



LEGISLATIVE ADMINISTRATION

Employee Services

March 10, 2021

To: Joint Committee on Conduct
From: Employee Services
Subject: Legislative Equity Officer Recruitment

Co-Chairs and Members of the Joint Committee on Conduct,

Jackie Sandmeyer was hired as our first Acting Legislative Equity Officer (LEO) in December 2019 in a planned limited duration position while the Joint Committee on Conduct (JCC) sought a long-term candidate. Mx. Sandmeyer graciously stayed on beyond their original commitment to continue to establish the Legislative Equity Office in the midst of a global pandemic. In the fall of 2020, after staying long beyond their initial limited duration appointment, Mx. Sandmeyer indicated they were seeking to leave the role in early 2021 to return full time to their firm. Our office prepared a recruitment plan with input from the committee Co-Chairs and Mx. Sandmeyer.

In recognition of the critical and pivotal role this position holds in the branch high priority was placed on a national search with significant input sought from the many stakeholders in the Capitol Community.

Below is a brief outline of the recruitment process that has led to Mr. Monson's candidacy before the committee.

October 2020: Employee Services (ES) prepared a draft posting which was reviewed and revised by the Co-Chairs and Mx. Sandmeyer.

November 2020: Recruitment opened posting to a number of state and national recruiting sources including Partners in Diversity and the Oregon State Bar. Broad distribution and candidate recommendations were solicited. ES engaged targeted outreach to candidates recommended to encourage application. Original recruitment close date was November 30. The Co-Chairs extended the recruitment to January to expand the applicant pool.

January 2021: Recruitment closed and all applications were made available to JCC members. Employee Services reviewed all applications and conducted phone screens with candidates whose qualifications most closely aligned with the recruitment. A survey was sent to the Capitol Community including members, employees and the Capitol Club soliciting desired qualities and attributes for the next LEO to inform the JCC interview process.

- Thirty Four (34) applications were received
- Six (6) candidates were phone screened by ES identifying strengths and concerns for JCC consideration.

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- Four (4) were recommended to move forward.
- First round virtual panel interviews were held with three (3) candidates (one candidate dropped out). The panel included members of the JCC, ES and Mx. Sandmeyer. Interviews were recorded and made available to all members of JCC for review.
- Nate Monson was unanimously identified as the top candidate to move forward by the panel.
- Mx. Sandmeyer met one on one with Nate to more fully discuss the role and his interest prior to advancing the process.

February 2021: Branch employees, including the Diversity, Equity and Inclusion (DEI) Committee and members of the Oregon Capitol Club were invited to participate in a virtual “Meet & Greet” with Mr. Monson on February 4, 2021. The meeting was recorded and posted on the intranet and can be found [here](#).

Meeting attendees were provided the opportunity to share their perceived strengths and concerns following the meet and greet session via an online, anonymous survey. The results from this survey were provided to the JCC for review.

On February 8, JCC invited Mr. Monson for an in-person interview at the Capitol with members of the JCC, Mx. Sandmeyer and Employee Services. Mr. Monson was provided with two situational analyses to present to the interview panel.

Mr. Monson met later in the afternoon with Legislative Branch Agency Heads and Caucus Leaders following a tour of the Capitol.

Additional conversations were had with Mr. Monson about the demands and expectations of the LEO role in the branch.

March 2021: Final panel interviews with Mr. Monson outlining his proposed work plan if he were selected were held on March 5. All members of JCC were invited as well as Employee Services and Mx. Sandmeyer.

Co-Chairs directed final references be conducted and an offer of employment was extended contingent upon committee action.

Mr. Monson accepted the offer and agreed to an April 12, 2021 start date as the Acting Legislative Equity Officer.

Mx. Sandmeyer had agreed and hoped to have an overlap period with the new LEO. However, as with almost all things during the pandemic, the recruitment process took much longer than planned. Mx. Sandmeyer kindly agreed to serve as Acting LEO through April 11, 2021. In order to facilitate a successful transition, Mx. Sandmeyer has also agreed to Mr. Monson’s request and plan for them to be retained on a temporary basis to support Nate’s transition and ensure no interruption to pending matters in the office.