

Executive Director Selection Committee Minutes -

August 6, 2019

Conference Call-In

Committee Members call in: Ryan Sadhu, Scott Gallegos, Micah Brown, Joyce Nelsen, Phil Boyle, Don Moore and Kitty Davis.

Agenda

- 1) Announcements and Introductions
 - a) Introductions were made at 10:03 a.m.
 - b) Joyce Nelsen moved to accept the minutes from 7.16.19 and Phil Boyle 2nd the motion. Don Moore moved to accept the minutes from 7.26.19 and Scott Gallegos 2nd the motion. The minutes were accepted. Kitty to post on website.
 - c) Chair Statement: Ryan stated this committee's purpose is to develop the recruitment plan and job description for the Executive Director position. Committee may dissolve after hiring process completed. Ryan's goals today to cover: Communication update, formal review to Kyle, prepare for next weeks board meeting and have members review salary piece if time permits.
- 2) Old Business –
 - a) Review OUNC Executive Director Position Description with DAS representative:
 - i) Kyle Weraky provided Rapid Response Recruitment spreadsheet (See Attachment 1) and members reviewed. Ryan hopes to keep the 'Announcement Open Date' at 8/6/19. He will ask Kyle to add a line item to invite top 2 candidates to Oct. 9, 2019 board meeting
 - ii) Ryan emailed DOJ's and updated them with hiring Kyle. Sylvia suggested adopting recruitment plan and go into Executive Session.
 - iii) Review Criteria Section (See Attachment 2) For the rating system, Phil will email Ryan a sample he uses. Vision Statement: members agreed the Mission Statement has always been used. Desired Skills: Members suggested to change Team Work to board relations. Pull out Budget. Under Legislative, add ED to monitor bills. Customer Service: Joyce emailed Ryan her comments.
 - iv) Review of Position Description (See Attachment 3) Members reviewed and Ryan to make updates.
 - v) Some members felt they may want to keep the EDSC committee and have the Executive Director report to them. Or do we have ED report to OUNC Executive Board?
- 3) New Business -
 - a) Next steps with DAS:
 - i) Ryan asked members to take a moment and review: State of Oregon PEM F Job description, MQs, and salary link:
<https://apps.oregon.gov/DAS/Classification-Compensation/JobProfile/Title/PrincipalExecutiveManagerF/JobProfileCode/7010/Category/PrincipalExecutiveManagerandOtherUnclassifiedTitles>
 - ii) Kyle has staff to help determine salary range.
 - b) Discuss where ED job posting will go – discussion tabled

- 4) For the Good of the Order – Ryan will provide documents for next board meeting and ready for 2 motions to adopt.
- 5) Next Meeting - tbd

Minutes submitted by Kitty Davis 08.07.19

Attachment 1

Rapid Response Recruitment

Oregon Utility Notification Center Executive Director

Classification / Working Title

Date Requisition Submitted to Employee Services (ES):	August 11, 2019			Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15
Enter Number of Calendar Days Recruitment is Open:	30			Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15
Event or Date	Start Date	Working Days	End Date	8/11 to 8/17	8/18 to 8/24	8/25 to 8/31	9/1 to 9/7	9/8 to 9/14	9/15 to 9/21	9/22 to 9/28	9/29 to 10/5	10/6 to 10/12	10/13 to 10/19	10/20 to 10/26	10/27 to 11/2	11/3 to 11/9	11/10 to 11/16	11/17 to 11/23
Create / Discuss Recruitment Strategy	8/12/19	1	8/13/19	-														
Approve Draft Announcement	8/14/19	1	8/15/19	-														
Announcement Open Date	8/16/19			-														
Select Interview Panelists; Schedule 2nd, 3rd, 4th Interview Dates / Block	8/16/19	25	9/10/19					-										
Develop All Interview Questions.	9/11/19	1	9/12/19					-										
Record Virtual Interview Questions (Div. or ES)	9/13/19	1	9/14/19					-										
Announcement Close Date	9/15/19								-									
Receive SME Review List from ES	9/16/19	1	9/17/19						-									
Review, Rank, and Select Virtual Interview Candidates and send ID numbers to ES for referred list	9/18/19	4	9/22/19							-								
Send 1st Round Candidates to ES; Send Pre-Invite Email (Div or ES); Send Invite with Link (ES)	9/23/19	-1	9/22/19							-								
Deadline for Virtual Interview	9/23/19	6	9/29/19								-							
Review, Rank, and Select 2nd Round Candidates	9/30/19	2	10/2/19								-							
Call Candidates to Schedule 2nd Round Interviews	10/3/19	-1	10/2/19								-							
Conduct 2nd Round Interviews	10/3/19	8	10/11/19									-						
Review, Rank, and Select for Next Round of Interviews (if held)	10/12/19	1	10/13/19										-					
Call Candidates to Schedule 3rd Round Interviews	10/14/19	-1	10/13/19										-					
Conduct 3rd Round Interviews	10/14/19	4	10/18/19										-					
Review, Rank, and Select for Next Round of Interviews (if held)	10/19/19	1	10/20/19											-				
Call Candidates to Schedule 4th Round Interviews (if held)	10/21/19	-1	10/20/19											-				
Conduct 4th Round Interviews	10/21/19	-1	10/20/19											-				
Review, Rank, and Select for Reference Check Process	10/21/19	-1	10/20/19											-				
Conduct Reference Checks; Create Reference Summary; HR Check; Render Final Decision	10/21/19	-1	10/20/19											-				
Offer Job to Selected Candidate(s)	10/21/19	0	10/21/19											-				
Candidate Accepts Offer	10/22/19	-1	10/21/19											-				
Candidate Start Date	10/22/19	14	11/5/19												-			
Total number of days for Recruitment Process		66																

