

# **Department of Administrative Services**



## **2013-2015 Agency Presentation Appendix**

Department of Administrative Services  
 13-15 Reclassification Report for Ways and Means  
 Appendix #11

NAME	POSNO	APPT-TYP	CLASS	CLASS-DS	OLD-BASE-RATE	NEW-BASE-RATE	INCREASE AMOUNT	ACTION	EFF-DTE	JUSTIFICATION
LAWSON, TWYLA DAWN	0520101	P	X1327	HR CONSULTANT 2	\$ 4,756.00	\$ 4,046.00	\$ 290.00	Reclass Up	7/1/2012	within 1 step
LEE, BILLY D	2212434	P	X1245	FISCAL ANALYST 3	\$ 4,740.00	\$ 4,980.00	\$ 240.00	Reclass Up	7/1/2012	within 1 step
HOWARD, NEIL J	0943401	P	C0860	PROGRAM ANALYST 1	\$ 3,383.00	\$ 3,903.00	\$ 520.00	Reclass Up	9/1/2011	2 steps due to long term WOC
HUBERT, SHERA A	0113211	P	X1326	HR CONSULTANT 1	\$ 4,980.00	\$ 5,487.00	\$ 507.00	Reclass Up	7/1/2012	2 steps, address inequity
WASSOM, STEVEN G	1462202	P	C0783	PARTS SPECIALIST 2	\$ 2,735.00	\$ 2,858.00	\$ 123.00	Reclass Up	1/24/2012	within 1 step
FERNANDEZ, MINI	0312181	P	X7006	PRINCIPAL EXECUTIVE/MANAGER D	\$ 4,980.00	\$ 5,228.00	\$ 248.00	Reclass Up	7/1/2012	within 1 step
DENNIS, DEBRA FRANCES	0400813	P	X7008	PRINCIPAL EXECUTIVE/MANAGER E	\$ 6,046.00	\$ 6,343.00	\$ 297.00	Reclass Up	7/1/2012	within 1 step
WARREN, LORI	0485317	P	X1245	FISCAL ANALYST 3	\$ 4,740.00	\$ 4,980.00	\$ 240.00	Reclass Up	7/1/2012	within 1 step
LECOMTE, KATHI J	1683006	P	C2510	ELECTRONIC PUB DESIGN SPEC 1	\$ 7,699.00	\$ 8,490.00	\$ 791.00	Reclass Up	7/1/2012	2 step, extensive increase in responsibilities
RASMUSSEN, MARK HOLGER	1870061	P	Z7012	PRINCIPAL EXECUTIVE/MANAGER G	\$ 5,756.00	\$ 6,046.00	\$ 290.00	Reclass Up	7/1/2012	within 1 step
LUNDBERG, PETER H	0112071	P	X0873	OPERATIONS & POLICY ANALYST 4	\$ 3,903.00	\$ 4,089.00	\$ 186.00	Reclass Up	8/15/2011	within 1 step
MARQUEZ-CARDENAS, JOSE	6447002	P	C4034	FACILITY ENERGY TECHNICIAN 3	\$ 3,796.00	\$ 4,006.00	\$ 210.00	Reclass Up	7/1/2012	within 1 step
HEIN, SUZANNE HAZEL	0222001	P	C1485	INFO SYSTEMS SPECIALIST 5	\$ 7,699.00	\$ 8,069.00	\$ 390.00	Reclass Up	7/1/2012	within 1 step
ROSS, MARY KATHRYN	0150007	P	X7010	PRINCIPAL EXECUTIVE/MANAGER F	\$ 5,151.00	\$ 5,957.00	\$ 806.00	Reclass Up	7/1/2011	1 step of new class
HOSIE, SUSIE J	0700008	P	X1324	STATE LABOR RELATIONS MANAGER	\$ 6,992.00	\$ 7,332.00	\$ 340.00	Reclass Up	7/1/2012	within 1 step
WAGONER, SHAWN CLINTON	0414876	P	X7008	PRINCIPAL EXECUTIVE/MANAGER E	\$ 6,992.00	\$ 7,332.00	\$ 340.00	Reclass Up	7/1/2012	within 1 step
LANDGREN, BEVERLY	1370001	P	X7000	PRINCIPAL EXECUTIVE/MANAGER A	\$ 3,639.00	\$ 3,727.00	\$ 88.00	Reclass Up	6/1/2012	within 1 step
NATVIG, ABBY RUTH	0910206	P	C0211	ACCOUNTING TECHNICIAN 2	\$ 3,021.00	\$ 3,132.00	\$ 111.00	Reclass Up	8/1/2012	within 1 step
CARTER, SHERRY LEE	0530013	P	X1326	HR CONSULTANT 1	\$ 6,046.00	\$ 6,343.00	\$ 297.00	Reclass Up	7/1/2012	within 1 step
RYAN, SHANNON ELAINE	2051601	P	X7008	PRINCIPAL EXECUTIVE/MANAGER E	\$ 6,663.00	\$ 7,699.00	\$ 1,036.00	Reclass Up	7/1/2012	3 step, extensive increase in responsibilities
LANCASTER, DIANNE	0970101	P	X1143	POLICY AND BUDGET ANALYST	\$ 8,490.00	\$ 8,490.00	\$ -	Reclass Eq	7/1/2012	equal
ROGERS, TONI M	2472201	P	C0108	ADMINISTRATIVE SPECIALIST 2	\$ 3,600.00	\$ 3,600.00	\$ -	Reclass Eq	7/1/2012	equal
STEVENS-MALNAR, KELLY	0950201	P	C0861	PROGRAM ANALYST 2	\$ 4,150.00	\$ 4,150.00	\$ -	Reclass Eq	7/1/2012	equal
TURPIN, ADRIAN M	0014023	P	X0872	OPERATIONS & POLICY ANALYST 3	\$ 7,137.00	\$ 7,137.00	\$ -	ReclassDown	9/10/2012	
STROEBEL, PAMELA JOYCE	0210004	P	X0873	OPERATIONS & POLICY ANALYST 4	\$ 7,332.00	\$ 7,332.00	\$ -	ReclassDown	9/10/2012	
ADELMAN, JOE F	0231017	P	C1488	INFO SYSTEMS SPECIALIST 8	\$ 8,490.00	\$ 8,490.00	\$ -	ReclassDown	9/10/2012	
CHARLES, RHONDA LORENE	0520006	P	C0860	PROGRAM ANALYST 1	\$ 3,377.00	\$ 3,458.00	\$ 81.00	ReclassDown	9/10/2012	
LANTZ, DONNA LEE	0520031	P	X0873	OPERATIONS & POLICY ANALYST 4	\$ 6,663.00	\$ 6,663.00	\$ -	ReclassDown	9/10/2012	
TAYLOR, CARRI L	0520050	P	C0211	ACCOUNTING TECHNICIAN 2	\$ 3,539.00	\$ 3,539.00	\$ -	ReclassDown	9/10/2012	
LAWSON, HEATH M	0392501	P	X1321	HUMAN RESOURCE ANALYST 2	\$ 4,039.00	\$ 4,039.00	\$ -	ReclassDown	7/1/2011	
GENGLER, RANDALL C	6430901	P	X7008	PRINCIPAL EXECUTIVE/MANAGER E	\$ 7,699.00	\$ 7,699.00	\$ -	ReclassDown	9/10/2012	
MORIN, MICHELLE M	1170001	P	C0212	ACCOUNTING TECHNICIAN 3	\$ 4,100.00	\$ 4,100.00	\$ -	ReclassDown	9/10/2012	
CJULLISON, KELLEY L	2548719	P	C0108	ADMINISTRATIVE SPECIALIST 2	\$ 4,302.00	\$ 4,408.50	\$ 106.50	ReclassDown	9/10/2012	
LESTER, MELVIN	2270101	P	C1488	INFO SYSTEMS SPECIALIST 8	\$ 8,089.00	\$ 8,089.00	\$ -	ReclassDown	9/10/2012	
FLOYD, GEROLD J	0370121	L	X0873	OPERATIONS & POLICY ANALYST 4	\$ 6,663.00	\$ 6,663.00	\$ -	ReclassDown	9/10/2012	

Department of Administrative Services  
 13-15 New Hire Report for Ways and Means  
 Appendix #11

NAME	POSNO	CLASS	CLASS-DS	PAY-RATE	RNG	STP	ACTION	EFF-DTE	JUSTIFICATION
CROWSON, LISA NICHOLE	0910313	C0404	MAIL EQUIPMENT OPERATOR 2	\$ 2,247.00	15	01	New Hire	11/1/2012	
CUMMINGS, JONATHAN J	2548873	C1485	INFO SYSTEMS SPECIALIST 5	\$ 4,006.00	28	01	New Hire	1/13/2012	
DOEHRING, ERIN KATHLEE	0392501	X1321	HUMAN RESOURCE ANALYST 2	\$ 3,855.00	26	01	New Hire	10/24/2011	
FORTNEY, DAVID STERRET	0520071	X0871	OPERATIONS & POLICY ANALYST 2	\$ 4,039.00	27	01	New Hire	9/13/2011	
HANSELING, JAMES R	0156461	X5616	INTERNAL AUDITOR 1	\$ 3,539.00	24	01	New Hire	7/4/2012	
HUNT, JEREMY JON THOMA	1141201	C4012	FACILITY MAINTENANCE SPEC	\$ 2,546.00	18	01	New Hire	1/2/2013	
JONES, BONNIE K	2508522	C1487	INFO SYSTEMS SPECIALIST 7	\$ 4,675.00	31	01	New Hire	8/12/2011	
KAMPERT, KARI	0313322	C1339	TRAINING & DEVELOPMENT SPEC 2	\$ 3,838.00	27	01	New Hire	1/22/2013	
MORROW, MICHAEL F	1314847	C1481	INFO SYSTEMS SPECIALIST 1	\$ 2,505.00	17	01	New Hire	11/13/2012	
RINZA-CRUZ, ROBERTO	2548872	C1485	INFO SYSTEMS SPECIALIST 5	\$ 4,006.00	28	01	New Hire	1/13/2012	
SHIERLING, CASEY L	2548403	C1483	INFO SYSTEMS SPECIALIST 3	\$ 3,308.00	24	01	New Hire	11/26/2012	
WATSON, EMILY ELIZABET	0108712	C0854	PROJECT MANAGER 1	\$ 3,600.00	26	01	New Hire	8/20/2012	
WISDOM, KIMBERLEY A	0014012	C0108	ADMINISTRATIVE SPECIALIST 2	\$ 2,624.00	19	01	New Hire	10/5/2012	
BEATY, ELIZABETH DARLE	2059907	C0437	PROCUREMENT & CONTRACT SPEC 2	\$ 3,903.00	27	02	New Hire	9/6/2011	
CHEN, RU-HWA	0312117	C1217	ACCOUNTANT 3	\$ 3,903.00	27	02	New Hire	10/18/2011	
DANIELS, JUSTIN MARCOS	6410149	C4101	CUSTODIAN	\$ 1,945.00	10	02	New Hire	9/10/2012	
ESTRADA, RUBEN	1141016	C4101	CUSTODIAN	\$ 1,945.00	10	02	New Hire	4/9/2012	
FORSTER, AMBER RUTH	0312161	C1216	ACCOUNTANT 2	\$ 1,617.50	23	02	New Hire	9/21/2011	
HARE, JENNIFER MARIE	0401071	C0107	ADMINISTRATIVE SPECIALIST 1	\$ 2,545.00	17	02	New Hire	12/10/2012	
HERRICK-ROUGH, ABRAHAM	1141018	C4101	CUSTODIAN	\$ 1,945.00	10	02	New Hire	10/1/2012	
JEFFERS, CRYSTAL PHILL	0925121	C2512	ELECTRONIC PUB DESIGN SPEC 3	\$ 3,284.00	23	02	New Hire	1/3/2012	
LIGHT, MILLARD CLAY	6410160	C4101	CUSTODIAN	\$ 1,945.00	10	02	New Hire	7/2/2012	
MALONEY, RICHARD D	1114841	C1485	INFO SYSTEMS SPECIALIST 5	\$ 4,197.00	28	02	New Hire	8/13/2012	
MANN, RHONDA C	1301031	C0103	OFFICE SPECIALIST 1	\$ 2,083.00	12	02	New Hire	6/7/2012	
MCKAY, DANIEL SETH	0880601	C1117	RESEARCH ANALYST 3	\$ 3,783.00	26	02	New Hire	12/17/2012	
PAULSON, CAROLE MARIE	6410149	C4101	CUSTODIAN	\$ 1,945.00	10	02	New Hire	7/16/2012	
WALKER, KRISTOPHER SCO	2548733	C1487	INFO SYSTEMS SPECIALIST 7	\$ 4,968.00	31	02	New Hire	12/10/2012	
TAYLOR, NEIL F	9913215	X1321	HUMAN RESOURCE ANALYST 2	\$ 4,302.00	26	03	New Hire		Recruitment Difficulties
CESSNA, JAMES W JR	2214861	C1486	INFO SYSTEMS SPECIALIST 6	\$ 4,696.00	29	04	New Hire	4/2/2012	Recruitment difficulties
CHAO, GERALD	2514890	C1488	INFO SYSTEMS SPECIALIST 8	\$ 5,937.00	33	04	New Hire	2/15/2012	Recruitment difficulties
CURTIS, MATTHEW KEITH	1472401	C4419	AUTOMOTIVE TECHNICIAN 2	\$ 3,284.00	21	04	New Hire	12/21/2012	Matching prior salary
DEFALCO, HEATHER ANN	0601003	X1327	HR CONSULTANT 2	\$ 6,046.00	32	04	New Hire	1/3/2012	Matching prior salary
HAMILTON, ROBERT WILLI	0312121	X1218	ACCOUNTANT 4	\$ 5,487.00	30	04	New Hire	8/27/2012	Matching prior salary
KLEMM, KRISTINE JULIA	0014500	C0108	ADMINISTRATIVE SPECIALIST 2	\$ 2,814.00	19	04	New Hire	10/3/2011	Matching prior salary
MULLIS, KAYLA LENAY	0530088	X0871	OPERATIONS & POLICY ANALYST 2	\$ 4,670.00	27	04	New Hire	9/15/2011	Matching prior salary
RILEY, MATTHEW JAMES	0156004	C1216	ACCOUNTANT 2	\$ 3,600.00	23	04	New Hire	10/8/2012	Matching prior salary
HARDIN, IDA J	0414861	C1486	INFO SYSTEMS SPECIALIST 6	\$ 4,918.00	29	05	New Hire	3/19/2012	Matching prior salary
MCLEAN, MONIQUE RENEE	0620053	X0104	OFFICE SPECIALIST 2	\$ 2,925.00	15	06	New Hire	8/20/2012	Matching prior salary
VALENZUELA, VERONICA A	0401202	X0865	PUBLIC AFFAIRS SPECIALIST 2	\$ 5,671.00	29	06	New Hire	8/29/2011	Matching prior salary
JOLLEY, JASON L	2508521	C1487	INFO SYSTEMS SPECIALIST 7	\$ 6,252.00	31	07	New Hire	12/10/2012	Matching prior salary
MOSHOF-SKY, MELISSA MIC	1104301	C3267	CONSTRUCTION PROJECT MANAGER 1	\$ 5,025.00	27	07	New Hire	12/10/2012	Matching prior salary
PLATA, ROBERT M	2548822	C1488	INFO SYSTEMS SPECIALIST 8	\$ 6,816.00	33	07	New Hire	12/1/2011	Matching prior salary
WOODS, PHILIP GODRIC	0414881	C1488	INFO SYSTEMS SPECIALIST 8	\$ 6,506.00	33	07	New Hire	2/1/2012	Matching prior salary
KNIGHT, STEVEN JAMES	1292203	C4404	MAIL DELIVERY DRIVER	\$ 2,858.00	14	08	New Hire	12/27/2012	Matching prior salary
CARR, JAMES ROBERT	1141122	C4034	FACILITY ENERGY TECHNICIAN 3	\$ 4,787.00	24	09	New Hire	7/2/2012	Matching prior salary
GADBERRY, GERALD CLAYT	6440907	C4033	FACILITY ENERGY TECHNICIAN 2	\$ 3,962.00	20	09	New Hire	10/8/2012	Recruitment Difficulties & Matching prior salary
ISHAM, DEANNA	2548878	C1488	INFO SYSTEMS SPECIALIST 8	\$ 7,582.00	33	09	New Hire	1/22/2013	Matching prior salary
JACKSON, RONALD M	2548819	C1488	INFO SYSTEMS SPECIALIST 8	\$ 7,474.00	33	09	New Hire	12/1/2011	Matching prior salary



# Oregon

John A. Kitzhaber, MD, Governor

Department of Administrative Services  
Office of the Chief Operating Officer  
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## 2013 Summary of Proposed Legislation

### **HB 2206**

**Fiscal Assistance Boards** - Allows Secretary of State to assume election-related duties, functions or powers of county clerk of county for which Governor has declared public safety services emergency due to fiscal distress. Requires funds retained by Director of Veterans' Affairs out of distribution to county without county veterans' service officer to be spent to provide veterans' services in that county in manner deemed appropriate by director.

Authorizes county to request declaration by Governor of emergency in county that is providing less than minimally adequate property tax assessment and collection services. Directs Department of Revenue to provide property tax assessment and collection services until determination by Governor that emergency no longer exists. Authorizes department to charge fee for actual costs of services.

Requires Director of Department of Consumer and Business Services to enter into agreement to combine resources for the purpose of administration and enforcement of municipal building inspection program if municipality is not carrying out program or at request of public body. Allows establishment of fees to cover department's costs under agreement.

#### **Effect on DAS Budget**

No fiscal impact anticipated.

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### **HB 2207**

**Electronic Payroll** - Requires payment of state payroll to be made through direct electronic deposit. Requires itemized statement of payroll deductions to be provided to state officer or employee at electronic mail address provided by recipient.

#### **Effect on DAS Budget**

Fully automating payment of salaries and wages to employees and providing an electronic version of a payroll statement rather than a paper statement will save time and money. Statewide biennial savings estimated at \$360,000.

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### **HB 2208**

**Exception Process for Supervisory/Non-Supervisory Ratios** - Specifies circumstances under which Director of Oregon Department of Administrative Services may grant exception to requirement that state agencies achieve ratio of at least 11 to 1 of nonsupervisory employees to supervisory employees. Repeals requirement that Oregon Department of Administrative Services develop plan for state agencies to attain ratio of nonsupervisory employees to supervisory employees.

Types of exceptions that were believed to be allowable upon passage of HB 4131. These include: 1) exceptions for a specific classification of worker (i.e. child welfare workers); 2) exceptions for a



specific agency (i.e. Oregon State Police); and 3) transactional exceptions as currently allowed. The bill also repeals the remaining requirement from HB 2020 for DAS to submit a plan for how to implement the required ratio, because the plan was created when HB 4131 passed. No fiscal impact anticipated.

**Effect on DAS Budget**

No fiscal impact anticipated.

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**HB 2209**

**Modifying Restoration Rights for Employees** - Modifies restoration rights of certain state exempt and management service employees to classified position in state service held prior to appointment to exempt or management service position. Specifies that management service employees serve at pleasure of appointing agency director and may be disciplined or removed subject to certain due process requirements.

**Effect on DAS Budget**

Minimal fiscal impact to provide education about the change to agency human resource managers, but no impact to the 2013-2015 budget.

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**HB 2210**

**Creating Professional Service Classification** - Establishes category of professional service in state service. Requires Personnel Division to adopt salary plan for professional service employees and to adopt rules, policies and procedures necessary for professional service.

By creating a "professional" classification comparable to the federal law definition in the Fair Labor Standards Act, the bill would allow the state to more accurately classify positions which are not managerial in nature but require special knowledge, education and/or training at a professional level. This could also assist with position management and budget development, as well as span of control issues by clarifying roles and eliminating duplicative duties crossing multiple positions.

**Effect on DAS Budget**

Minimal fiscal impact anticipated.

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**HB 2211**

**Abolishes Information Resources Management Council** - Abolishes Information Resources Management Council and Stakeholders Advisory Committee in Oregon Department of Administrative Services.

**Effect on DAS Budget**

No fiscal impact anticipated.

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**HB 2212**

**Increasing Small Procurement Threshold** -Raises amount used to classify public procurements as small procurements under the Public Contracting Code from maximum of \$5,000 to a maximum of \$10,000.

**Effect on DAS Budget**

No fiscal impact anticipated.

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**HB 2213**

**Establish Oregon Task Force** -Establishes Oregon Task Force on Education.

**Effect on DAS Budget**

No fiscal impact anticipated.

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**SB 173**

**Counties in Fiscal Distress** - Creates service delivery technical assistance program in Governor's office to provide assistance to counties in fiscal distress.

**Effect on DAS Budget**

No fiscal impact anticipated.

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**SB 174**

**Counting Hours for Temporary Employees** - Changes maximum term of employment for temporary state employees to six months or 1,040 hours in 12-month period. Excludes mandatory training periods from limitation.

This measure provides greater flexibility in utilizing the skills and knowledge of temporary employees, and allows state agencies to plan a more effective workforce during periods of high volume workload.

SB 174 has been scheduled for a hearing and possible work session in the Senate General Government, Consumer and Small Business Protection Committee on 2/8/13.

**Effect on DAS Budget**

No fiscal impact anticipated.

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**SB 175**

**Establishes Enterprise Innovation Fund** - Establishes Enterprise Innovation Fund. Continuously appropriates moneys in fund to Oregon Department of Administrative Services for purposes of project funding. Authorizes department to award moneys from fund to state agencies for projects that increase efficiency and effective use of state resources using enterprise or multiagency approach.

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Directs department to divert percentage of budget savings realized to Enterprise Innovation Fund and remainder to original source of funding. Transfers specified amount of moneys from Oregon Department of Administrative Services Operating Fund to Enterprise Innovation Fund.

**Effect on DAS Budget**

No fiscal impact anticipated.

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**SB 177**

**Establishes Task Force on Healthy People** - Specifies membership and duties. Requires report to Governor and interim committees of Legislative Assembly by October 1, 2013.

**Effect on DAS Budget**

No fiscal impact anticipated.

# House Bill 2206

Introduced and printed pursuant to House Rule 12.00. Pre-session filed (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

## SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure as introduced.

Allows Secretary of State to assume election-related duties, functions or powers of county clerk of county for which Governor has declared public safety services emergency due to fiscal distress.

Requires funds retained by Director of Veterans' Affairs out of distribution to county without county veterans' service officer to be spent to provide veterans' services in that county in manner deemed appropriate by director.

Authorizes county to request declaration by Governor of emergency in county that is providing less than minimally adequate property tax assessment and collection services. Directs Department of Revenue to provide property tax assessment and collection services until determination by Governor that emergency no longer exists. Authorizes department to charge fee for actual costs of services.

Requires Director of Department of Consumer and Business Services to enter into agreement to combine resources for the purpose of administration and enforcement of municipal building inspection program if municipality is not carrying out program or at request of public body. Allows establishment of fees to cover department's costs under agreement.

Takes effect on 91st day following adjournment sine die.

## A BILL FOR AN ACT

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Relating to county services; creating new provisions; amending ORS 246.200, 406.454 and 455.042; and prescribing an effective date.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1.** ORS 246.200 is amended to read:

246.200. (1) Except as otherwise provided by law, the county clerk is the only elections officer who may conduct an election in this state. For purposes of this section, the conduct of an election includes, but is not limited to, establishing precincts, preparing ballots and sample ballots, and receiving and processing votes.

(2) Notwithstanding subsection (1) of this section:

(a) The county clerk is not the only elections officer who may accept and verify a filing for nomination or filing of a petition, prepare a voters' pamphlet or ballot title, or prepare or publish an election notice. [*and*]

(b) The Secretary of State may receive ballots as provided in ORS 253.585.

**(c) If the Governor declares a public safety services emergency for a county, as described in ORS 203.095, the Secretary of State may assume any or all election-related duties, functions or powers of the county clerk of the county.**

**SECTION 2.** ORS 406.454 is amended to read:

406.454. (1) The Director of Veterans' Affairs shall adopt by rule a formula to distribute to county governing bodies funds appropriated to the director to enhance and expand the services provided by county veterans' service officers appointed under ORS 408.410. In developing the distribution formula, the director shall consider factors that include, but need not be limited to:

(a) The number of veterans residing in each county;

**NOTE:** Matter in boldfaced type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted. New sections are in boldfaced type.

1 (b) A base amount to be distributed equally among counties;

2 (c) Retention *[of an amount, not to exceed six percent of the total amount appropriated to the di-*  
 3 *rector for the purposes of ORS 406.450,]* **by the Department of Veterans' Affairs of the amount**  
 4 **that would otherwise be distributed to a county governing body if the county governing body has**  
 5 **not appointed *[county veterans' service officers; and]* a county veterans' service officer;**

6 (d) Criteria for withholding funds from a county governing body[.]; and

7 (e) **The purchase and coordination of a statewide computer system or other technology,**  
 8 **or both, to facilitate efficient claims and appeals development and processing for veterans,**  
 9 **spouses, dependents and survivors of veterans.**

10 (2)(a) **Funds retained under subsection (1)(c) of this section must be used to provide**  
 11 **veterans' services in a county not providing a county veterans' service officer in a manner**  
 12 **deemed appropriate by the director until such time as the county appoints or reinstates a**  
 13 **county veterans' service officer.**

14 [(2)] (b) Funds retained under subsection (1)(c) and (d) of this section *[must]* **may** be spent on:

15 [(a)] (A) Training costs of veterans' service officers and other individuals providing similar ser-  
 16 vices; and

17 [(b)] *The coordination of computer systems and technology to facilitate efficient delivery of services*  
 18 *to veterans, spouses and dependents of veterans or survivors of veterans.]*

19 (B) **Providing veterans' services to veterans, spouses, dependents and survivors of vet-**  
 20 **erans as deemed appropriate by the director.**

21 **SECTION 3. (1) If the governing body of a county believes that the county is in a state**  
 22 **of fiscal distress that compromises the county's ability to provide a minimally adequate level**  
 23 **of property tax assessment services or property tax collection services, the governing body**  
 24 **may request that the Governor declare a property tax assessment services emergency, a**  
 25 **property tax collection services emergency or both.**

26 (2) Upon request pursuant to subsection (1) of this section, the Governor shall consult  
 27 with the Director of the Department of Revenue to determine whether to declare a property  
 28 tax assessment services emergency, a property tax collection services emergency or both.

29 (3) Within 14 days after consultation with the director pursuant to subsection (2) of this  
 30 section, the Governor shall:

31 (a) Declare the existence of a property tax assessment services emergency, a property  
 32 tax collection services emergency or both in the county; or

33 (b) Issue a determination that the county's fiscal situation does not cause the county to  
 34 provide a less than minimally adequate level of property tax assessment services or property  
 35 tax collection services, as applicable.

36 (4) As soon as practicable after declaration of an emergency under subsection (3)(a) of  
 37 this section and after consultation with the tax assessor and tax collector of the county, the  
 38 Department of Revenue shall provide services in the county to the extent necessary to en-  
 39 sure a minimally adequate level of property tax assessment services, property tax collection  
 40 services or both to all municipal corporations in the county.

41 (5)(a) The department may charge a county a fee in an amount sufficient to reimburse  
 42 the department for the actual costs to the department of providing services pursuant to  
 43 subsection (4) of this section.

44 (b) Not later than September 15 of each fiscal year to which this section applies, the de-  
 45 partment shall notify the county tax collector or other county official responsible for pre-

1 paring the percentage distribution schedule under ORS 311.390 of the total amount of the fee  
2 chargeable under this subsection.

3 (c) The fee shall be payable from the county's unsegregated tax collections account de-  
4 scribed in ORS 311.385 and shall be paid over to the department at the same time and in the  
5 same manner as taxes are distributed under ORS 311.395.

6 (6)(a) At any time after declaration of an emergency pursuant to subsection (3)(a) of this  
7 section, the governing body of the county or the director may request that the Governor,  
8 after consultation with the director, issue a determination pursuant to subsection (3)(b) of  
9 this section.

10 (b) Upon issuance of a determination pursuant to this subsection, the county shall re-  
11 sume providing property tax assessment services and property tax collection services, as  
12 applicable, to all municipal corporations in the county.

13 **SECTION 4.** ORS 455.042 is amended to read:

14 455.042. (1) The Director of the Department of Consumer and Business Services shall establish  
15 regions for all areas of the state to carry out the uniform administration of the state building code.  
16 The director shall assign Department of Consumer and Business Services employees for the regions  
17 as necessary to:

18 [(1)] (a) Promote consistent interpretation of the state building code;

19 [(2)] (b) Resolve disputes between local building officials and contractors or developers regard-  
20 ing the application of one or more provisions of the state building code; and

21 [(3)] (c) Provide oversight and enforcement of ORS 446.003 to 446.200, 446.225 to 446.285, 446.395  
22 to 446.420, 479.510 to 479.945, 479.950, 479.995 and 480.510 to 480.670 and ORS chapters 447, 455, 460  
23 and 693 and the rules adopted under those statutes.

24 (2)(a) Notwithstanding ORS 455.148, 455.150 and 455.153, if the director determines that a  
25 municipality is not carrying out a building inspection program in accordance with a plan filed  
26 and approved under ORS 455.148 or 455.150, or a public body requests the director to enter  
27 into an agreement to combine resources for specific projects or a specified period of time,  
28 the director shall develop an agreement that may combine department, local government and  
29 private resources sufficient for the region to allow the department and the parties to the  
30 agreement to efficiently and uniformly administer and enforce the building inspection pro-  
31 gram or the terms of the agreement within the municipality.

32 (b) Notwithstanding ORS 455.210 or ORS chapters 291 and 292, if the department assumes  
33 the administration and enforcement of a municipal building inspection program or enters  
34 into an agreement under this subsection, the director shall adopt rules establishing permit  
35 fees, other service fees and hourly charges in amounts reasonably calculated to cover the  
36 costs to the department of administering and enforcing the municipal building inspection  
37 program or carrying out the terms of the agreement. The director shall give due consider-  
38 ation to any special local conditions when establishing fees and charges for a municipality.  
39 A permit fee described in this subsection is subject to the surcharges described in ORS  
40 455.210 and 455.220.

41 (c) Notwithstanding any other provision of this subsection, the director may use moneys  
42 collected from surcharges described in ORS 455.210 (4)(c) to help pay the costs to the de-  
43 partment of administering and enforcing municipal building inspection programs within a  
44 region.

45 (d) Notwithstanding ORS 455.230 or any other provision of law, moneys deposited to the

1 Consumer and Business Services Fund from the collection of fees described in this sub-  
2 section shall be used by the department or the parties to an agreement entered into under  
3 this subsection to carry out the regional administration and enforcement of municipal  
4 building inspection programs or the agreement under this subsection.

5 SECTION 5. This 2013 Act takes effect on the 91st day after the date on which the 2013  
6 regular session of the Seventy-seventh Legislative Assembly adjourns sine die.

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## House Bill 2207

Introduced and printed pursuant to House Rule 12.00. Pre-session filed (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

### SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure as introduced.

Requires payment of state payroll to be made through direct electronic deposit. Requires itemized statement of payroll deductions to be provided to state officer or employee at electronic mail address provided by recipient.

### A BILL FOR AN ACT

1  
2 Relating to payment of state payroll; amending ORS 292.026, 292.032, 292.033, 652.110 and 652.610.

3 **Be It Enacted by the People of the State of Oregon:**

4 **SECTION 1.** ORS 292.026 is amended to read:

5 292.026. (1) After preparation of the payroll, the aggregate amount as prescribed by ORS 292.024  
6 shall be deposited in the Joint Payroll Account. The Oregon Department of Administrative Services  
7 may issue [*checks*] **payment** in the proper amount even though reimbursement funds payable to the  
8 Joint Payroll Account are not available on the date of issuance. The [*checks*] **payments** shall be  
9 drawn on the State Treasurer and be payable from the Joint Payroll Account. The [*checks*] **pay-**  
10 **ments** shall be issued to:

11 (a) The officers and employees of the state agency who are entitled to receive payments under  
12 the payroll as allowed by the department.

13 (b) The persons, public or private, including persons responsible for holding or investing an of-  
14 ficer or employee's individual retirement account, section 408, Internal Revenue Code of 1954, in  
15 effect on January 1, 1987, entitled to receive the authorized employee deductions under the payroll  
16 as allowed by the department.

17 (c) Banks, savings and loan associations or credit unions, including persons responsible for  
18 holding or investing an officer or employee's individual retirement account entitled to receive direct  
19 deposit of payroll [*checks*] **payments** as preauthorized by **the officer or employee**.

20 **(2)(a) An officer or employee paid under the state payroll system shall receive payment**  
21 **of net salary and wages through direct electronic deposit to a financial institution specified**  
22 **by the officer or employee. If the officer or employee does not specify a financial institution**  
23 **to receive the direct electronic deposit, the net salary and wages shall be credited to a**  
24 **bank-issued payroll card.**

25 (b) **The department shall send itemized statements of payroll deductions by electronic**  
26 **mail to the address provided by the recipient. The recipient shall update the electronic mail**  
27 **address as necessary.**

28 [(2)] (3) [*Checks*] **Payments** issued under subsection (1)(b) or (c) of this section may be for the  
29 aggregate amount due under the payroll to the person, public or private, entitled to receive the  
30 money [*or the department may utilize an automatic or electronic transfer of funds system authorized*]

NOTE: Matter in boldfaced type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted.  
New sections are in boldfaced type.



1 *by the State Treasurer's office in lieu of issuing checks*. The department may, where monthly pay-  
 2 ments are not required, issue *[checks]* **payments** less frequently than monthly to the persons, public  
 3 or private, entitled to receive payments under subsection (1)(b) of this section.

4 **SECTION 2.** ORS 292.032 is amended to read:

5 292.032. *[Checks]* **Records of payments** issued under ORS 292.026, after *[having]* **the payments**  
 6 **have** been paid, shall be filed with the chief administrative officer of the state agency. Unpresented  
 7 *[checks]* **payroll cards** shall be treated as *[are]* unpresented checks under ORS 293.450 to 293.460.

8 **SECTION 3.** ORS 292.033 is amended to read:

9 292.033. (1) As used in this section:

10 (a) "Regular salary advance" means any portion of the accrued salary or wages payable to an  
 11 officer or employee who has filed a written request for the approval of such advance with the ad-  
 12 ministrative head of the state agency by which the employee is employed.

13 (b) "State agency" means a state agency using the procedure provided in ORS 292.010 to 292.036.

14 (c) "Terminal salary or wages" means the salary or wages payable to an officer or employee  
 15 who is terminating the office or employment with the state and includes cash payments made in lieu  
 16 of accrued vacation time.

17 (2) Where a state agency does not have an alternative procedure for advances of regular salary  
 18 or wages or terminal salary or wages, the Oregon Department of Administrative Services may make  
 19 advances of regular salary or wages or terminal salary or wages to an officer or employee of a state  
 20 agency by *[check]* **payments made as provided under ORS 292.026 and** drawn on the Joint Payroll  
 21 Account. The provisions of ORS 292.032 apply to such *[checks]* **payments**. The department shall re-  
 22 quire the officer or employee to whom the advance is made to execute an assignment of regular  
 23 salary or wages or terminal salary or wages in the amount of the advancement. The assignment  
 24 shall be made to the department. The assignment shall have priority over any other claims against  
 25 the regular salary or wages or terminal salary or wages owed to the officer or employee by the  
 26 state. The department shall withhold the amount specified in the assignment from the next salaries  
 27 or wages or the terminal salary or wages payable to such officer or employee, and the amount so  
 28 withheld shall be credited to the Joint Payroll Account in payment of the advance made under this  
 29 section.

30 **SECTION 4.** ORS 652.110 is amended to read:

31 652.110. (1) A person engaged in any business or enterprise of any kind in this state may not  
 32 issue, in payment of or as evidence of indebtedness for wages due an employee, any order, check,  
 33 memorandum or other instrument of indebtedness unless the instrument is negotiable and payable  
 34 without discount in cash on demand at some bank or other established place of business in the  
 35 county where the employee lives or works and where a sufficient amount of funds have been pro-  
 36 vided and are or will be available for the payment of the instrument when due. The person shall,  
 37 upon presentation and demand, pay the instrument in lawful money of the United States.

38 (2) This section does not in any way limit or interfere with the right of any employee to accept  
 39 from any person, as an evidence or acknowledgment of indebtedness for wages due the employee, a  
 40 negotiable instrument, payable at some future date with interest.

41 (3) **Except as provided in ORS 292.026**, an employer and an employee may agree to authorize  
 42 the employer to deposit without discount wages due the employee in the employee's account in a  
 43 financial institution, as defined in ORS 706.008, in this state.

44 (4) **Except as provided in ORS 292.026**, an employer and an employee may agree that the em-  
 45 ployer may pay wages through a direct deposit system, automated teller machine card, payroll card

1 or other means of electronic transfer if the employee may:

2 (a) Make an initial withdrawal of the entire amount of net pay without cost to the employee;  
3 or

4 (b) Choose to use another means of payment of wages that involves no cost to the employee.

5 (5) An agreement described in subsection (4) of this section must be made in the language that  
6 the employer principally uses to communicate with the employee.

7 (6)(a) Except as provided in paragraph (b) of this subsection, to revoke an agreement described  
8 in subsection (4) of this section, an employee shall give the employer a written notice of revocation  
9 of the agreement. Unless the employer and employee agree otherwise, the agreement is revoked 30  
10 days after the date the notice is received by the employer.

11 (b) To revoke an agreement described in subsection (4) of this section, an employee who works  
12 for an employer as a seasonal farmworker as defined in ORS 652.145 or an employee who is em-  
13 ployed in packing, canning, freezing or drying any variety of agricultural crops shall give the em-  
14 ployer notice of revocation of the agreement either orally or in writing. Unless the employer and  
15 the employee agree otherwise, the agreement is revoked 10 days after the date the notice is received  
16 by the employer.

17 **SECTION 5.** ORS 652.610 is amended to read:

18 652.610. (1) All persons, firms, partnerships, associations, cooperative associations, corporations,  
19 municipal corporations, the state and its political subdivisions, except the federal government and  
20 its agencies, employing, in this state, during any calendar month one or more persons, and with-  
21 holding for any purpose any sum of money from the wages, salary or commission earned by an em-  
22 ployee, shall provide the employee on regular paydays with a statement sufficiently itemized to show  
23 the amount and purpose of the deductions made during the respective period of service that the  
24 payment covers.

25 (2)(a) The itemized statement shall be *[furnished]* **provided** to the employee at the time payment  
26 of wages, salary or commission is made, *and*].

27 (b) **The statement** may be attached to or be a part of the check, draft, voucher or other in-  
28 strument by which payment is made, or may be delivered separately from the instrument.

