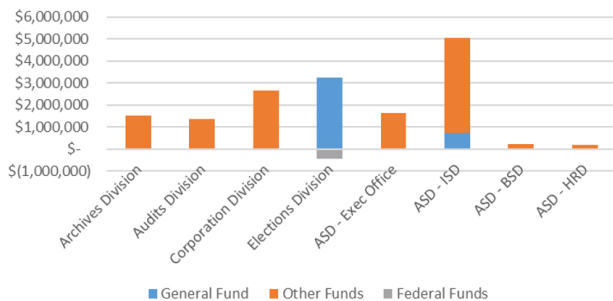
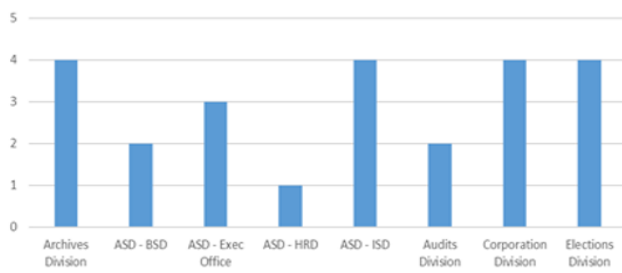


# SOS Summary of Policy Options

23-25 Funding Requests - SOS Divisions



# of POPs - 23-25 - SOS



## BACKGROUND

Secretary Fagan's mission is to build **trust** between the people of Oregon and our state government so that public services can make a positive impact in peoples' lives. In recent years, polarization and disinformation campaigns have eroded public trust in Government. Secretary Fagan's Policy Option Packages (PoPs) aim to counter this trend with adjustments in election security, public records, government programs and direct services. The Secretary's PoPs considered the economic challenges our state will face by only proposing what is needed to bring **balance** to our services. There are 24 PoPs totaling \$15,464,218 mostly consisting of Other Funds (OF), including 39.25 full-time equivalents (FTE) (8 of which are Limited Duration (LDs) positions) to execute the Secretary of State mission.

## ARCHIVES DIVISION:

**Manages and promote access to information while protecting, celebrating, and telling Oregon's whole story.**

**PACKAGE 110 – State Archivists:** This package requests two permanent Archivist 1 positions to focus on digitizing over 100k legislative recordings in 23-25. Fifty years worth of legislative recordings are at risk of being irretrievably lost. Digitization of actively degrading media is critical to preserving this vital and irreplaceable legislative history and ensuring its accessibility into the future.

*Total ask \$509,452; 2 FTE.*

### PACKAGE 111 – Digitization Personnel

**Reclassifications:** This package seeks to reclassify five positions in the Archives Division. The influx of both permanently valuable and temporary electronic public records requires personnel with different skills, training, expertise, and educational background than current classifications provide for. The time is long past to re-class specific positions to address the reality of how public employees are creating records.

*Total ask \$66,063.*

### Package 112 – Final Phase of Compact Shelving

**Project:** This package represents the Phase Four (final phase) assessment collection and limitation authority of \$750,000 to complete the transition from Archives traditional shelving to high density compact shelving. The previous 3 phases of funding for this effort were provided to SOS in the 2013, 2015, and 2019 sessions. *Total ask \$750,000.*

### Package 123 – Rent Increase for Archives Building:

This package requests an increase in the Archives Division's rent budget to permit funding to lease additional space in the Archives Building to meet operational needs (e.g. digitization, film development, file development, storage, research, photo conservation, Blue Book staging, etc.).

*Total ask \$201,497.*

## AUDITS DIVISION:

Protect the public interest and improve Oregon government.

**Package 113 – IT Audit Team:** The Audits Division's information technology (IT) audits determine whether the state's various computer systems adequately protect public funds and electronic information, and whether they operate as intended. Recommendations are directed at improving IT security and management procedures. The purpose of this package is to align our organization with present-day audit resource needs by requesting permanent position authority for two new positions devoted to IT audits that specifically assist our financial audit staff in conducting our largest financial audit, the audit of the state's annual comprehensive financial report and audit of major federal programs. The package allows the Division

to better achieve its mission to "protect the public interest and improve Oregon government."