1. Enter Date Requisition Submitted

2. Enter Number of Calendar Days Announcement is Open

3. Enter Number Working Days to Complete (take weekends into consideration)

Attachment 2

OUNC Executive Director Recruitment Plan

Updated 7/5/2019

ACTION ITEMS	START DATE	END DATE
Create / discuss recruitment strategy	7/2/2019	8/14/19
Confirm equivalent state job classification for salary range, benefits (e.g. PEM F) with CHRO/DCBS assistance	7/2/19	8/14/19
Board approves Recruitment Plan, position description, and Criteria	8/14/19	8/14/19
Recruitment Announcement Open Date	8/19/19	
Preparation of interview questions	8/19/19	8/30/19
Selection of interview panel members	9/11/19	9/11/19
Recruitment Announcement Close Date		9/19/19
Refer list of candidates	9/23/19	9/23/19
Candidates selected for 1st round interview	9/24/19	9/27/19
Send out interview invitations (DCBS)	9/27/19	10/04/19
Review interviews, rank, and select applicants for next round of interviews	10/7/19	10/14/19
Completed Applicant Selection Log review	10/22/19	10/22/19
Contact candidates to schedule 2nd round interviews (DCBS)	10/23/19	10/23/19
Send out public notice re: executive session meeting on agreed upon date		TBD
Conduct 2nd round interviews with top 1-4 candidates	10/28/19	10/28/19
Conduct reference checks on top rated candidate (DCBS)	10/29/19	10/30/19
Pay Equity Matrix (DCBS)		TBD
Review and compile interview notes for all panels (DCBS)		TBD
Special Board Executive Session to discuss candidates. Open (public) session for vote.	11/13/19	11/13/19
Offer job to selected candidate		TBD
Candidate accepts offer		TBD
Negotiate start date	TBD	TBD

Ryan Sandhu 7/2/2019 8:34 AM

Comment [1]: Verify remainder of 2019 board meeting schedule

Ryan Sandhu 7/5/2019 8:15 AM

Comment [2]: Are there additional action items to add?

Criteria for OUNC Executive Director

The Oregon Utility Notification Center (OUNC) is seeking the services of a qualified candidate to fill the role of Executive Director. Duties include assisting the OUNC Board of Directors (Board) to fulfill the mission of the OUNC and leading and managing all agency functions, tasks, and responsibilities in accordance with ORS 757, OAR 952 and other applicable state requirements.

The OUNC's mission is to operate and maintain a state of the art One Call system for the State of Oregon to prevent damages to underground facilities and to promote public safety related to excavation issues.

The OUNC is an independent not-for-profit public corporation and a state agency. The OUNC is managed by a 20 member industry stakeholder, Governor appointed Board of Directors. To learn more about the OUNC go to: <https://digsafelyoregon.com/>. The current standards manual can be found at <https://digsafelyoregon.com/wp-content/uploads/2018/12/Standards-Manual-12-12-18.pdf>

The candidates being offered an interview have self-certified that they meet the minimum qualifications as outlined in the job announcement. The criteria each panel member will use as they rank each candidate into one of the five categories of suitability on the Applicant Selection Log are the requested skills (shown below) that were posted in the announcement.

DESIRED SKILLS

LEADERSHIP: Outstanding leadership characteristics committed to the mission and values of the OUNC:

- **Mission Statement:** The mission of the Oregon Utility Notification Center (OUNC) is to operate and maintain a state of the art One Call system for the State of Oregon to prevent damages to underground facilities and to promote public safety related to excavation issues.