29 (c) **The statement shall be provided at the time payment is made to all state officers and**  
30 **employees paid electronically under the state payroll system as provided by ORS 292.026 to**  
31 **an electronic mail address provided by the recipient.**

32 (3) An employer may not withhold, deduct or divert any portion of an employee's wages unless:

33 (a) The employer is required to do so by law;

34 (b) The deductions are authorized in writing by the employee, are for the employee's benefit and  
35 are recorded in the employer's books;

36 (c) The employee has voluntarily signed an authorization for a deduction for any other item,  
37 provided that the ultimate recipient of the money withheld is not the employer and that the de-  
38 duction is recorded in the employer's books;

39 (d) The deduction is authorized by a collective bargaining agreement to which the employer is  
40 a party;

41 (e) The deduction is authorized under ORS 18.736; or

42 (f) The deduction is made from the payment of wages upon termination of employment and is  
43 authorized pursuant to a written agreement between the employee and employer for the repayment  
44 of a loan made to the employee by the employer, if all of the following conditions are met:

45 (A) The employee has voluntarily signed the agreement;

1 (B) The loan was paid to the employee in cash or other medium permitted by ORS 652.110;

2 (C) The loan was made solely for the employee's benefit and was not used, either directly or  
3 indirectly, for any purpose required by the employer or connected with the employee's employment  
4 with the employer;

5 (D) The amount of the deduction at termination of employment does not exceed the amount  
6 permitted to be garnished under ORS 18.385; and

7 (E) The deduction is recorded in the employer's books.

8 (4) When an employer deducts an amount from an employee's wages as required or authorized  
9 by law or agreement, the employer shall pay the amount deducted to the appropriate recipient as  
10 required by the law or agreement. The employer shall pay the amount deducted within the time re-  
11 quired by the law or the agreement or, if the time for payment is not specified by the law or  
12 agreement, within seven days after the date the wages from which the deductions are made are due.  
13 Failure to pay the amount as required constitutes an unlawful deduction.

14 (5) This section does not:

15 (a) Prohibit the withholding of amounts authorized in writing by the employee to be contributed  
16 by the employee to charitable organizations, including contributions made pursuant to ORS 243.666  
17 and 663.110;

18 (b) Prohibit deductions by checkoff dues to labor organizations or service fees when the de-  
19 ductions are not otherwise prohibited by law; or

20 (c) Diminish or enlarge the right of any person to assert and enforce a lawful setoff or  
21 counterclaim or to attach, take, reach or apply an employee's compensation on due legal process.

22

## House Bill 2208

Introduced and printed pursuant to House Rule 12.00. Pre-session filed (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

### SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure as introduced.

Specifies circumstances under which Director of Oregon Department of Administrative Services may grant exception to requirement that state agencies achieve ratio of at least 11 to 1 of nonsupervisory employees to supervisory employees.

Repeals requirement that Oregon Department of Administrative Services develop plan for state agencies to attain ratio of nonsupervisory employees to supervisory employees.

Declares emergency, effective on passage.

### A BILL FOR AN ACT

1  
2 Relating to the ratio of state agency public employees to supervisory employees; amending section  
3 1, chapter 101, Oregon Laws 2012; repealing ORS 291.229; and declaring an emergency.

4 **Be It Enacted by the People of the State of Oregon:**

5 **SECTION 1.** Section 1, chapter 101, Oregon Laws 2012, is amended to read:

6 **Sec. 1.** (1) [*Notwithstanding ORS 291.229,*] A state agency that employs more than 100 employees  
7 and has not, by [*the effective date of this 2012 Act*] **April 11, 2102**, attained a ratio of at least 11 to  
8 1 of employees of the state agency who are not supervisory employees to supervisory employees:

9 (a) May not fill the position of a supervisory employee until the agency has increased the  
10 agency's ratio of employees to supervisory employees so that the ratio is at least one additional  
11 employee to supervisory employees; and

12 (b) Shall, not later than October 31, 2012, lay off or reclassify the number of supervisory em-  
13 ployees necessary to attain the increase in the ratio specified in paragraph (a) of this subsection if  
14 the increase in that ratio is not attained under paragraph (a) of this subsection or through attrition.

15 (2) [*Notwithstanding ORS 291.229,*] A state agency that employs more than 100 employees and  
16 has complied with the requirements of subsection (1) of this section, but has not attained a ratio of  
17 at least 11 to 1 of employees of the state agency who are not supervisory employees to supervisory  
18 employees:

19 (a) May not fill the position of a supervisory employee until the agency has increased the  
20 agency's ratio of employees to supervisory employees by at least one additional employee; and

21 (b) Not later than October 31 of each subsequent year, shall lay off or reclassify the number of  
22 supervisory employees necessary to increase the agency's ratio of employees to supervisory em-  
23 ployees so that the ratio is at least one additional employee to supervisory employees.

24 (3) Layoffs or reclassifications required under this section must be made in accordance with the  
25 terms of any applicable collective bargaining agreement. A supervisory employee who is reclassified  
26 into a classified position pursuant to this section shall be compensated in the salary range for the  
27 classified position unless otherwise provided by an applicable collective bargaining agreement.

28 (4)(a) Upon application from a state agency, the **Director of the Oregon Department of Ad-**

NOTE: Matter in **boldfaced** type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted.  
New sections are in **boldfaced** type.

1 ministrative Services may grant a state agency an exception from the requirements of subsections  
 2 (1) to (3) of this section if the [*department*] **director** determines that the exception is warranted due  
 3 to unique or emergency circumstances[,] **that limit a state agency's ability to:**

4 **(A) Meet specific criteria for required or generally accepted professional standards for**  
 5 **employees;**

6 **(B) Maintain reasonable and responsible staffing;**

7 **(C) Maintain public or state agency employee safety; or**

8 **(D) Meet state agency program needs.**

9 **(b) An exception granted under paragraph (a) of this subsection may include, but is not**  
 10 **limited to:**

11 **(A) An exception that applies to a particular position classification in any category of**  
 12 **positions in state service, as described in ORS 240.195;**

13 **(B) An exception that applies to an entire state agency; or**

14 **(C) An exception that allows a state agency to fill a particular supervisory budgeted po-**  
 15 **sition.**

16 **(c) The department shall report all exceptions granted under this subsection to the Joint Com-**  
 17 **mittee on Ways and Means, the Joint Interim Committee on Ways and Means or the Emergency**  
 18 **Board.**

19 **(5) As used in this section:**

20 **(a)(A) "State agency" means all state officers, boards, commissions, departments, institutions,**  
 21 **branches, agencies, divisions and other entities, without regard to the designation given to those**  
 22 **entities, that are within the executive department of government as described in [section 1,] Article**  
 23 **III, section 1, of the Oregon Constitution.**

24 **(B) "State agency" does not include:**

25 **(i) The legislative department as defined in ORS 174.114;**

26 **(ii) The judicial department as defined in ORS 174.113;**

27 **(iii) The Public Defense Services Commission;**

28 **(iv) The Secretary of State and the State Treasurer in the performance of the duties of their**  
 29 **constitutional offices;**

30 **(v) Semi-independent state agencies listed in ORS 182.454;**

31 **(vi) The Oregon Tourism Commission;**

32 **(vii) The Oregon Film and Video Office;**

33 **(viii) The Oregon University System;**

34 **(ix) The Oregon Health and Science University;**

35 **(x) The Travel Information Council;**

36 **(xi) Oregon Corrections Enterprises;**

37 **(xii) The Oregon State Lottery Commission;**

38 **(xiii) The State Accident Insurance Fund Corporation;**

39 **(xiv) The Oregon Health Insurance Exchange Corporation;**

40 **(xv) The Oregon Utility Notification Center;**

41 **(xvi) Oregon Community Power;**

42 **(xvii) The Citizens' Utility Board;**

43 **(xviii) A special government body as defined in ORS 174.117;**

44 **(xix) Any other public corporation created under a statute of this state and specifically desig-**  
 45 **nated as a public corporation; and**

1 (xx) Any other semi-independent state agency denominated by statute as a semi-independent  
2 state agency.

3 (b) "Supervisory employee" has the meaning given that term in ORS 243.650.

4 **SECTION 2. ORS 291.229 is repealed.**

5 **SECTION 3. This 2013 Act being necessary for the immediate preservation of the public  
6 peace, health and safety, an emergency is declared to exist, and this 2013 Act takes effect  
7 on its passage.**

8

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# House Bill 2209

Introduced and printed pursuant to House Rule 12.00. Pre-session filed (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

## SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure as introduced.

Modifies restoration rights of certain state exempt and management service employees to classified position in state service held prior to appointment to exempt or management service position. Specifies that management service employees serve at pleasure of appointing agency director and may be disciplined or removed subject to certain due process requirements.

## A BILL FOR AN ACT

1  
2 Relating to certain positions in state service; creating new provisions; and amending ORS 240.560  
3 and 240.570.

4 **Be It Enacted by the People of the State of Oregon:**

5 **SECTION 1.** ORS 240.570 is amended to read:

6 240.570. (1) Positions in the unclassified, **exempt and** management [*and exempt*] services may  
7 be filled by classified employees. After an employee is terminated from the unclassified **service** [*or*  
8 *exempt service or removed from the management service,*] for reasons other than those specified in  
9 ORS 240.555, **or removed from the exempt or management service**, the state agency that em-  
10 ployed the employee **in a classified service position** before the appointment to the unclassified,  
11 exempt or management service may, at the agency's sole discretion, restore the employee to a po-  
12 sition held in the agency before the appointment if:

13 (a) The employee meets the position requirements; **and**

14 (b) **The position to which the employee is restored is a position that the employee held**  
15 **no more than one year prior to the appointment to the unclassified, exempt or management**  
16 **service.**

17 (2) If an employee is restored to a former position, the employee is subject to any applicable  
18 agency collective bargaining agreement.

19 (3) **Restoration rights apply only to an employee's initial appointment to the unclassified,**  
20 **exempt or management service from a classified service position.**

21 [(2) *An appointing authority may assign, reassign and transfer management service employees for*  
22 *the good of the service and may remove employees from the management service due to reorganization*  
23 *or lack of work.*]

24 [(3)] (4) A management service employee is subject to a trial service period established pursuant  
25 to rules of the Personnel Division under ORS 240.250. Thereafter, the management service employee  
26 may be disciplined [*by reprimand, salary reduction, suspension or demotion or removed from the*  
27 *management service if the employee is unable or unwilling to fully and faithfully perform the duties*  
28 *of the position satisfactorily.*] **or removed subject to procedures adopted by the Personnel Divi-**  
29 **sion under ORS 240.250 that are compatible with the requirements of due process of law.**

30 (5) **A management service employee serves at the pleasure of the agency director. If**

NOTE: Matter in boldfaced type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted. New sections are in boldfaced type.

1 deemed appropriate by the agency director, principles of progressive discipline may be used  
 2 when a management service employee is disciplined. A management service employee may  
 3 be disciplined or removed by the agency director subject only to the provisions specified in  
 4 subsection (4) of this section.

5 [(4)] (6) Employees who are [assigned, reassigned, transferred or removed, as provided in sub-  
 6 section (2) of this section, and employees who are] disciplined or removed from the management ser-  
 7 vice [for the reasons] in the manner specified in subsection [(3)] (5) of this section may appeal to  
 8 the [Employment Relations Board in the manner provided by ORS 240.560] agency director in the  
 9 manner specified in the rules adopted by the Personnel Division under ORS 240.250.

10 [(5) Management service employees with immediate prior former regular status in the classified  
 11 service may be dismissed from state service only for reasons specified by ORS 240.555 and pursuant  
 12 to the appeal procedures provided by ORS 240.560.]

13 **SECTION 2.** ORS 240.560 is amended to read:

14 240.560. (1) A [regular] **classified, unrepresented** employee who is reduced, dismissed, sus-  
 15 pended or demoted[,] shall have the right to appeal to the Employment Relations Board not later  
 16 than 30 days after the effective date of the reduction, dismissal, suspension or demotion. The appeal  
 17 must be in writing. The appeal is timely if it is received by the board or postmarked, if mailed  
 18 postpaid and properly addressed, not later than 30 days after the effective date of the reduction,  
 19 dismissal, suspension or demotion. The board shall hear the appeal within 30 days after the board  
 20 receives the appeal, unless the parties to the hearing agree to a postponement. The board shall  
 21 furnish the **Personnel** Division of the service concerned with a copy of the appeal in advance of the  
 22 hearing.

23 (2) The hearing shall be conducted as provided for a contested case in ORS chapter 183.

24 (3) If the board finds that the action complained of was taken by the appointing authority for  
 25 any political, religious or racial reasons, or because of sex, marital status or age, the employee shall  
 26 be reinstated to the position and shall not suffer any loss in pay.

27 (4) In all other cases, if the board finds that the action was not taken in good faith for cause,  
 28 it shall order the immediate reinstatement and the reemployment of the employee in the position  
 29 without the loss of pay. In lieu of affirming the action, the board may modify the action by directing  
 30 a suspension without pay for a given period, and a subsequent restoration to duty, or a demotion in  
 31 classification, grade or pay. The findings and order of the board shall be certified in writing to the  
 32 appointing authority and shall be forthwith put into effect by the appointing authority.

33 **SECTION 3.** The amendments to ORS 240.570 by section 1 of this 2013 Act apply to per-  
 34 sons appointed from the classified service to fill exempt or management service positions on  
 35 or after the effective date of this 2013 Act.



# House Bill 2210

Introduced and printed pursuant to House Rule 12.00. Pre-session filed (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

## SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Establishes category of professional service in state service. Requires Personnel Division to adopt salary plan for professional service employees and to adopt rules, policies and procedures necessary for professional service.

### A BILL FOR AN ACT

1  
2 Relating to professional service classification; creating new provisions; and amending ORS 240.195,  
3 240.240 and 240.250.

4 **Be It Enacted by the People of the State of Oregon:**

5 **SECTION 1. Section 2 of this 2013 Act is added to and made a part of ORS chapter 240.**

6 **SECTION 2. (1) The professional service shall comprise all positions in state service re-**  
7 **quiring advanced knowledge for the performance of the primary duties of the position.**

8 **(2) The Personnel Division shall identify the positions in state service that shall be placed**  
9 **in the professional service.**

10 **SECTION 3. ORS 240.195 is amended to read:**

11 240.195. Positions in the service of the state are divided into the following categories:

12 (1) The classified service as provided in ORS 240.210.

13 (2) The unclassified service as provided in ORS 240.205.

14 (3) The exempt service as defined in ORS 240.200.

15 (4) The management service as provided in ORS 240.212.

16 **(5) The professional service as provided in section 2 of this 2013 Act.**

17 **SECTION 4. ORS 240.240 is amended to read:**

18 240.240. (1) The unclassified service or, except as provided in ORS 240.250, the management  
19 service **and the professional service** shall not be subject to this chapter, except that employees  
20 and officers in the unclassified [*or*], management **and professional** service shall be subject to the  
21 laws, rules and policies pertaining to any type of leave with pay except as otherwise provided in  
22 subsections (4) and (5) of this section, and shall be subject to the laws, rules and policies pertaining  
23 to salary plans except as otherwise provided in subsections (3) and (5) of this section.

24 (2) With regard to any unclassified [*or*], management **or professional** service position for which  
25 the salary is not fixed by law, and except as otherwise provided in subsections (3) and (5) of this  
26 section, the Personnel Division shall adopt a salary plan [*which*] **that** is equitably applied to various  
27 categories in the unclassified [*or*], management **and professional** service and is in reasonable con-  
28 formity with the general salary structure of the state. The division shall maintain this unclassified  
29 [*and*], management **and professional** salary plan in accordance with the procedures established for  
30 the classified salary plan as provided in ORS 240.235.

NOTE: Matter in **boldfaced** type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted.  
New sections are in **boldfaced** type.

1 (3) The Secretary of State and the State Treasurer, for the purpose of maintaining a salary plan  
2 for unclassified [*and*], management **and professional** service positions in their departments, may  
3 request the advice and assistance of the division.

4 (4) With regard to unclassified instructors and teachers under annual teaching contracts for an  
5 academic year in the school operated under ORS 346.010, arrangements for leave with pay shall be  
6 established by the Department of Education.

7 (5) With regard to unclassified positions in the Oregon Business Development Department's  
8 foreign offices, the salary plan and arrangements for leave with pay shall be established by the Di-  
9 rector of the Oregon Business Development Department.

10 **SECTION 5.** ORS 240.250 is amended to read:

11 240.250. The Personnel Division shall adopt rules, policies and procedures necessary for the  
12 management service **and the professional service**. The rules may cover any wages, hours, terms  
13 and conditions of employment addressed by this chapter, even if, absent the rule, those wages, hours,  
14 terms and conditions would not otherwise apply to the management **or professional** service. The  
15 rules shall further merit principles in the examination, selection and promotion of individuals for the  
16 management service **and the professional service**.

17 **SECTION 6.** Section 2 of this 2013 Act and the amendments to ORS 240.195, 240.240 and  
18 240.250 by sections 3, 4 and 5 of this 2013 Act apply to collective bargaining agreements en-  
19 tered into on or after the effective date of this 2013 Act.

20

# House Bill 2211

Introduced and printed pursuant to House Rule 12.00. Pre-session filed (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

## SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Abolishes Information Resources Management Council and Stakeholders Advisory Committee in Oregon Department of Administrative Services.  
Declares emergency, effective on passage.

## A BILL FOR AN ACT

1  
2 Relating to state government information technology advisory bodies; creating new provisions;  
3 amending ORS 171.855 and 291.038; and declaring an emergency.

4 **Be It Enacted by the People of the State of Oregon:**

5 **SECTION 1.** ORS 291.038 is amended to read:

6 291.038. (1) The planning, acquisition, installation and use of all information and telecommuni-  
7 cations technology by state government and agencies of state government shall be coordinated so  
8 that statewide plans and activities, as well as those of individual agencies, are addressed in the most  
9 integrated, economic and efficient manner. [*To provide policy direction for and coordination of infor-*  
10 *mation technology for state government, the Director of the Oregon Department of Administrative Ser-*  
11 *vices shall chair and appoint not fewer than five agency executives to an Information Resources*  
12 *Management Council. The council membership shall include at least two members who represent the*  
13 *private sector and political subdivisions of the state.*]

14 (2) To facilitate accomplishment of the purpose set forth in subsection (1) of this section, the  
15 Oregon Department of Administrative Services shall adopt rules, policies and standards to plan for,  
16 acquire, implement and manage the state's information resources. In developing rules, policies and  
17 standards, the department shall consult with state agencies that have needs that information re-  
18 sources may satisfy. State agencies shall cooperate with the department in preparing and complying  
19 with rules, policies and standards. The rules, policies and standards must be formulated to promote  
20 electronic communication and information sharing among state agencies and programs, between  
21 state and local governments and with the public where appropriate.

22 (3) Rules, policies, plans, standards and specifications must be formulated to ensure that infor-  
23 mation resources fit together in a statewide system capable of providing ready access to information,  
24 computing or telecommunication resources. Plans and specifications the department adopts must be  
25 based on industry standards for open systems to the greatest extent possible. Before adopting rules  
26 described in subsection (2) of this section, the department shall present the proposed rules to the  
27 appropriate legislative committee. The department has the responsibility to review, oversee and en-  
28 sure that state agencies' planning, acquisition and implementation activities align with and support  
29 the statewide information resources management plan. The department is responsible for procuring  
30 information technology fairly, competitively and in a manner that is consistent with the

**NOTE:** Matter in boldfaced type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted.  
New sections are in boldfaced type.

1 department's rules.

2 (4)(a) The policy of the State of Oregon is that state government telecommunications networks  
3 should be designed to provide state-of-the-art services where economically and technically feasible,  
4 using shared, rather than dedicated, lines and facilities.

5 (b) The department shall, when procuring telecommunications network services, consider  
6 achieving the economic development and quality of life outcomes set forth in the Oregon  
7 benchmarks.

8 (5)(a) The department, upon request, may furnish and deliver statewide integrated  
9 videoconferencing and statewide online access service to a public or private entity that primarily  
10 conducts activities for the direct good or benefit of the public or community at large in providing  
11 educational, economic development, health care, human services, public safety, library or other  
12 public services. The department shall adopt rules with respect to furnishing the service.

13 (b) The department shall establish the statewide integrated videoconferencing and statewide  
14 online access user fees, services, delivery, rates and long range plans [*in consultation with the*  
15 *Stakeholders Advisory Committee created pursuant to this section*]. The rates shall reflect the  
16 department's cost in providing the service.

17 (c) The department by rule shall restrict the department's furnishing or delivery of Internet ac-  
18 cess service to private entities when the service would directly compete with two or more local  
19 established providers of Internet access services within the local exchange telecommunications ser-  
20 vice area.

21 (d) The rates and services established and provided under this section are not subject to the  
22 Public Utility Commission's regulation or authority.

23 [(6)(a) *There is created the Stakeholders Advisory Committee, consisting of a minimum of nine*  
24 *members appointed by the Director of the Oregon Department of Administrative Services. In making*  
25 *appointments, the director shall give consideration to geographic balance and adequate representation*  
26 *of the department's users and providers and the general public.*]

27 [(b) *The committee must consist of members who represent elementary or secondary education,*  
28 *higher education, community colleges, economic development, health care, human services and public*  
29 *safety. At least four members must reside in areas east of the Cascade Mountains.*]

30 [(c) *The term of office of each member is three years, but a member serves at the sole discretion*  
31 *of the director. The director shall appoint a successor to a member before the member's term expires.*  
32 *A member is eligible for reappointment. If a position on the committee is vacant for any cause, the di-*  
33 *rector shall make an appointment to the position that is immediately effective for the unexpired term.*]

34 [(d) *A member of the committee is entitled to travel expenses pursuant to ORS 292.495. Members*  
35 *of the committee are not entitled to compensation.*]

36 [(e) *The director may establish additional advisory and technical committees as the director con-*  
37 *siders necessary to aid and advise the Stakeholders Advisory Committee in the performance of the*  
38 *committee's functions.*]

39 [(f) *The director may delegate to the State Chief Information Officer a duty, function or power that*  
40 *this subsection imposes upon the director.*]

41 [(7)] (6) An organization or organizations recognized as tax exempt under section 501(c)(3) of the  
42 Internal Revenue Code that primarily conduct activities for the direct good or benefit of the public  
43 or community at large in providing educational, economic development, health care, human services,  
44 public safety, library or other public services and have formed an affiliation with one or more fed-  
45 eral, state or local governmental units within this state may apply to the department for designation

1 as a community of interest. The application must be in the form prescribed by the department and  
 2 contain information regarding the governmental affiliation relationship, the tax exempt status of  
 3 each organization and the public benefit services to be provided. The department shall establish an  
 4 application review and appeal process to ensure that designating the organizations as a community  
 5 of interest for the purposes of including the organization in telecommunications contracts under  
 6 ORS 283.520 will result in providing educational, medical, library or other services for public benefit.

7 [(8)] (7) This section does not apply to the State Board of Higher Education or any public uni-  
 8 versity listed in ORS 352.002.

9 [(9)] (8) As used in this section:

10 (a) "Information resources" means media, instruments and methods for planning, collecting,  
 11 processing, transmitting and storing data and information, including telecommunications.

12 (b) "Information technology" includes, but is not limited to, present and future forms of hard-  
 13 ware, software and services for data processing, office automation and telecommunications.

14 (c) "Internet access service" means electronic connectivity to the Internet and the services of  
 15 the Internet.

16 (d) "Open systems" means systems that allow state agencies freedom of choice by providing a  
 17 vendor-neutral operating environment where different computers, applications, system software and  
 18 networks operate together easily and reliably.

19 (e) "State-of-the-art services" includes equipment, facilities and the capability to distribute dig-  
 20 ital communication signals that transmit voice, data, video and images over a distance.

21 (f) "Telecommunications" means hardware, software and services for transmitting voice, data,  
 22 video and images over a distance.

23 (g) "Statewide integrated videoconferencing" means a statewide electronic system capable of  
 24 transmitting video, voice and data communications.

25 (h) "Statewide online access" means electronic connectivity to information resources such as  
 26 computer conferencing, electronic mail, databases and Internet access.

27 **SECTION 2.** ORS 171.855 is amended to read:

28 171.855. The Joint Legislative Committee on Information Management and Technology shall:

29 (1) Establish statewide goals and policy regarding information systems and technology, including  
 30 telecommunications.

31 (2) Conduct studies of information management and technology efficiency and security.

32 [(3) *Review the activities of the Oregon Department of Administrative Services, Information Re-*  
 33 *sources Management Council.*]

34 [(4)] (3) Make recommendations regarding established or proposed information resource man-  
 35 agement programs and information technology acquisitions.

36 **SECTION 3.** The amendments to ORS 171.855 and 291.038 by sections 1 and 2 of this 2013  
 37 Act are intended to abolish the Information Resources Management Council and the  
 38 Stakeholders Advisory Committee.

39 **SECTION 4.** This 2013 Act being necessary for the immediate preservation of the public  
 40 peace, health and safety, an emergency is declared to exist, and this 2013 Act takes effect  
 41 on its passage.

## House Bill 2212

Introduced and printed pursuant to House Rule 12.00. Pre-session filed (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

### SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure as introduced.

Raises amount used to classify public procurement as small procurement under Public Contracting Code from maximum of \$5,000 to maximum of \$10,000.

### A BILL FOR AN ACT

1  
2 Relating to an amount that constitutes a small procurement under the Public Contracting Code;  
3 creating new provisions; and amending ORS 279B.065 and 279B.070.

4 **Be It Enacted by the People of the State of Oregon:**

5 **SECTION 1.** ORS 279B.065 is amended to read:

6 279B.065. (1) **[Any] A contracting agency may award a procurement of goods or services [not**  
7 **exceeding \$5,000 may be awarded] that does not exceed \$10,000** in any manner **[deemed] the con-**  
8 **tracting agency deems** practical or convenient **[by the contracting agency]**, including by direct se-  
9 lection or award. A contract awarded under this section may be amended to exceed **[\$5,000] \$10,000**  
10 only in accordance with rules adopted under ORS 279A.065.

11 (2) **A contracting agency may not artificially divide or fragment a procurement [may not**  
12 **be artificially divided or fragmented]** so as to constitute a small procurement under this section.

13 **SECTION 2.** ORS 279B.070 is amended to read:

14 279B.070. (1) **[Any] A contracting agency may award a procurement of goods or services [ex-**  
15 **ceeding \$5,000 but not exceeding] that exceeds \$10,000 but does not exceed \$150,000 [may be**  
16 **awarded]** in accordance with intermediate procurement procedures. A contract awarded under this  
17 section may be amended to exceed \$150,000 only in accordance with rules adopted under ORS  
18 279A.065.

19 (2) **A contracting agency may not artificially divide or fragment a procurement [may not**  
20 **be artificially divided or fragmented]** so as to constitute an intermediate procurement under this  
21 section.

22 (3) When conducting an intermediate procurement, a contracting agency shall seek at least  
23 three informally solicited competitive price quotes or competitive proposals from prospective con-  
24 tractors. The contracting agency shall keep a written record of the sources of the quotes or pro-  
25 posals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the  
26 contracting agency shall make a written record of the effort **[made] the contracting agency makes**  
27 to obtain the quotes or proposals.

28 (4) If a **[contract is awarded, the] contracting agency awards a contract, the contracting**  
29 **agency** shall award the contract to the offeror whose quote or proposal will best serve the interests  
30 of the contracting agency, taking into account price as well as considerations including, but not  
31 limited to, experience, expertise, product functionality, suitability for a particular purpose and con-

NOTE: Matter in boldfaced type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted.  
New sections are in boldfaced type.

1 tractor responsibility under ORS 279B.110.

2 **SECTION 3.** The amendments to ORS 279B.065 and 279B.070 by sections 1 and 2 of this  
3 2013 Act apply to procurements that a contracting agency conducts under the Public Con-  
4 tracting Code on or after the effective date of this 2013 Act.

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# House Bill 2213

Introduced and printed pursuant to House Rule 12.00. Pre-session filed (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

## SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Establishes Oregon Task Force on Education.  
Sunsets task force on date of convening of 2015 regular legislative session.  
Declares emergency, effective on passage.

## A BILL FOR AN ACT

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Relating to education; and declaring an emergency.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1. (1) The Oregon Task Force on Education is established.**

**(2) The task force consists of 15 members appointed as follows:**

**(a) The President of the Senate shall appoint two members from among members of the Senate.**

**(b) The Speaker of the House of Representatives shall appoint two members from among members of the House of Representatives.**

**(c) The Governor shall appoint 11 members, including representatives of school districts, education service districts, public charter schools, providers of early learning services, community colleges, public universities, the Department of Education and the Oregon Education Investment Board.**

**(3) The task force shall study, and make recommendations for improving, the outcomes of public education provided in this state. The task force shall consider the manner in which education is provided and funded, and the manner in which outcomes are measured.**

**(4) A majority of the voting members of the task force constitutes a quorum for the transaction of business.**

**(5) Official action by the task force requires the approval of a majority of the voting members of the task force.**

**(6) The task force shall elect one of its members to serve as chairperson.**

**(7) If there is a vacancy for any cause, the appointing authority shall make an appointment to become immediately effective.**

**(8) The task force shall meet at times and places specified by the call of the chairperson or of a majority of the voting members of the task force.**

**(9) The task force may adopt rules necessary for the operation of the task force.**

**(10) The task force shall submit a report in the manner provided by ORS 192.245, and may include recommendations for legislation, to the interim committees of the Legislative Assembly related to education no than October 1, 2014.**

**(11) The Legislative Administration Committee shall provide staff support to the task**

NOTE: Matter in boldfaced type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in boldfaced type.



1 force.

2 (12) Notwithstanding ORS 171.072, members of the task force who are members of the  
3 Legislative Assembly are not entitled to mileage expenses or a per diem and serve as volun-  
4 teers on the task force. Other members of the task force are not entitled to compensation  
5 or reimbursement for expenses and serve as volunteers on the task force.

6 (13) All agencies of state government, as defined in ORS 174.111, are directed to assist  
7 the task force in the performance of its duties and, to the extent permitted by laws relating  
8 to confidentiality, to furnish such information and advice as the members of the task force  
9 consider necessary to perform their duties.

10 SECTION 2. Section 1 of this 2013 Act is repealed on the date of the convening of the 2015  
11 regular session of the Legislative Assembly as specified in ORS 171.010.

12 SECTION 3. This 2013 Act being necessary for the immediate preservation of the public  
13 peace, health and safety, an emergency is declared to exist, and this 2013 Act takes effect  
14 on its passage.  
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## Senate Bill 173

Printed pursuant to Senate Interim Rule 213.28 by order of the President of the Senate in conformance with pre-session filing rules, indicating neither advocacy nor opposition on the part of the President (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

### SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure as introduced.

Creates service delivery technical assistance program in Governor's office to provide assistance to counties in fiscal distress.

Declares emergency, effective on passage.

### A BILL FOR AN ACT

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Relating to counties in fiscal distress; and declaring an emergency.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1. (1) For purposes of providing assistance to counties in fiscal distress, there is created in the Governor's office a service delivery technical assistance program.**

**(2) The service delivery technical assistance program shall:**

**(a) Award, to public bodies as defined in ORS 174.109, and administer grants for service delivery innovation.**

**(b) Enter into agreements with public and private entities to provide technical assistance to public bodies.**

**(c) Convene task forces and work groups as deemed necessary by the program to advance the purposes of this section.**

**SECTION 2. This 2013 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2013 Act takes effect on its passage.**

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NOTE: Matter in boldfaced type in an amended section is new; matter [*italic and brackeled*] is existing law to be omitted. New sections are in boldfaced type.

## Senate Bill 174

Printed pursuant to Senate Interim Rule 213.28 by order of the President of the Senate in conformance with pre-session filing rules, indicating neither advocacy nor opposition on the part of the President (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

### SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Changes maximum term of employment for temporary state employees to six months or 1,040 hours in 12-month period. Excludes mandatory training periods from limitation.

### A BILL FOR AN ACT

1  
2 Relating to temporary state employees; amending ORS 240.309.

3 **Be It Enacted by the People of the State of Oregon:**

4 **SECTION 1.** ORS 240.309 is amended to read:

5 240.309. (1) Temporary employment shall be used for the purpose of meeting emergency, nonre-  
6 curring or short-term workload needs of the state.

7 (2) A temporary employee may be given a nonstatus appointment without open competition and  
8 consideration only for the purposes enumerated in this section. Temporary appointments shall not  
9 be used to defeat the open competition and consideration system.

10 (3) A temporary employee may not be employed in a permanent, seasonal, intermittent or limited  
11 duration position except to replace an employee during an approved leave period.

12 (4) Employment of a temporary employee for the same workload need, other than for leave, may  
13 not exceed six calendar months **or 1,040 hours in a 12-month period**. The decision to extend the  
14 period of employment may be delegated by the Personnel Division of the Oregon Department of  
15 Administrative Services to other state agencies. Approval to extend shall be allowed only upon an  
16 appointing authority's finding that the original emergency continues to exist and that there is no  
17 other reasonable means to meet the emergency. Agency actions under this subsection are subject  
18 to post-audit review by the Oregon Department of Administrative Services as provided in ORS  
19 240.311.

20 (5) Employment of a temporary employee for different workload needs shall not exceed the  
21 equivalent of six calendar months **or 1,040 hours** in a 12-month period.

22 (6) A temporary employee shall not be denied permanent work because of the temporary status.  
23 Temporary service shall not be used as any portion of a required trial service period.

24 (7) The Personnel Division of the Oregon Department of Administrative Services shall report the  
25 use of temporary employees, by agency, once every six months, including the duration and reason  
26 for use or extensions, if any, of temporary appointments. The reports shall be made available upon  
27 request to interested parties, including employee organizations. If any interested party alleges mis-  
28 use of temporary employees, the division shall investigate, report its findings and take appropriate  
29 action.

30 (8) The Department of Justice may use temporary status appointments for student law clerks for

**NOTE:** Matter in **boldfaced** type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted. New sections are in **boldfaced** type.

1 a period not to exceed 24 months.

2 (9) The chief administrative law judge of the Office of Administrative Hearings may use tempo-  
3 rary status appointments for student law clerks for a period not to exceed 24 months. Student law  
4 clerks appointed under this subsection may not act as administrative law judges or conduct hearings  
5 for the Office of Administrative Hearings.

6 (10) The Public Utility Commission may use temporary status appointments for student law  
7 clerks for a period not to exceed 24 months.

8 (11) A state agency may use temporary status appointments for a period not to exceed 48 months  
9 for student interns who are enrolled in high school or who are under 19 years of age and are  
10 training to receive a General Educational Development (GED) certificate. Student interns are not  
11 eligible for benefits under ORS 243.105 to 243.285.

12 (12)(a) **A state agency that requires a mandatory training period for a temporary em-**  
13 **ployee shall exclude the mandatory training period from the six-month or 1,040-hour limita-**  
14 **tion on temporary appointments established under this section.**

15 (b) **A mandatory training period excluded under this subsection must:**

16 (A) **Be directly related to the temporary position;**

17 (B) **Be completed before the actual body of work required of the temporary position**  
18 **commences; and**

19 (C) **Not exceed six weeks.**  
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## Senate Bill 175

Printed pursuant to Senate Interim Rule 213.28 by order of the President of the Senate in conformance with pre-session filing rules, indicating neither advocacy nor opposition on the part of the President (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

### SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Establishes Enterprise Innovation Fund. Continuously appropriates moneys in fund to Oregon Department of Administrative Services for purposes of project funding. Authorizes department to award moneys from fund to state agencies for projects that increase efficiency and effective use of state resources using enterprise or multiagency approach.

Directs department to divert percentage of budget savings realized to Enterprise Innovation Fund and remainder to original source of funding.

Transfers specified amount of moneys from Oregon Department of Administrative Services Operating Fund to Enterprise Innovation Fund.

Declares emergency, effective on passage.

### A BILL FOR AN ACT

1

2 Relating to enterprise innovation projects; appropriating money; and declaring an emergency.

3 **Be It Enacted by the People of the State of Oregon:**

4 **SECTION 1. As used in sections 1 to 4 of this 2013 Act:**

5 (1) "Agency or unit" has the meaning given that term in ORS 182.365.

6 (2) "Enterprise innovation project" means a temporary endeavor, with a defined begin-  
7 ning and end, intended to improve the efficient and effective use of state resources that:

8 (a) Is undertaken by the Oregon Department of Administrative Services on behalf of one  
9 or more state agencies;

10 (b) Involves a collaboration between agencies or units; or

11 (c) Involves a collaboration between one or more agencies or units and one or more local  
12 government jurisdictions.

13 (3) "Project funding" means funds disbursed from the Enterprise Innovation Fund es-  
14 tablished under section 3 of this 2013 Act by means of a loan, grant, matching funds or cash  
15 awarded to an agency or unit for the purpose of implementing an enterprise innovation  
16 project.

17 **SECTION 2. (1) A state agency that seeks to implement an enterprise innovation project**  
18 **may apply to the Oregon Department of Administrative Services for project funding in ac-**  
19 **cordance with sections 1 to 4 of this 2013 Act.**

20 (2) The department may award project funding to a state agency if the department de-  
21 termines that the enterprise innovation project will increase the efficient and effective use  
22 of state resources using an enterprise or multiagency approach.

23 (3) When the department awards project funding and the enterprise innovation project  
24 will result in budget savings, the department shall designate a percentage of the projected  
25 budget savings resulting from the enterprise innovation project that will be used to fund  
26 future enterprise innovation projects. In making the designation, the department shall con-

NOTE: Matter in boldfaced type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted.  
New sections are in boldfaced type.

1 sider the scale of the budget savings and the nature of the budget savings, including whether  
 2 the budget savings involve funds that are required to be spent according to state or federal  
 3 law.

4 (4) If the projected budget savings resulting from the enterprise innovation project are  
 5 realized, the department shall transfer:

6 (a) The amount representing the percentage of the budget savings designated under  
 7 subsection (3) of this section to the Enterprise Innovation Fund established under section 3  
 8 of this 2013 Act; and

9 (b) The remainder of the budget savings to the original source of funding.

10 (5) An award of project funding under this section:

11 (a) Is continuously appropriated to the state agency;

12 (b) Does not require an agency or unit to provide budgetary justification before spending  
 13 the project funding awarded;

14 (c) Is distinct from an appropriation in the agency's or unit's base budget for the  
 15 biennium;

16 (d) Is not subject to an expenditure limitation established in the agency's or unit's base  
 17 budget for the biennium; and

18 (e) Is not subject to allotment.

19 (6) The department may terminate or modify an award of project funding based on the  
 20 performance of the agency or unit in implementing the enterprise innovation project, the  
 21 unavailability of funds or any other reason the department determines is appropriate.

22 (7) The department shall:

23 (a) Provide oversight of enterprise innovation projects that have been awarded project  
 24 funding.

25 (b) Ensure wide-ranging participation in enterprise innovation projects by agencies or  
 26 units and local governments.

27 (c) Create the governance, organizational and process framework required to conduct a  
 28 sustained enterprise-level innovation effort.

29 (d) Establish the strategic communications and messaging needed to earn broad-based  
 30 commitment and collaborative support for innovation from citizens and stakeholders.

31 (8) All agencies of state government, as defined in ORS 174.111, are directed to assist the  
 32 department in carrying out the provisions of sections 1 to 4 of this 2013 Act.

33 (9) No later than the date of the convening of each regular session of the Legislative  
 34 Assembly as specified in ORS 171.010, the Director of the Oregon Department of Adminis-  
 35 trative Services shall report to the Legislative Assembly in the manner provided by ORS  
 36 192.245 on the operation of sections 1 to 4 of this 2013 Act. The report must include a de-  
 37 scription of:

38 (a) The enterprise innovation projects that have been awarded project funding;

39 (b) The outcomes achieved by the enterprise innovation projects that have been awarded  
 40 project funding, individually and in aggregate;

41 (c) The budget savings achieved by enterprise innovation projects that have been awarded  
 42 project funding; and

43 (d) The balance of the Enterprise Innovation Fund, the revenues deposited in the fund  
 44 and the investments made by the fund.