*Total ask \$566,804; 2 FTE.*

### **Package 114 – Legislative Response Audit Team:**

This package requests funding for three positions (State Auditor 4 and two State Auditor 2 positions). These positions would be dedicated to executing legislatively requested audits. SOS would work with legislative leadership and members of the Joint Legislative Audit Committee to establish a formal process for requesting SOS audits as well as a reporting framework for these audits.

*Total ask \$809,410; 3 FTE.*

## CORPORATION DIVISION:

Helping Oregon startup and existing entities grow and thrive.

### **PACKAGE 119 – Microfilm Digitization Project:**

The Corporation Division maintains 4.3 million (4,270 reels) business registration public records in microfilm. The purpose of this package is to acquire funding to procure services of a digitization services partner and three limited duration Office Specialist 2 positions to convert all business registration public records from microfilm to an online imaging system to increase public records **transparency and speed of delivery**. This solution will provide businesses, financial institutions, media, and the public with free online, on-demand access to these vital records about Oregon businesses and increase transparency. *Total ask \$734,212; 3 Limited Duration Positions.*

### **PACKAGE 120 – Stabilizing Corporation Staffing**

**Needs:** As Oregon's business population continues to grow and business interactions with all levels of government become more complex, the capacity of Corporation Division has not kept up with the needs of our customer base. The Corporation Division is asking for eight additional positions to enhance

current services, increase education and outreach and provide timely and quality support to Oregon's growing business community. *Total ask \$1,608,696; 8 FTE (5 LDs, 3 permanent positions).*

### **Package 121 – Merchant Transaction Charges:**

As more Oregon businesses file with the Secretary of State and pay fees, revenue transferred to the general fund has grown. At the same time, associated credit card processing fees have also increased, significantly impacting the cost of doing business. This package increases Other Funds limitation by \$300,000 for credit card merchant fees.

### **PACKAGE 122 – Corporation Personnel True-Up:**

This package seeks to reclassify one position in the Corporation Division. This reclassification, as recommended by the agency's Human Resources function, would reflect the true responsibilities of the position more accurately. Elections Division: Committed to providing voters with accurate information about elections in Oregon.

## ELECTIONS DIVISION:

Committed to providing voters with accurate information about elections in Oregon.

**Package 115 - ORESTAR:** The ORESTAR application needs replacement to ensure Oregonians have a campaign finance system of tracking and reporting that is accessible, user friendly, and reliable. The current system has been in use for 20 years and is growing outdated. It regularly presents users with frustrating challenges that result in increased workload to troubleshoot and provide additional customer service from the Election Division. This request represents phase 1 of a two-phase implementation plan. Phase 1 would include requirements gathering, requesting quotes, and performing an analysis to determine solution strategy. As campaign finance reform is a possibility it is also critical to prepare a campaign finance system that can implement new processes over time. *Total Ask \$1,173,825; 1.5 FTE*

**Package 116 – HAVA OPA Funding Shift:** This package requests a funding shift from HAVA/FF to GF for two Elections Division positions (OPA1 and OPA2). *Total shift \$432,959.*

**PACKAGE 117 – Election Oversight:** This investment will add two critical positions and increase the Election Division's capacity to conduct investigations into campaign finance violations, undue influence, false statements, public employee neutrality, disclosures on political materials, voter fraud, and other violations.

Currently, there are over 500 open complaints dating back to 2019. Additional investigatory resources are needed to focus on election law complaints, intake, investigations, resolutions, procedures, and tracking. This package also requests \$100k in GF to pilot risk-limiting audits as authorized under ORS 254.532. While all counties conduct post-election audits, no counties use this preferred post-election procedure. This funding is sought to conduct a pilot in coordination with county elections officials with 2023-25 biennium funding. The pilot would assess needs for successful use of the post-elections procedure and increase trust in the accuracy of Oregon's elections processes. *Total \$600,097; 2 FTE.*

### **PACKAGE 118 - Elections Security and Public Education:**

This investment will continue proven methods for educating and engaging Oregonians, pre-bunking misinformation and ensuring false information is combatted. Addresses new and historical vulnerabilities and capacity issues in the Oregon Elections Division that would directly strengthen the physical and cyber-security of Oregon's elections on an ongoing basis. The focus is on improving our voting systems and public education on misinformation (#Trustedinfo2022 campaign resulted in a 1173.4% increase in traffic to oregonvotes.gov, 120,000 in 2022 compared with 11,000 in 2018). *Total Ask \$1,181,804; 2 FTE.*

## OPERATIONAL STABILITY OF CORE SERVICES:

Executive Office, Business Services, Human Resources, and Information Systems.