• **Vision Statement:**

CUSTOMER SERVICE: Demonstrated collaboration, negotiation, consensus and relationship building skills. Exceptional political acumen and the ability to work with a diverse group of stakeholders, board members, staff, management, employees and support staff. Committed to streamlining how government does business, creating more efficient and effective ways to provide services to the businesses and citizens Oregon.

LEGISLATIVE: Legislative experience which includes interacting with and preparing for requests made during legislative sessions.

BUDGET: Budget planning and preparation including forecasting and establishing budget projections associated with revenue streams

TEAM WORK: Demonstrated success in leading others in a manner that fosters teamwork and commitment to delivering effective, quality results using performance metrics. Demonstrating successful leadership, including an understanding of how to effectively address needs, delegate, give and receive feedback and produce exceptional outcomes.

Ryan Sandhu 7/2/2019 8:39 AM

Comment [3]: We will want to check with DCBS or DAS if this is applicable to our recruitment

Ryan Sandhu 7/2/2019 8:33 AM

Comment [4]: Do we want to add anything here?

POLICY GUIDANCE: Demonstrated knowledge and experience reviewing and analyzing state laws and regulations, as well as professional standards of practice, and providing guidance to stakeholders and staff to ensure compliance.

STRATEGIC PLANNING: Experience in the development, implementation and evaluation of strategic organizational goals, plans and policies. Experience analyzing complex and sensitive issues and situations, identify alternative solutions, forecast consequences of proposed actions, and implement recommendations in support of strategic organizational goals, plans and policies.

PUBLIC SPEAKING: Experience in presenting and speaking to groups, including public bodies, trade and business associations, utilities, contractors, the general public, and other stakeholder groups, promoting the highest standards of excellence related to providing outstanding customer service, showing sensitivity to others and their interests in a continually changing environment.

Ryan Sandhu 7/2/2019 8:33 AM

Comment [5]: This is directly from the CCB administrator recruitment. I think many of these apply, but we may want to edit for our purposes and possible add or delete some criteria.

Attachment 3



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
7/2/2019

Agency: Oregon Utility Notification Center

Facility:

☒ New ☐ Revised

This position is:

- ☐ Classified
☐ Unclassified
☒ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>TBD</u>		b. Classification No: _____	
c. Effective Date: <u>8/14/2019</u>		d. Position No: _____	
e. Working Title: <u>Executive Director</u>		f. Agency No: _____	
g. Section Title: _____		h. Budget Auth No: _____	
i. Employee Name: <u>New Position</u>		j. Repr. Code: _____	
k. Work Location (City – County): <u>State wide</u>			
l. Supervisor Name (Optional): _____			
m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share			
n. FLSA: ☒ Exempt ☐ Non-Exempt		o. Eligible for Overtime: ☐ Yes ☒ No	
If Exempt: ☒ Executive ☐ Professional ☐ Administrative			

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Utility Notification Center (OUNC) is an independent not-for-profit public corporation and state Agency, established by the Oregon legislature in 1995 with a mission to operate and maintain a state of the art One Call system for the State of Oregon to prevent damages to underground facilities and to promote public safety related to excavation issues.

The OUNC is managed by a 20 member, Governor appointed Board of Directors made up of non-paid industry stakeholder volunteers. The mission is implemented by the Board and it's primary contract, One Call Concepts, which operates the call center and helps to promote the "Dig safely", "Call before you dig", and "Know what's below, call 811" outreach campaigns.

This position will assist the board with day to day administration and operation of the OUNC and its \$1.9 million annual budget which is generated from fees charged to its 1070 member utilities.

b. Describe the primary purpose of this position, and how it functions within this program.

Complete this statement. The primary purpose of this position is to:

Assist the OUNC Board of Directors to fulfill the mission of the OUNC and lead and manage all agency functions, tasks, and responsibilities in accordance with ORS 757, OAR 952 and other applicable state requirements.

Ryan Sandhu 7/3/2019 4:16 PM

Comment [1]: Add detail

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
	N		Attend monthly OUNC Board meetings and committee meetings. Provide a monthly Executive Director's report at the Board of Directors meetings.
	N		Prepare and submit the draft annual report on the performance and accomplishments of OUNC activities, operations, and services provided by the OUNC from the previous calendar year. Reporting shall comply with the provisions of ORS 192.230 to 192.250.
	N		Analyze utility damage information to develop and implement annual public relations and advertising strategies including branding, media advertising plans, website and public service announcements. Present annual plan to the Board for approval and inclusion in the agency budget. Facilitate media buying, including contract preparation, tracking results and providing outreach results.
	N		Advise and report to the Board on public safety and public outreach opportunities and participate in these events to promote the OUNC's mission on behalf of the Board. Events may include, but are not limited to utility coordinating council meetings, trade shows, industry association meetings, sponsorships, publicity events, safety fairs, damage prevention trainings, seminars and local, state, and national meetings.
	N		Advise the Board on State and Federal legislation and regulations that could affect OUNC members and the Board and shall lobby the Oregon Legislature as requested by OUNC. Track legislation that may affect OUNC and report orally and in writing to the Board on changes in legislation and regulations. Facilitate the legislative process and advise the Board on items to consider that may be relevant and may impact the operations