45 (10) The department shall adopt rules to carry out the provisions of sections 1 to 4 of this

1 2013 Act. The rules must include:

2 (a) Criteria for determining whether an enterprise innovation project may be awarded  
 3 project funding. The criteria must include a preference for enterprise innovation projects  
 4 that:

- 5 (A) Align with and promote the overarching goals of government;
- 6 (B) Support the achievement of government-wide target outcomes;
- 7 (C) Fit with other strategic initiatives, long-range plans and strategies;
- 8 (D) Are transferable to multiple agencies or units or local governments; or
- 9 (E) Substantially improve governmental performance, citizen service, cost-effectiveness  
 10 and process streamlining and integration.

11 (b) A description of the process by which an agency or unit may apply for project funding.

12 (c) Expectations for enterprise innovation project planning and implementation.

13 (d) Mechanisms for determining the funding needs of an enterprise innovation project  
 14 and for allocating project funding.

15 (e) Repayment requirements for loans awarded under sections 1 to 4 of this 2013 Act.

16 (f) Criteria for evaluating enterprise innovation projects that have been awarded project  
 17 funding, for conducting a performance tracking protocol and for monitoring and reporting  
 18 protocols.

19 (g) A description of how budget savings will be measured, achieved and deposited into the  
 20 funds designated in subsection (4) of this section.

21 **SECTION 3.** (1) The Enterprise Innovation Fund is established separate and distinct from  
 22 the General Fund. All moneys in the fund are continuously appropriated to the Oregon De-  
 23 partment of Administrative Services for the purpose of awarding project funding under  
 24 sections 1 to 4 of this 2013 Act.

25 (2) The Enterprise Innovation Fund consists of budget savings realized from the imple-  
 26 mentation of enterprise innovation projects that are deposited in the fund in accordance with  
 27 section 2 of this 2013 Act, moneys transferred by the department from the Oregon Depart-  
 28 ment of Administrative Services Operating Fund established by ORS 283.076 and funds from  
 29 other sources, including bonds, certificates of participation and private sources.

30 (3) Interest earned by the Enterprise Innovation Fund shall be credited to the fund.

31 **SECTION 4.** The Legislative Assembly finds and declares that:

32 (1) It is in the public interest to encourage and reward efficiency in government agencies  
 33 or units and programs, including information-enabled and technology-enabled solutions that  
 34 are deployed in support of multiple agencies or units that:

- 35 (a) Improve overall efficiency and effectiveness;
- 36 (b) Eliminate redundancy;
- 37 (c) Streamline governmental processes and support systems;
- 38 (d) Strengthen interagency and interjurisdictional alignment; or
- 39 (e) Strengthen strategic capabilities required by state government.

40 (2) It is in the public interest to establish a program to promote and facilitate invest-  
 41 ments in innovative processes and system improvement projects that optimize the overall  
 42 efficiency and effectiveness of state government operations.

43 (3) Deploying a range of innovative solutions throughout state government requires a  
 44 consistent, coordinated approach including:

- 45 (a) Active leadership, promotion, facilitation and management of interagency and inter-

1 governmental innovation efforts.

2 (b) Specialized planning, budgeting and funding mechanisms that promote deployment of  
3 innovative solutions across administrative and jurisdictional boundaries.

4 (c) The involvement of, and participation by, citizens, innovators and experts outside of  
5 state government.

6 (d) An evolving enterprise-level design resulting in persistent and progressive refinement  
7 of governmental operations, processes and supporting technical infrastructure.

8 (e) A predictable process that facilitates innovative ideas and ensures that worthy con-  
9 cepts are implemented to optimize value and progress.

10 (f) Integration with, and support of, strategic governmental initiatives and target out-  
11 comes.

12 (g) The means to oversee, manage and conduct a range of innovation efforts occurring  
13 simultaneously.

14 (4) Information and communication technology is a key enabler of process efficiency and  
15 productivity improvements that, when innovatively deployed, can:

16 (a) Create new opportunities;

17 (b) Speed the implementation of innovative solutions; and

18 (c) Allow interagency and interjurisdictional optimization.

19 (5) Sections 1 to 4 of this 2013 Act are intended to provide an enduring bridge of  
20 enterprise-level action sustained across budget cycles.

21 SECTION 5. The Oregon Department of Administrative Services shall transfer funds in  
22 the amount of \$\_\_\_\_\_ from the Oregon Department of Administrative Services Operating  
23 Fund to the Enterprise Innovation Fund established under section 3 of this 2013 Act for the  
24 purpose of establishing the Enterprise Innovation Fund.

25 SECTION 6. This 2013 Act being necessary for the immediate preservation of the public  
26 peace, health and safety, an emergency is declared to exist, and this 2013 Act takes effect  
27 on its passage.

28



# Senate Bill 177

Printed pursuant to Senate Interim Rule 213.28 by order of the President of the Senate in conformance with pre-session filing rules, indicating neither advocacy nor opposition on the part of the President (at the request of Governor John A. Kitzhaber, M.D., for Oregon Department of Administrative Services)

## SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure as introduced.

Establishes Task Force on Healthy People. Specifies membership and duties. Requires report to Governor and interim committees of Legislative Assembly by October 1, 2013.  
Declares emergency, effective on passage.

## A BILL FOR AN ACT

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Relating to healthy people; and declaring an emergency.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1. (1) The Task Force on Healthy People is established, consisting of nine members appointed by the Governor.**

**(2) The task force shall study and develop recommendations for:**

**(a) Fundamentally changing how health care is delivered in Oregon through integration and coordination of benefits and services, local accountability for health and resource allocation, standards for safe and effective care and a global Medicaid budget tied to a sustainable rate of growth in the medical assistance programs;**

**(b) Shifting resources to focus on prevention of chronic disease;**

**(c) Ensuring financial stability and an adequate array of supports for the long term care system for children and adults with intellectual and other developmental disabilities;**

**(d) Ensuring that all Oregonians have access to decent housing that meets their basic needs and allows them to reach their full potential; and**

**(e) Ensuring that all Oregonians have access to sufficient, nutritious and affordable food by improving the food supply and improving food quality in work places, schools and community settings.**

**(3) A majority of the voting members of the task force constitutes a quorum for the transaction of business.**

**(4) Official action by the task force requires the approval of a majority of the voting members of the task force.**

**(5) The Governor shall select one member of the task force to serve as chairperson and another to serve as vice chairperson, for the terms and with the duties and powers necessary for the performance of the functions of such offices as the Governor determines.**

**(6) If there is a vacancy for any cause, the Governor shall make an appointment to become immediately effective.**

**(7) The task force shall meet at times and places specified by the call of the chairperson or of a majority of the voting members of the task force.**

**(8) The task force may adopt rules necessary for the operation of the task force.**

NOTE: Matter in boldfaced type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted. New sections are in boldfaced type.

1 (9) The task force shall submit a report in the manner provided in ORS 192.245, and may  
2 include recommendations for legislation, to the Governor and to the interim committees of  
3 the Legislative Assembly related to health as appropriate no later than October 1, 2013.

4 (10) The Oregon Health Authority shall provide staff support to the task force.

5 (11) Members of the task force are not entitled to compensation, but may be reimbursed  
6 for actual and necessary travel and other expenses incurred by them in the performance of  
7 their official duties in the manner and amounts provided for in ORS 292.495. Claims for ex-  
8 penses shall be paid out of funds appropriated to the authority for purposes of the task force.

9 (12) All agencies of state government, as defined in ORS 174.111, are directed to assist  
10 the task force in the performance of its duties and, to the extent permitted by laws relating  
11 to confidentiality, to furnish such information and advice as the members of the task force  
12 consider necessary to perform their duties.

13 SECTION 2. Section 1 of this 2013 Act is repealed on the date of the convening of the 2014  
14 regular session of the Legislative Assembly as specified in ORS 171.010.

15 SECTION 3. This 2013 Act being necessary for the immediate preservation of the public  
16 peace, health and safety, an emergency is declared to exist, and this 2013 Act takes effect  
17 on its passage.  
18

## SUMMARY OF IT RELATED PROJECTS

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**Package No. 102 – Facilities Assessment and Planning Software**  
This package will provide a critical component to more effectively perform capital planning and to evaluate performance against agreed upon standards. Software will project future capital needs, such as replacement of major components including roofs, HVAC systems, etc. so that such costs can be properly included in cost-recovery models. Development of benchmarks and analytics will enable management and policymakers to evaluate performance of Operations and Maintenance functions compared to industry standards, and better ascertain appropriate funding levels.

**Package No. 104 – Replace Personnel Position Data Base**  
The purpose of this package is to provide the State of Oregon with a single, comprehensive Human Resource Information System (HRIS) to replace the 22 year old, state developed system that is beyond its useful life. The current HRIS no longer adequately supports the state functions it was originally designed to process and has been modified since implementation to accommodate changes to HR policy, statute, and other business process changes. The system is not capable of being upgraded to meet the modern HR system needs with complex human resource requirements faced by roughly 90 executive branch state agencies and 130 boards and commissions.

**Package No. 106 – Equipment Lifecycle Replacement**  
Establish funding necessary in order to ensure that the equipment that is used by agencies for networking, computing and telephone services are replaced to avoid lengthy and long technology outages. Lifecycle replacement has been deferred for last two biennia.

**Package No. 107 – Support IT Infrastructure Growth**  
Support customer projected growth in technology usage and existing services. This growth also includes the funding to support the

ongoing technology of new agency projects once they move from development to operational in the 2013-15.

**Package No. 109 – Security**  
Implementation of increasing technology security enhancements and best practices required by both agencies' federal audits and SOS. Implementation includes technology and training to increase the confidentiality, integrity and availability of the state's information assets.

**Package No. 111 – Companion Package for Agency Projects**  
Companion package to agency project proposals to cover software, hardware, maintenance and personal services need to support the development through implementation of the agencies projects.

# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

(THAT EQUAL OR EXCEED \$150,000)

Agency Name:	DEPARTMENT OF ADMINISTRATIVE SERVICES		
Project Name:	CHIEF FINANCIAL OFFICE		
Mandated Project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	By: Legislature, Federal Gov, Other (identify it)	
Budget?	<input type="checkbox"/> Base <input checked="" type="checkbox"/> POP 102	Which agency or state plans or goals does it align with and/or support?	
Project Purpose	<input type="checkbox"/> Routine Lifecycle Replacement <input type="checkbox"/> Upgrade/Enhance Existing System <input type="checkbox"/> New System		
Project Status	<input type="checkbox"/> Planning Stage <input type="checkbox"/> Ready to Implement <input checked="" type="checkbox"/> Continuation of Existing Project		
SDC Involvement	<input type="checkbox"/> None <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Active <input type="checkbox"/> Participating Partner		
Estimate SDC Costs	\$	<input type="checkbox"/> Preliminary Estimate <input type="checkbox"/> Project Design Estimate	

**Project Description:** The purpose of this package is to provide the necessary resources to identify a commercial off the shelf (COTS) human resource information system (HRIS) to replace the state's existing Position Personnel Data Base (PPDB) and Position Information Control System (PICS) beginning in the 2013-15 biennium. This project will span at least two biennia before full implementation. The overall cost for future biennia will be identified through the completion of this policy package.

Cost Summary	General Fund	Lottery Funds	Other Funds	Non-Limited	Federal Funds	Non-Limited	Total Funds
Total estimated cost by fund (13-15):	\$	\$	\$2,602,186	\$	\$	\$	\$2,602,186
Total estimated cost by fund (all biennia):	\$	\$	\$2,602,186	\$	\$	\$	\$2,602,186
Estimated Cost by category (13-15):	Personal Services	\$2,200,800		Capital Outlay		Special Payments	Debt Service
			\$		\$	\$401,386	
Estimated Cost by category (all biennia):		\$2,200,800			\$	\$401,386	
			\$		\$		
Expected Start Date:	July 1, 2013			Positions: 0			
Expected Completion Date:	June 30, 2015			Internal Contractor FTE: 0.00			

# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

## Definitions:

### Project Purpose:

- Routine Lifecycle Replacement—Normal and regularly scheduled, part of the normal planned lifecycle replacement cycle
- Upgrading or Enhancing an Existing System—Change to an existing information system that results in improvements in functionality or enables the system to continue being supported by the vendor. Improved functionality enables the system to perform new tasks.
- New System—Developing or acquiring and using a new information system

### Project Status

- Concept Stage - Determining the feasibility and benefits of the project. The Agency may or may not move forward with the project upon completion of this stage.
- Planning Stage - Project is in the planning stages and will move forward at some point in time upon receipt of legislative approval/funding
- Ready to Implement - The planning is near final stage and this project will be implemented upon receipt of legislative approval/funding
- Continuation of Existing Project - Project covers more than a single biennium. This funding request represents the portion of the project still to complete.

### Enterprise Technology Services (ETS) Involvement

- None—Project does not have an impact on the SDC
- Minor—SDC involvement is expected to be minimal (e.g. less than 8 hours of work)
- Active—Will need to have specific actions taken by the SDC in order to complete project that will require SDC involvement (e.g. between 8 and 80 hours)
- Participating Partner—Will need to work with SDC for significant time to insure that the project can move into production. SDC time greater than 80 hours. Examples may include SDC architecture and provisioning work.

### Estimate ETS Costs

- Preliminary Estimate - Rough Order of Magnitude estimate based on high level project information available at the current stage in the project's lifecycle
- Project Design Estimate - Cost estimate based on detailed project information (i.e. cost estimate provided after some level of architecture and design work between the agency and the SDC has been completed)

# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

(THAT EQUAL OR EXCEED \$150,000)

Agency Name:	DEPARTMENT OF ADMINISTRATIVE SERVICES		
Project Name:	HUMAN RESOURCE INFORMATION SYSTEM SELECTION AND IMPLEMENTATION		
Mandated Project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	By: Legislature, Federal Gov, Other (identify it)	
Budget?	<input type="checkbox"/> Base <input checked="" type="checkbox"/> POP 104	Which agency or state plans or goals does it align with and/or support?	
Project Purpose	<input type="checkbox"/> Routine Lifecycle Replacement <input type="checkbox"/> Concept Stage <input type="checkbox"/> None	<input type="checkbox"/> Upgrade/Enhance Existing System <input type="checkbox"/> Ready to Implement <input type="checkbox"/> Active	<input checked="" type="checkbox"/> New System <input checked="" type="checkbox"/> Continuation of Existing Project <input type="checkbox"/> Participating Partner
Project Status			
SDC Involvement	<input type="checkbox"/> Preliminary Estimate <input type="checkbox"/> Project Design Estimate		
Estimate SDC Costs	\$		

**Project Description:** The purpose of this package is to provide the necessary resources to identify a commercial off the shelf (COTS) human resource information system (HRIS) to replace the state's existing Position Personnel Data Base (PPDB) and Position Information Control System (PICS) beginning in the 2013-15 biennium. This project will span at least two biennia before full implementation. The overall cost for future biennia will be identified through the completion of this policy package.

Cost Summary	General Fund	Lottery Funds	Other Funds	Non-Limited	Federal Funds	Non-Limited	Total Funds
Total estimated cost by fund (13-15):	\$	\$	\$40,112,131	\$	\$	\$	\$40,112,131
Total estimated cost by fund (all biennia):	\$	\$	\$40,112,131	\$	\$	\$	\$40,112,131
Estimated Cost by category (13-15):	Personal Services	\$38,056,104		Capital Outlay		Special Payments	Debt Service
		\$2,056,027	\$		\$		\$
Estimated Cost by category (all biennia):	Personal Services	\$38,056,104		Capital Outlay		Special Payments	Debt Service
		\$2,056,027	\$		\$		\$
Expected Start Date:	July 1, 2013						
Expected Completion Date:	June 30, 2015						
						Positions:	8.0
						Internal	
						Contractor	
						FTE:	8.0

Agency Request  Governor's Balanced  Legislatively Adopted  Budget Page \_\_\_\_\_

# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

## Definitions:

### Project Purpose:

- Routine Lifecycle Replacement—Normal and regularly scheduled, part of the normal planned lifecycle replacement cycle
- Upgrading or Enhancing an Existing System—Change to an existing information system that results in improvements in functionality or enables the system to continue being supported by the vendor. Improved functionality enables the system to perform new tasks.
- New System—Developing or acquiring and using a new information system

### Project Status

- Concept Stage - Determining the feasibility and benefits of the project. The Agency may or may not move forward with the project upon completion of this stage.
- Planning Stage - Project is in the planning stages and will move forward at some point in time upon receipt of legislative approval/funding
- Ready to Implement - The planning is near final stage and this project will be implemented upon receipt of legislative approval/funding
- Continuation of Existing Project - Project covers more than a single biennium. This funding request represents the portion of the project still to complete.

### Enterprise Technology Services (ETS) Involvement

- None—Project does not have an impact on the SDC
- Minor—SDC involvement is expected to be minimal (e.g. less than 8 hours of work)
- Active—Will need to have specific actions taken by the SDC in order to complete project that will require SDC involvement (e.g. between 8 and 80 hours)
- Participating Partner—Will need to work with SDC for significant time to insure that the project can move into production. SDC time greater than 80 hours. Examples may include SDC architecture and provisioning work.

### Estimate ETS Costs

- Preliminary Estimate - Rough Order of Magnitude estimate based on high level project information available at the current stage in the project's lifecycle
- Project Design Estimate - Cost estimate based on detailed project information (i.e. cost estimate provided after some level of architecture and design work between the agency and the SDC has been completed)

# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

(THAT EQUAL OR EXCEED \$150,000)

Agency Name:	DEPARTMENT OF ADMINISTRATIVE SERVICES				
Project Name:	EQUIPMENT LIFECYCLE REPLACEMENT				
Mandated Project?	<input type="checkbox"/> Yes	By: Legislature, Federal Gov, Other (identify it)			
	<input checked="" type="checkbox"/> No				
Budget?	<input type="checkbox"/> Base	Which agency or state plans or goals does it align with and/or support?			
	<input checked="" type="checkbox"/> POP 106				
Project Purpose	<input checked="" type="checkbox"/> Routine Lifecycle Replacement	<input type="checkbox"/> Upgrade/Enhance Existing System	<input type="checkbox"/> New System		
Project Status	<input type="checkbox"/> Concept Stage	<input type="checkbox"/> Planning Stage	<input type="checkbox"/> Ready to Implement	<input checked="" type="checkbox"/> Continuation of Existing Project	
SDC Involvement	<input type="checkbox"/> None	<input type="checkbox"/> Minor	<input checked="" type="checkbox"/> Active		
Estimate SDC Costs	\$		<input type="checkbox"/> Preliminary Estimate <input type="checkbox"/> Project Design Estimate		

**Project Description:** Replacement of hardware used to provide Information Technology (IT) services to state agencies. Equipment replaced will include data storage, servers, data networking and telephony equipment.

Cost Summary	General Fund			Other Funds		Non-Limited		Federal Funds		Non-Limited		Total Funds
	\$	\$	\$	\$730,000	\$	\$	\$	\$	\$	\$		
Total estimated cost by fund (13-15):	\$	\$	\$	\$730,000	\$	\$	\$	\$	\$	\$	\$	\$730,000
Total estimated cost by fund (all biennia):	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Estimated Cost by category (13-15):	Personal Services			Services & Supplies		Capital Outlay		Special Payments		Debt Service		
	\$	\$	\$	\$	\$8,500,000	\$	\$	\$	\$	\$	\$	\$
Estimated Cost by category (all biennia):	Personal Services			Services & Supplies		Capital Outlay		Special Payments		Debt Service		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Expected Start Date:	July 1, 2013									Positions: Internal 0		
Expected Completion Date:	June 30, 2015									Contractor FTE: 0		



# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

## Definitions:

### Project Purpose:

- Routine Lifecycle Replacement—Normal and regularly scheduled, part of the normal planned lifecycle replacement cycle
- Upgrading or Enhancing an Existing System—Change to an existing information system that results in improvements in functionality or enables the system to continue being supported by the vendor. Improved functionality enables the system to perform new tasks.
- New System—Developing or acquiring and using a new information system

### Project Status

- Concept Stage - Determining the feasibility and benefits of the project. The Agency may or may not move forward with the project upon completion of this stage.
- Planning Stage - Project is in the planning stages and will move forward at some point in time upon receipt of legislative approval/funding
- Ready to Implement - The planning is near final stage and this project will be implemented upon receipt of legislative approval/funding
- Continuation of Existing Project - Project covers more than a single biennium. This funding request represents the portion of the project still to complete.

### State Data Center (SDC) Involvement

- None—Project does not have an impact on the SDC
- Minor—SDC involvement is expected to be minimal (e.g. less than 8 hours of work)
- Active—Will need to have specific actions taken by the SDC in order to complete project that will require SDC involvement (e.g. between 8 and 80 hours)
- Participating Partner—Will need to work with SDC for significant time to insure that the project can move into production. SDC time greater than 80 hours. Examples may include SDC architecture and provisioning work.

### Estimate SDC Costs

- Preliminary Estimate - Rough Order of Magnitude estimate based on high level project information available at the current stage in the project's lifecycle
- Project Design Estimate - Cost estimate based on detailed project information (i.e. cost estimate provided after some level of architecture and design work between the agency and the SDC has been completed)

# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

(THAT EQUAL OR EXCEED \$150,000)

Agency Name:	DEPARTMENT OF ADMINISTRATIVE SERVICES				
Project Name:	GROWTH				
Mandated Project?	<input type="checkbox"/> Yes	By: Legislature, Federal Gov, Other (identify it)			
	<input checked="" type="checkbox"/> No				
Budget?	<input type="checkbox"/> Base	Which agency or state plans or goals does it align with and/or support?			
	<input checked="" type="checkbox"/> POP 107				
Project Purpose	<input type="checkbox"/> Routine Lifecycle Replacement	<input checked="" type="checkbox"/> Upgrade/Enhance Existing System	<input checked="" type="checkbox"/> New System		
Project Status	<input type="checkbox"/> Concept Stage	<input checked="" type="checkbox"/> Planning Stage	<input type="checkbox"/> Ready to Implement	<input type="checkbox"/> Continuation of Existing Project	
SDC Involvement	<input type="checkbox"/> None	<input type="checkbox"/> Minor	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Participating Partner	
Estimate SDC Costs	\$		<input type="checkbox"/> Preliminary Estimate	<input type="checkbox"/> Project Design Estimate	

Project Description: Increased capacity for data storage, servers, and security to support customer requests and new services.

Cost Summary	General Fund	Lottery Funds	Other Funds	Non-Limited	Federal Funds	Non-Limited	Total Funds	
Total estimated cost by fund (13-15):	\$	\$	\$3,428,248	\$	\$	\$	\$3,428,248	
Total estimated cost by fund (all biennia):	\$	\$	\$	\$	\$	\$	\$	
Estimated Cost by category (13-15):	Personal Services	\$565,753		Capital Outlay	\$	Special Payments	Debt Service	
		\$712,491		\$2,150,004		\$		
Estimated Cost by category (all biennia):		\$		\$		\$		
							Positions:	3
							Internal	
							Contractor	
							FTE:	3
Expected Start Date:	July 1, 2013							
Expected Completion Date:	June 30, 2015							

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# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

## Definitions:

### Project Purpose:

- Routine Lifecycle Replacement—Normal and regularly scheduled, part of the normal planned lifecycle replacement cycle
- Upgrading or Enhancing an Existing System—Change to an existing information system that results in improvements in functionality or enables the system to continue being supported by the vendor. Improved functionality enables the system to perform new tasks.
- New System—Developing or acquiring and using a new information system

### Project Status

- Concept Stage - Determining the feasibility and benefits of the project. The Agency may or may not move forward with the project upon completion of this stage.
- Planning Stage - Project is in the planning stages and will move forward at some point in time upon receipt of legislative approval/funding
- Ready to Implement - The planning is near final stage and this project will be implemented upon receipt of legislative approval/funding
- Continuation of Existing Project - Project covers more than a single biennium. This funding request represents the portion of the project still to complete.

### State Data Center (SDC) Involvement

- None—Project does not have an impact on the SDC
- Minor—SDC involvement is expected to be minimal (e.g. less than 8 hours of work)
- Active—Will need to have specific actions taken by the SDC in order to complete project that will require SDC involvement (e.g. between 8 and 80 hours)
- Participating Partner—Will need to work with SDC for significant time to insure that the project can move into production. SDC time greater than 80 hours. Examples may include SDC architecture and provisioning work.

### Estimate SDC Costs

- Preliminary Estimate - Rough Order of Magnitude estimate based on high level project information available at the current stage in the project's lifecycle
- Project Design Estimate - Cost estimate based on detailed project information (i.e. cost estimate provided after some level of architecture and design work between the agency and the SDC has been completed)

# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

(THAT EQUAL OR EXCEED \$150,000)

Agency Name:	DEPARTMENT OF ADMINISTRATIVE SERVICES				
Project Name:	SECURITY				
Mandated Project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	By: Legislature, Federal Gov, Other (identify it)		Secretary of State Audit findings surrounding information security	
Budget?	<input type="checkbox"/> Base <input checked="" type="checkbox"/> POP 109	Which agency or state plans or goals does it align with and/or support?			
Project Purpose	<input type="checkbox"/> Routine Lifecycle Replacement <input type="checkbox"/> Concept Stage <input type="checkbox"/> None	<input checked="" type="checkbox"/> Upgrade/Enhance Existing System <input type="checkbox"/> Ready to Implement <input type="checkbox"/> Minor	<input type="checkbox"/> Planning Stage <input checked="" type="checkbox"/> Active	<input type="checkbox"/> Continuation of Existing Project <input type="checkbox"/> Participating Partner	<input type="checkbox"/> New System
SDC Involvement	<input type="checkbox"/> Preliminary Estimate <input type="checkbox"/> Project Design Estimate				
Estimate SDC Costs	\$				

**Project Description:** Provides security training and system tools for encryption, vulnerability scans, monitoring, and user access to meet federal regulatory compliance for sensitive data such as HIPPA, FTI, and other sensitive data types.

Cost Summary	Funds			Capital Outlay		Special Payments		Total Funds
	General Fund	Lottery Funds	Other Funds	Non-Limited	Federal Funds	Non-Limited	Debt Service	
Total estimated cost by fund (13-15):	\$	\$	\$1,173,899	\$	\$	\$	\$	\$
Total estimated cost by fund (all biennia):	\$	\$	\$	\$	\$	\$	\$	\$
Estimated Cost by category (13-15):	Personal Services	\$207,016		Capital Outlay	\$723,825			
		\$243,058		Services & Supplies	\$			
Estimated Cost by category (all biennia):		\$			\$			
		\$			\$			
Expected Start Date:	July 1, 2013					Positions: 1		
Expected Completion Date:	June 30, 2015					Internal Contractor		
						FTE: 1		

Agency Request  Governor's Balanced  Legislatively Adopted  Budget Page \_\_\_\_\_

# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

## Definitions:

### Project Purpose:

- Routine Lifecycle Replacement—Normal and regularly scheduled, part of the normal planned lifecycle replacement cycle
- Upgrading or Enhancing an Existing System—Change to an existing information system that results in improvements in functionality or enables the system to continue being supported by the vendor. Improved functionality enables the system to perform new tasks.
- New System—Developing or acquiring and using a new information system

### Project Status

- Concept Stage - Determining the feasibility and benefits of the project. The Agency may or may not move forward with the project upon completion of this stage.
- Planning Stage - Project is in the planning stages and will move forward at some point in time upon receipt of legislative approval/funding
- Ready to Implement - The planning is near final stage and this project will be implemented upon receipt of legislative approval/funding
- Continuation of Existing Project - Project covers more than a single biennium. This funding request represents the portion of the project still to complete.

### State Data Center (SDC) Involvement

- None—Project does not have an impact on the SDC
- Minor—SDC involvement is expected to be minimal (e.g. less than 8 hours of work)
- Active—Will need to have specific actions taken by the SDC in order to complete project that will require SDC involvement (e.g. between 8 and 80 hours)
- Participating Partner—Will need to work with SDC for significant time to insure that the project can move into production. SDC time greater than 80 hours. Examples may include SDC architecture and provisioning work.

### Estimate SDC Costs

- Preliminary Estimate - Rough Order of Magnitude estimate based on high level project information available at the current stage in the project's lifecycle
- Project Design Estimate - Cost estimate based on detailed project information (i.e. cost estimate provided after some level of architecture and design work between the agency and the SDC has been completed)

# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

(THAT EQUAL OR EXCEED \$150,000)

Agency Name:	DEPARTMENT OF ADMINISTRATIVE SERVICES				
Project Name:	PERFORMANCE OPTIMIZATION				
Mandated Project?	<input type="checkbox"/> Yes	By: Legislature, Federal Gov, Other (identify it)			
	<input checked="" type="checkbox"/> No				
Budget?	<input type="checkbox"/> Base	Which agency or state plans or goals does it align with and/or support?			
	<input checked="" type="checkbox"/> POP 111				
Project Purpose	<input type="checkbox"/> Routine Lifecycle Replacement	<input type="checkbox"/> Upgrade/Enhance Existing System	<input checked="" type="checkbox"/> New System		
Project Status	<input checked="" type="checkbox"/> Concept Stage	<input type="checkbox"/> Planning Stage	<input type="checkbox"/> Ready to Implement	<input type="checkbox"/> Continuation of Existing Project	
SDC Involvement	<input type="checkbox"/> None	<input type="checkbox"/> Minor	<input checked="" type="checkbox"/> Active		
Estimate SDC Costs	\$		<input type="checkbox"/> Preliminary Estimate <input type="checkbox"/> Project Design Estimate		

Project Description: ETS initiatives to optimize performance for system infrastructure, support services, disaster recovery and system administration to support statewide services.

Cost Summary	General Fund			Lottery Funds		Other Funds		Non-Limited		Federal Funds		Non-Limited		Total Funds		
Total estimated cost by fund (13-15):	\$			\$		\$11,688,454		\$		\$		\$		\$		
Total estimated cost by fund (all biennia):	\$			\$		\$		\$		\$		\$		\$		
Estimated Cost by category (13-15):	\$3,934,618		Personal Services		\$1,990,900		Services & Supplies		Capital Outlay		\$5,762,936		Special Payments		Debt Service	
Estimated Cost by category (all biennia):	\$		\$		\$		\$		\$		\$		\$		\$	
Expected Start Date:	July 1, 2013															
Expected Completion Date:	June 30, 2015															
													Positions: Internal		15	
													Contractor			
													FTE:		15	

# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

## Definitions:

### Project Purpose:

- Routine Lifecycle Replacement—Normal and regularly scheduled, part of the normal planned lifecycle replacement cycle
- Upgrading or Enhancing an Existing System—Change to an existing information system that results in improvements in functionality or enables the system to continue being supported by the vendor. Improved functionality enables the system to perform new tasks.
- New System—Developing or acquiring and using a new information system

### Project Status

- Concept Stage - Determining the feasibility and benefits of the project. The Agency may or may not move forward with the project upon completion of this stage.
- Planning Stage - Project is in the planning stages and will move forward at some point in time upon receipt of legislative approval/funding
- Ready to Implement - The planning is near final stage and this project will be implemented upon receipt of legislative approval/funding
- Continuation of Existing Project - Project covers more than a single biennium. This funding request represents the portion of the project still to complete.

### State Data Center (SDC) Involvement

- None—Project does not have an impact on the SDC
- Minor—SDC involvement is expected to be minimal (e.g. less than 8 hours of work)
- Active—Will need to have specific actions taken by the SDC in order to complete project that will require SDC involvement (e.g. between 8 and 80 hours)
- Participating Partner—Will need to work with SDC for significant time to insure that the project can move into production. SDC time greater than 80 hours. Examples may include SDC architecture and provisioning work.

### Estimate SDC Costs

- Preliminary Estimate - Rough Order of Magnitude estimate based on high level project information available at the current stage in the project's lifecycle
- Project Design Estimate - Cost estimate based on detailed project information (i.e. cost estimate provided after some level of architecture and design work between the agency and the SDC has been completed)

# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

(THAT EQUAL OR EXCEED \$150,000)

Agency Name:	DEPARTMENT OF ADMINISTRATIVE SERVICES		
Project Name:	ENTERPRISE EMAIL		
Mandated Project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	By: Legislature, Federal Gov, Other (identify it)	
Budget?	<input checked="" type="checkbox"/> Base <input checked="" type="checkbox"/> POP 111	Which agency or state plans or goals does it align with and/or support?	
Project Purpose	<input type="checkbox"/> Routine Lifecycle Replacement <input type="checkbox"/> Concept Stage <input type="checkbox"/> None	<input checked="" type="checkbox"/> Upgrade/Enhance Existing System <input type="checkbox"/> Planning Stage <input type="checkbox"/> Minor	<input type="checkbox"/> New System <input checked="" type="checkbox"/> Continuation of Existing Project <input type="checkbox"/> Participating Partner
Project Status			
SDC Involvement	<input type="checkbox"/> Preliminary Estimate <input type="checkbox"/> Project Design Estimate		
Estimate SDC Costs	\$		

Project Description: Consolidate statewide email systems to centralized platform.

Cost Summary	Funds				Capital Outlay		Special Payments		Debt Service	
	General Fund	Lottery Funds	Other Funds	Non-Limited	Federal Funds	Non-Limited	Non-Limited	Total Funds	Internal	Contractor
Total estimated cost by fund (13-15):	\$	\$	\$637,064	\$	\$	\$	\$	\$		
Total estimated cost by fund (all biennia):	\$	\$	\$	\$	\$	\$	\$	\$		
Estimated Cost by category (13-15):	Personal Services	\$								
	Services & Supplies	\$	\$637,064							
Estimated Cost by category (all biennia):	Personal Services	\$								
	Services & Supplies	\$	\$							
Expected Start Date:	July 1, 2013									
Expected Completion Date:	June 30, 2015									
									Positions:	0
									Internal	
									Contractor	
									FTE:	0

Agency Request     
  Governor's Balanced     
 \_\_\_\_\_ Legislatively Adopted     
 Budget Page \_\_\_\_\_



# INFORMATION TECHNOLOGY PROJECTS IN 2013-15

## Definitions:

### Project Purpose:

- Routine Lifecycle Replacement—Normal and regularly scheduled, part of the normal planned lifecycle replacement cycle
- Upgrading or Enhancing an Existing System—Change to an existing information system that results in improvements in functionality or enables the system to continue being supported by the vendor. Improved functionality enables the system to perform new tasks.
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## Summary of Capital Construction Projects

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- (1) Public Utility Commission Building Exterior and Interior Repairs - \$4,740,390 (Other Funds) The project will remove and replace the exterior siding, glazing, and roof; as well as replacing the interior sheetrock and minor HVAC improvements.
- (2) Elevator Upgrades - \$961,420 (Other Funds) The project will repair and upgrade to code the elevators in two DAS owned buildings.
- (3) Executive Building Remodeling Project Phase I - \$800,000 (Other Funds) The project is the first phase of the major remodeling of the Executive Building, this phase includes the architectural, engineering, and developing the final project cost to submit in the next biennium.
- (4) HVAC Improvement Projects - \$4,921,160 (Other Funds) The project will cover HVAC system upgrades on several DAS owned buildings.
- (5) Roof Replacements - \$1,303,942 (Other Funds) The project will cover roof replacement on two DAS owned buildings.
- (6) Carpet Replacements - \$3,744,374(Other Funds) The project will cover carpet replacement in several DAS owned buildings.
- (7) Planning - \$350,000 (Other Funds)

## Summary of Capital Construction Projects

		Amount and Fund Source			Leased Space Impact		
		Budget	Capital Projects Fund	Other Sources	Added State-Owned Office Space	Remaining Salem Leased Office Space SF*	Remaining Total Office Leased Space SF*
<b>2013-2015 Major Construction/Acquisitions</b>							
1	Public Utility Commission Building Exterior Replacement	\$4,740,390	\$4,740,390			1,307,497	4,374,061
2	Elevator Upgrades	\$961,420	\$961,420				
3	Executive Building Upgrade Phase I	\$800,000	\$800,000				
4	State Data Center Add Third Cooling Tower	\$345,971	\$345,971				
5	Portland State Office Building Chiller Replacement	\$1,553,900	\$1,553,900				
6	Central Point Package Unit Replacements	\$947,920	\$947,920				
7	Human Services Building Chiller Replacement	\$1,073,369	\$1,073,369				
8	Building Automation Upgrade Phase 1 of 3	\$1,000,000	\$1,000,000				
9	Central Point Roof Replacement	\$840,798	\$840,798				
10	Real Estate Roof Replacement	\$463,144	\$463,144				
11	Archives Carpet Replacement Opt 2	\$110,087	\$110,087				
12	Human Service Carpet	\$1,967,505	\$1,967,505				
13	Revenue Carpet Replacement	\$1,281,929	\$1,281,929				
14	Agriculture Carpet Replacement	\$384,853	\$384,853				
15	Planning	\$350,000	\$350,000				
		<b>\$16,821,286</b>	<b>\$16,821,286</b>			<b>1,307,497</b>	<b>4,374,061</b>

(1) Certificates of Participation

\* Leased office space as of June 2006

## SUMMARY OF CAPITAL CONSTRUCTION PROJECTS

Project Title: Public Utility Commission Building Exterior Replacement -- \$4,740,390 (Other Funds)	Land Use/Zoning Requirements Satisfied:			Estimated Completion Date: June 2015
Project Address/Location: Employment Building	<input type="checkbox"/> New	Yes	No	Priority: 1
	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Remodel	N/A	N/A	No. of Floors/Square Footage: N/A
		Comments: None		
		Comments: None		

**Narrative**

Statement: The Exterior Siding has reached it's life expectancy and is leaking, the window glazing is not energy efficient and is also leaking. The interior sheet rock must be replaced due to the water leaking into the building. The roof is at it's replacement time as well. Because of the nature of the work, the tenants will be moved out of the building and housed in temporary rental space for the project duration.

Project Description: The project will upgrade the exterior siding, windows, roof and interior finishes.

Cost Benefit: These replacements and upgrades will increase the life of the building and prevent future water intrusion.

Provision for Future Expansion: N/A	Structural Framing: N/A	Flooring: N/A
	Exterior Walls: siding replacement	Heating/Cooling: N/A
Provisions for Use Change: N/A	Interior Finish: replace sheetrock, finish , and paint.	Special Equipment: N/A
	Windows: replace all exterior windows	Usable Unenclosed Areas: N/A

## SUMMARY OF CAPITAL CONSTRUCTION PROJECTS

Project Title: Elevator Upgrade - \$961,420 (Other Funds)	Land Use/Zoning Requirements Satisfied:		Estimated Completion Date: June 2015
Project Address/Location: Eugene State Office Building	<input type="checkbox"/> New	Yes	Priority: 2
	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Remodel	N/A	
		No	
		Comments: None	No. of Floors/Square Footage:
		Comments: None	

**Narrative**

Statement: The Elevators in the Eugene State Office Building must be renovated to increase the reliability and function ability of the elevators.  
 Project Description: Upgraded to the elevators in two buildings.

Cost Benefit: the upgraded Elevators will improve the effectiveness of the elevators for the building.