### **PACKAGE 101 – Procurement Contract Assistant:**

This package requests one Procurement and Contracts Assistant position to focus on contractor and solicitation outreach as well as help conduct small procurements. This request will help adjust resource demands because of recent end-to-end procurement system implementation (i.e., OregonBuys).

*Total ask \$175,865; 1 FTE.*

### **PACKAGE 102 – Business Services True-Up:**

This package requests two position reclassifications and two position designation changes. One reclassification request would adjust an Office

Specialist 2 to a Supply Specialist 2, which is needed to reconcile current staffing to the agency's approved budget. The second reclassification would adjust one Procurement and Contracts Specialist 2 to a Procurement and Contracts Specialist 3. This reclassification would strengthen the agency's contract management and administration training/resources as well as strengthen succession planning to the agency's Procurement Team Lead position, which is often focused on high risk/technical work that is considered out-of-class to the rest of the procurement specialist team. *Total ask \$60,296.*

**PACKAGE 103 - Executive Staffing:** This package requests four new positions. One General Counsel position to strengthen checks and balances and **resolve the conflict of interest** when SoS relies on the same legal counsel as auditees. A Public Affairs Specialist to provide guidance and support to Oregon's 36 county clerks and elections administrators on public records requests related to elections equipment, processes, security, etc. This role is needed to oversee public records requests to the agency. In 2022, the average number of public records request SOS received is 44 public records request per month. This average spiked during the elections. The agency received 10-20 requests per week. Requests can take multiple hours of work to fulfill. One Internal Auditor to meet legislatively mandated internal audit requirements. ORS 184.360 allows the Department of Administrative Services (DAS) to adopt rules for the executive branch on the need for an internal auditor. DAS adopted OAR 125-700 directing all executive branch agencies to create an internal auditor including SoS in their definition of "executive branch." This role would bring us into alignment with other agency practices and in compliance under DAS rules. The internal auditor would report to an Audit Committee with external membership and approve an annual risk-based audit plan at SOS. One OPA 4 for community engagement, outreach, and education for the agency (Elections, Archives, Audits, and Corporation). This position will ensure coordination with the Secretary, agency leadership, local/regional constituencies, and stakeholders. **Total ask \$1,383,144; 4 FTE.**

**PACKAGE 104 - Executive Personnel True-Up:** This Package seeks to reconcile current staffing patterns with approved budget. This package seeks the reclassification of an existing Operations and Policy Analyst 3 (Legislative Director) to an Operations and Policy Analyst 4 as well as increasing our current Operations and Policy Analyst 2 (Legislative Analyst) from .5 FTE to a full 1 FTE. **Total ask: \$183,065; .5 FTE.**

**PACKAGE 105 - Secretary Travel Needs:** This package requests an increase in the Secretary of State's Instate/Out of State Travel (\$60k) and Dues and Subscriptions (\$20k) budgets which would allow the Secretary monthly travel to counties, and to pay annual dues for valuable membership to the National Association of Secretary of State's and the National Lieutenant Governors Association. **Total ask \$80,000.**

**PACKAGE 106 - Systems Modernization:** Current IT staffing capacity, oversight, and capabilities **are insufficient to support delivering targeted internal solutions that serve as adequate rebuilds, or replacements, that can also integrate with various external systems.** This package requests seven positions which represents the minimum IT investment necessary to ensure agency technology adequately manages information security risks and can meet current and future business and public demands. This investment would increase the availability, utilization, and quality of SOS applications and access of business services, it would decrease the cost of re-work, problem resolution, and bug tracking, and would reduce risks associated with lead time, time to code review, time to merge, and commit-to-deploy time. **Total ask: \$2,971,607; 7 FTE.**

