



Public Records Advocate Performance Review Process

The Office of the Public Records Advocate will complete agency head 360 evaluation following the review timeline within statute, or at least every two years. Additionally, the Public Records Advisory Council may use the agency director performance review as part of the reappointment process set forth under ORS 192.461.

The Deputy Public Records Advocate will create a contact list of evaluators in the following categories:

	Evaluator Category	Number of Evaluators
1	All direct reports	1
2	Voting members of the PRAC, to include current members and former members who served terms within 2 years of the evaluation.	15
3	Requesters – Members of the public who have received assistance from the PRA	15
4	Requesters – State and local public entities whose employees have received assistance from the PRA	15
5	Media representatives, Society of Professional Journalists	3-5
6	Public bodies that have received training	5

Evaluator Selection Criteria

The Deputy Public Records Advocate will utilize the following selection criteria to determine the evaluators:

For Evaluator Categories 1, 2, and 5, the Deputy will obtain the contact information for each evaluator and send a request to provide feedback.

For Evaluator Categories 3,4, and 6, the Deputy will utilize the PRA's Request for Assistance Tracking Sheet to select the evaluators for each category. The selection will be at random, using a random number generator. To maximize the chances that an evaluator will provide a meaningful response, the deputy may exercise the discretion to select a new evaluator if the RFA Tracking Sheet notes that the interaction with a given requester was minimal (for example, if the only communication is to redirect the requester to another state agency). The Deputy will

STATE OF OREGON

TODD ALBERT
OREGON PUBLIC
RECORDS ADVOCATE



2850 SW Cedar Hills Blvd, # 1121
Beaverton, Oregon 97005
(503) 871-9036

document the evaluator selection process, including any decision to select a new requester. The Deputy will collect the contact information for these evaluators from the Advocate and send a request to provide feedback.

Email Announcement

The Deputy or other delegate will send the email below to every evaluator notifying them that they've been selected to provide feedback on the Agency Director and provide a feedback platform.

Email Example:

Dear <evaluator's name>,

Consistent with the requirements of ORS 192.461, the Public Records Advisory Council is in the process of considering the reappointment of Todd Albert to the position of Public Records Advocate. You have been selected to provide feedback on Mr. Albert in the role as Oregon's Public Records Advocate. Attached, please find a PDF attachment to complete your feedback.

The survey is composed primarily of multiple-choice questions with an opportunity to provide additional comments. The survey should take no more than 20 minutes to complete. The answers will be anonymous. A summary of the multiple-choice results will be shared with the Public Records Advisory Council. Please note, optional text fields will also be summarized and anonymized, your name will NOT be attributed to any responses. Please complete and submit the survey no later than 14 days after the date you received this invitation.

If you have any questions, or have trouble accessing the survey, please contact the:

Deputy Public Records Advocate.

Survey Completion Timeline

Evaluators will have two weeks (10 working days) from receiving the request to completing the survey.

Deputy or other delegate will send out reminder email to evaluators, one week prior to the deadline, and another reminder the Friday before the Monday deadline.



Performance Evaluation Report

Deputy or other delegate will collect the data and aggregate it into an executive summary with the following elements:

- Director's Name
- Agency's Name
- Number of responders, categories represented if available
- Aggregated scores for each of the survey questions
- Additional summarized comments and feedback

Deputy or other delegate will send the executive summary to the Office of Accountability, CHRO, and the Public Records Advisory Council. The Deputy or other delegate will conduct the debrief with the Agency Director. They will also identify next steps, if additional support is needed. CHRO will serve as a resource to provide, proctor, or secure areas of cause or concern identified by the Office of Accountability.

DRAFT



Survey Questions

What is your professional relationship with this individual director?

<input type="checkbox"/>	Direct Report
<input type="checkbox"/>	Voting members of the PRAC, including current members and former members who served terms within 2 years of this evaluation.
<input type="checkbox"/>	A member of the public who have received assistance from the Advocate.
<input type="checkbox"/>	Employee of a state or local public entity that has received assistance from the Advocate.
<input type="checkbox"/>	Member of the media or representative of a media outlet.
<input type="checkbox"/>	Employee of a public body that has received training from the Advocate.

1. Are you a PRAC Member?

No

Yes (If yes is chosen the following questions will apply)

Additional Questions for Council members. Please provide a brief written response:

○ What might the board have done differently?

○ What has the board done well or effectively to support the director?



-
- What support is needed from the board moving forward?

2. This individual promotes a customer service centered organization.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe

3. This individual collaboratively manages the resources they are entrusted with to achieve the best possible outcomes for Oregonians.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe

4. This individual embraces and leads through change.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe



5. This individual creates and fosters an environment where everyone has access and opportunity to thrive.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe

6. This individual owns and takes responsibility for quality of outcomes for Oregonians.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe

7. This individual acts consistently with the statutory responsibilities set out for the Advocate in ORS 192.461-ORS 192.478 and with the letter and spirit of Oregon's public records law.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe



8. This individual operates with urgency, transparency, and accountability.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe

9. This individual is honest and transparent regardless of the situation.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe

10. This individual is consistent in communicating to their own agency what is happening at the PRAC.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe



11. This individual regularly shares what is happening within their agency.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe

12. This individual builds DEI organizational capacity.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe

13. This individual fosters and promotes an inclusive environment.

- Unacceptable
- Acceptable
- Effective
- Very Effective
- No opportunity to observe



14. What are some leadership strengths you've observed in this individual?

15. What are some leadership opportunities for growth in this individual?

16. Additional comments or feedback