Provision for Future Expansion: N/A	Structural Framing: N/A Exterior Walls: N/A	Flooring: N/A Heating/Cooling: N/A
Provisions for Use Change: N/A	Interior Finish: N/A Windows: N/A	Special Equipment: N/A Usable Unenclosed Areas: N/A

## SUMMARY OF CAPITAL CONSTRUCTION PROJECTS

Project Title: Executive Building Upgrade Phase I - \$800,00 (Other Funds)	Land Use/Zoning Requirements Satisfied:			Estimated Completion Date: June 2014
Project Address/Location : Central Point Office and the Revenue Building	<input type="checkbox"/> New	Yes	No	Priority: 3
	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Remodel	N/A	N/A	
Comments: None				No. of Floors/Square Footage:

**Narrative** This is the first Phase of the Executive Building Remodel, Repair, and Upgrade

**Statement:** This phase includes the Architectural design work, Engineering plan, and final budget development for an anticipated 15-17 request.

**Project Description:** The project will start the process of major remodeling of the Executive Building.

**Cost Benefit:**

Provision for Future Expansion: N/A	Structural Framing: N/A	Flooring: N/A
Provisions for Use Change: N/A	Exterior Walls: N/A	Heating/Cooling: N/A
	Interior Finish: N/A	Special Equipment: N/A
	Windows: N/A	Usable Unenclosed Areas: N/A

## SUMMARY OF CAPITAL CONSTRUCTION PROJECTS

Project Title: HVAC Improvement Projects - \$4,921,160 (Other Funds)	Land Use/Zoning Requirements Satisfied:		Estimated Completion Date: June 2015
Project Address/Location : Central Point Office and the Revenue Building	Yes	No	Priority: 3
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input checked="" type="checkbox"/> Remodel	N/A	N/A
	Comments: None		No. of Floors/Square Footage:

**Narrative** This project will replace chillers in the Portland State Office Building and the Human Services Building. It will also add a third cooling tower to the State Data Center and replace the package units in Central Point

**Statement:** The systems have exceeded the expected life and replacement parts are hard to find. Due to added building capacity the current systems cannot keep the temperatures within the buildings cool enough.

**Project Description:** The project will replace chillers in the Portland State Office Building (\$1,553,900) and the Human Services Building (\$1,073,369). It will also add a third cooling tower to the State Data Center (\$345,971) and replace the package units in Central Point (\$947,920). In addition a building automation upgrade phase 1 of 3 (\$1,000,000).

**Cost Benefit:** Replacement parts not available, cooling cannot be adequately maintained in the buildings, new units will be more energy efficient.

Provision for Future Expansion: N/A	Structural Framing: N/A Exterior Walls: N/A Interior Finish: N/A Windows: N/A
Provisions for Use Change: N/A	Flooring: N/A Heating/Cooling: upgrading existing systems Special Equipment: N/A Usable Unenclosed Areas: N/A

## SUMMARY OF CAPITAL CONSTRUCTION PROJECTS

Project Title: Roof Replacements - \$1,303,942 (Other Funds)	Land Use/Zoning Requirements Satisfied:			Estimated Completion Date: June 2015
Project Address/Location : Central Point Office and the Revenue Building	<input type="checkbox"/> New	Yes	No	Priority: 3
	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Remodel	N/A	N/A	
Comments: None				No. of Floors/Square Footage:

**Narrative**

Statement: The roof or portions of the roof on two buildings are nearing the end of their useful life and need replacement.

Project Description: The project will replace the roofs on two DAS buildings: Central Point (\$840,798) and Real Estate (\$463,144)

Cost Benefit: New roofs will minimize the cost of maintenance.

Provision for Future Expansion: N/A	Structural Framing: N/A	Flooring: N/A
	Exterior Walls: N/A	Heating/Cooling: N/A
Provisions for Use Change: N/A	Interior Finish: N/A	Special Equipment: N/A
	Windows: N/A	Usable Unenclosed Areas: N/A



## SUMMARY OF CAPITAL CONSTRUCTION PROJECTS

Project Title: Carpet Replacement -- \$3,744,374 (Other Funds)	Land Use/Zoning Requirements Satisfied:		Estimated Completion Date: June 2013
Project Address/Location: Various	Yes	No	Priority: 4  No. of Floors/Square Footage:
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input checked="" type="checkbox"/> Remodel	N/A	
Comments: None			Comments: None

**Narrative**

Statement: The carpets in a number of the DAS building are far past their expected life. These carpets can no longer be repaired effectively and can cause tripping hazards to staff and the public. Also, the carpets cannot be steam cleaned without causing additional damage. Not deep cleaning, the carpets can pose a health risk to the building occupants.

Project Description: Replace existing carpet in various DAS owned buildings: State Archives (\$110,087), Department of Human Services (\$1,967,505), Department of Revenue (\$1,281,929), Department of Agriculture (\$384,853).

Cost Benefit: Risk of health issues and safety to staff and visitors will be minimized.

Provision for Future Expansion: N/A	Structural Framing: N/A Exterior Walls: N/A	Flooring: N/A Heating/Cooling: N/A
Provisions for Use Change: N/A	Interior Finish: N/A Windows: N/A	Special Equipment: N/A Usable Unenclosed Areas: N/A

## SUMMARY OF CAPITAL CONSTRUCTION PROJECTS

Project Title: Planning Funds - \$350,000 (Other Funds)	Land Use/Zoning Requirements Satisfied:			Estimated Completion Date: June 2013
Project Address/Location: Various	<input type="checkbox"/> New	Yes	No	Priority: 9
	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Remodel	N/A	N/A	No. of Floors/Square Footage:
		Comments: None		Comments: None

**Narrative**

Statement: During the 2013-15 biennium, the Department of Administrative Services will assess the feasibility of various projects; determine potential costs; evaluate various aspects of projects; plan for sudden demands for funds; and prepare for the 2015-17 budget. The time and expertise of staff often does not allow for consistent performance of these planning tasks and it is necessary to hire consultants.

Project Description: Contract with various architects, engineers, cost estimators and other specialists. Develop reliable cost information; better defined projects; and evaluate options to solve maintenance problems.

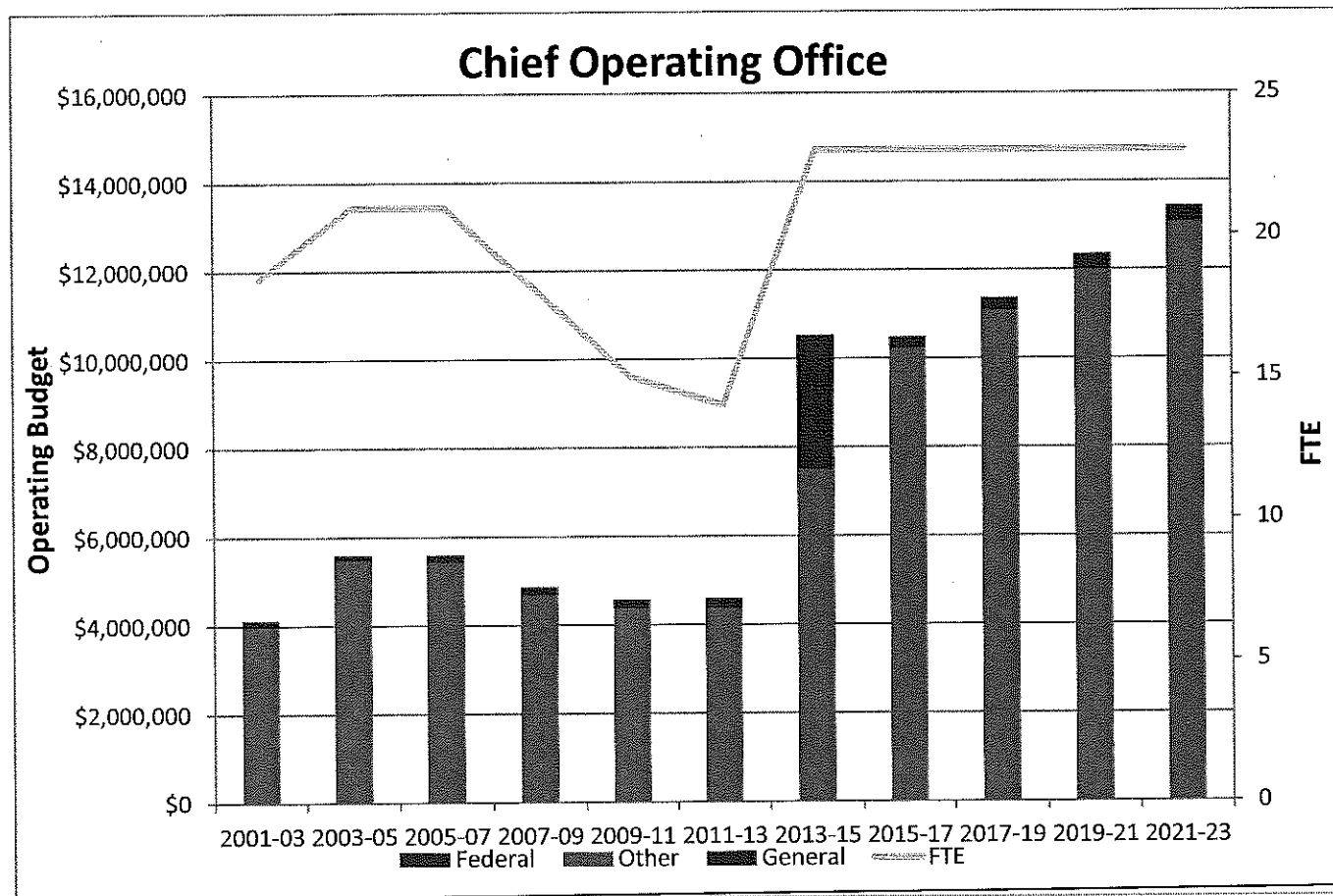
Cost Benefit: Benefits will result from more consistent and accurate cost projections, better planned projects and more efficient utilization of staff on project management.

Provision for Future Expansion: N/A	Structural Framing: N/A Flooring: N/A
Provisions for Use Change: N/A	Exterior Walls: N/A Heating/Cooling: N/A Interior Finish: N/A Special Equipment: N/A Windows: N/A Usable Unenclosed Areas: N/A

# Department of Administrative Services: Chief Operating Office

Primary Outcome Area:  
Program Contact:

Improving Government  
Sarah Miller, 503-378-4336



## Executive Summary

The Chief Operating Office (COO) leads the Department of Administrative Services (DAS) and provides statewide operations and policy leadership. The COO coordinates work teams and initiatives that cross jurisdictional and agency boundaries with a goal of achieving transformative, long-term change and developing an agile organization that is able to meet current and future challenges.

## Program Funding Request (Updated)

The total 2013-15 funding request for the COO is \$10,537,643, of this \$3,025,574 is General Fund and \$7,512,069 Other Funds Limited. The estimated amount of resources required to support this same program level through 2021-23 is reflected in the chart above.

## **Program Description**

The COO serves state agencies with the following functions:

- Leadership of the Department of Administrative Services – insures the delivery of quality services to state agencies and the excellence, effectiveness and diversity of the Department’s workforce.
- Public Affairs – develops and delivers internal and external communications (including web site content and maintenance) for the employees, key stakeholders, media, and the public. Public Affairs staff responds to agency public records requests and assist the Governor’s Office staff in communicating their message to citizens.
- Internal Audits - provides independent, objective assurance and consulting activity designed to improve the operations of the department. DAS is also required by statutes to coordinate statewide internal audit activities.
- Legislative Coordination - manages DAS’s legislative activity and statewide legislative activities including Executive Branch legislative concepts and LINUS (bill tracking system). In addition, the COO seeks to align statewide policy priorities in order to coordinate and communicate with the legislature more effectively.
- Office of Economic Analysis (OEA) - provides the state’s economic, demographic and revenue forecast each quarter and the criminal justice population forecasts twice a year. OEA is also responsible for the Highway Cost Allocation Study, which allocates the costs of constructing and maintaining the state highway system among different vehicle weights and classes.
- Statewide Initiatives - manages statewide initiatives that involve work teams and projects that cross jurisdictional and/or agency boundaries through direct project management and facilitation. The priorities of the statewide initiatives functions shifts based on the Governor’s priorities and statewide needs. This function is new in the 2011-13 biennium.
- Performance Management – assists the Enterprise Leadership Team in the development of a performance management framework to support achieving the outcomes of the 10-Year Plan. This work also responds to the direction provided in Senate Bill 676 (2011), which requires the Governor to create a comprehensive plan for outcomes based strategies for all Executive Branch departments, including descriptions of continuous improvement, performance management and performance measurement strategies. This function is new in the 2011-13 biennium.

## **Program Justification and Link to 10-Year Outcome**

The COO plays a crucial role in developing statewide solutions and providing policy leadership to move the entire state towards achievement of 10-year plan outcomes. The COO brings together state agencies to develop long term strategic policies, statewide initiatives, performance

management, communication and budget processes through the convening of the Enterprise Leadership Team. This shared leadership model creates a mechanism for governance and management of state government as an enterprise.

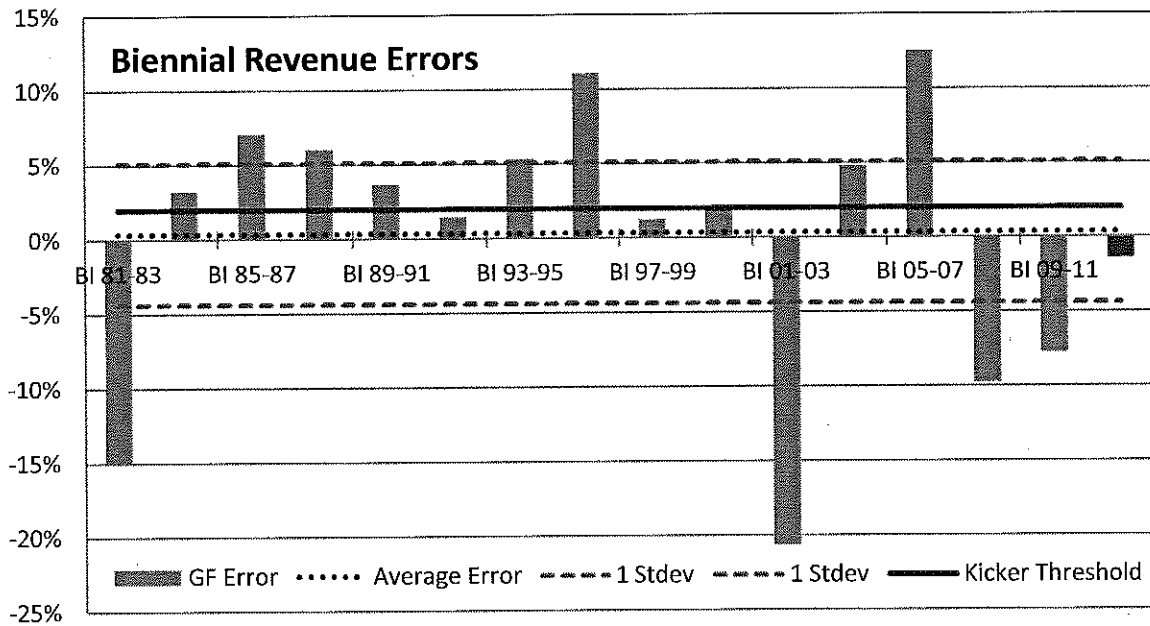
The COO directly contributes to the long-term improvement of government operations and public engagement strategies specifically through internal service delivery improvements at DAS and leadership of the Improving Government outcome area steering team.

**Program Performance (Updated)**

The COO includes two main types of roles: DAS leadership and policy leadership to the Executive Branch. Performance of the Chief Operating Office role is much easier to articulate, primarily because historical data exists for these functions. The performance metrics captured below represent this side of the program. Performance of the policy function is more difficult to articulate due to the nature of the work and the office’s infancy. Measures for these functions are being developed now and will evolve over time.

*Office of Economic Analysis – Accuracy of General Fund Revenue Forecast*

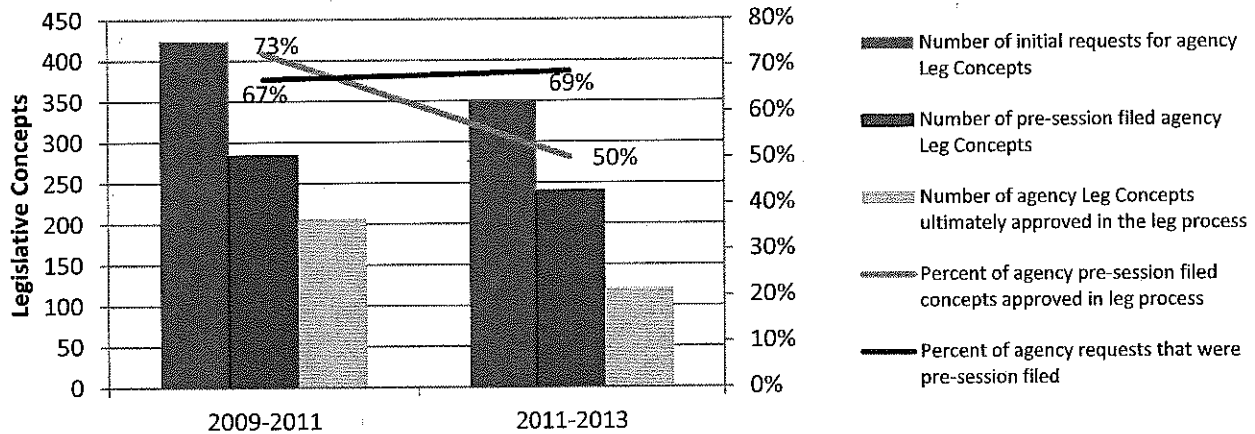
Calculated as the deviation in absolute value between the close of session revenue forecast for the next biennium and the actual revenue collected by the state versus the close of session revenue forecast for the next biennium.



§

*Legislative Coordination – Quantity of legislative concepts throughout filing process*

**Legislative Coordination Drivers**



The attached spreadsheet provides the figures for these performance measures and potential measures for new functions in the program. Over time, program-wide performance measures will complement this data.

**Enabling Legislation/Program Authorization**

The COO is governed by several areas of state law. ORS 184.305 to ORS 184.351 and Chapters 283 and 291 establish the Department of Administrative Services (DAS) and authorize its general activities. Other chapters authorize specific programs. The current statewide focus of the COO (formerly known as the DAS Director’s Office) is at the direction of the Governor.

**Funding Streams**

The COO is mostly funded through Other Funds, which are primarily made up of assessment fees paid by state agencies. These payments are sourced from general fund, lottery fund, federal and other funds. Under the assessment model, the Office’s costs are apportioned to state agencies based on the relative size of the agency budget and the number of people it employs. Please see Appendix B for historical information on original sources of funding.

**Significant Proposed Program Changes from 2011-13 (Updated)**

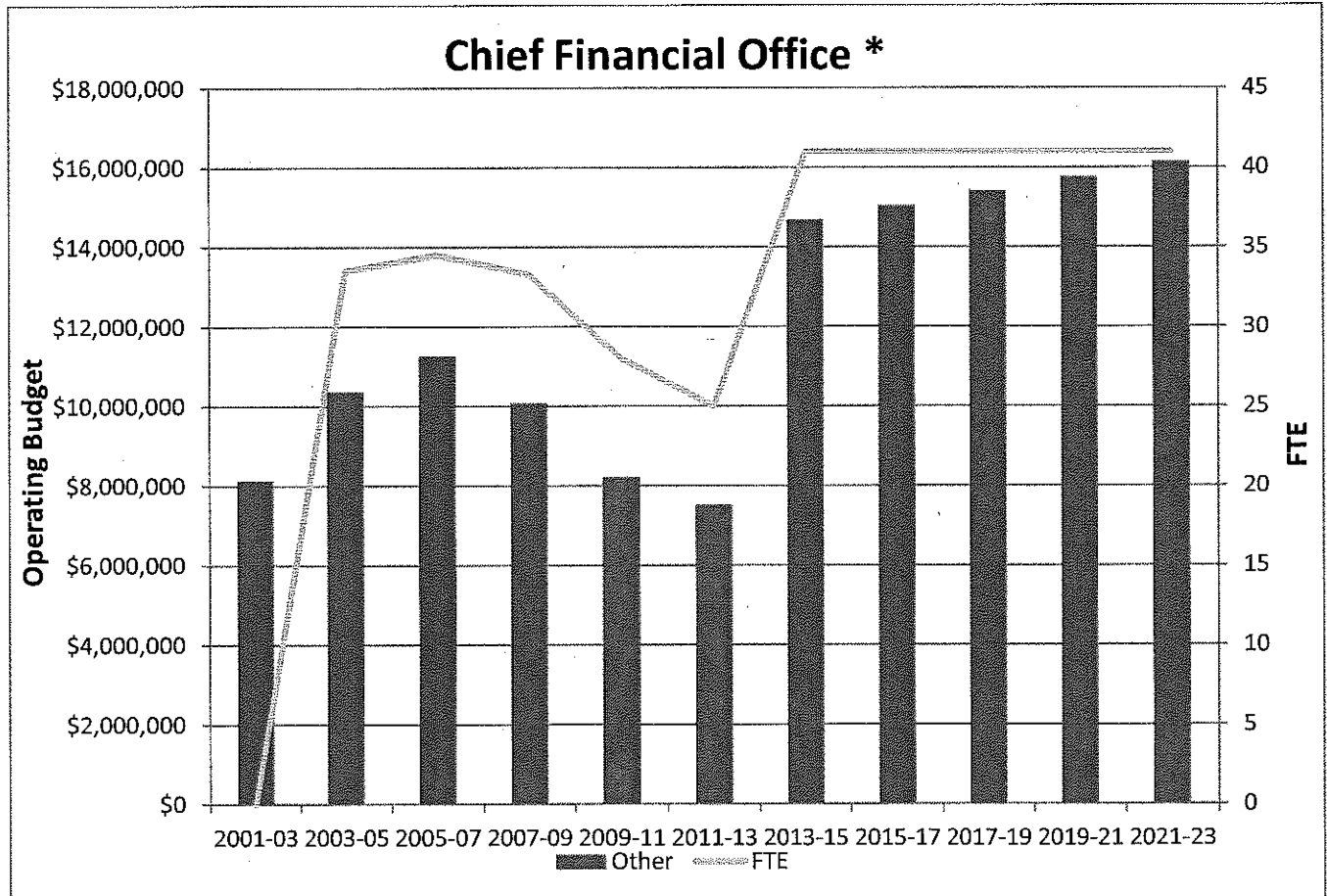
The Statewide Initiatives work represents a new distinct function of the office. The work, which primarily consists of managing statewide initiatives through project management and facilitation, has been part of the office’s work program throughout the 2011-13 biennia and is now being formalized within the Statewide Initiatives section.

Currently the Office is staffed with a Principle Executive Manager F leading the statewide initiatives team, along with two permanent, full-time Operations and Policy Analyst 4 positions and two limited duration Project Manager 1 positions. In the 2013-2015 biennia, Enterprise Initiatives are expected to double in response to the demands for improvements in state government operations from the Enterprise Leadership Team, the Governor and the Legislature. In order to successfully deliver these projects, additional dedicated project management resources are needed.

Staffing for Enterprise Initiatives requires high-level implementation experience, and deep program research and analysis skills. It also requires project coordination skills. A combination of entry-level Program Manager 1 and Policy and Budget Analyst positions provides the two skill-sets. Therefore, the COO is requesting the conversion of two existing limited duration Project Manager 1 positions to permanent positions and addition of two permanent, full-time Policy and Budget Analyst positions.

# Department of Administrative Services: Chief Financial Office

Primary Outcome Area: Improving Government  
 Program Contact: George Naughton, (503) 378-5460



\* 2011-13 and prior biennia reflect history only for the Budget and Management Division, while 2013-15 and future projections include all components of the Chief Financial Office.

## Executive Summary

The Chief Financial Office (CFO) provides financial oversight of state agencies and advises the Governor and the Chief Operating Officer on fiscal matters.

## Program Funding Request (Updated)

The total 2013-15 funding request for the CFO is \$14,687,689 Other Funds Limited. The estimated amount of resources required to support this same program level through 2021-23 is reflected in the chart above.



The CFO is proposing to add two staff and other resources in 2013-15 to develop a long range capital and facility management plan. Once developed, this plan will guide state facility and capital decisions. All other programs are proposed to continue operating at their existing levels.

### **Program Description**

The Chief Financial Office serves several functions in state government:

- Preparing the Governor's Recommended Budget. Each biennium, the CFO prepares the Governor's Recommended Budget for the upcoming biennium. This effort fluctuates depending on the objectives of the Governor. Analysts within the Office work with state agencies and the Governor's policy advisors to incorporate agency spending into the state's long-term vision and the strategic objectives of the Governor.
- Advising the Governor on Immediate Fiscal Matters. As revenue forecasts change each quarter, the CFO is responsible for advising the Governor on how the changing fiscal environment impacts agency programs and the strategic priorities. Analysts within the Office work with agencies to monitor and evaluate agency spending, and ultimately make recommendations to the Governor for potential changes. During economic recessions or periods of economic uncertainty, the demands for this advice increase dramatically.
- Capital Financing and Facility Planning. The CFO works with the State Treasurer to issue debt on behalf of the state to finance capital projects. This function works closely with state agencies to develop capital financing proposals and ultimately execute the issuance of debt to finance some projects. Over the last decade, the state has developed new bonding programs and financing mechanisms, which has increased the workload for this section.

The CFO is beginning the process of establishing a long-term facility plan to guide the development and operation of the state's physical infrastructure. As the long-term facility plan is developed, the CFO will work closely with agency leadership and external partners to identify the state's facility needs.

- Financial Reporting. At the end of each fiscal year, the CFO is responsible for reporting actual state expenditures in the Comprehensive Annual Financial Report (CAFR). Accounting staff within the Office work closely with state agencies to accurately categorize and report agency spending. The complexity of this work increases each time federal oversight boards revise policies on how states are required to report spending.
- State Procurement Policy. The CFO has primary responsibility for maintaining the state's procurement policies. The CFO's role is to guide statewide procurement policies which are then implemented by individual agencies. The state's procurement policies are a frequent point of interest for the legislature and the public. Procurement staff within the Office work with agencies and the legislature to develop changes to the state procurement code; interact with local jurisdictions and other states in the region; and, partner directly with vendors to continuously improve procurement policy.

**Program Justification and Link to 10-Year Outcome**

The CFO provides direct oversight of agency fiscal performance and is an integral part of assisting the Governor and the Chief Operating Officer manage state government. Much of the work performed by the Office provides context for the Governor as he develops his long-term objectives. The Office also provides oversight and guidance to state agencies, aligning them with the Governor’s vision.

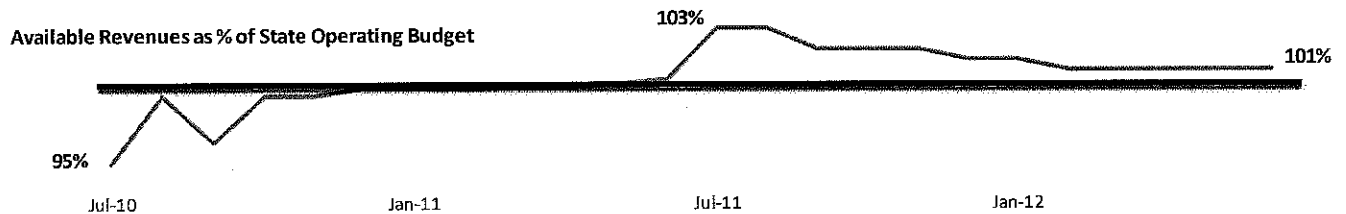
During economic recessions, the Office works closely with the Governor and state agencies to develop strategies for reducing state agency spending. Over the past several biennia, each revenue forecast has shown declines. These revenue reductions have forced agencies to continuously slow spending.

**Program Performance (Updated)**

Like many oversight functions, it is difficult to articulate clear measures of the Office’s performance. Each biennium, the number of products delivered by the Office remains roughly the same because the overall number of agencies remains roughly constant. For fiscal matters, the Office’s workload increases during periods of economic stress, or when the budget development process is being revised. Both of these situations existed during 2011-13.

**Advising the Governor on Immediate Fiscal Matters:**

The chart below shows the state’s available General Fund revenues as a percentage of the state budget. For planning purposes, values below 100 percent indicate the state budget is out of balance, and management actions by the Governor and Legislature will need to be taken.



The chart at the right shows the percentage of state agencies that needed to change their spending plan part way through the 2011-13 biennium. This is an indicator of how accurate agencies are in projecting their financial needs and is used by the office to identify agencies that may need additional fiscal assistance.

	Q1	Q2	Q3	Q4
Allotment revisions FY 2012:	3.7%	4.6%	3.9%	1.9%

**Capital Financing and Facility Planning:**

The chart on the next page measures the workload within the Capital Financing and Facility Planning Section. Over the past ten years, there has been a significant increase in the workload of the capital financing section. During 2003, the capital financing section managed 13 different financing arrangements. By 2010, the section was handling over 20 arrangements per year, and

in 2012 the number has grown to 24. This 85 percent increase in work has not seen a corresponding increase in section staff.

Capital Finance Workload



**Enabling Legislation/Program Authorization**

The Office is governed by several areas of state law. Financial oversight is governed by Article IX of the Oregon Constitution and ORS chapters 291 through 293. Debt financing within state government is governed by Article XI of the Oregon Constitution and ORS chapters 286 through 289. Procurement policy is governed by ORS chapter 279.

**Funding Streams**

For the past two decades, the Office has been funded by assessing other state agencies for its costs. Prior to that time, the Office’s programs were funded by state General Funds. Under the assessment model, the Office’s costs are apportioned to state agencies based on the relative size of the agency budget and the number of people it employs.

**Significant Proposed Program Changes from 2011-13 (Updated)**

During 2013-15, the CFO is proposing to add two staff and professional services to work with agencies to develop a long range capital and facility management plan. The state currently owns and leases extensive property, but lacks a long-range strategic plan that guides capital and facility decisions. Current facility decisions are made on an Ad hoc basis, driven primarily by the immediate needs of state agency programs. With better strategic planning, the state could meet its facility needs in a more efficient and effective manner.

The two proposed positions include adding a state architect and an operations and policy analyst. The architect will be primarily responsible for developing the long range plan. The operation and policy analyst will coordinate the development of statewide sustainability policies. Both positions will be critical to developing a strategic vision for how the state efficiently develops and utilizes its capital assets.

To complement the work of the staff mentioned above, the CFO is also proposing to acquire a software system to assess the State’s current facility inventory and project our future needs. The future needs projection would be based on a facility life cycle model. During 2013-15, the assessment would initially start with DAS owned facilities, but the contract would be structured for further expansions.

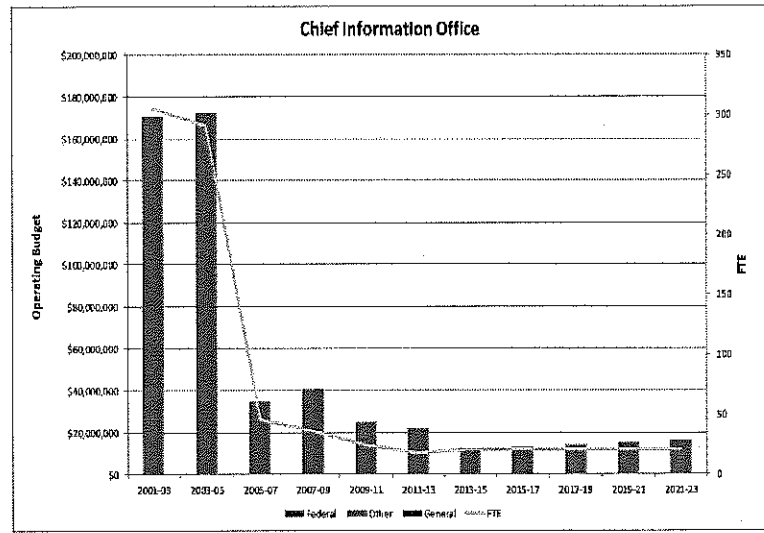
Both proposals will ultimately be supported by assessments to state agencies, but the software system will be initially funded in 2013-15 with Article XI-Q bond proceeds. Debt service on the Article XI-Q bonds will be paid by agency assessments beginning in the 2015-17 biennium, estimated at \$672,769.

# Department of Administrative Services: Chief Information Office

Primary Outcome Area: Improving Government  
Program Contact: Julie Pearson, (503) 378-2128

## Executive Summary

The Chief Information Office (CIO) provides enterprise policy leadership, planning and oversight to state government in enterprise information resource management. Working with various state agencies and the Enterprise Leadership Team (ELT), the CIO will review and assess IT initiatives that have the potential for generating significant program related operating efficiencies and/or cost reductions on a statewide basis.



## Program Funding Request

The GBB 2013-15 funding request for the CIO is \$12,568,648, Other Funds Limited.

Performance proposals for 2013-15 include:

- Developing a strategy and roadmap for agencies that administer licensing programs to obtain licensing services through either a center of excellence or shared licensing service model.
- Conducting a legacy system inventory and developing a strategy and roadmap for the replacement or modification of these systems over the next 10 years.
- Assessing potential opportunities to consolidate IT infrastructure, systems and functions to better enable agency business needs.
- Creating a clearing house of agency IT applications and identifying potential centers of excellence for agencies to utilize, share or replicate.

## Program Description

The Chief Information Office (CIO), led by the State Chief Information Officer serves state government with the following programs:

Information Technology Investment and Planning (ITIP) – leads statewide information technology (IT)-related planning, coordination and oversight. ITIP develops and implements state IT management strategies, rules, policies, standards and processes with an eye towards efficiency, effectiveness and cost savings and alignment with the Governor’s budget and strategic initiatives. ITIP is responsible for the state’s IT portfolio and asset management programs. ITIP oversees the IT related budgeting process in partnership with the Chief Financial Office (CFO) and oversees the execution of major agency information technology projects on behalf of the Governor and Chief Operating Officer.

The Geospatial Enterprise Office (GEO) – is a program within ITIP that serves as a central collection and dissemination point for statewide geographic information. GEO leads and coordinates statewide geographic information management and planning, and the development and stewardship of geospatial information which is shared among federal, tribal, regional, state, and local governments, academic groups, as well as the general public.

The Enterprise Security Office (ESO) – leads state government-wide information security planning, coordination, governance, training and consulting including law and policy implementation, security posture and risk assessment and incident response.

**Program Justification and Link to 10-Year Outcome**

The CIO provides direct oversight of enterprise and agency IT planning, policy and projects. The CIO helps the Chief Operating Officer (COO) manage the operation state government through the smart use of technology and information resources. The CIO programs support the Improving Government Program outcomes by collaborating with agency business and IT leaders to develop cost savings and efficiency proposals that utilize information technology and information resources to improve the efficiency and effectiveness of state government operations.

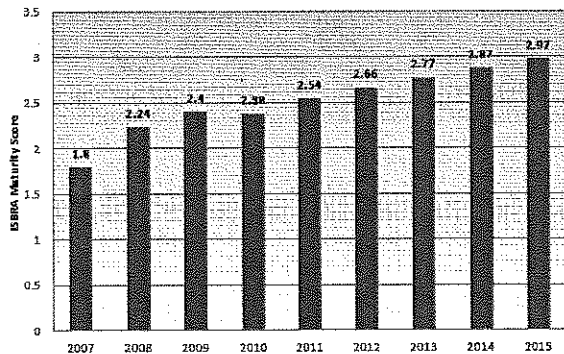
The CIO will work in collaboration with the COO and the ELT to facilitate the development of a future-facing, shared vision for the use of Information Technology in state government operations. The outcomes envisioned in the Governor’s 10-year plan for Oregon will require a changed and more dynamic operations model for state government. Information Technology (IT) can not only be an enabler of change, but the effective use of IT is necessary to support new government operations needed to deliver the Governor’s 10 year plan for Oregon.

**Program Performance**

<ul style="list-style-type: none"> <li><b><u>Volume Metrics</u></b> CIO ITIP – Major IT Project Oversight</li> </ul>	<p>CIO GEO: Spatial Data Library</p>																																										
<p><b>Average Major IT Project Portfolio Value (Per Year) &amp; # of Major IT Project Reports Received Per Year</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Average Major IT Project Portfolio Value (Per Year)</th> <th># of Major IT Project Reports Received Per Year</th> </tr> </thead> <tbody> <tr><td>2006</td><td></td><td>77</td></tr> <tr><td>2007</td><td></td><td>63</td></tr> <tr><td>2008</td><td></td><td>33</td></tr> <tr><td>2009</td><td></td><td>46</td></tr> <tr><td>2010</td><td></td><td>46</td></tr> <tr><td>2011</td><td></td><td>57</td></tr> <tr><td>2012</td><td></td><td>73</td></tr> <tr><td>2013</td><td></td><td>60</td></tr> <tr><td>2014</td><td></td><td>33</td></tr> <tr><td>2015</td><td></td><td>52</td></tr> </tbody> </table>	Year	Average Major IT Project Portfolio Value (Per Year)	# of Major IT Project Reports Received Per Year	2006		77	2007		63	2008		33	2009		46	2010		46	2011		57	2012		73	2013		60	2014		33	2015		52	<p><b>Spatial Data Library - # of Downloads &amp; # of Total Website Hits</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Sum of # Data Downloads</th> <th>Sum of Total Hits (1000's)</th> </tr> </thead> <tbody> <tr><td>2011</td><td>7,739</td><td>5,555</td></tr> <tr><td>2012</td><td>56,850</td><td>57,700</td></tr> </tbody> </table>	Year	Sum of # Data Downloads	Sum of Total Hits (1000's)	2011	7,739	5,555	2012	56,850	57,700
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<p>NOTE: This chart represents the actual number of Major IT project reports received per year (figure in white text) and the average of the Major IT Project portfolio value for each individual year since 2006. Year 2012 (Quarter 3 &amp; 4) and years 2013-2015 are estimates. The project portfolio value increased significantly between 2011 and 2012 due to the addition of the ODOT State Radio Project (\$209.4 M – scheduled for completion June 2015) and the OHA HIX-IT Project (\$86.9 M scheduled for completion February 2014).</p>	<p>NOTE: 2011 and 2012 data represent fiscal years. Government organizations (Federal, tribal, regional, state, and local government) and citizens have significantly increased their use of geospatial data and data services made available by the CIO GEO. This increase is partially due to the deployment of new technology acquired through Oregon’s Esri enterprise license agreement. The CIO GEO has made the data much more easily accessible on the web, which has resulted in a dramatic increase in use of the data in support of business processes at every level of government, private sector, academia and the public.</p>																																										

• Quality Metrics: CIO ESO

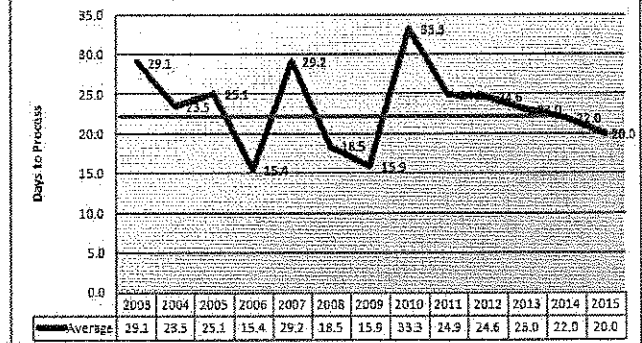
Information Security Maturity Score



NOTE: CIO Enterprise Security Office (ESO) conducts an Information Systems Business Risk Assessment (ISBRA) with a group of agencies on an annual basis. This Performance Metric monitors the overall information security maturity rating of Oregon state government based on a sample of state agencies. The Maturity Rating is achieved using a compilation and aggregate score based on the ISO 27002 standard and assigning a rating using the Carnegie-Mellon Capability Maturity Model (through both 3rd party and self evaluation of information security business risk assessments). Years 2012-2015 are projections. SEE APPENDIX C for ISBRA Maturity Rating Scale definitions.