**PACKAGE 107 - Information Technology Security:** This package requests \$508k to fund permanent OPA3 (Asset Manager) and ISS-5 (Security Analyst) positions. This package also requests \$1.3M in services and supplies funding aimed at managing delivery, security, performance, and availability of web applications, as well as monitoring the security of servers, cloud resources, data storage devices, and other networking components. The U.S. Department of Homeland Security designated elections systems as critical infrastructure in 2017. This package requests the investment necessary to protect the confidentiality, integrity, and availability of the Secretary's critical information systems from increasing threats. **Total ask \$1,818,422; 2 FTE.**

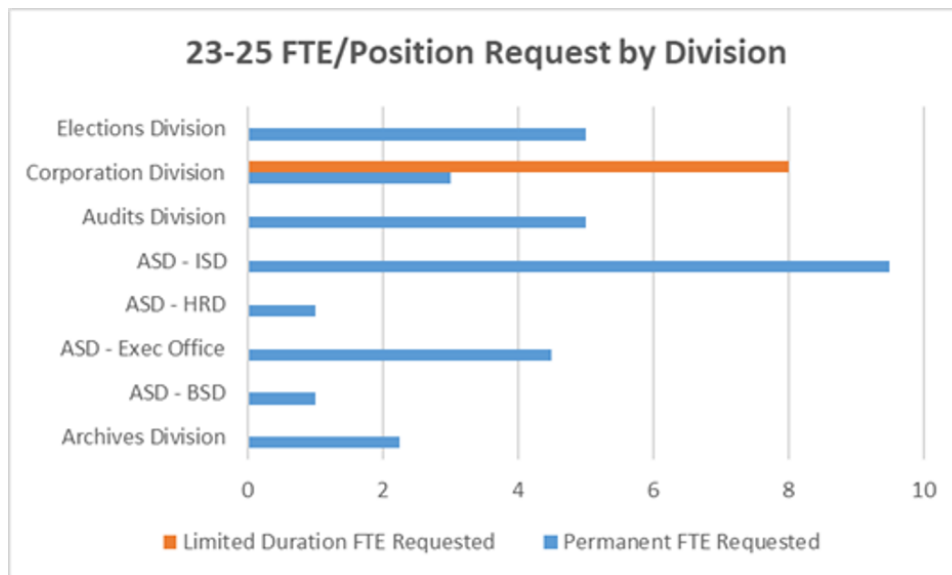
#### PACKAGE 108 – Information Systems Personnel

**True-Up:** This package seeks to reclassify 7 positions in the Information Systems Division. The goal of the package is to provide appropriate leadership for the Information Systems Division and the Agency with appropriate levels of staff for each function; accurately reflect the duties and responsibilities of the Chief Information Security Officer; and properly classify a total of five positions in Information Systems to reflect the increased level of responsibilities. **Total Ask \$98,602.**

#### Package 109 – Administrative Services Executive

**Support Specialist:** This package requests one Executive Support Specialist 2 position to provide shared executive support to the internal-serving division heads: Human Resources, Business Services and Information Systems. This request would provide a shared, dedicated resource to support the internal division directors for scheduling needs, coordinating internal/external meetings, securing meeting space, state-related charitable fundraising activities, process incoming/outgoing correspondence, employee recognition programs, and key safety planning events. **Total ask \$191,375; 1 FTE.**

|        | GENERAL<br>FUND (GF) | OTHER FUNDS (OF) | FEDERAL<br>FUNDS (FF) | TOTAL FUNDS (TF) | FULL TIME EQUIVALENTS (FTE)           |
|--------|----------------------|------------------|-----------------------|------------------|---------------------------------------|
| TOTALS | \$4,049,097.00       | \$11,848,080     | \$ (432,959)          | \$15,464,218     | 39.25 (31.25 permanent FTE and 8 LDs) |



For more information contact: Jessica Ventura, Legislative Director