			of OUNC as related to proposed legislation, general administration of Oregon Revised Statutes, Oregon Administrative Rules, OUNC policy and procedures and bylaws.
	N		Identify and prepare grant proposals at the direction of the Board, provide progress and status reports on grant proposals, complete grant reporting requirements, and review use of grant funds to ensure compliance with grant requirements including Federal procurement regulations when required.
	N		Advise the Board on matters related to Oregon Public Meeting Law (ORS 192.610 to 192.690) and Government Ethics Laws (ORS Chapter 244). Identify, arrange for and facilitate training related to these topics for Board members as needed.
	N		Monitor the OUNC's public records retention and disclosure processes and recommend records retention policies and procedures to the Board, consistent with the Oregon Public Records Law (ORS 192.410 through 192.505). Assist with implementation of recommendations as directed by the Board.
	N		Identify, recommend to the Board, and recruit new Board members to fulfill ORS 757.547 when a position is open. Prepare and facilitate new Board member orientation. Coordinate and facilitate training for all Board members as needed.
	N		Assist the Board with established policies and procedure compliance and prepare updates to the Board Policy and Procedure Manual when required.
	N		Provide coordination services for OUNC's requests for proposals, and shall provide contract administration services and performance evaluation of call center operations. Consultant also shall provide marketing services, media buying services, and shall at regular intervals recommend content for OUNC's website to facilitate broadcast of OUNC activities publicity and messages related to its mission and legal obligations.
	N		Other duties as assigned.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Professional environment. Flexible work schedule, including 100% telecommuting. Frequent desk work with computer/monitor/mouse. Monthly travel required to all day Board and committee meetings that requires sitting, talking, and listen for long periods of time.

Position often requires managing multiple priorities and Board needs, which can be stressful.

Position is required to work off-hours to attend meetings or complete assigned deadlines.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

ORS 757
OAR 952
OUNC Standards Manual
OUNC Policies and Procedures

b. How are these guidelines used?

Executive Director must have knowledge and expertise with the above laws, rules, policies and procedures and must be able to apply them to ensure that all OUNC activity is consistent with applicable laws and administrative rules.

Executive Director works closely with other government agencies, industry representatives, contractors, to confirm the OUNC is meeting its mission of damage prevention and makes adjustments as needed.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
OUNC Chair	Email, Phone, In person	General communication with	Weekly
OUNC Executive Committee	Email, Phone, In person	General communication with Vice-Chair, Treasure, and Secretary	Weekly
OUNC Committee Chairs	Email, Phone, In person	Monthly (varies) committee meetings	Monthly
OUNC Board	Email, Phone, In person	General Board communication	Monthly
Call Center General Manager	Email, Phone, In person	Call center operations, ticket management, resolving issues	Weekly
Call Center Administrative and Outreach Coordinator	Email, Phone, In person	Scheduling meetings, preparing agendas, public notices, public outreach and education	Daily
PUC staff	Email, Phone, In person	Coordinate enforcement	Monthly
DOJ staff	Email, Phone, In person	Consult with legal representatives on contracts and other activities	Quarterly
Contract accounting firm	Email, Phone, In person	Managing OUNC finances, expenses and accounts receivable	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The Administrator is responsible for the operation of the entire Agency, including but not limited to supervisory decisions, policy planning and program administration. The Administrator represents the Board before the Governor, legislative committees, individual legislators, associations, contractors, and consumers.

Decisions are made on a daily basis regarding staffing, budget constraints, law/rule changes that may affect consumers and contractors, program procedures. Any decisions made by staff are ultimately the responsibility of the Administrator. The Administrator represents the final decision on controversial issues.

Ryan Sandhu 7/3/2019 5:03 PM

Comment [2]: Need to edit

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

The Executive Director's performance is reviewed by the 20 member Board on an annual basis. Additionally, the Board provides feedback and review of the Director's work at monthly Board meetings.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| ☒ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☒ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires exceptional communication skills in person, by phone and in writing. A damage prevention industry background desired, as well as a good understanding of "Oregon Dig Law".

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: Not applicable

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date