• Timeliness Metrics: CIO ITIP

Average Work Days to Process, 2003 - 2015

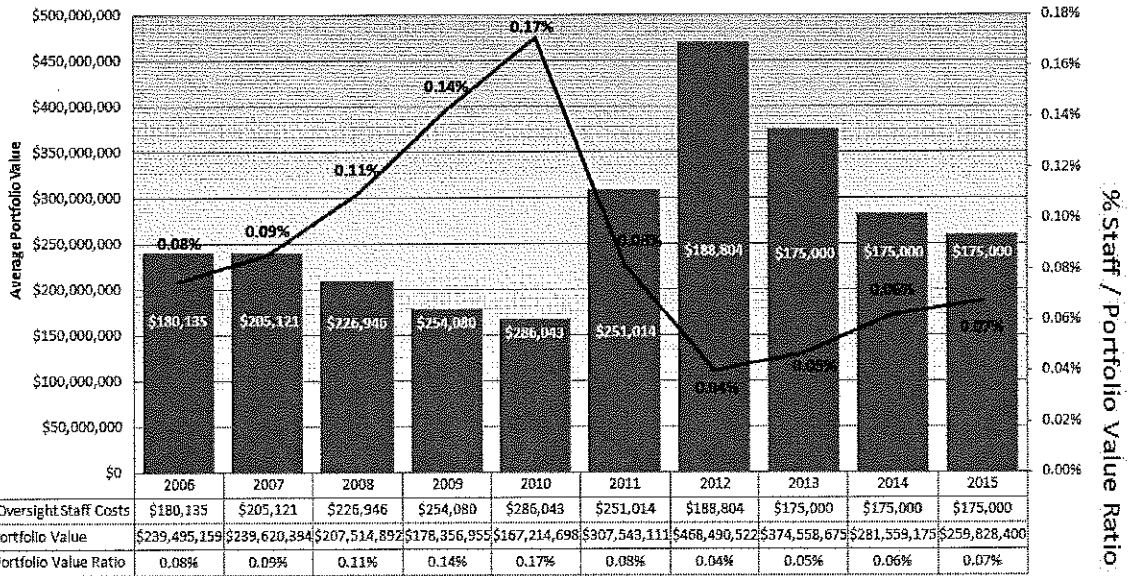


NOTE: These figures represent the population, not a sample. (Minus the data that does not have DATE RECEIVED or DATE APPROVED information. Total population size: 383)

- “Work Days” is calculated by taking actual calendar days – dividing that value by “7” (resulting in calendar weeks) and multiplying that value by “5” resulting in work days.
- Line represents mean from 2003-2012. Mean = 23 work days
- 60% of all IRRs processed (i.e. 230 / 383) were processed within 20 days of receipt of the IRR.
- 91% of all IRRs processed (i.e. 349 / 383) were processed within 60 days of receipt of the IRR.

• Efficiency metric: CIO IT Investment and Planning

Average Portfolio Value Per Year 2006 - 2015  
CIO Oversight Staff Cost Per Year 2006 - 2015



NOTE: These figures represent the staff + OPE costs for Chief Information Office (CIO) IT Investment and Planning staff (1.75 FTE) dedicated to oversight of Oregon’s Major IT Projects (Project that exceed \$1M in value) compared to the Overall Major IT Project Portfolio Value overseen by the CIO from 2006 – 2015. On average, the salary costs + OPE for CIO ITIP staff dedicated to Major IT Project oversight represent less than 1/10<sup>th</sup> of 1 percent of overall Major IT Project costs. With the completion of the PERS ORION Project, CIO ITIP FTE dedicated to Major IT Project oversight dropped from 1.75FTE to 1.25 FTE and is projected to continue at that level through 2013-15 unless additional investments (e.g. funding/positions) or budget reductions are made. Year 2012 (Quarter 3 & 4) and years 2013-2015 are estimates.

SEE APPENDIX C: for more Chief Information Office (CIO) Performance and Key CIO Program deliverable information.

**Enabling Legislation/Program Authorization**

Enterprise Information Technology coordination, planning, management, policy, standards and oversight activities are governed by ORS Chapters 184, 283 and 291. GIS and Geospatial data management, planning, coordination, policies and standards activities are governed additionally by Executive Order 00-02. Information Systems Security planning, policy and oversight activities are governed by ORS Chapter 182. Oregon Transparency Website responsibilities are governed by ORS Chapter 184.

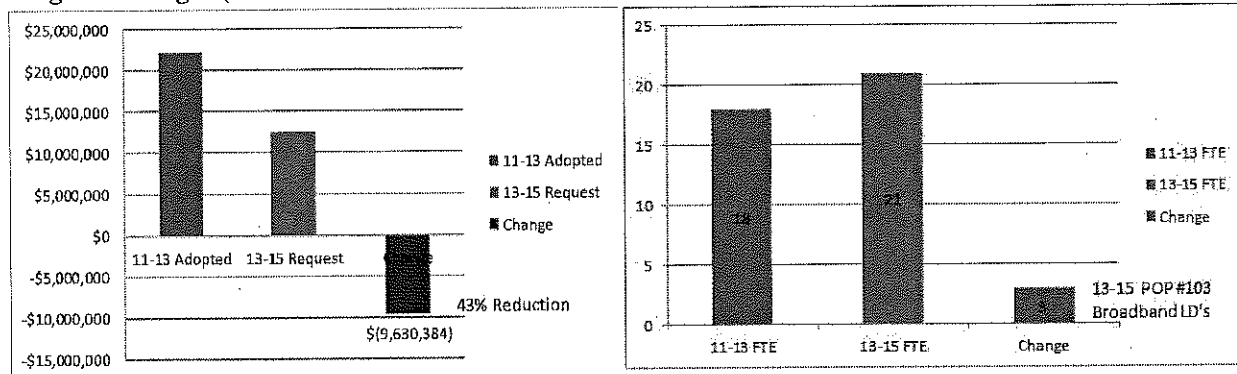
**Funding Streams**

With the exception of GEO all CIO programs are funded through an assessment allocated based on a budgeted full-time FTEs. GEO is funded through a weighted, tiered, statewide assessment and via dedicated National Telecommunications and Information Administration (NTIA) Broadband Data Collection and Mapping grant funds (in the form of an Other Funds Inter-agency transfer from Public Utilities Commission.) See Spreadsheet Appendix for historical data on the original sources of funding.

**Significant Proposed Program Changes from 2011-13**

On July 1, 2012, DAS implemented the Entrepreneurial Management model reorganizing into distinct policy and service delivery units. The CIO is a policy office reporting to the Chief Operating Officer and is now comprised of two primary sections: Enterprise Security Office and IT Investment and Planning - ITIP (within which the policy component of the Geospatial Enterprise Office (GEO) also resides). E-Government and some Geospatial service positions were transferred to the Enterprise Technology Services (ETS) Division. Project management for projects like E-Government Transition and Email Consolidation will also move to the ETS Division. In the 2013-15 biennium and beyond, the CIO will have responsibility for IT strategy and policy development, and oversight and ETS will have responsibility for project execution, system implementation and service delivery.

**Program Budget (11-13 to 13-15: 43% reduction)      Program FTE (11-13 to 13-15: 3 LD increase)**



**Note:** The projected 2013-15 budget reduction is primarily due to reductions taken in the 2011-13 biennium and the transition of the e-Government program and related pass-through limitation from the CIO to the DAS Enterprise Technology Services (ETS) Division. The projected 13-15 FTE level is the result of the transition of three permanent positions (3.00 FTE) from the CIO to ETS: one position (1 FTE) from E-Government and two positions (2 FTE) from GEO with the offsetting addition (continuation) of four Limited Duration positions for eighteen months (3.00 FTE) within the CIO ITIP GEO program to continue the Broadband Data Collection and Mapping program which is 100% funded via NTIA Grant Funds (in the form of an Other Funds Inter-agency transfer from Public Utilities Commission).

# Department of Administrative Services: Chief Information Office

## **Appendix C: Chief Information Office (CIO) – Additional Performance Information**

Since 2008, CIO programs have been the recipient of national awards in the areas of Digital Government, Geographic Information Systems, and Open Government and Transparency. A sample of key CIO program performance outcomes are listed below.

### Enterprise Security: Key deliverables:

- Adopted a Statewide Information Security Plan, over twenty (20) Technical Standards, and a Statewide Information Security Architecture
- Coordinated and conducted over thirty (30) security assessments (6 in the last year) and multiple vulnerability assessments in concert with the State Data Center and outside firms. Currently have eighteen (18) agencies participating in the annual Information Security Business Risk Assessment.
- Coordinated and assisted in over twenty-five (25) incident response and forensics events

### IT/GIS Planning, Coordination, Policy and Oversight: Key deliverables:

- 2010-2015 Oregon's Enterprise Information Resource Management (IRM) Strategy and Oregon Strategic Plan for Geographic Information Management
- Assisted Public Utility Commission to secure Phase 1 \$2.2M and Phase 2 \$1.7 M Broadband Mapping Grants for data collection and mapping to define served, underserved and un-served areas in Oregon.
- Led/supported the establishment of (8) statewide IT contracts with savings of nearly \$5 M during the past and current biennium.
  - Deployed multiple interactive mapping application in support of Governor's Office and agency priorities:
    - a) Stimulus Tracking Map; b) Oregon Cool Schools Interactive Map; c) Oregon's Broadband Map; d) Criminal Justice Statistics Map; e) RAPTOR – Real time Assessment and Planning Tool for Oregon
- Deployed and enhanced Oregon's Stimulus Transparency and Accountability Tracking System (ORSTATS) to fulfill the Governor's multi-agency reporting responsibilities to OMB and Recovery.gov.

### Oregon Transparency Website & Data Portals: Key deliverables:

- Created, annually updated and progressively enhanced Oregon's Transparency Website
- Oregon's Open Data Portal – data.oregon.gov providing citizen access to agency data
- Public and government entities served with enhanced access to Aerial Imagery and other geospatial data via the Oregon Imagery Explorer, the Oregon Spatial Data Library and an expanded library of web map services.

### Program Performance Quality Metrics: CIO ESO

Information Systems Business Risk Assessment (ISBRA) Maturity Rating Scale

1 = "Initial": Processes are Ad-hoc and chaotic

2 = "Managed": Processes are planned in accordance with policy

3 = "Defined": Processes are well defined and understood

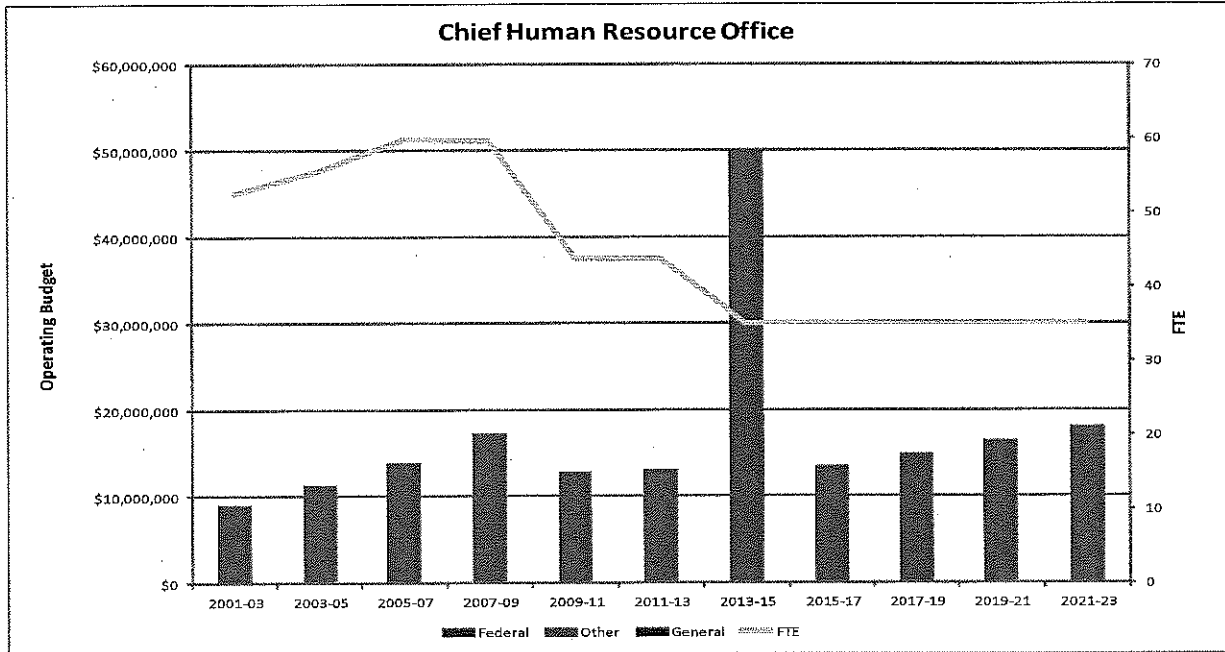
4 = "Quantitatively Managed": Quantitative objectives for quality and process

5 = "Optimizing": Continuous Improvement based upon measurements



# Department of Administrative Services: Office of the Chief Human Resource Officer

Primary Outcome Area: Improving Government  
Program Contact: Clyde Saiki, 503-378-3020



## Executive Summary:

The Chief Human Resources Office (CHRO) is a restructured division within the Department of Administrative Services (DAS), created under the Entrepreneurial Management organizational model. The primary functions existed in the division previously known as the Human Resource Services Division (HRSD).

The CHRO provides the enterprise-wide policy leadership necessary to maintain a reliable and qualified workforce for the state of Oregon. The CHRO's centralized policy functions enable executive branch agencies to share resources and expertise to manage their human resource assets and capital in a cost-effective way.

## Program Funding Request (Updated)

The total 2013-15 funding request for the CHRO is \$50,211,155. The estimated amount of resources required to support this same program level through 2021-23, excluding the one time Human Resource Information System development and implementation cost, are reflected in the chart above.

Working with various public and private entities, the CHRO continues to review and assess additional program initiatives with the potential for generating significant operating efficiencies and/or cost reductions on a statewide basis. As these initiatives are developed and approved, requests for the budget resources needed for implementation will be developed and submitted to the Legislature or the Emergency Board for approval. If the request is approved, it will change the program funding estimates shown above.

## **Program Description:**

The CHRO is comprised of the following units: HR Policy, Labor Relations, Classification and Compensation, Workforce Development, and Executive Recruitment. These Units work together to provide enterprise-wide policy leadership by:

- being directly involved in high level human resource management issues;
- negotiating, interpreting and overseeing all state executive branch collective bargaining agreements as well as five separate non-state worker groups;
- handling workforce planning and employee development through use of a data driven personnel system utilized by agency managers;
- providing enterprise-wide training through on-line and in-class presentations in a variety of areas such as New Employee Orientations and Respectful Workplace;
- facilitating executive recruitments and providing expertise and guidance for maintenance of the statewide recruitments;
- ensuring the state government acts as one employer in classifying and compensating employees equitably;
- administering and maintaining a central system for job classification and compensation;
- responding to requests from agencies and labor unions for selective reviews, investigations and classification studies to ensure compliance with HR policy, Oregon administrative rules and collective bargaining agreements;
- tracking legislation and its impact to the enterprise-wide workforce;
- providing data and advice on potential legislative action to policy makers;
- drafting and updating policies and providing compliance support along with complex statutory analysis;
- providing mission-critical policy support and guidance in human resource systems (such as PPDB, E-Recruit, and iLearnOregon) to the state of Oregon, including the Legislative and Judicial branches; and,
- special projects support as required (i.e. Governor's Hiring Freeze, HB 4131, etc.).

The time taken to research and respond to the thousands of contacts varies greatly. Staff work collaboratively to provide consistent direction through individual or group consultation; and to generate best practices.

## **Program Justification and Link to 10-Year Outcome**

The citizens of Oregon demand an efficient delivery of human resources to maximize public dollars and support program services that benefit the public at large. The CHRO meets such demands by creating an environment which involves agencies in all aspects of human resource development, policy support and implementation, using advisory groups in workplace performance and classification and compensation development and in establishing training programs which enhances management skills.

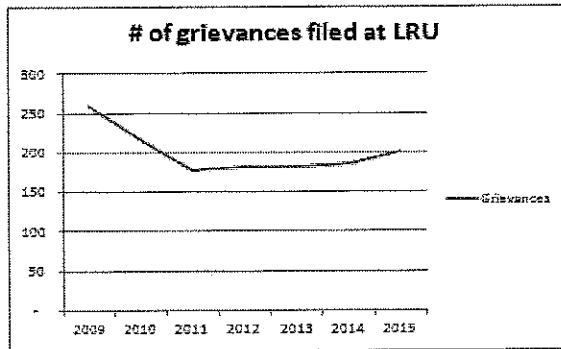
Moving forward there is a constant theme to reduce the size of state government. HB 2020 and HB 4131 are examples of legislative steps taken to reduce the management and supervisory classifications. It is imperative, if the state of Oregon is to retain and attract qualified applicants and support a diverse and inclusive workforce, the CHRO, with the assistance of all state agencies, provide career opportunities designed to enhance skills and training, broaden applicant pools, and create succession planning resources. It is equally critical to align the job classifications and compensation system more closely with the geographic market, soliciting the input of labor, management, the Legislature and enterprise-wide leaders.

**Program Performance (Updated)**

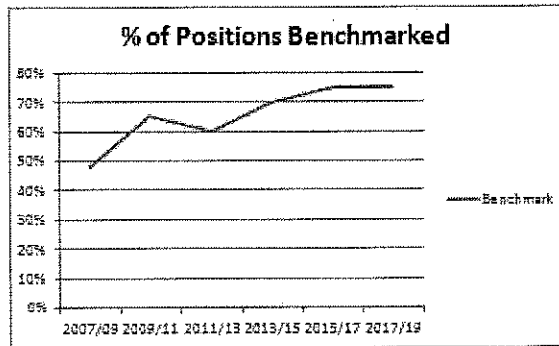
The CHRO is in the process of developing metrics to better demonstrate the full value and impact the program has in leading the State of Oregon’s human resource assets. The metrics we do have may help define the efforts of the CHRO staff:

- Provide human resource policy setting and compliance support to over 240 state agency HR professionals, agency directors and others in state government, as needed;
- Customers contact our policy management staff approximately 15,000 times annually;
- Negotiate, interpret and oversee 32 collective bargaining agreements for 62 separate agencies as well as five separate non-state worker groups. This includes the filing of approximately 200 grievances per year (Graph 1) and covers a workforce of approximately 56,000;
- Facilitate workforce planning through use of a data driven personnel system utilized by approximately 3,800 managers;
- Administer and maintain a central system for over 600 job classifications including benchmarking classifications for the bargaining process (Graph 2) and process an average of over 1,400 classification position reviews per year (Graph 3) at an average cost of approximately \$1,100 per review (Graph 4); and
- Facilitate executive recruitments for an average of 16 agency directors per biennium on behalf of the Governor or other public bodies such as boards or commissions (Graph 5).

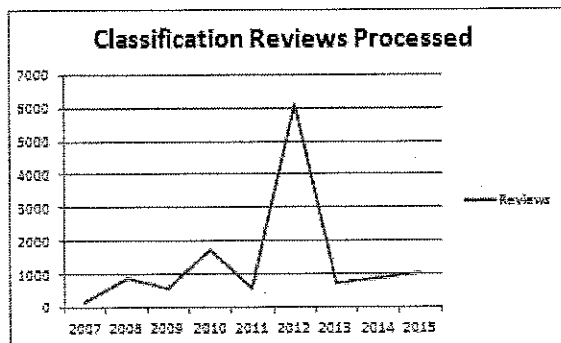
**Graph 1**



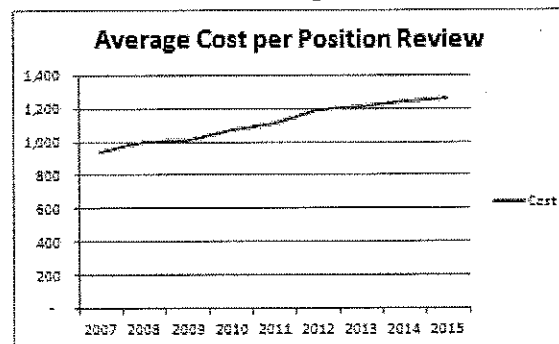
**Graph 2**



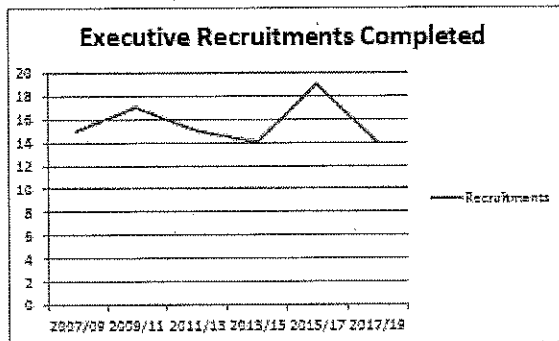
**Graph 3\***



**Graph 4**



**Graph 5**



**Notes:**

These graphs include some estimated data due to limited data availability.

\* Graph 3 displays a spike in the 2011-13 biennium due to the impacts of HB 200 and HB 4131.

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### **Enabling Legislation/Program Authorization**

- ORS 240 State Personnel Relations Law – Requires DAS to maintain a roster of all state employees (PPDB); adopt rules, policies and procedures necessary for management service employees; collaborate with agency appointing authorities in the creation of employee training programs.
- ORS 243 Public Employee Collective Bargaining Act; Requires the Executive Branch to enter into good faith negotiations with recognized labor organization – this includes the administration and ongoing compliance with the terms and conditions of collective bargaining agreements.
- Federal and State Employment/Civil Rights Laws including, but not limited to, anti-discrimination legislation, state workers' compensation laws, federal and state medical and family leave and occupational health and safety requirements.

### **Funding Streams**

All funding comes from assessments charged to state agencies on the basis of budgeted Full Time Equivalent (FTE) positions. See Appendix B for historical information on original sources of funds for DAS programs.

### **Significant Proposed Program Changes from 2011-13 (Updated)**

With the implementation of the Entrepreneurial Management (EM) reorganization, the CHRO transitioned the Client Agency HR Services to the new Employee Human Resource Services program area along with the systems administration of PPDB, E-Recruit, and iLearnOregon. This reduced the CHRO program staff from 43.71 FTE to 27 FTE.

In the 2013-15 biennium the most significant program change expected, if approved through the budget process, is the selection and implementation of the new HRIS. This project will add an additional 8 FTE for a total of 35 FTE within the CHRO.

The following benefits to a new HRIS provide an initial scope to be vetted with a variety of stakeholders for their importance, priority and additions:

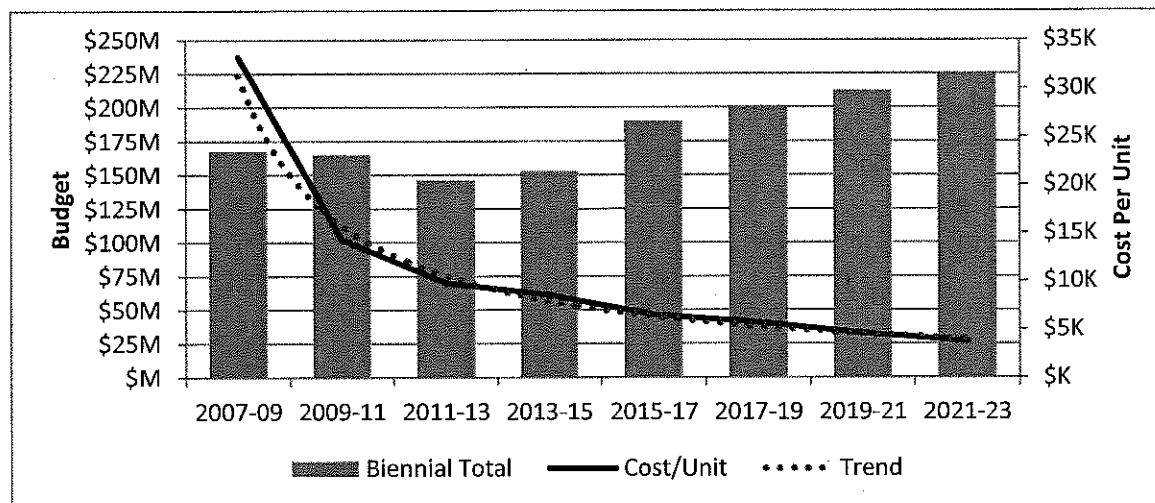
1. Improve HR and budget decision making through more flexible and what-if reporting capabilities for a variety of stakeholders;
2. Provide a consistent source of HR data for state government reporting on things such as span of control and position details;
3. Gain efficiencies with consistent, streamlined HR processes and electronic document storage;
4. Provide an easy-to-use, intuitive user interface both accessible to and usable by casual users, expert HR specialists, budget and policy analysts;
5. Reduce or eliminate a large number of redundant systems statewide allowing the resources that had been supporting those systems to be redirected to mission critical work or saved; and
6. Improve the state's ability to maintain system compliance with emerging HR regulations and related statutes.

If a new HRIS is not selected and the state continues with the current systems the estimated maintenance cost is approximately \$2 to 3 million per year.

## Agency Name: Enterprise Technology Services

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Primary Outcome Area: Improving Government  
Program Contact: Julie Bozzi, 503-378-4578



**Executive Summary** - Enterprise Technology Services (ETS) focuses on maximizing the value of the state technology investments so the business of government runs efficiently, securely, and reliably. Modern, reliable and standardized technology enables numerous business operations within and across government. This facilitates the reuse of new and existing IT assets to quickly leverage standard solutions and services, providing alternatives for the state to obtain multiple returns on each dollar invested.

**Program Funding Request (Updated)** – The agency request budget for ETS includes a current service level of \$180 million to support and maintain existing services, and policy option packages of \$39.6 million/29 FTE for equipment lifecycle replacement, leveraging technology, security, infrastructure growth, eGov systems support, CIO support for statewide IT projects, and agency companion package for customer IT projects.

### **Program Description**

**Service Portfolio** - ETS is the leading supplier and expert in managed computing technology for Oregon state government. Our telecommunication services provide secure and reliable connection to the people, computers and data necessary to conduct business in or with state government. These services offer flexibility and choice aimed at meeting the varying needs and sizes of our government customers. Over 140 agencies, boards, commissions and local governments' customers purchase our technology services. All services use best practice standards, meet federal and state requirements, and are maintained and monitored to ensure that the technology supporting the government's business is secure and reliable.

**Building on the Foundation** - The State Data Center (SDC) was the original service operation. It was created in 2006 by agency directors and CIOs to leverage computing and network infrastructure technology across the state. The initial services were provided to a large distribution of customers and jurisdictions. For example, computing services were provided

primarily to the 11 largest executive branch agencies. Communications services were provided or brokered for most state agencies as well as counties, municipalities, schools and tribes.

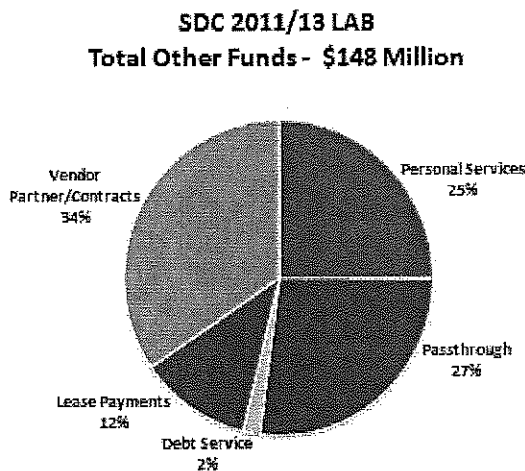
**Request and Opportunities to Expand the Services** - After building a successful business model for delivery of statewide IT services, the SDC was routinely asked to grow its service offerings. These requests were to add new technology services, enterprise applications, increase current services based on usage needs, and to allow other new government customers to buy the technology services. These requests indicate a confidence in the service model to provide benefits and savings to both the buying customer and the citizens of Oregon.

**Program Justification and Link to 10-Year Outcome**

**Value to State Government** - Oregon citizens, businesses and local governments deserve to, and significantly benefit when they conduct business with the state through modern, safe, and reliable technology. This is accomplished by continually leveraging the state’s IT investment and resources to meet policy goals and agency mission requirements. ETS partners with customers and vendors to choose and implement the best value IT solutions for all stakeholders. This approach allows all stakeholders from individual citizens to large agencies to benefit from the same technology solutions as Fortune 500 companies while driving unit costs significantly down.

**Financially Stable and Competitive** - A 2011 findings report from the Legislature stated “The ROI on the state data center strongly supports the state's decision to build a single consolidated center.” And “the service costs and rates are within or far below industry standards.” If state government is to meet the growing demand for services, executives must think of technology spending as an investment, not an expense. The right investments in technology will help the state save money, save time, do more with less and grow the capability of the state to meet an increased demand for services. A new business case indicates that further technology consolidation would save the state a minimum of \$6.2M and up to \$48.2M over 6 years. Consolidation is one of the most frequently recommended opportunities for savings in enterprises due to cost reduction, increased service availability, improved security/regulatory compliance and greater ability to benefit from new technologies.

**Major Cost Drivers** – The following chart shows that 73% of the budget goes directly to the vendors to procure the hardware, software, and vendor support. Reduced spend in these areas has come through consolidation and standardization which have enabled the state to realize a savings of \$38M dollars, which was returned to the legislature and significantly reduced rates. Continued reduction without further consolidation/standardization of other government technologies will directly eliminate technology critical to the agencies providing services.

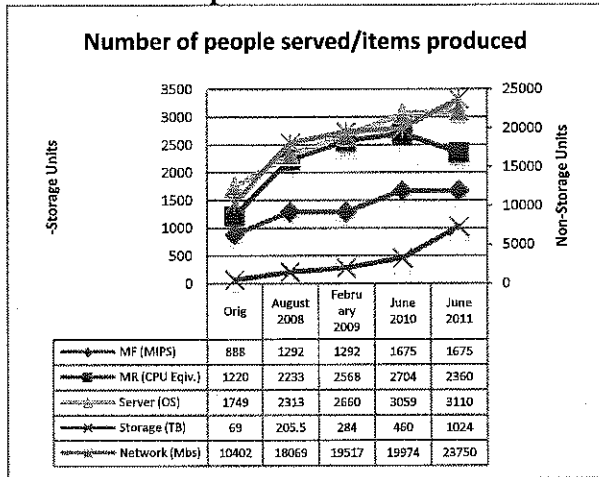


- Vendor Partner/Contracts – mainly hardware, software and associated maintenance contracts with vendors used or shared by agencies. Eg. Oracle, MicroSoft, Citrix, Computer Associates, Cisco
- Passthrough – Services bought directly from a vendor by an agency and the cost is passed through. Eg. CenturyLink, LS Networks, Integra, Sungard

- Personal Services – Staff to deliver new requests or services, keep technology available 24/7, and manage contracts.
- Lease Payments – Made to vendors for the hardware used to support agency applications, network, and storage. Eg. IBM, HewlettePackard, Hitachi

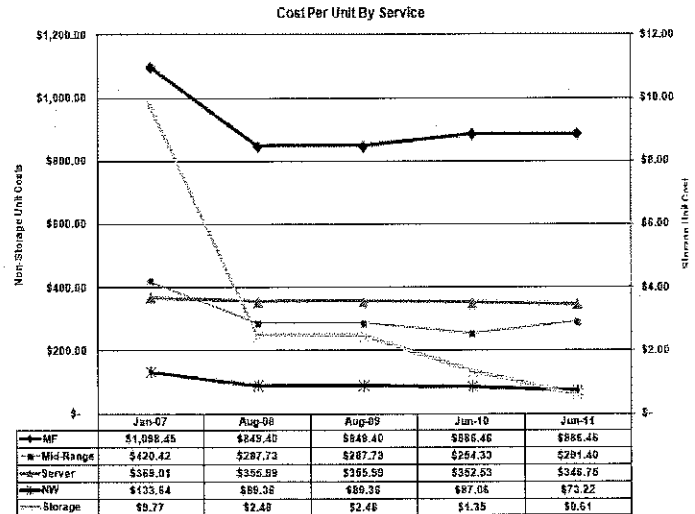
**Program Performance (Updated)**

**Number of People Served/items Produced**



The common measurement of technology is the number of units used by customers. This chart illustrates, from the original startup, the dramatic increases in customer usage of service, by its industry standard of measure. For example, MF (MIPS) is Mainframe Millions of Instructions Per Second or in June 2011, the Mainframe was averaging 1,675Millions or 1.6Billion Instructions Per Second used by agencies delivering services to customers. This represents 189% increase since original startup in 2007.

**Cost Per Service Unit**

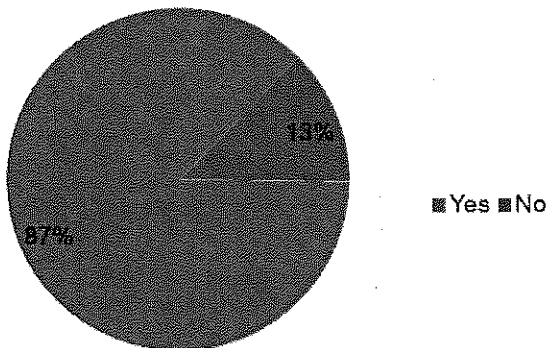


Over the past 5 years as customer usage increased and the agencies were working on consolidation and standardization of technology the direct impact was large decreases in the per unit cost of each service line. This creates an economics of cost per unit is - as more customers use a service the cost per unit shrinks(through efficiencies of consolidation and best practices), so that customers are buying more with less budget dollars, thereby reducing costs of state government.

**Quality and Timeliness** - Customer surveys are sent to all customers based on the volume of service requests submitted in total from an agency. To prevent over surveying, requests are not sent to the same individual requestor more than once a month. The following charts depict these customer views on quality and timeliness of services.

**Quality of Services**

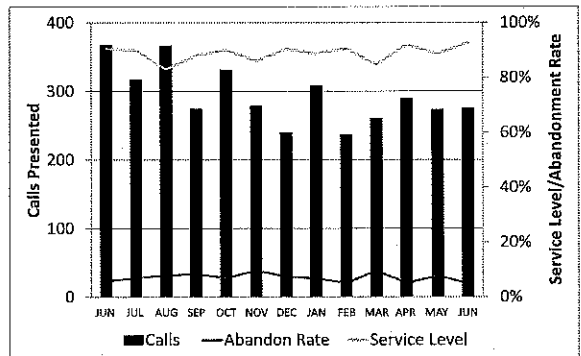
What was delivered in response to my request met my needs:  
Response Rate: 98% (N=941)



**SDC**

Call Queue – Service Level Abandonment Rate

Monthly Average  
Calls = 294  
Abandoned = 20  
Service Level = 89%



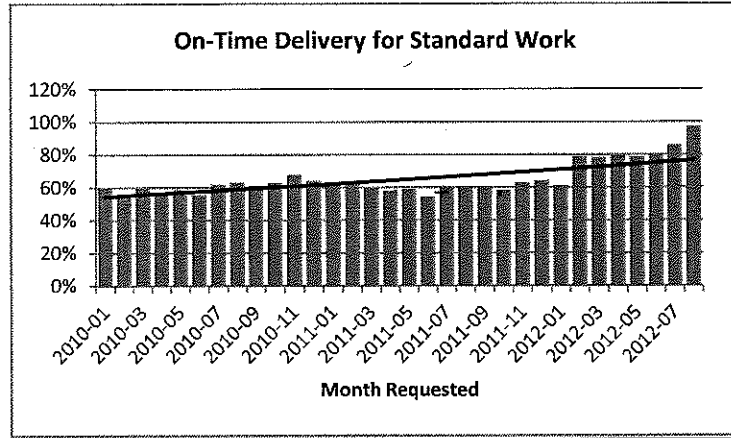
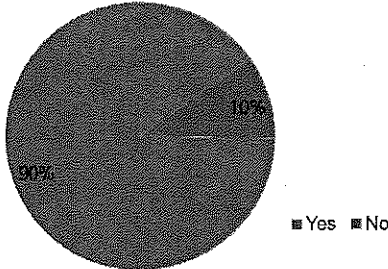
SL = 90% in 50 seconds

On followup of those that did not meet needs the primary reason given was communication issues.

Abandoned rate measures calls that hit the service desk but the user hangs up prior to call being answered.

### Timeliness of Services Provided

Did we meet the delivery date for this ticket?  
Response Rate: 94% (N=3253)



On followup of those that were not delivered on time, the primary reason given was that requirements had changed or were not fully known at time of request.

Standard work is non-prioritized work that does not require engineering and can be done by a technician in typically less than 6 hours.

**Enabling Legislation/Program Authorization** - ETS derives its authority over information technology from primarily statutes: ORS 184.305, ORS 184.473, ORS 184.475, ORS 184.477, ORS 283.140, ORS 283.500 – 283.520, ORS 291.038. Statutory authority relates to the centralization, consolidation and coordination of the State’s information technology. The basic statutory purpose is to improve the efficient and effective use of state resources through the provision of information systems and networks to facilitate the reliable exchange of information and applied technology. Technology includes, but is not limited to, all present and future forms of hardware, software and services for data processing, office automation, and telecommunications. Provide a vendor-neutral operating environment where different computers, applications, software and networks can operate together easily and efficiently.

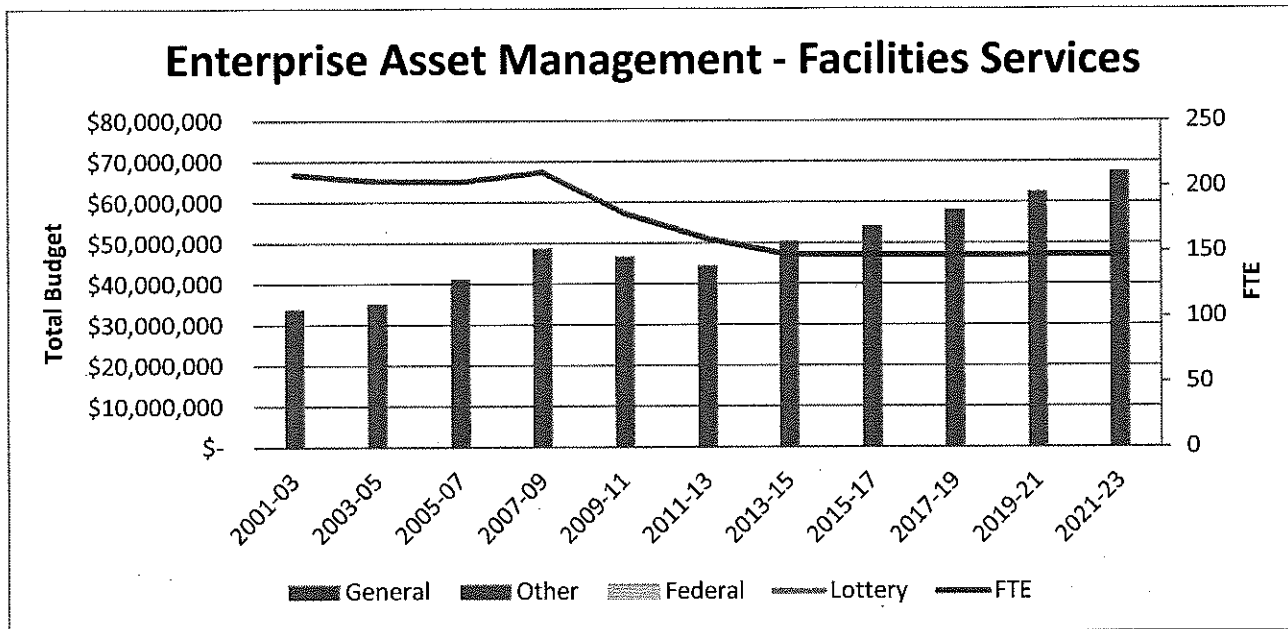
**Funding Streams** - All of ETS is funded via rates based on the amount of technology and services used. Over 140 agencies, boards, commissions and local government buy computing, network and telephone services. The buying agencies are funded via a mix of all funding sources, i.e. Grant, Federal Funds/Match, General Fund, Lottery Fund, Fee for Agency Service. Please see Attachment B for historical information on the original sources of funding for these programs.

