employees complete training.	Ongoing
UPLIFT OREGON BENEFITS WORKSHOP krista.j.campbell@das.oregon.gov	Uplift Oregon has provided training available in Workday Learning. Resources for Agencies - Uplift Oregon	Agencies must incorporate Uplift into onboarding and ensure all new employees complete the workshop within 30 days of hire.	Ongoing