**Significant Proposed Program Changes from 2011-13 (Updated)** – The funding proposal for 2013-15 reduces current service levels. Increases in essential packages for standard inflation, state government service charges, and exceptional inflation, were offset by technical adjustment reductions. The proposed policy option packages are required to support a limited amount of technology growth required for agencies to deliver service and technology security. Other changes include the move of the support of DAS enterprise and internal applications ETS. These include Finance, Human Resources, e-Gov, Service Desk, i-Learn, and other miscellaneous applications.



# Department of Administrative Services: Enterprise Asset Management Facilities Services Program

Primary Outcome Area: Improving Government  
 Program Contact: Jeanette Fish, 503-378-5093



A comparison between the total program budgets, including the Capital Projects, and total full time equivalent positions. We anticipate the total FTE to remain flat while the costs, and therefore budget, increase.

## Executive Summary

The Facilities Services program is a part of the Department of Administrative Services Enterprise Asset Management (EAM) division and includes the following programs: Operations, Maintenance, Planning & Construction Management, and Real Estate Services. The program manages the portfolio of DAS owned property that includes 53 buildings, 25 parking lots, 3 parks, and 3 fountains. The program services over 3 million square feet of building space.

- **Operations** provides full custodial and landscaping services that maintain safe, clean, sanitary, and visually pleasing environments for our tenants and the public.
- **Maintenance** maintains and repairs the assets in DAS owned buildings. Maintaining the DAS buildings and assets within the buildings ensures state workers have a reliable, safe and efficient work place to provide the services needed to the citizens of Oregon.
- **Planning and Construction Management** provides expertise for the State of Oregon in new capital construction of buildings, maintenance of existing buildings, best practices for space utilization, and expertise in CAD drawing and space design for remodeling existing buildings and designing new buildings. They are the state resource and experts in construction and maintenance of buildings.
- **Real Estate Services** provides real estate expertise for commercial leases, purchases and sales, and real estate development and consulting.

## Program Description

**Operations** provides centralized custodial and landscape services for DAS-owned buildings and some non-DAS buildings by service agreement. The custodial program provides full janitorial services, maintaining healthy and sanitary environments for tenants. The landscape program provides full grounds maintenance covering over 3.6 million sq. ft. (84 acres) of grounds maintaining safe, functional and visually attractive grounds. Landscape staff expertise includes general

landscapers, an arborist, and pesticide applicators. Some unique services not usually found in the private sector include: safety inspections, reporting of maintenance issues, removal of graffiti, response to vandalism, replacing light bulbs, escorting contractors, cleanup after transients.

**Maintenance** provides centralized maintenance and repair services for DAS-owned buildings and some non-DAS buildings by service agreement. The program serves buildings located in Salem, Portland, Eugene, Pendleton, Burns and Central Point on a daily basis. Specific services include: 1) HVAC: Operates the building heating, cooling and ventilation systems. 2) Service & Repair: Performs general building maintenance and repairs, 3) Electrical/Electronic Security & Physical key: performs preventive maintenance and repairs on all building electrical systems. The program partners with state agencies, local officials, code inspectors, architects & engineers and contractors from all trades. The focus of the program is to maintain safe, comfortable work environments and prolong the life of assets.

**Planning & Construction Management** serves as the state's expert resource for new construction, building renovation, building system upgrades, and space design. The primary focus is with maintaining the 53 buildings that DAS owns. Whenever possible the program assists other agencies with their construction and interior projects in buildings they own. The program manages all projects to minimize agency downtime, exceed construction standards, implement energy savings, meet timelines, stay on scope, and stay within budget.

**Real Estate Services** negotiates real estate leases that meet the needs of state agencies at the lowest possible cost. This section provides sales and purchasing expertise, consulting, and planning services to state agencies with building or land transaction needs. It executes roughly 250 leases annually, maintaining a portfolio of 547 leases covering 4.5 million square feet. Necessary partners for the program's success include client agencies via facility managers and leadership presence, the Attorney General's office, private sector commercial real estate industry colleagues and expertise, higher learning institutions, county and local government, general construction contractors, private property owners, and commercial real estate brokerage and information communities.

**Major cost drivers for the program** are the size and condition of the footprint of DAS-owned buildings, as well as the level of service.

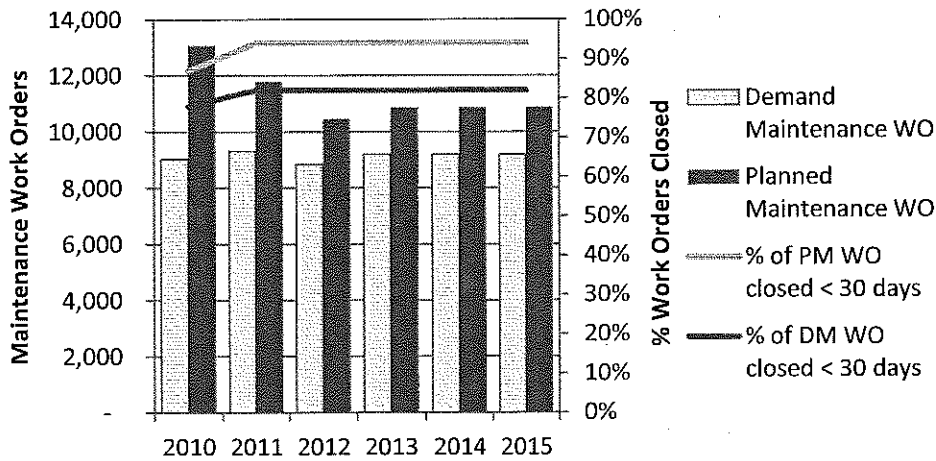
#### **Program Justification and Link to 10-Year Outcome**

**Facilities Services** maintains buildings and grounds to provide safe and healthy environments for tenants and the public as it improves its services. Additionally they oversee projects and real estate initiatives. Collectively they continually improve processes, efficiencies and timeliness of our services to our tenants. Sustainable chemicals and best practices have been incorporated into our everyday duties. Staff optimizes the cost of providing the service with quality and timeliness. They provide a broader array of services and ability to quickly respond to customer requests than our private sector counterparts. Energy conservation is a priority and best practices have been incorporated into everyday duties with the goal of continued energy reduction through improved processes and technology

#### **Program Performance (Updated)**

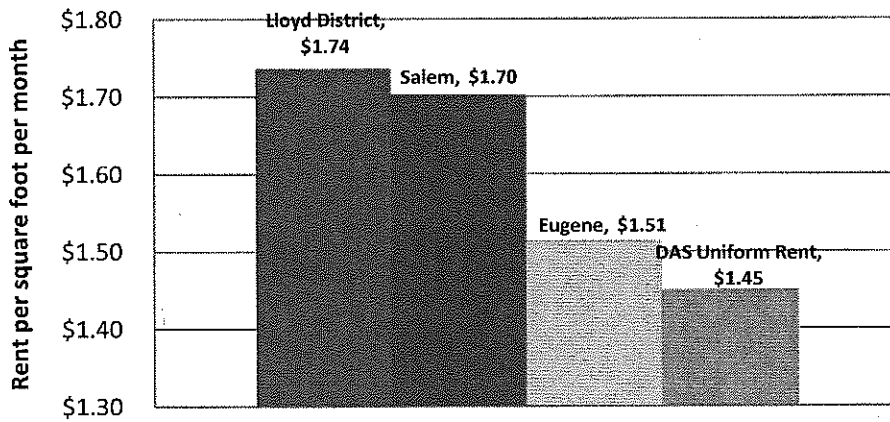
Facilities Services programs regularly compare costs and performance against private and public sector benchmarks to ensure the department maintains quality service delivery at the best value for the state.

### Maintenance Performed



The planned maintenance (preventative maintenance) was reduced between 2010 and 2012 in order to reduce the building costs for the tenants. Overall, there has been a slight increase in the demand work orders (requested work) which may in part be caused by the reduction in planned maintenance.

### Market Rent vs. DAS Uniform Rent (Rates exclude Property Taxes)

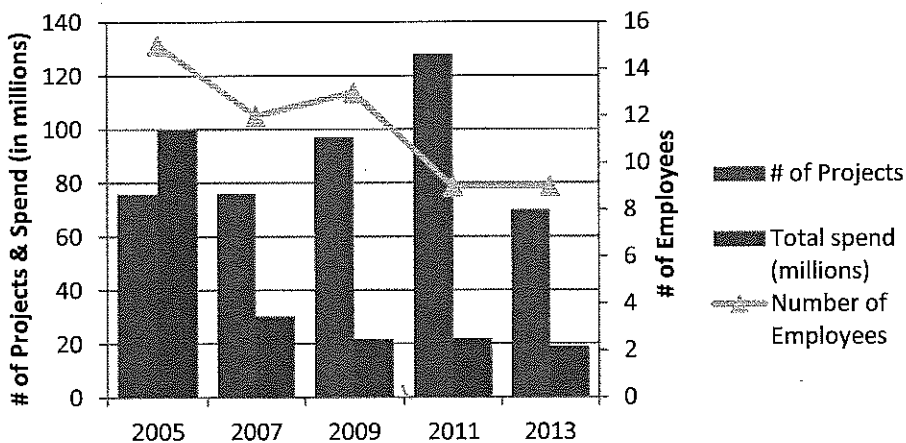


The DAS Uniform Rent pool consists of 25 buildings: 22 in Salem, one in Portland, one in Eugene, and one in Pendleton.

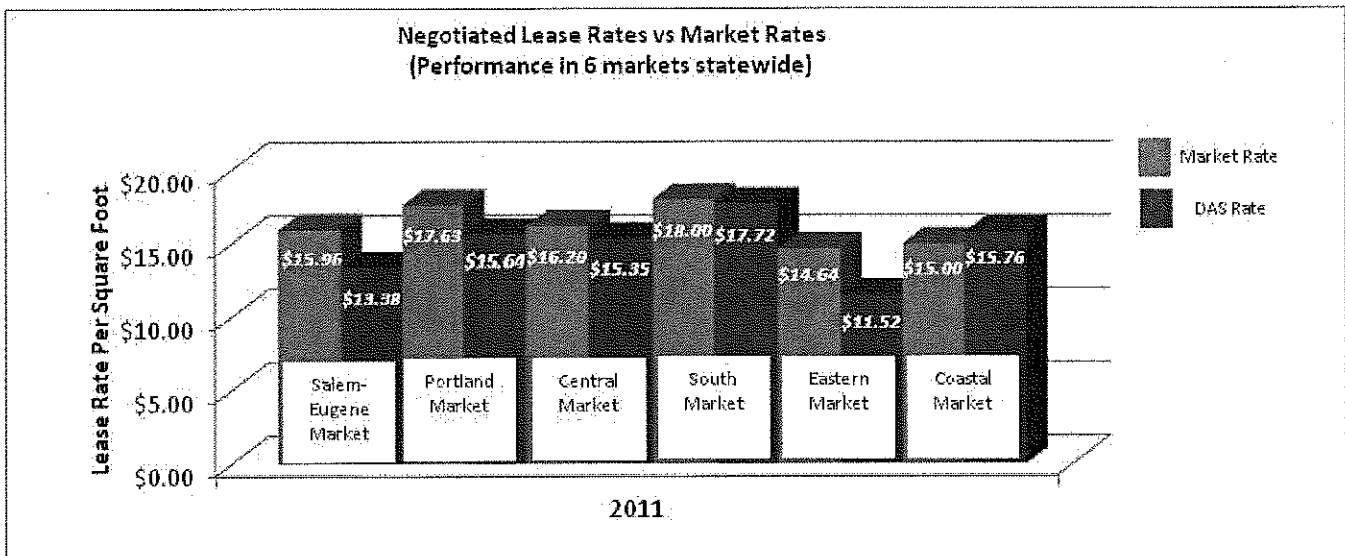
Data was derived from CoStar Group Inc., a leading provider of commercial real estate information and analytic services.

Salem and Eugene compared with each city's Central Business District and Portland to the Lloyd District. Comparisons relevant to location and type of building.

### Planning & Construction projects, \$ value & FTE



In 2005 DAS was completing construction of the new DEQ/PHL building. Since then the capital construction and improvement projects have been maintenance projects. This causes the total dollars to be much less, but the number of projects is much higher. At the same time the number of staff has continued to decrease since 2005. 2013 is a conservative estimate.



The chart above compares the average private lease rates in markets to the rate that the Real Estate Services staff were able to negotiate with private owners in the same areas. Except for the Coastal Market, the DAS staff negotiated leases at significant savings to State Agencies.

### Enabling Legislation/Program Authorization

Operations, Maintenance, Project & Construction Management, and Real Estate Services operate in accordance with Oregon Revised Statute (ORS) 276 (Public Facilities). Real Estate Services also operates in accordance with ORS 270 (State Real Property), ORS 273 (State Lands Generally), Oregon Administrative Rules (OAR) Division 45 (Disposition and Acquisition of Real Property Interests), and OAR Division 125 (Leasing Rules).

### Funding Streams

The funding for the Facility Management programs is “other funds” through the collection of rent in the buildings. We track and charge actual costs of each service to each building. Occupants of Self Support buildings pay actual costs of each building while occupants of Uniform Rent buildings pay the averaged cost based on the total square footage for all buildings in the Uniform Rent pool. Additional funding comes from billable hours to agencies who own their own buildings. See Appendix B for historical information on funding sources.

### Significant Proposed Program Changes from 2011-13 (Updated)

- Through the upgrade of the current software along with direct customer engagement, customers will have the ability to make requests, track status, and provide feedback upon project completion. Using this centralized data collection software system that captures real time data such as measuring the time between receiving a tenant request and competing the task, will allow programs to make informed decisions.
- The program will utilize smart technology to control, operate, and monitor buildings remotely.
- Through collaboration with Regional Solution Centers and local government the program will optimize the location and utilization of leased space.
- Plan, strategize and execute the Improving Government Leasing Initiative, completely renegotiating 50 of the State’s 147 major private sector leases.

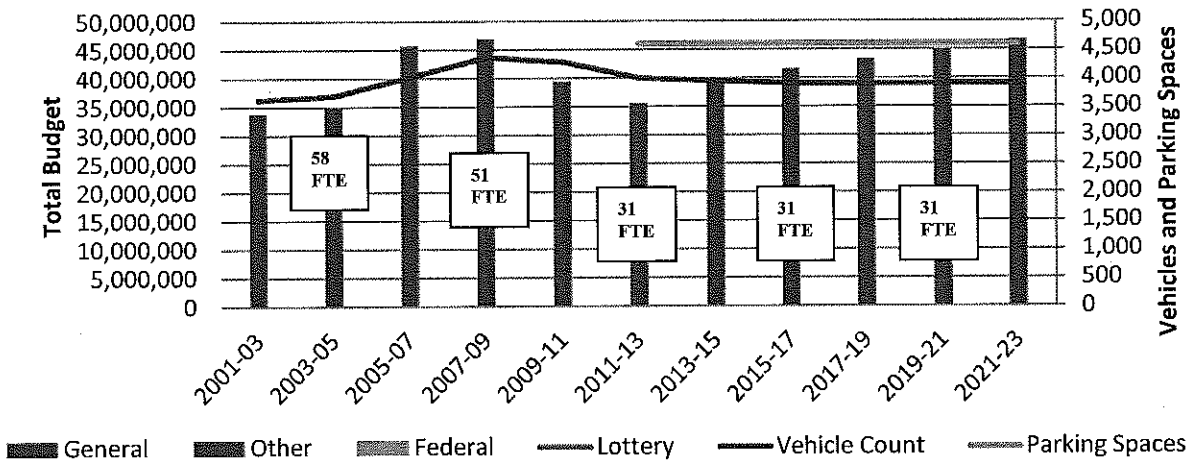
# Department of Administrative Services:

## Enterprise Asset Management Division, Fleet and Parking Services

Primary Outcome Area: Improving Government  
 Program Contact: Brian King, 503-373-7723

### Other Funds Budget and Units of Service Chart

#### Enterprise Asset Management - Fleet & Parking Services



Note: Beginning in July 2012, Parking Services was moved from the former Facilities program to the Enterprise Asset Management, Fleet program area. Budget and FTE count for both programs is included in 2011-13 forward.

### Executive Summary

Fleet and Parking Services is a part of the Department of Administrative Services (DAS) Enterprise Asset Management (EAM) division. Fleet Services provides the lowest cost option for vehicles used by the program's 126 state and local governmental customer agencies as they deliver services to the people of Oregon. Parking Services provides over 4,600 spaces to state agencies' employees to park cars they use to get to work, vehicles they use to do their work, and for citizens to easily receive or access services provided by those agencies.

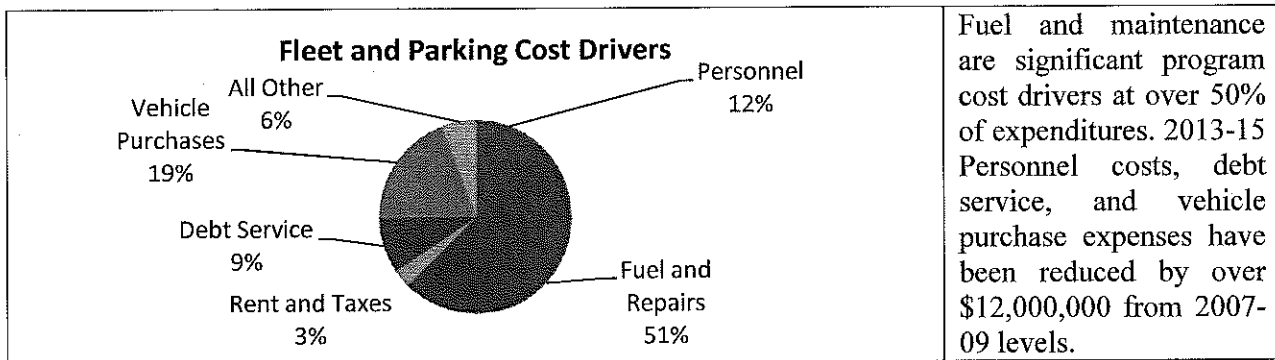
### Program Description

Fleet Services operates as a self-funding vehicle rental agency with the following services:

- Permanently Assigned vehicles placed at agency locations across Oregon (90% of vehicles)
- Seasonal and short term rentals primarily used by Oregon Fish and Wildlife, State Parks, and customers of the Salem Motor Pool repair shop (7% of vehicles)
- Daily Rental Motor Pool vehicles for day trip or infrequent travelers (3% of vehicles)
- Fuel: Biodiesel, regular E-10 gasoline, E-85 ethanol/gas blend, and Compressed Natural Gas at the Salem site and management of 40 remote fuel sites.
- Management of the Voyager fuel credit card system (reduces the cost of fuel by removal of federal fuel tax liability)
- Local repair and maintenance services at Salem with coordination of remote vendor services

Parking Services manages the maintenance, enforcement and revenue collection required to recover the cost of 40 state-owned parking structures located in Salem, Portland, and Eugene. Through employee payroll

deductions, parking passes, and metered spaces, the program collects the revenues necessary to maintain the sites.



**Program Justification and Link to 10-Year Outcome**

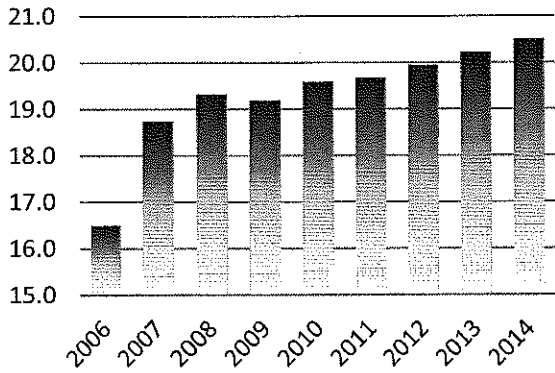
By providing centralized services and taking advantage of economies of scale, we leverage enterprise collaboration on pricing in partnership with Procurement Services for purchasing fuel, maintenance, and acquisition of more than 4,000 vehicles. This allows Fleet and Parking Services to reduce the cost of ground transportation to state agencies delivering services to Oregonians. We provide services and resources to assist agencies with flexible service delivery models, and investments in operational efficiencies which include:

- Reduced rate spaces and collaboration with city transit resources. Parking Services promotes and coordinates carpooling and mass transit commuter options to reduce traffic congestion and parking needs.
- Fleet policies, data reporting, and consultation efforts assist agencies to find the lowest cost vehicle options suitable for their business needs and measures their efficient use of resources.
- Centralized lifecycle management of vehicles promotes efficient use. Vehicles may start life in the Daily Rental pool, then be assigned to an agency, and finish life as a seasonal rental before final sale. Moving vehicles between high and low use situations increases efficiency.
- Continued investment in Hybrid, Alternative Fuel, Biodiesel, and high efficiency vehicles reduces agency costs and decreases the environmental impact of driving for state business.
- Fleet Services provides a lower cost option for vehicle transportation needs than leasing from vendors. A recent analysis revealed that the program will save the state between \$75,000,000 and \$100,000,000 dollars versus leasing over the next 20 years.
- Close collaboration of all state fleets through the Fleet Management Advisory Council drives innovative policy changes and centralization or decentralization of services for effective management of vehicle resources across the state enterprise.

**Program Performance (Updated)**

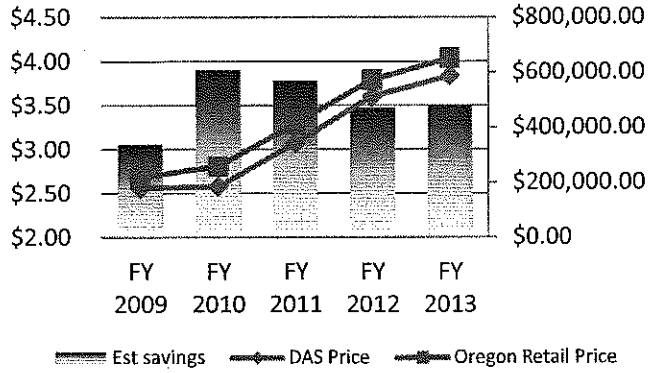
A Legislatively mandated Key Performance Measure (KPM) states the program must be evaluated by a third party for overall effectiveness. The program has been found effective compared to peer states and industry standards since the measure was established in 1997.

### Average Fuel Efficiency (Miles Per Gallon)



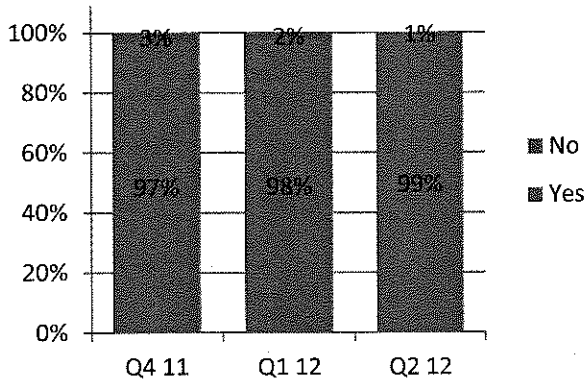
DAS Fleet goals for sustainability and reducing environmental impacts drive replacement of older vehicles with those that have the best fuel efficiency and meet business needs.

### DAS vs. Retail Fuel Price and Estimated Savings



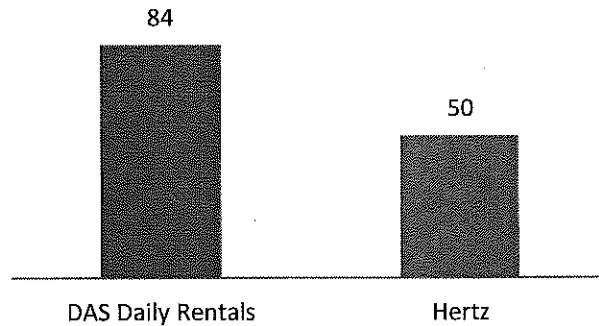
Customers pay less for fuel through DAS Fleet. This saves agencies approximately \$500,000 annually. Projections for 2013-15 fuel costs are not provided due to market volatility.

### Was the type of car reserved ready when requested?



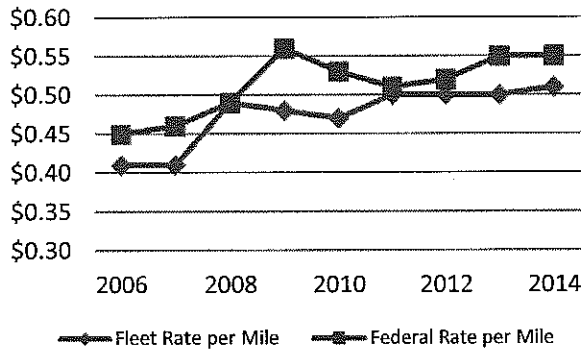
The Daily Rental Customer Service Survey has measures for Timeliness of service. This one shows we are meeting customer requests on time and with the requested item.

### DAS Fleet vs. Hertz Net Promoter Score



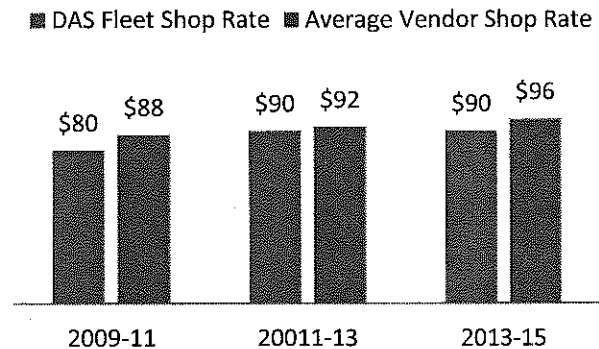
The survey also determines Net Promoter Score (NPS), an industry measure of overall satisfaction. As a market comparison, The Daily Rental NPS score is 84 out of 100 versus Hertz at 50.

### DAS Fleet vs. Federal Rate per Mile

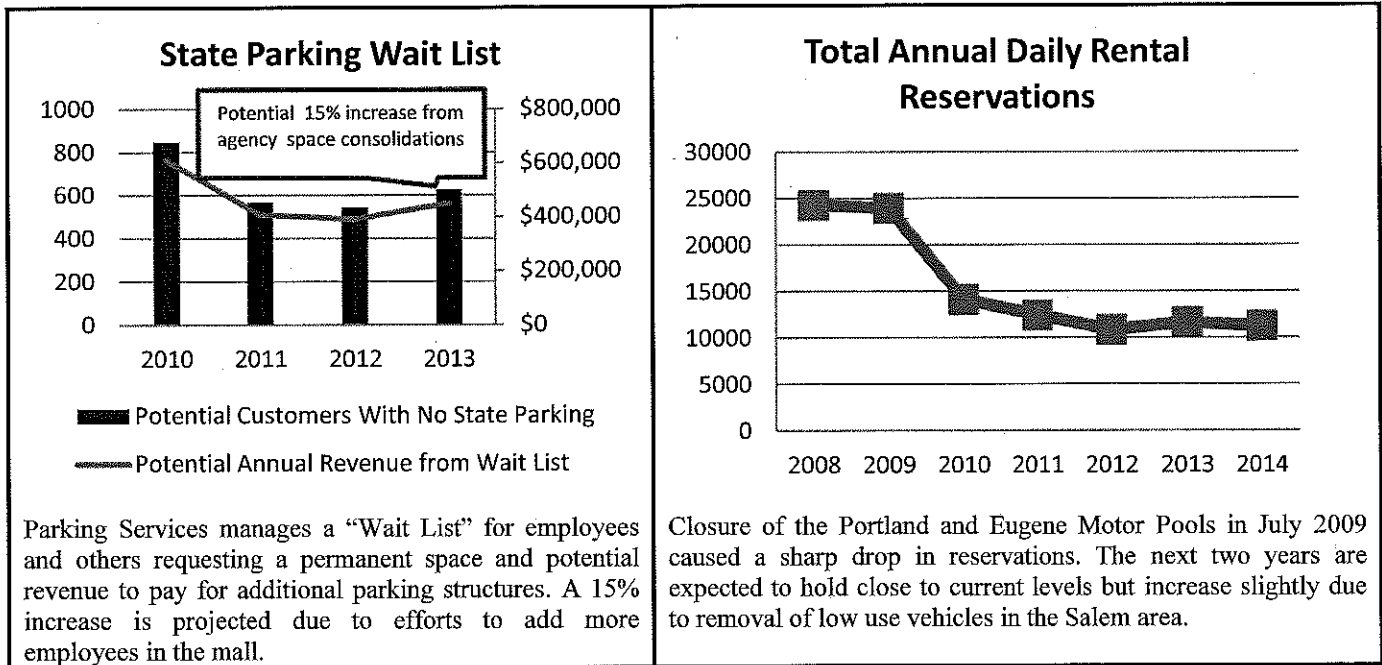


Eliminating state vehicles and reimbursing employees to drive personal cars is often brought up for budget reduction options. Cumulative savings for DAS owned vehicles versus reimbursing employees is approximately \$11,000,000 from July 2006 through April 2012

### Hourly Shop Rate Market Comparison



Shop rates for DAS Fleet are expected to remain flat over the next biennium while the average vendor cost per hour is rising slightly. In addition, the mark up on parts at DAS is 20% vs. the 35% or more which is common in the private sector.



**Enabling Legislation/Program Authorization**

Oregon Revised Statute 283.305-.395 sets standards for vehicle replacement, sustainable purchasing, minimum usage, and disposal at end of life. Oregon Revised Statute 276.591-601 grants authority for parking management, enforcement, and charging for services.

**Funding Streams**

The program is self funded through the collection of service charges; agencies and individuals pay for vehicle rentals, fuel, maintenance, and parking as they use the products and services provided. Revenues and expenditures for the program are tracked as Other Funds in the state's budget. See Appendix B for historical information on the original sources of revenue.

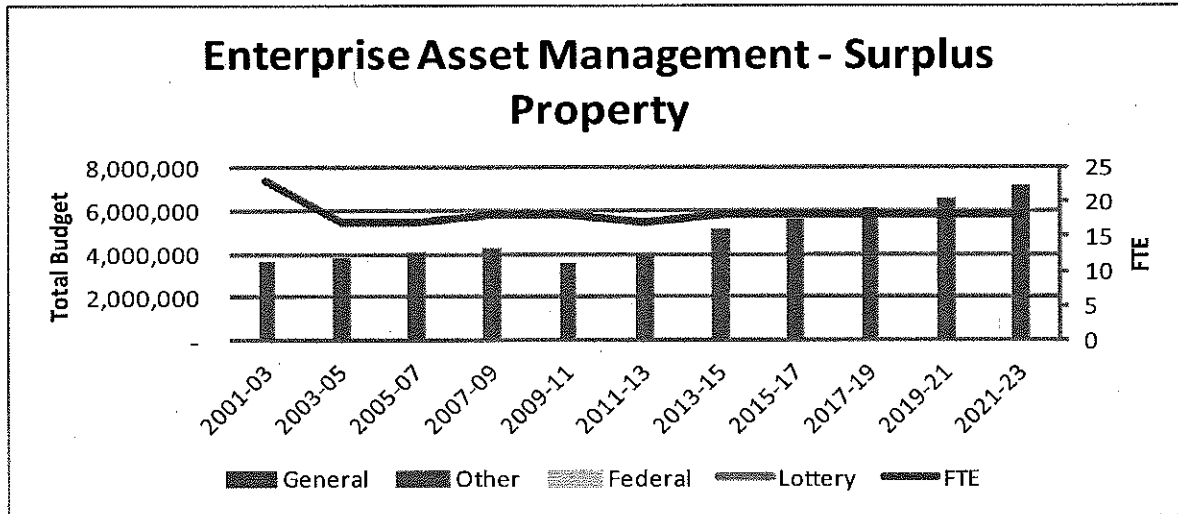
**Significant Proposed Program Changes from 2011-13 (Updated)**

- Merger of Fleet and Parking. Enhanced services include paying for vehicles and parking on one invoice, online parking space payment and vehicle reservations and remote vehicle rentals in the Capitol Mall area.
- Ability for Customer Utility Board involvement in prioritization for purchase of additional vehicles requested by agencies while staying within budgetary limits of the program.
- Using funding from Policy Option Package to further implement optimal replacement plans while keeping rates level; a long term cost reduction and investment strategy that minimizes lifecycle operating costs for agencies.
- Implement Service Level Agreement developed with customer involvement. This will include a service catalog and performance metrics to ensure Service Level Expectations established in the agreement are met.
- Pilot of DriveCam system for reduction of risk, citizen complaints, injuries, and fuel expenditures. The system has cameras that face the driver and the road ahead, records significant events (hard braking, swerving, etc), and is primarily designed to help coach drivers to safer methods.
- Reinstate maintenance plans for parking lots and structures with focus on several projects deferred over the past two biennia. Includes Commerce Lot Sink holes, updated meter and pay-for-park machines, and painting of lot stalls.
- Install Electric Vehicle charging stations at Motor Pool and other locations. Incorporate EV's and Plug-in Hybrids where feasible and as budget allows



# Department of Administrative Services: Enterprise Asset Management Division, Surplus Property Program

Primary Outcome Area: Improving Government  
 Program Contact: Sven Anderson, 503-378-6057



## Executive Summary:

The Oregon Surplus Property program (Surplus) is a part of the Department of Administrative Services Enterprise Asset Management (EAM) division. Surplus facilitates the reuse of surplus property for state, local, and federal government while providing a transparent audit trail, fair and equitable distribution of property, and significant savings for state and local governments, eligible non-profits, and small businesses. The program sells surplus property and returns the majority of proceeds to agencies. Less than two percent of the items brought to Surplus enter the refuse stream.

## Program Description

By providing centralized services, Surplus is able to efficiently manage the reutilization of assets that primarily come from state agencies, the federal government and local government entities. The Federal and State programs can be considered separate operational units within Surplus, but when viewed collectively, give an overall picture of the Surplus program.

## State Program:

1. *Promotes and facilitates sustainable reuse of state and local government surplus items* to state and local government, qualified non-profit organizations and the general public using a central distribution point and a variety of marketing methods, including online

auctions and general store sales. The program sells items for over 90 state agencies and 150 cities, counties, fire districts and local law enforcement agencies.

2. **Agency Sales – Optimizing the reuse of Oregon government property** is the keystone of the Program’s mission. When an asset is still useful but no longer required, our constant interaction with customers allows us to use our knowledge of customer needs – along with an agency “Want List”- to locate another agency that could utilize the asset, then we broker a sale. Items are sold to agencies at significantly less than retail.
3. **Provides guidelines** that ensure that surplus property is disposed of in a manner that is fair, equitable and ethical.
4. **Provides a clear audit trail** that reflects the disposal of surplus property.
5. **Electronic Waste Management** provides a data cleansing and responsible electronic waste disposal program for use by state and local governments.
6. **General Store** is a cash and carry operation located onsite at the Surplus Property Distribution Center.
7. **Online Auctions** represent more than 80% of the State Surplus Program sales revenue and online transaction fees account for about 7% of the program’s expenses. Oregon was an early adopter of the Internet and capitalized on the emerging technology to become the first state to merchandise surplus property through eBay.

#### **Federal Program:**

1. **This program operates essentially as a franchised agent of the federal government.** Federal property is available to state agencies, local government entities and eligible non-profits under an agreement with the US General Services Administration (GSA). There are nearly 800 eligible agencies in active status. In 2011 sales revenues were ~\$360,000.
2. **GSA Online Auction** – federal property that has been warehoused at the Oregon Surplus Property Program for more than 12 months may be sold to the public by listing the items on GSAuctions.gov In 2011 a total of 8,433 items were sold for \$224,125.
3. **Law Enforcement Support Office (LESO)** – The program enables Law Enforcement Agencies to receive items at no charge from the Department of Defense and to purchase via federal contracts resulting in significant savings. Nearly 3,000 of the 5,560 eligible officers are enrolled in the program.

Major cost drivers include staffing level, eBay fees, and warehouse rent. Opportunities include reducing staffing through attrition, selling through online auctions with reduced seller fees, decreasing the warehouse footprint, selling items “onsite” at agencies instead of transporting to the Surplus warehouse, and improved marketing by making inventory viewable online. Surplus continues to research how other states handle their surplus property programs and evaluate different approaches and look for opportunities to improve performance.

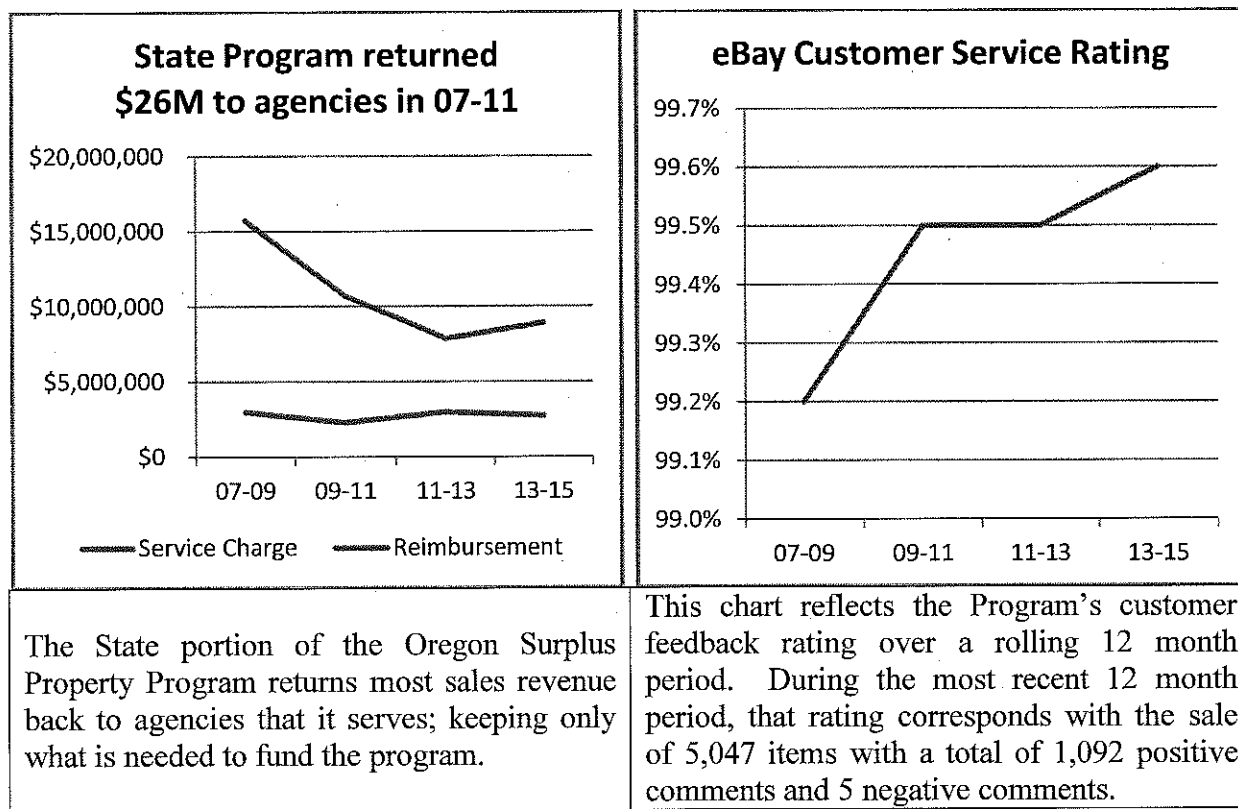
#### **Program Justification and Link to 10-Year Outcome**

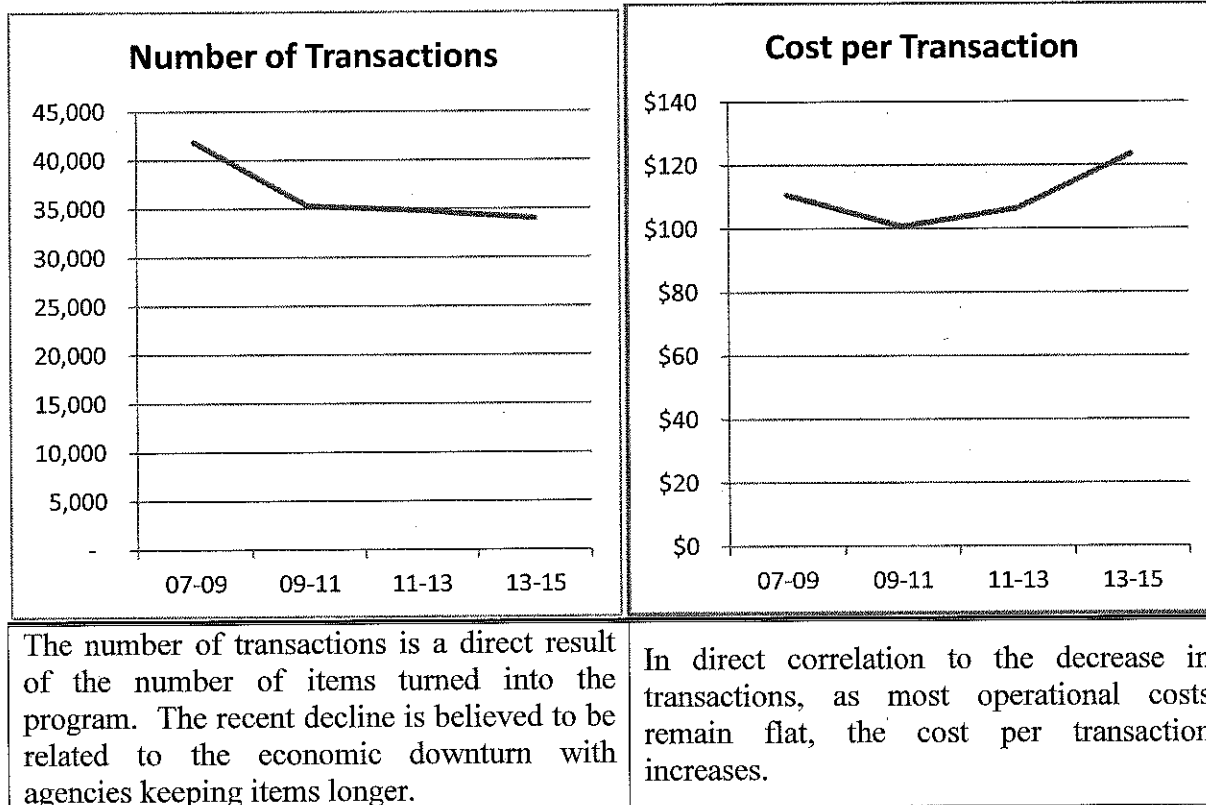
The Surplus program assists state agencies in achieving their 10 year goals by providing centralized, equitable and transparent distribution of their surplus property, eliminating

duplication of resources within the enterprise in handling surplus personal property. The program sells items for over 90 state agencies and 150 cities, counties, fire districts and local law enforcement agencies. The Surplus program enables these agencies to maximize reuse, recycle when appropriate, and minimize items placed into the refuse stream. Less than two percent of the items brought to Surplus enter the refuse stream.

The Federal Surplus Program allows state and local governments and non-profits to receive items at a significant savings: an average of 8% of the fair market value. The LESO program enables local law enforcement access to life saving equipment for a small program subscription fee.

**Program Performance (Updated)**





**Enabling Legislation/Program Authorization**

ORS 279A requires most state agencies to use the State Surplus Property program and allows local government entities and non-profit organizations to use the program.

OAR 125 authorizes the Federal Surplus Program

**Funding Streams**

Revenue is derived from a variety of sources, including cities, counties, state and people or businesses in the private sector.

**Significant Proposed Program Changes from 2011-13 (Updated)**

- Changes will include working with the EAM CUB to implement a new rate structure designed to assign selling costs more equitably.
- Surplus will look to contract with multiple online auction services to reduce sales expenses.
- Surplus will focus on direct shipments of Federal property to donees to minimize shipping and warehousing expenses.
- Surplus will implement new strategies to utilize warehouse space and sublease space to other agencies when available.

# Department of Administrative Services:

Enterprise Goods & Services Division, Shared Financial Services and Financial Business Systems

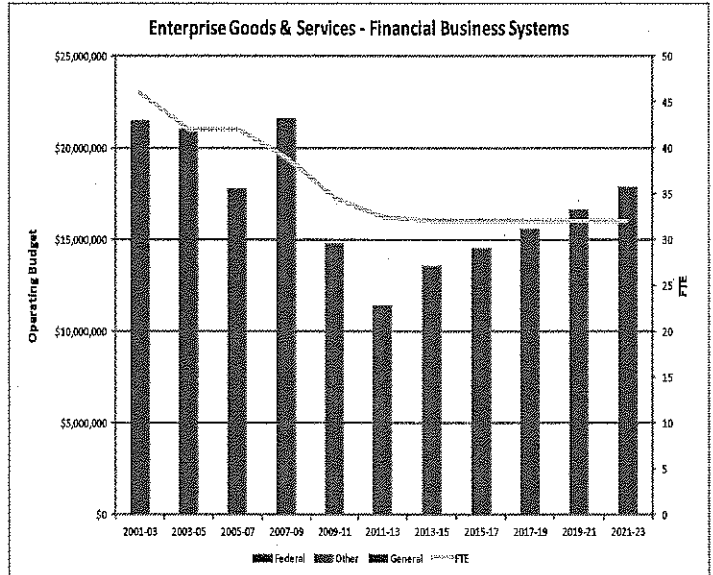
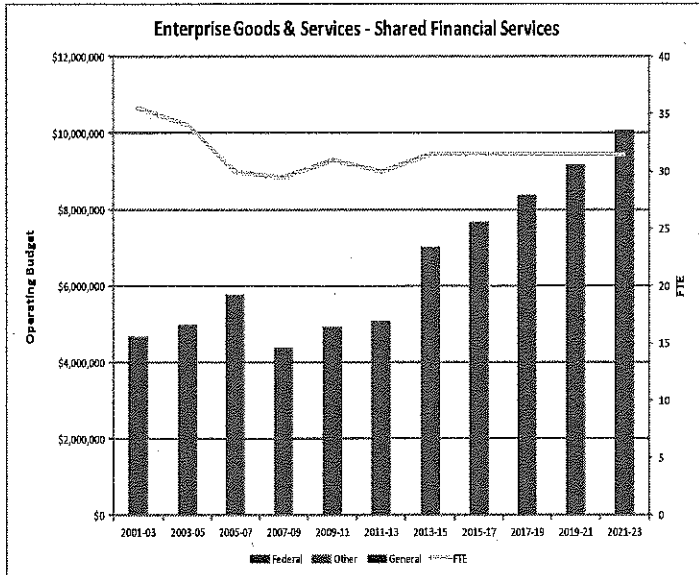
Primary Outcome Area:

Improving Government

Program Contact:

Shared Financial Services - Shawn Waite 503-378-3553

Financial Business Systems – Bret West 503-378-5526



## Executive Summary

The financial team in Enterprise Goods and Services provides accounting and budget services to 22 client state agencies and systems services to all state agencies. Shared Financial Services (SFS) is responsible for accounting/budgeting, accounts receivable, accounts payable for Department of Administrative Services (DAS) and client agencies. Financial Business Systems (FBS) is responsible for the statewide payroll system, statewide financial system, shared payroll services, DAS centralized PERS services team, and the Datamart.

Shared services provide standardized business processes and streamlining, which allow agencies to focus on their strategic initiatives and primary missions.

## Program Funding Request (Updated)

The total request for both teams is \$20.2 million and 61.5 FTE. The estimated amount of resources required to support this same program level through 2021-23 is reflected in the chart above. These dollars will continue to fund the program areas above, supporting DAS and Shared Client Services, including the Governor's Office.

## Program Description

SFS provides accounting, accounts payable, and accounts receivable services to DAS, client agencies and the Governor's Office to ensure compliance with Oregon Accounting Manual, Generally Accepted Accounting Principles, Oregon Administrative Rules, Oregon Revised Statutes, statewide policies, internal policies, and procedures. SFS also provides budget services to client agencies and the Governor's Office.

- The Accounting/Budgeting program provides the accounting, federal Office of Management and Budget A-87 Cost Allocation Plan, and Consolidated Annual Financial Report functions for DAS and approximately 22 client agencies. This program also directs budgeting functions for client agencies.
- The Accounts Receivable program provides the accounts receivable functions for DAS and 2 client agencies.
- The Accounts Payable program provides the accounts payable functions for DAS and approximately 22 client agencies.

Financial Business Systems (FBS) provides maintenance, improvements, quality assurance, training and agency assistance for the statewide payroll system, the statewide financial system and the Datamart that houses information for reporting purposes for both systems. FBS also maintains shared payroll services for DAS as well as 25 small agencies and the DAS PERS Services team that reconciles payroll data to the retirement system information.

- The statewide payroll system generates pay information and W-2s for some 37,000 state employees. A different electronic time capture system is another planned enhancement.
- The statewide financial system generates the information needed for the Comprehensive Annual Financial Report (CAFR) as well as about 50,000 external monthly cash disbursements and 8,500 cash receipts. Shared Payroll Services are the expert payroll staff responsible for payroll and benefits for DAS as well as 25 client agencies.
- The DAS Centralized PERS Services Team serves as a liaison between state agencies and PERS. The team is responsible for maintaining the programming and the submission of the electronic file used to report required PERS data each month for all state agencies and state employees (active and retired).
- Datamart duties include maintenance, enhancements, and training. Additionally, quality assurance is performed on changes to the Datamart that result from programming changes and enhancements to the statewide financial, payroll and system, as well as providing expert security and system advice.

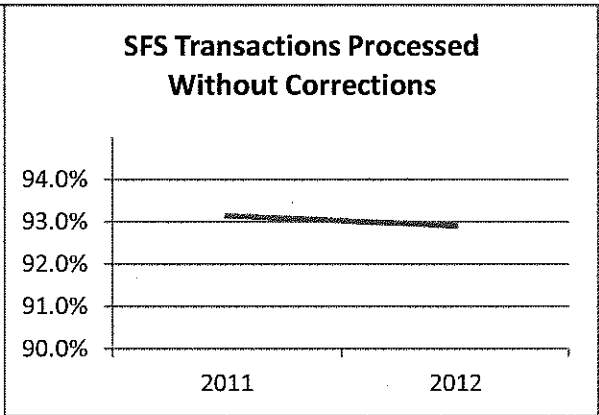
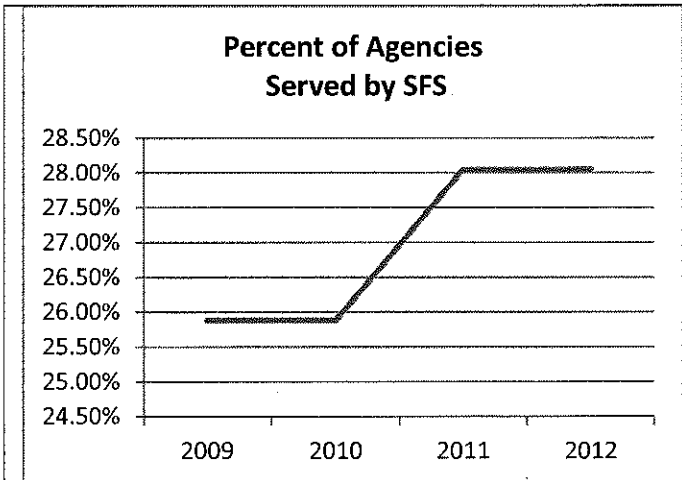
The major cost driver for SFS and FBS is staff costs. The second major driver is the cost to run FBS systems, which is paid to Enterprise Technology Services Division.

### **Program Justification and Link to 10-Year Outcome**

SFS was designed to consolidate accounting and financial back office functions and potentially eliminate duplication of duties and reduce the cost of service. This effort offers an improved customer experience through a coordinated effort, and the sharing of best practices and efficiencies.

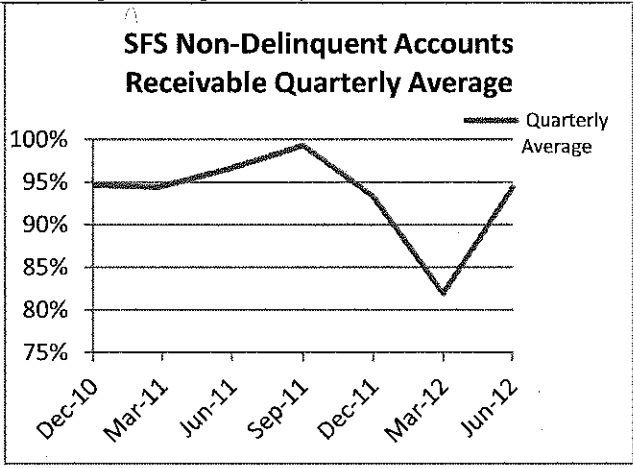
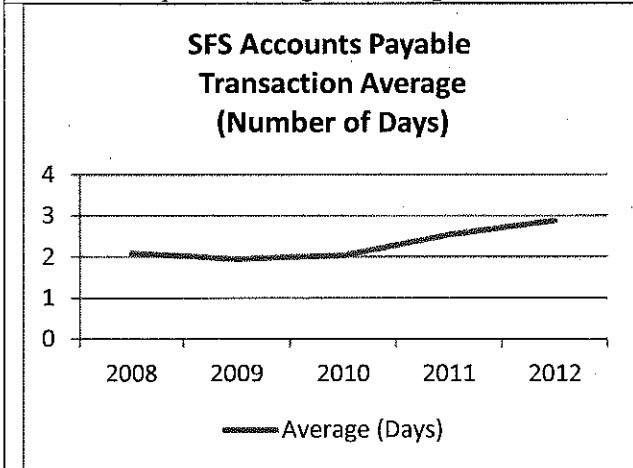
Financial Business Systems provides economies of scale and, therefore, reduced cost for the payroll system, the financial system and the Datamart. Numerous required system changes are programmed, tested with quality assurance and placed in production with one system rather than multiple systems. The Datamart allows agencies to run cost effective ad hoc reports. The DAS Centralized PERS Services and Shared Payroll Services Staff create efficiencies by providing extensive expertise in their respective areas which allow client agencies to focus on their primary business.

**Program Performance (Updated)**



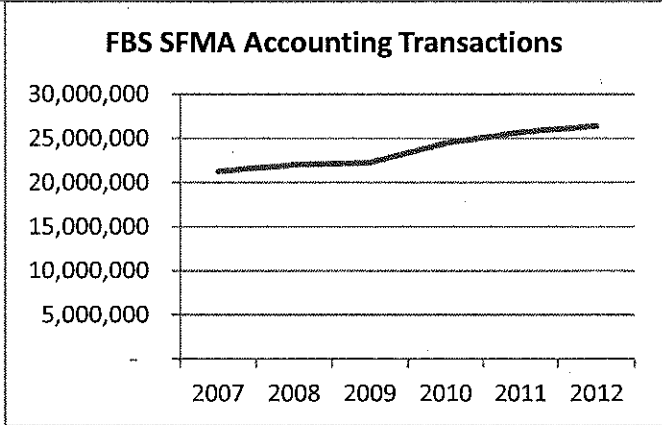
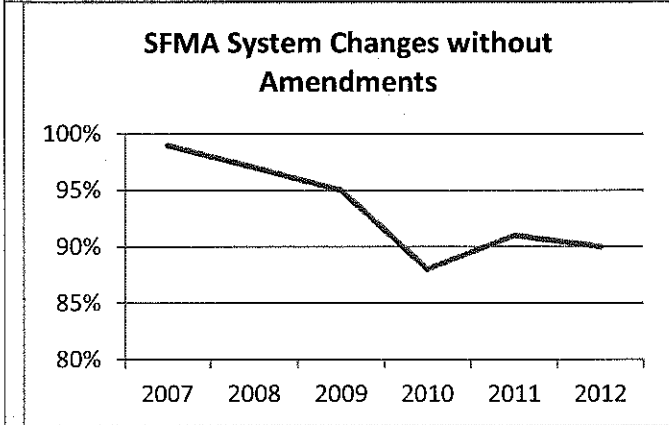
Percent compared to all agencies using SFMA.

Percent processing correctly the first time.



Number of days from receipt of coding block until a warrant is produced.

Accounts Receivable transactions that are not outstanding after 90 days of invoice issuance.



Programming changes in the financial system. SFMA averages 60 system changes a year.

Agencies add over 2 million accounting records a month.

<p><b>FBS Manual Checks</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Manual Checks</th> </tr> </thead> <tbody> <tr> <td>2007</td> <td>16,500</td> </tr> <tr> <td>2008</td> <td>15,000</td> </tr> <tr> <td>2009</td> <td>12,500</td> </tr> <tr> <td>2010</td> <td>13,000</td> </tr> <tr> <td>2011</td> <td>15,500</td> </tr> <tr> <td>2012</td> <td>12,000</td> </tr> </tbody> </table>	Year	Manual Checks	2007	16,500	2008	15,000	2009	12,500	2010	13,000	2011	15,500	2012	12,000	<p><b>SFMA Calendar Events Dates Met</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Events Dates Met (%)</th> </tr> </thead> <tbody> <tr> <td>2007</td> <td>100%</td> </tr> <tr> <td>2008</td> <td>100%</td> </tr> <tr> <td>2009</td> <td>100%</td> </tr> <tr> <td>2010</td> <td>98%</td> </tr> <tr> <td>2011</td> <td>99%</td> </tr> <tr> <td>2012</td> <td>98%</td> </tr> </tbody> </table>	Year	Events Dates Met (%)	2007	100%	2008	100%	2009	100%	2010	98%	2011	99%	2012	98%
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<p>Manual paychecks are generated to accommodate BOLI requirements as well as pay advances.</p>	<p>The financial system calendar is prepared up to 14 months in advance. This chart represents the number of system programs that did not take place on schedule. We average 60 planned events per year. System changes are not planned in advance.</p>																												

**Enabling Legislation/Program Authorization**

The legal authority for the statewide financial system and its needed functions can be found in Chapter 291 and 293 of the Oregon Revised Statutes. The following ORS sections provide authority: 291.015, 291.100, 291.405, 291.407, 293.346, 293.348, 293.590, and 293.595.

The legal authority for a centralized payroll and all of its needed functions can be found in Chapter 292 of the Oregon Revised Statutes (ORS). Specific applicable legislation is as follows: 292.010, 292.016, 292.018, 292.024, 292.028, 292.033, 292.34, and 292.042-292-67.

**Funding Streams**

All programs are Other Funds invoiced to agencies for services provided. Please see Appendix B for historical information on the original sources of funding.

**Significant Proposed Program Changes from 2011-13 (Updated)**

SFS and FBS were created effective July 1, 2012. SFS combined DAS Operations accounting staff, State Controller’s Division Shared Client Services accounting staff, and other staff embedded within DAS programs. SFS will continue to identify best practices, build efficiencies, and improve customer service with this reorganization.

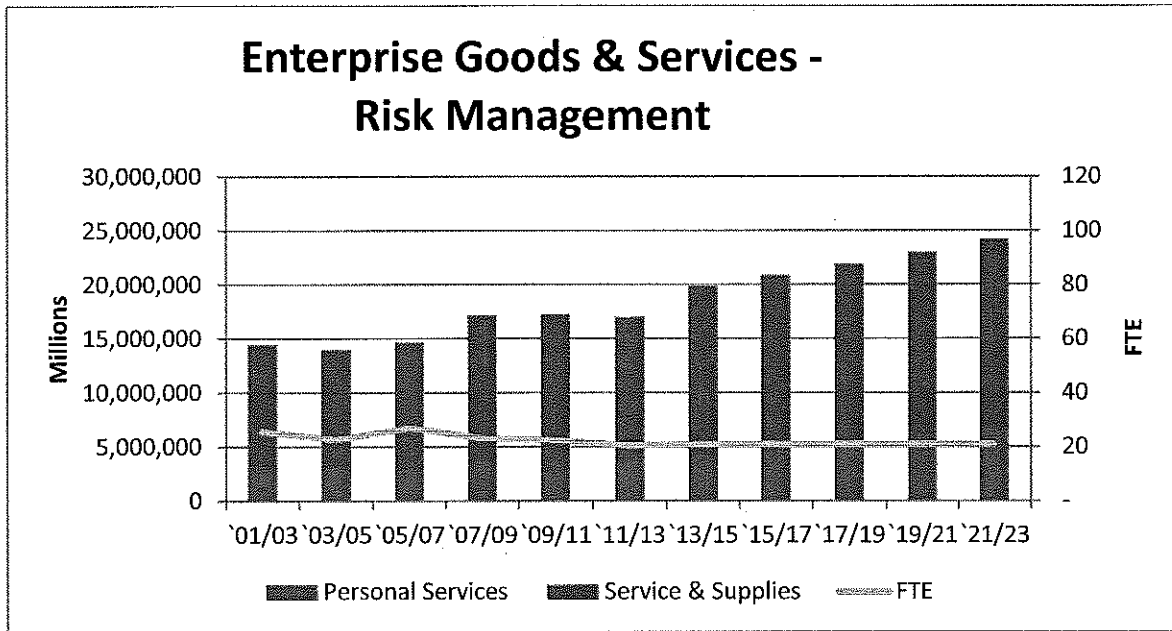
FBS was created to coordinate the administration of the statewide payroll, financial and Datamart systems with adding the services provided centrally by the DAS Employee Services payroll staff and Human Resource Services Division Centralized PERS Services staff. Putting this team together leverages the strengths from the former individual sections to provide effective integrated systems and services to client agencies.



**Department of Administrative Services:  
Enterprise Goods & Services Division, Risk Management**

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Primary Outcome Area: Improving Government  
 Program Contact: Penny Evans, 503-373-1585



**Executive Summary**

Risk Management is a part of the Department of Administrative Services (DAS) Enterprise Goods and Services (EGS) Division. Risk Management serves Oregon by leading state government in managing and minimizing the cost of risk through partnership, education, and technical expertise.

**Program Description**

Risk Management insures and protects the people, property and activities of state government. The program serves all three branches of state government, semi-independent boards and commissions, soil and water conservation districts, Oregon watershed councils and other public corporations. Risk Management provides claims management and risk control services with the goal of reducing the total cost of risk to the state. We interact with our customers on a daily basis. We insure \$6.8 billion in state assets and the unique, diverse and often hazardous business of state government. The major cost-drivers of the program are the number of claims filed against the state and the dollar amounts associated with them.

The Risk Control Unit (RCU) provides a wide variety of services to state agencies, including:

- Training and agency outreach are key responsibilities for RCU. We provide BA 161 contracting training, ergonomic assessments and risk assessments. We issue the newsletter RisKey Notes and provide Risk Wise papers on specific issues. We are a primary resource for agencies on contracting matters related to required insurance limits. Agencies trust and rely on our expertise.

- Annual and quarterly dashboard reports are distributed to agencies with 5 years loss history. RCU conducts annual consultations with the six agencies that incur the most losses. The consultations include an in-depth review of loss history, trends and identification of ways to minimize or avoid future losses. Consultations are provided to all agencies on request or as we identify trends.
- We provide on-demand loss data reports tailored to specific agency requests.
- RCU purchases Workers' Compensation insurance from SAIF. Our staff works with SAIF in the monitoring and management of claims and claim prevention.
- RCU purchases commercial insurance for excess property coverage. We also buy commercial liability insurance to cover an array of specific exposures such as state-owned boats and airplanes, out-of-state Workers' Compensation, forest fire fighting expenses and boilers and machinery.

The Claims Team is responsible for managing liability and property claims for all state agencies. This allows state agencies to fiscally recover and carry on with their missions. In the past two biennia we handled over 13,000 claims, and made payments totaling \$75.5 million out of the insurance fund.

- The Claims Team manages all tort liability claims and lawsuits filed against state agencies. We handle a variety of claims ranging from potholes in state-maintained roads, auto accidents, employment disputes, medical malpractice and foster child abuse.
- 70% of our limited fund budget is for DOJ fees and expenses. We have a strong and active partnership with DOJ to manage defense costs while providing excellent defense of suits against state agencies.
- The Oregon Tort Claim Act substantially increased tort limits from \$200K per person and \$500K per occurrence to our current limit of \$1.8M per person and \$3.6M per occurrence. The limit increases annually. The result is that the Risk Insurance Fund is now a more attractive target; claims are increasingly complex and take longer to resolve.
- The claims team manages all claims over an agency's deductible (usually \$2,500) for state-owned property. We handle everything from damage to a state vehicle to significant losses such as the Capitol fire and the more recent January 2012 flood.

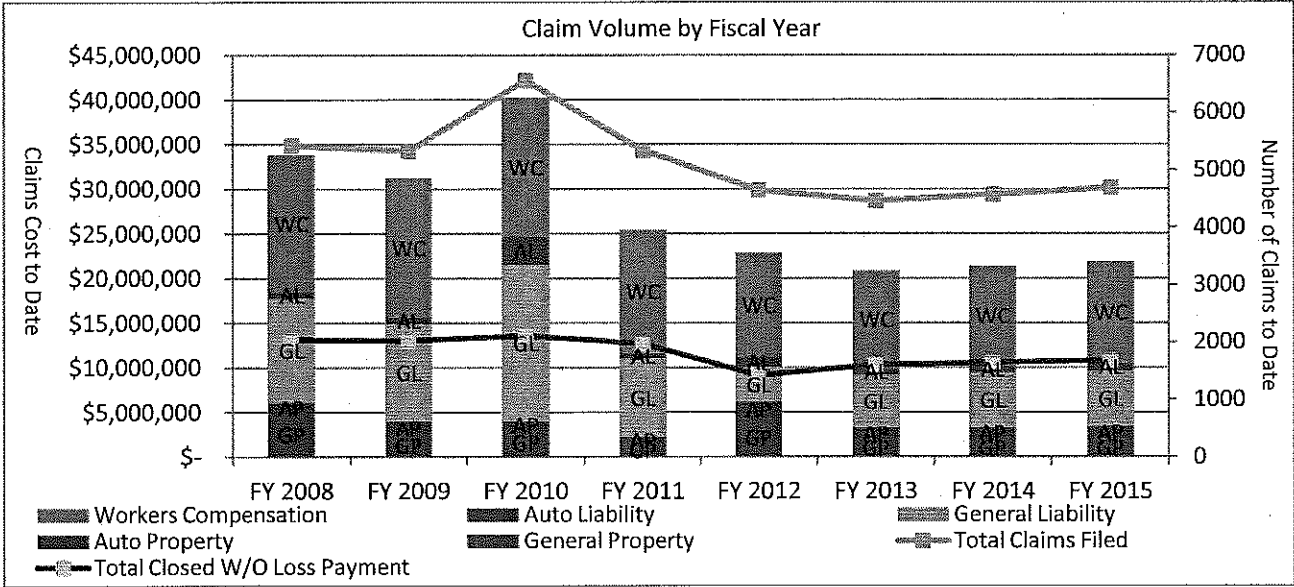
### **Program Justification and Link to 10-Year Outcome**

Risk Management improves government by providing a centralized team of highly technical risk and claim professionals. With the diversity of claims and risk-related issues that we handle on a daily basis, Risk is a one-stop shop for all agencies for advice and expertise. We work proactively with state agencies and the Department of Justice to reduce the overall total cost of risk to the State. We help agencies understand loss trends and to identify agency specific risks. We recommend solutions to mitigate future losses and analyze overall state risk exposure and ensure proper levels of protection. We provide training and educational resources. We manage the claim process allowing agencies to continue to conduct their core work. Our strong partnership with DOJ is critical in successfully resolving lawsuits against state agencies in a timely and cost-efficient manner.

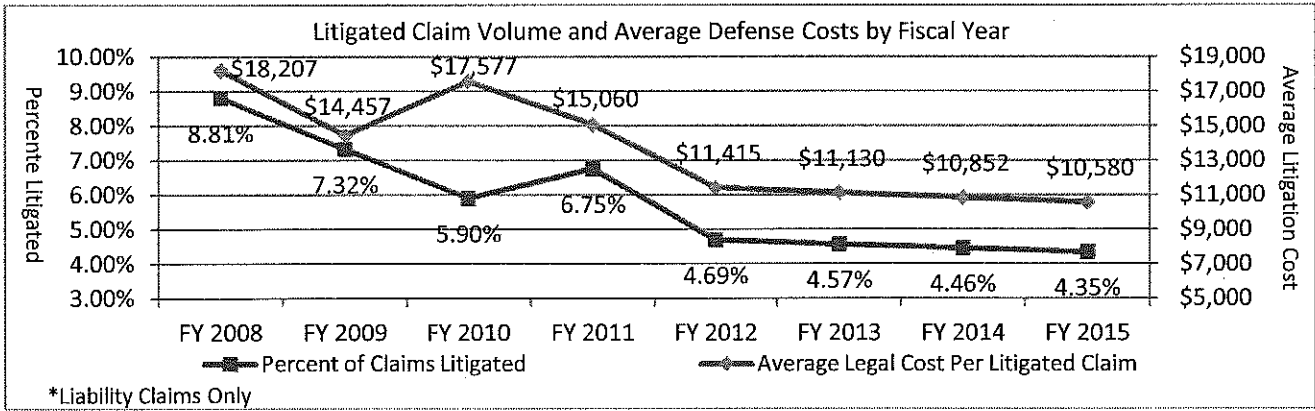
### **Program Performance (Updated)**

Several metrics are used to monitor our performance. Due to the unique losses that occur within state government and differences in statutes between states, it is not possible to provide valid comparisons with other states or private sector insurance.

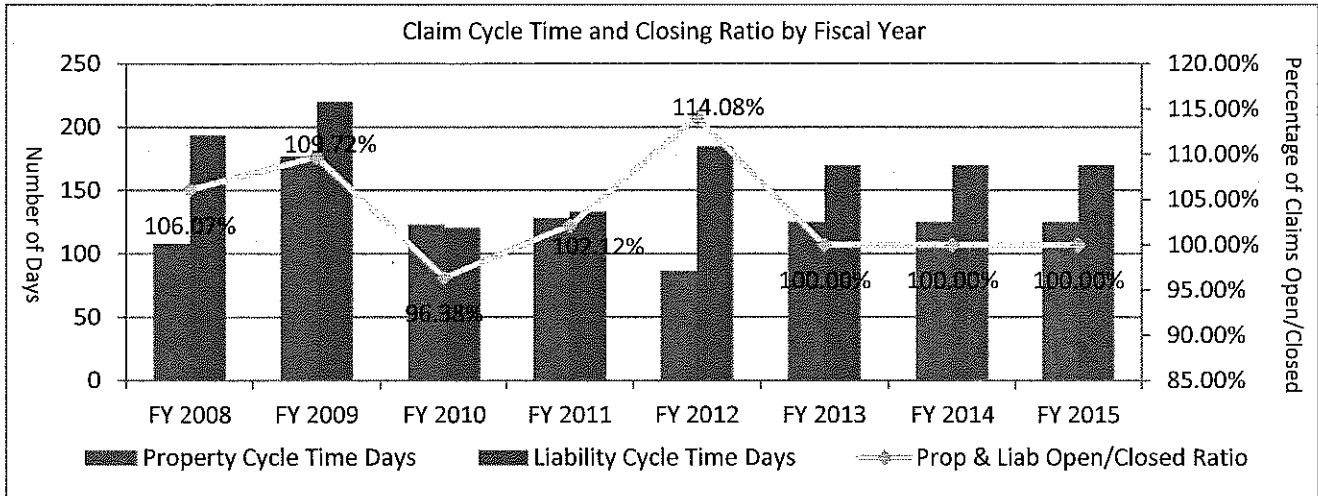
**Volume:** The types of claims received and the amounts paid are closely monitored. FY 2010 includes a failed chip seal project that resulted in approximately 1200 claims. A large percentage of claims are closed without payment to the claimant, but there may be DOJ defense costs.



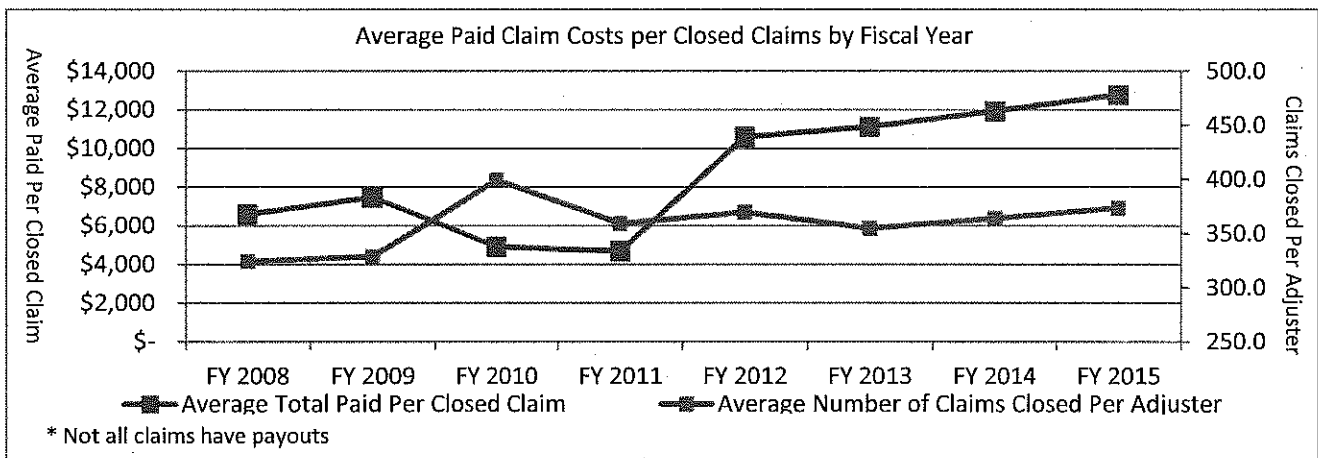
**Quality:** With increasing tort cap limits and 70% of our budget allocated to DOJ defense costs, a primary goal is to reduce the overall number of litigated claims by aggressive claim file management.



**Timeliness:** These are standard industry metrics. Cycle time and the open to close ratio provide data on proactive management of claims. The open to close ratio also is a key metric to monitor staffing levels.



**Efficiency/Financial:** These are standard industry metrics. Average total paid per closed claim monitors the overall cost of claims. It is expected this will increase due to higher tort cap limits.



**Enabling Legislation/Program Authorization**

Risk Management operates in accordance with ORS 278 and the Oregon Tort Claims Act, ORS 30.260 through 30.300.

**Funding Streams**

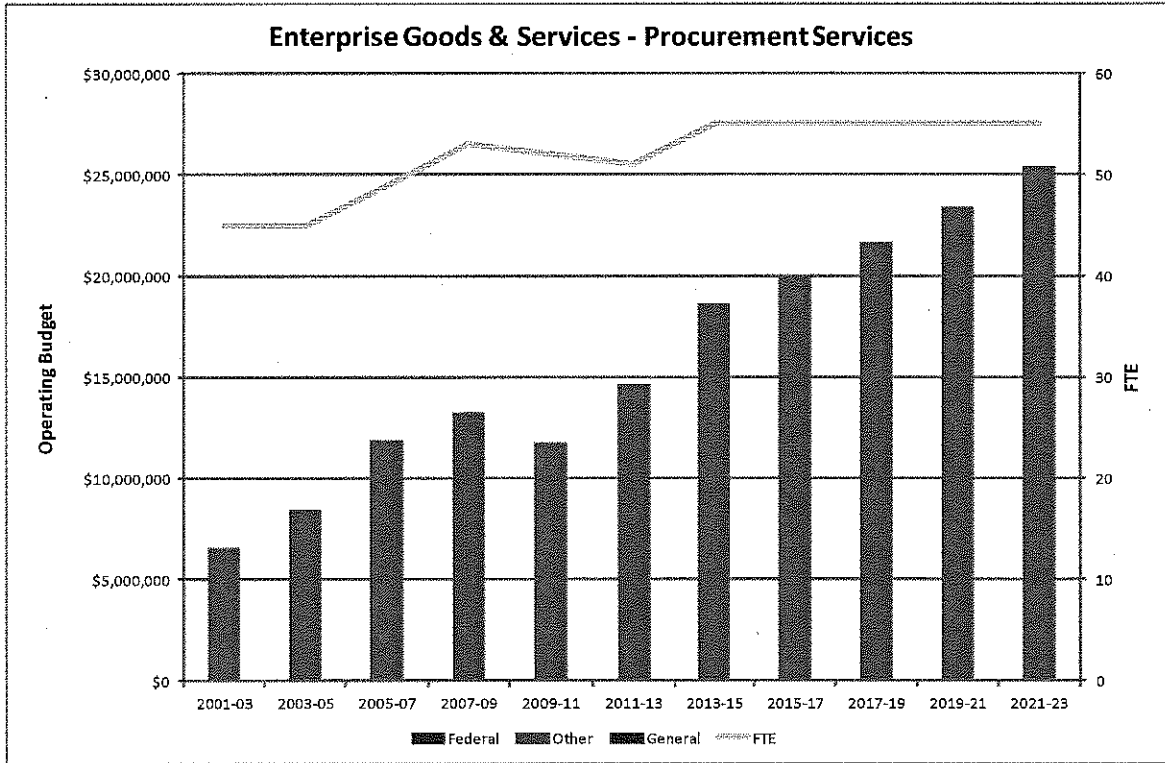
Risk Management is Other Funded through a charge for service model. See Attachment B for historical information on the original sources of funding for the program.

**Significant Proposed Program Changes from 2011-13 (Updated)**

This funding proposal maintains our current service level.

# Department of Administrative Services: Enterprise Goods & Services Division, Procurement Services

Primary Outcome Area: Improving Government  
 Program Contact: Debbie (Gage) Dennis, 503-378-2631



## Executive Summary

Procurement Services is a part of the Department of Administrative Services (DAS) Enterprise Goods and Services (EGS) division. Procurement Services is the central procurement authority for state government. It combines Oregon's state and local government buying power to provide the cost-effective acquisition of commodities and services needed to support government at all levels. Procurement Services also provides and supports the state's eProcurement system and the state's Procurement Training and Certification Program.

## Program Funding Request (Updated)

The total 2013-15 funding request for Procurement Services is \$18,636,147 Other Funds Limited. The estimated amount of resources required to support this same program level through 2021-23 is reflected in the chart above.

One of the areas of focus over the next biennium is to implement the full range of strategic sourcing methodologies. Approval of the current service level budget allows us to ensure that this effort will meet the procurement needs of state agencies and local governments as they deliver services to citizens of Oregon.

## Program Description

**Strategic Sourcing** combines Oregon government's buying power to provide cost effective acquisition of commodities and services needed to support state agencies. This buying power extends to local governmental entities through the Oregon Cooperative Purchasing Program. Currently, over 500 cities, counties, school districts, colleges and universities, special services districts, and select non-profit organizations use statewide price agreements for the acquisition of commodities and services. These price agreements save money through aggregated volumes and standardized items which ensure the best value for every tax dollar spent.

**The Agency Specific** program manages all contracting matters for DAS and the Governor's Office, as well as for the 108 state agencies, boards and commissions under DAS contracting authority when a procurement exceeds that agency's delegated authority.

**Oregon's eProcurement System**, known as the Oregon Procurement Information Network (ORPIN) is a web-based electronic procurement information system available to all state agencies, participating local governments and suppliers. ORPIN creates a marketplace for governmental entities and suppliers to conduct state contracting business. There are over 43,000 registered suppliers and approximately 5,000 state and local government users. On average, 175 new solicitations are advertised on ORPIN each month.

**Statewide Procurement Training & Certification Program** produces procurement training curriculum, course offerings, and certification testing that supports and measures state employees' competence and understanding of Oregon's public procurement code. The program allows agencies to legally and efficiently carry out their procurement responsibilities.

**Statewide Outreach** provides outreach to thousands of suppliers and to state and local governmental entities on how to do business in the Oregon public procurement system and how to access centralized procurement services. In support of the Governor's Office of Economic & Business Equity, this program provides outreach Oregon's disadvantaged, minority-owned, woman-owned and emerging small businesses to increase accessibility to state contracting opportunities.

### **Major Cost Drivers**

The primary cost drivers for Procurement Services are Personal Services and S&S cost to support:

- Statewide contracting requests
- Provision of training to Oregon's procurement professionals
- Outreach to suppliers, state agencies and local governments
- eProcurement system maintenance
- The demand for transparency and reporting on state contracting activity
- The need to respond to legislative actions, which require additional procurement process steps that increase the time and cost to procure

### **Opportunities to improve performance through alternative delivery methods**

- eProcurement System Replacement
  - Improves shopping experience and access to statewide price agreements
  - Improved ability to increase transparency, and collect and report data on the state's contracting activity
- Expand support to budget-constrained local governments by offering cost-effective price agreements and training from a central source

- Creation of a Sheltered Market program to increase the participation rate of Oregon’s certified small businesses. Aspirational targets will be set for soliciting small businesses to submit bids for contracts valued less than \$150,000 in specific industry clusters
- Implement the full range of Strategic Sourcing methodologies for the procurement of statewide commodity and service needs for state agencies and local governments
- Decrease cycle times for formal agency solicitations by piloting a Fast Track procurement approach available to agencies that are able to dedicate resources to an aggressive timeline.

**Program Justification and Link to 10-Year Outcome**

**Improving Government:**

Procurement Services offers and implements procurement solutions that meet the expectations of our stakeholders and customers by providing:

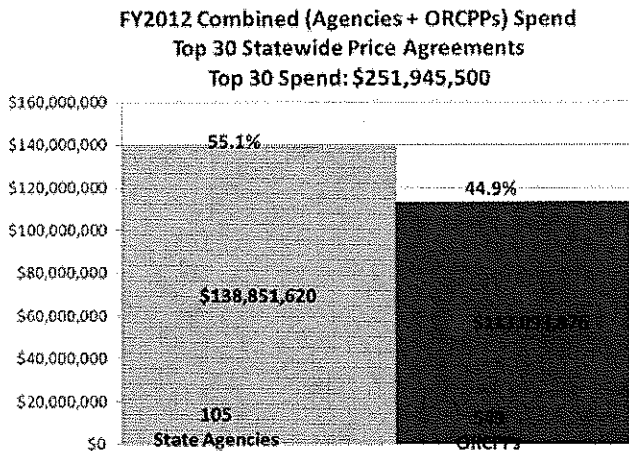
- Fast delivery of services through the creation of simplified processes and standardized contract templates
- Cost savings through the implementation of strategic sourcing methodologies
- Access to better and transparent data through the eProcurement system (assumes high adoption rate)
- Expansion of strategic sourcing methodologies in establishing and maintaining statewide price agreements
- Create and offer advanced training to increase and sustain procurement competency

**Economy and Jobs:**

Procurement Services contributes to the prosperity of Oregon’s economy by:

- Conducting supplier outreach to Oregon’s disadvantaged, minority-owned, woman-owned and emerging small businesses to increase accessibility to state contracting opportunities
- Participating in and supporting sheltered market program
- Creating visibility to government contracting opportunities
- Encouraging and facilitating opportunities for Oregon small businesses to partner with large firms to fulfill the contracting needs of the state

**Program Performance (Updated)**



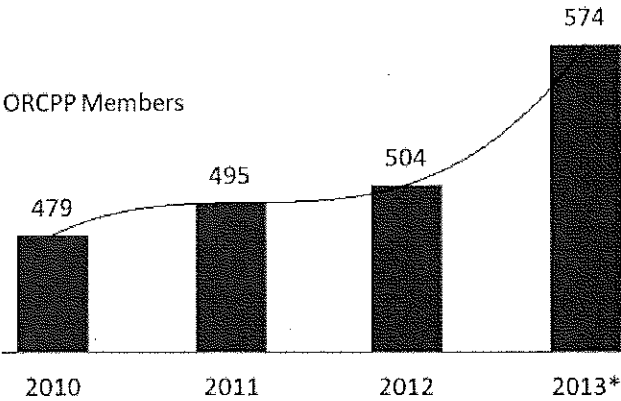
The graph to the left illustrates the importance of the mutually beneficial relationship between local governments (ORCPP members) and Procurement Services. Approximately 35% of the funding for Procurement Services is from the Vendor Collected Administrative Fee (VCAF) generated from use of Statewide Price Agreements.

Note: Eight VSRs have not yet been received and were not accounted for.

# ORCPP Membership by Fiscal Year

\* Includes only the first half of FY 2013

The graph to the right illustrates the growth trend for ORCPP membership (local government entities that receive benefits from Procurement Services). Procurement Services has already surpassed its goal of an increase of 10% in new members in 2011-13.



Metrics under development:

- Dollar savings gained from use of statewide price agreements
- The quantity and dollar value of formal agency specific procurements conducted by Procurement Services.
- Cycle time for agency specific procurements
- Customer rating

**Enabling Legislation/Program Authorization**

Procurement Services operates in accordance with ORS 279A.050 and ORS 279A.0140 to conduct procurements and administer the contracting for goods, services, personal services, Statewide Price Agreements, information technology, architectural, engineering and land surveying services and related services for state agencies subject to its authority.

**Funding Streams**

Procurement Services revenues are Other Funds including: Vendor Collected Administrative Fee (VCAF), eProcurement subscription fees and agency assessments for services provided.

**Significant Proposed Program Changes from 2011-13 (Updated)**

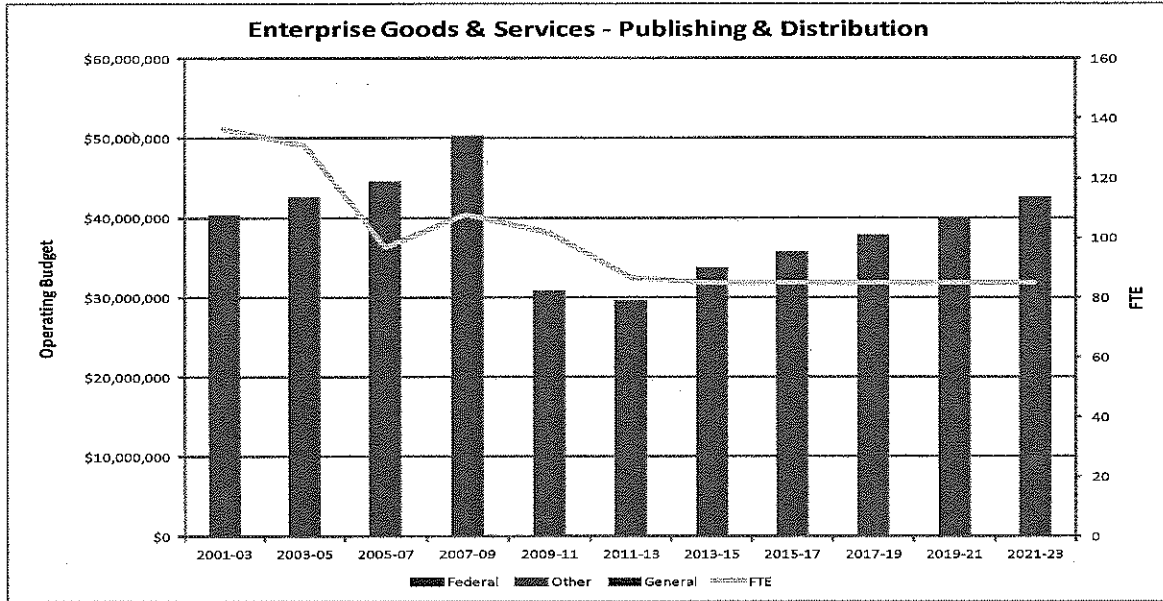
- Procurement Services was created effective July 1, 2012, combining DAS State Procurement Office and DAS Contract Services, as well as procurement staff from facilities and Publishing & Distribution.
- Implement the new eProcurement system to improve the shopping experience for customers and provide better access to Price Agreements statewide. The request for this project is Policy Option Package #115, in the amount of \$1.1m, 6 FTE.
- Participate in the creation of a Sheltered Market Program to increase participation rate of Oregon's certified small businesses.
- By June 2015, Decrease cycle times of formal agency solicitations conducted by Procurement Services by 20% (from receipt of request to posting of solicitation).
- Implement the full range of Strategic Sourcing methodologies for the procurement of statewide commodity and service needs for state agencies and local governments and achieve the following results:



- Manage and analyze 85% of the spend that is occurring under statewide price agreements by June 2015.
- Estimated \$80M in cumulative cost savings realized by state and local governments through the use of statewide price agreements from July 2012 thru December 2016

# Department of Administrative Services: Enterprise Goods & Services Division, Publishing & Distribution

Primary Outcome Area: Improving Government  
 Program Contact: Tim Hendrix 503-373-1753



## Executive Summary

Publishing and Distribution (P&D) is a part of the Department of Administrative Services (DAS) Enterprise Goods and Services (EGS) division. P&D is the state’s central print, mail and delivery provider, leveraging in-house technology and outside public and private vendors’ services to provide the best value to our customers. By focusing on “value added” products, we provide custom combined services not readily available to state agencies.

## Program Description

P&D provides integrated document publishing and distribution solutions for state agencies and local governments. Through its in-plant facility and two satellite centers (Public Service Building & Commerce Building), P&D provides digital and traditional printing solutions, variable data and secure document printing, copying, design, consultation and other related services. P&D also supplies state government with mail inserting, metering, addressing, tracking, and presorting services that result in increased security and reduced postage rates for all classes of mail (as compared to standard postal rates). In addition, P&D’s interagency Shuttle Mail Service stops at more than 550 Willamette Valley locations daily, giving agencies the best rate available for next or same day delivery of documents and packages. P&D runs two shifts, Monday through Friday for traditional printing and 24 hours per day Monday to Saturday for Data Center Print.

Over a decade ago state agencies gave up control of their own printing and mailing operations and trust P&D to provide timely, efficient and effective print and mail services that meet the agencies’ needs and save money for the state. P&D has 63 fewer positions than it had at the height of the consolidation.

## Design and Consultation:

Publishing & Distribution offers a full range of document design services - from graphic design (print and electronic publishing) to variable data and transactional design services. Our team of Customer Relations Managers offer job consultation and project coordination to assure our customers are receiving the best value we and our private vendors can offer.

**Print and Mail:**

The consolidation of printing and mailing operations from multiple state agencies continues to benefit state government as a whole. The combined volume of printed documents and mailed pieces lowers impression cost and increases postage discounts. Co-mingling mail from multiple agencies saves 10 cents on every first class letter sent to Oregon citizens (nearly \$5 million saved biennially).

**Secure and Transactional Print:**

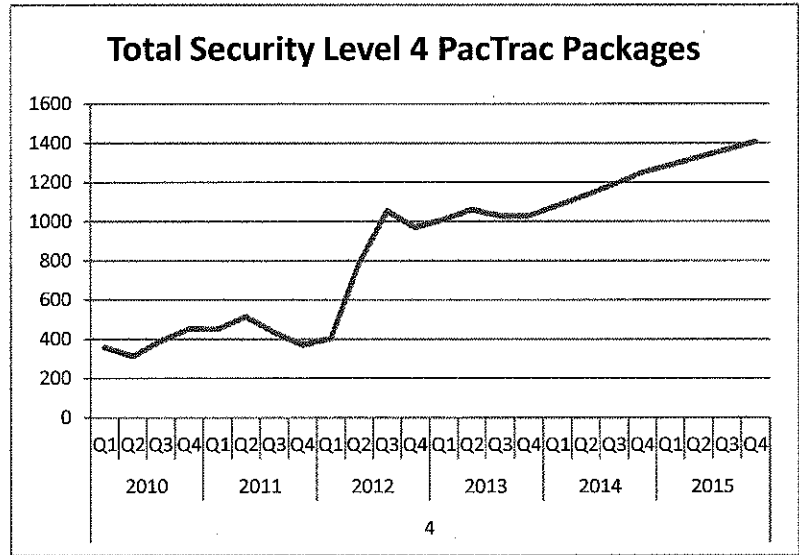
In Publishing & Distribution’s central secure facility we produce monthly:

- Over 300,000 checks and warrants
- Over 3 million document pages for mailing and distribution;
- Other personalized documents such as property tax statements, jury notices, billing statements and claim notices.

**Interagency Shuttle Mail:**

Through carefully designed and efficient routes, Publishing & Distribution saves millions of dollars in freight and postage costs through next day delivery of interagency shuttle mail (13.5¢ vs. average of \$3.49 per pound). Our package tracking service (PatTrac) allows customers to securely send packages to and from any of the over 550 shuttle stops.

Publishing & Distribution is investing in systems that will make electronic delivery of documents available to agencies when it makes sense to do so. Being the central print provider, this allows us to leverage technology hosted here instead of individual agencies each investing in the technology.

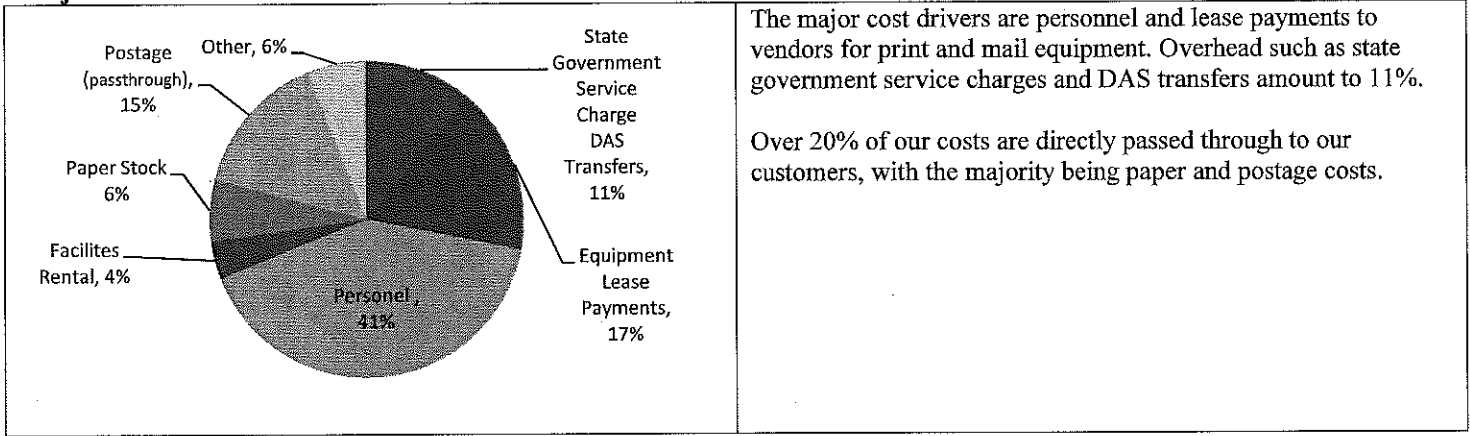


**Program Justification and Link to 10-Year Outcome**

**Value to State Government and Political Subdivisions**

By consolidating print and mail operations, Publishing & Distribution is able to leverage state of the art technology with consolidated volumes to generate savings for state agencies and political subdivisions. For print, the higher volumes result in a lower per piece cost. For mail, using our presort equipment and technology, much of the state mail is co-mingled prior to processing, resulting in a 10 cent per piece savings compared to regular first class postage (over \$200,000 per month savings) to state agencies and local governments.

**Major Cost Drivers:**



The major cost drivers are personnel and lease payments to vendors for print and mail equipment. Overhead such as state government service charges and DAS transfers amount to 11%.

Over 20% of our costs are directly passed through to our customers, with the majority being paper and postage costs.

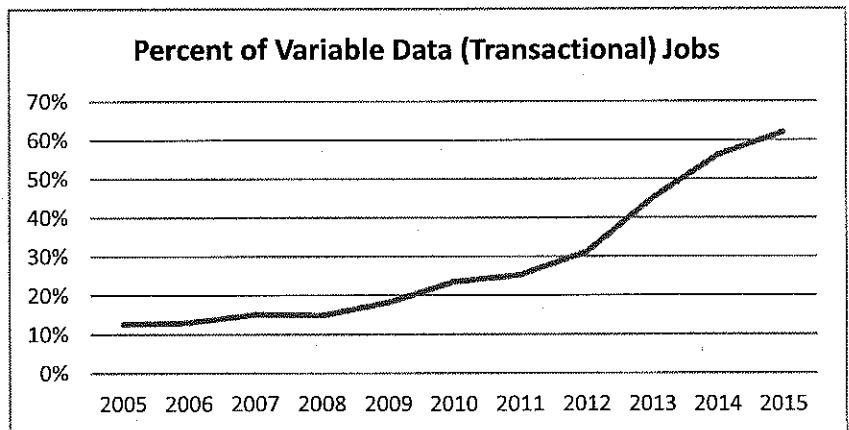
**Program Performance (Updated)**

**Customers Served / Volume:**

Publishing & Distribution serves over 600 unique customers including state agencies, boards and commissions, and cities and counties. Our customers rely on our accuracy, timeliness, value and security. The overall customer base has remained steady over the last 4 biennia. However, starting in the 11-13 Biennium, Publishing & Distribution has seen an increase in our customer base for our variable data (secure and transactional) print services.

While the overall volume of printing has declined over the years, there has been a shift:

- From large print runs to Print-on-Demand
- Increased value added printing
  - Personalized communications
  - Variable data (transactional) printing
  - Secure printing (checks and warrants)
- Decreased printing for archiving
  - We can and do produce an electronic version for archiving purposes



**Customer highlights:**

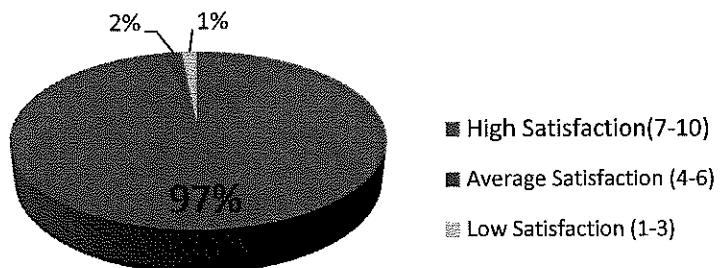
- We now serve 19 counties by producing and mailing their annual property tax statements.
- The Judicial court system uses our variable data printing to produce, insert and mail over 7,500 jury summons per month.
- Just recently, the Oregon Judicial Department (OJD) commissioned us to consolidate the printing of checks produced in courts around the state. Currently for this project, we produce and mail over 2,000 checks per week to Oregon citizens on behalf of 30 court systems. In the months to come, we will be adding additional courts.
- An Intergovernmental agreement with semi independent agency SAIF to produce, insert and mail benefit checks to Oregon citizens.

**Quality:**

The quality of our products and customer service is measured by our ongoing customer satisfaction surveys.

On a scale from 1 to 10 where 1 is Extremely Dissatisfied and 10 is Extremely Satisfied, customers rated their overall satisfaction with Publishing & Distribution. 63% give us the highest ranking (10) and 97% ranked their satisfaction at 7 or above.

**Overall Satisfaction with Publishing & Distribution**



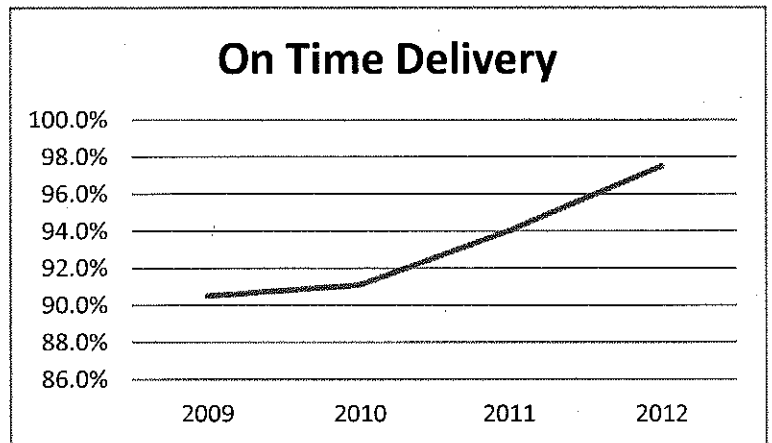
Production Incidents (defined as the number of jobs that require rework due to P&D error)

- The number of incidents has dropped from an average of 9% in 2009 to 2% in 2011
  - Increased awareness / training and procedures
- Security Incidents (defined as an incident that compromises security or personal information – the majority are “double stuffed” envelopes )
  - The number of incidents has dropped from 4.5 per month in 2009 to a trending average in 2012 of 2.3 per month
    - Increased awareness, tighter procedures, upgraded mail equipment
- Quality of service (Customer Satisfaction Survey)
  - Currently 92% of our surveyed customers agree that the quality of the final project met their needs.

**Timeliness:**

Publishing & Distribution has maintained a 95% or better accomplishment of on time delivery or mailing of our products.

- On time delivery (defined as the number of jobs delivered or mailed on or before the due date)
  - On time delivery has improved from an average of 90% in 2009 to a currently trending over 97% for 2012



**Enabling Legislation/Program Authorization**

DAS derives its authority over printing primarily from ORS 282.

*282.020 Control of state printing and printing purchases. (1) The Director of the Oregon Department of Administrative Services or the designee of the director shall:*

*(a) Control and manage all state printing.*

*(b) Control all state printing purchases, including those outside of the Oregon Department of Administrative Services; and any printing conducted outside of the department on behalf of state government may be conducted only through authority of the director or the director’s designee.*

*(2) Printing and binding that advertises or promotes products, agricultural or manufactured, shall not be considered state printing.*

*(3) The director or the director’s designee may advertise for bids and award contracts for state printing, but the policy of the director or the director’s designee in deciding what work shall be let by contract shall be dictated by questions of good business and economy.*

**Funding Streams**

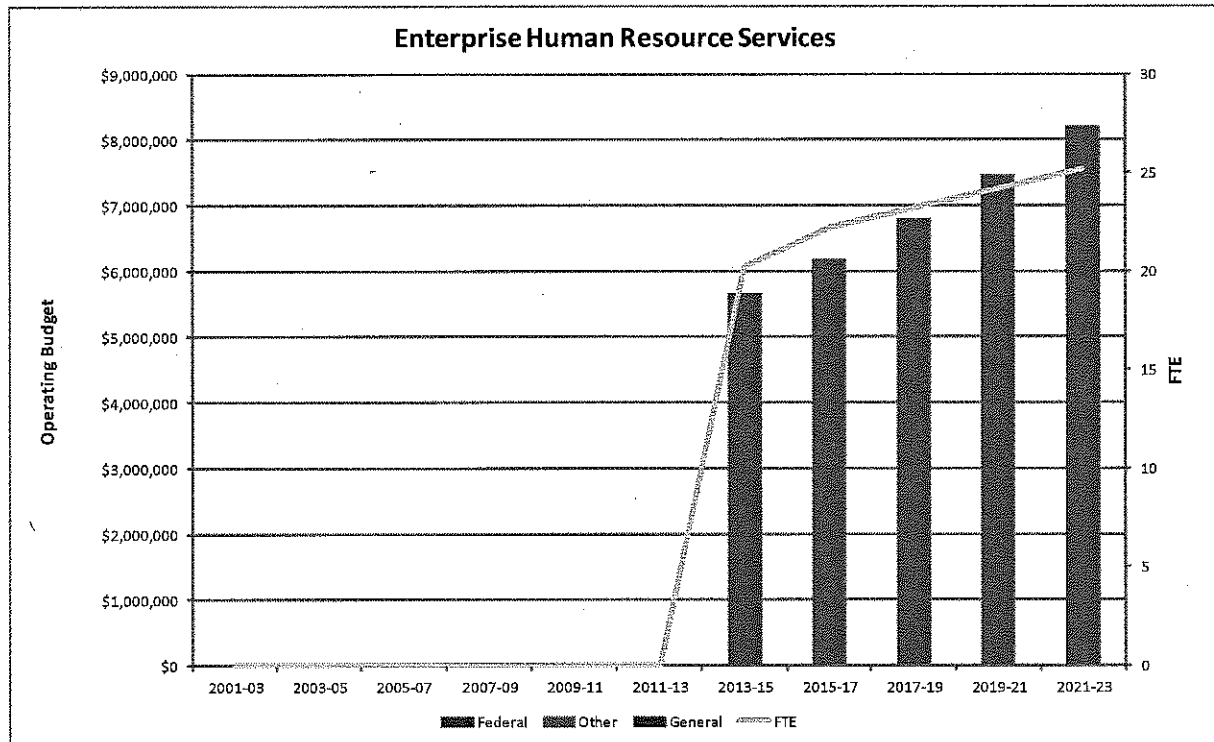
All Publishing & Distribution services and products are funded through charges for service.

**Significant Proposed Program Changes from 2011-13 (Updated)**

- Enhanced partnership with Oregon Corrections Enterprises (OCE Print Shop) including sharing resources such as production software and web interface ordering software resulting in lower costs for both programs
- Partnership with the Customer Utility Board (CUB) in development of additional or enhanced services.
- Greater outreach to state agencies and the development of managed print services.
- Introduction of wide format printing.
- Outreach to other political subdivisions such as Cities and Counties offering our value added services as a cost savings.

# Department of Administrative Services: Enterprise Human Resource Services Division

Primary Outcome Area: Improving Government  
 Program Contact: Mark Rasmussen (503) 378-4006



## Executive Summary

EHRIS is a new division in the Department of Administrative Services (DAS) created under the Entrepreneurial Management organization combining:

1. DAS' internal Employee Services Office (except Payroll) - 8.5 FTE
2. The Human Resource Services Division's Client Agency Program - 4.5 FTE and,
3. Statewide HR systems (Position and Personnel Database, iLearnOregon and eRecruit) - 8 FTE

The Client Agency program provides HR management functions for 17 small agencies plus DAS, serving nearly 1,200 employees. The statewide HR systems area enables recruitment, efficient use of training investments and employment record-keeping for the state government enterprise.

## Program Funding Request (Updated)

The total 2013-15 funding request for the EHRIS is \$5,661,228. The estimated amount of resources required to support this same program level through 2021-23 is reflected in the chart above.

Working with its Customer Utility Board and other stakeholders, EHRIS will assess initiatives to generate statewide operating efficiencies and cost reductions. As initiatives are developed and approved, requests

for the resources needed for implementation will be submitted to the Legislature or the Emergency Board. Approved requests will change the program funding estimates shown above.

### **Program Description**

**HR Client Agency Program** provides services to agencies that do not have HR staff. It promotes effective use of the workforce and reduces employment risk while ensuring accountability to workplace standards. It provides workforce planning; labor contract administration; grievance, complaint and employment litigation support; leave administration, HR records; safety; recruitment, selection, training, position allocation; conflict resolution; management advice and coaching. The program is an alternative to agencies having their own HR function at a higher cost. For example, Oregon State Library (41 employees) is moving from in-house HR to the program and will save approximately \$170k in 2013-15. Service quality is generally increased due to the additional resources within DAS. Program staff are senior professionals with extensive training and experience. Some smaller agencies have assigned staff without HR skills to handle HR functions, increasing the risk of employment litigation.

The major cost driver for the program is personal services. Legal fees are a secondary driver. The EM reorganization is an opportunity to improve service by combining resources to serve more clients. By separating the program from the policy-setting role of the Chief Human Resources Officer, services will be provided with an even greater emphasis on customer service.

**Human Resource Management Systems & Operations** administers and maintains three key statewide HR Systems:

1. The Position and Personnel Database securely maintains the official employment records of the state and drives the payroll system, retirement calculations, and interfaces with the benefits system and other statewide systems. PPDB is critical to implementing HR policies, the compensation system and provisions of collective bargaining agreements.
2. iLearnOregon is an online learning management system that integrates general learning management functions (course catalog, registration, enrollments, transcripts, individual development plans, career paths and performance evaluations); supports employee development, training records, e-learning and computer end-user training.
3. eRecruit provides a comprehensive automated state employment recruitment system allowing applicants to apply on-line via the internet.

During the 2013-15 biennium, the program will implement efficiency measures including web-based reporting and electronic records. Personnel records rules and practices require hard-copies for actions in the system. Those documents need to be filed, retained and later purged by agency HR staff. Rule changes will be made to allow the state to rely on the permanent electronic record captured in PPDB rather than paper and manual filing. Major cost drivers in this program area include personal services, materials, service contracts and programming costs.

### **Program Justification and Link to 10-Year Outcome**

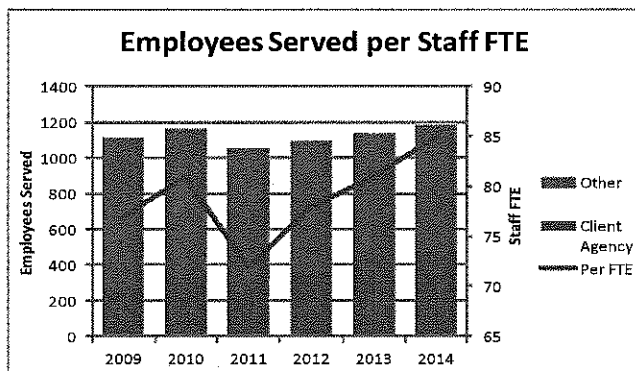
EHRIS supports outcomes sought by the Improving Government initiative by reducing administrative services costs in 2013-15. Shared HR services allow economies of scale and reduced risk by increasing core human resource knowledge. Services provided by EHRIS support the specific strategies of the "Government Operations Strategies" area:

- A) Provide Referral list of Assistance and Service Resources to Agencies – Training, recruitment, position allocation, investigative and consultative services will be available.
- B) Restructure Small Agencies, Boards and Commissions – Funding EHRS will reduce administrative “back office” costs within small agencies, improve management capabilities and support agencies in creating high performance work environments.
- C) Invest in Operational Efficiency Initiatives – EHRS will automate and improve HR information practices to reduce costs. In partnership with the CHRO, EHRS will identify opportunities for regulatory streamlining and improved customer service.

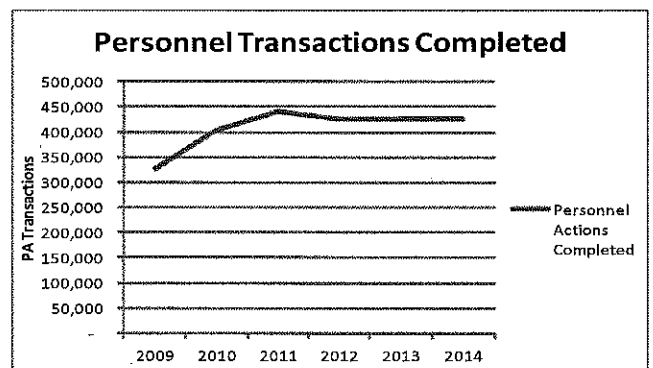
**Program Performance (Updated)**

The following charts show historical and projected workload volume, efficiency and effectiveness of the program areas in EHRS.

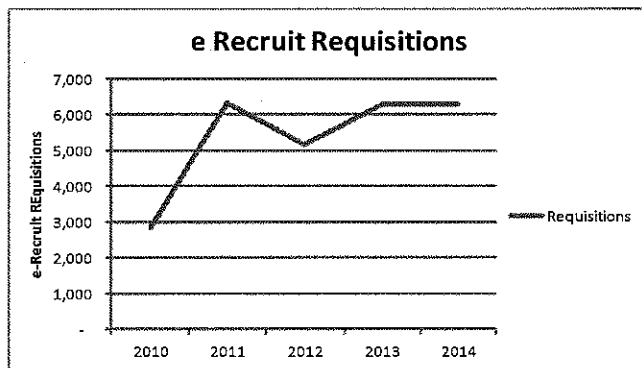
Client Agency program volume and efficiency



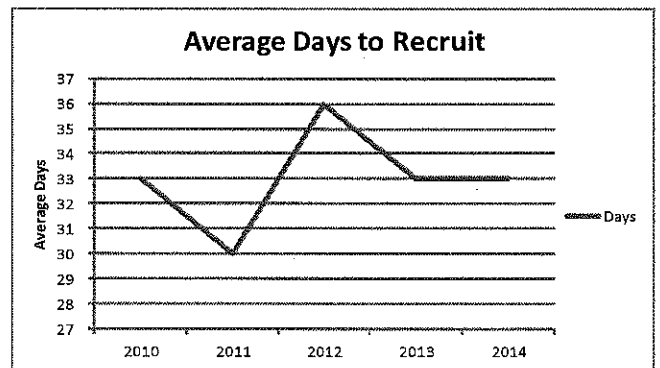
Statewide volume of PPDB transactions



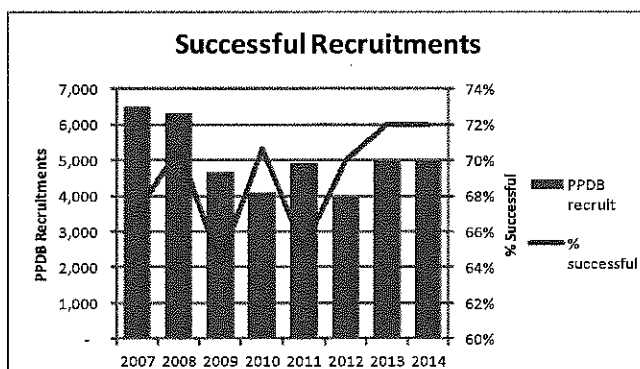
eRecruit workload volume



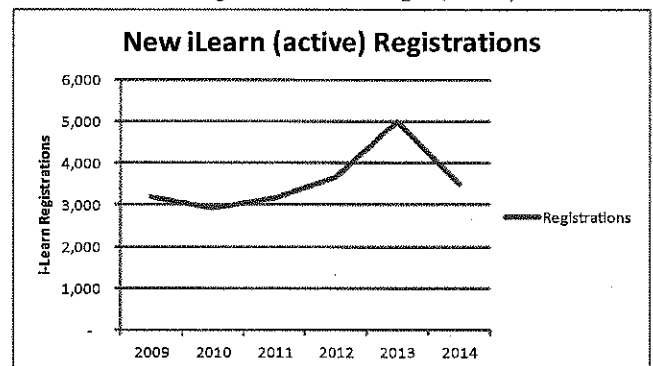
Statewide recruitment process efficiency



Statewide recruitment efficiency



New active registrants in iLearnOregon (volume)





### **HR Systems and Operations:**

PPDB contains personnel and position information for approximately 37,000 employees and over 41,000 positions in all three branches of state government and historical records for state government going back over 50 years. Transactions in the system statewide average around 25,000 per month. This high volume of work occurs at a fairly stable rate except for workload spikes each biennium. Process performance measurements related to this system will focus on reducing labor and material costs.

eRecruit – Implemented in 2010, eRecruit dramatically reduces the use of paper files and allows applicants to apply on-line. In 2011 the system handled 6,317 requisitions, over 265,000 applications and 5,146 hires. In 2011, DAS established a process measure to report the number of recruitment requisitions resulting in hires. Data, such as that displayed in the charts above, will be used to monitor the efficiency, timeliness and effectiveness of the recruitment process on a statewide basis.

iLearnOregon – Going on-line in October 2008, iLearnOregon is available to all state agencies, the general public and public partners. The system has 3,825 active courses, 800 on-line courses and over 66,000 registered users. iLearnOregon achieved \$74,000 in savings from 2008-2011 by turning a domestic violence course into an e-learning course (Training and Development June 2011; Perry). This is one example of how e-learning reduces time and travel costs. From July 2008 through May 2012 there has been over 21,000 hours of e-learning, saving 1.3 million pounds of carbon emissions and over 2.7 million travel miles.

### **Client Agency Program:**

The program will be measured in terms of creating greater economy of scale to serve greater numbers of state employees with relatively fewer administrative staff. Quality of service will be measured in transactional customer service surveys to ensure adequate service and support is maintained.

### **Enabling Legislation/Program Authorization**

- ORS 240 State Personnel Relations Law – Requires DAS to maintain a roster of all state employees (PPDB); collaborate with agency appointing authorities in the creation of employee training programs.
- ORS 243 Public Employee Collective Bargaining Act; Requiring the Executive Branch to enter into good faith negotiations with recognized labor organization – this includes the administration and ongoing compliance with the terms and conditions of collective bargaining agreements.
- Federal and State Employment/Civil Rights Laws including but not limited to anti-discrimination legislation, state workers' compensation laws, federal and state medical and family leave and occupational health and safety requirements.

### **Funding Streams**

These programs will be funded from the fees for service received from agencies that are in the general fund, are federally funded and/or receive their funds from other sources. See Attachment B for historical information regarding original sources of funding for DAS programs.

### **Significant Proposed Program Changes from 2011-13 (Updated)**

- Program management will propose changes to personnel records production and retention rules (OARs) to increase efficiency, reduce material costs and workload for agency human resource offices.
- The program will seek to expand the number of agencies and state personnel receiving services from the client agency program thereby increasing the ratio of HR staff to employee population served.