

Budget Narrative

Secretary of State, Executive Office

Executive Office Staffing Needs

Purpose

Following years of significant leadership transition and disruption (five Secretary's of State and in six years), upon review of the Executive Office initial 2021-23 Agency Budget Request (ARB), there is insufficient staffing and budget resources to stabilize agency staff and carry out the new administration's vision and strategic goals. This request revises the initial 2021-23 Secretary of State ARB to request additional positions and Services and Supply budget increases. The purpose of this package is to increase centralized services provided by the Executive Office to all agency divisions by enhancing communications and the policy/legislative team; creating a diversity, equity and inclusion program (including tribal relations); and realigning legal resources and expanding civics education. Historically these service needs have been less effectively siloed in each division, creating workload burdens, staff who lack experience or skillsets to effectively perform these functions and an overall inefficient use of resources. Adding these program functions to the Executive Office will provide greater efficiency and increased outcomes for each of the program divisions and the services provided both internally and to the public. Each added position has a direct working responsibility to support other divisions in the agency, including the Election, Audits, Archives and Corporation Division. This package helps ensure all divisions receive the needed staffing support.

This request includes an increase in Services & Supply for travel, office expense and training budget. The travel budget for the Secretary of State is inadequate to support the Secretary and staff to meet with constituents throughout Oregon. A core value and priority of the Secretary of State is accessibility. Community engagement, easily accessible resources, public education, and accessible communications is critical; adequate budget to meet with county clerks, constituents, external users, municipalities, and organizations conducting business with the agency and Oregonians at large is vital. The associated Service and Supply budget increase ensures staff will have the necessary resources to perform the work efficiently to achieve expected outcomes.

New Positions (in no particular order)

	Position #	Title	Classification	Type	GF	OF	TF
1	2101000	Program Analyst 4	Z0863	PF		354,288	354,288
2	2101001	Exec. Support Specialist 2	Z0119	PF		198,394	198,394

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3	2101002	Public Affairs Specialist 2	Z0865	PF		326,996	326,996
4	2101003	Public Affairs Specialist 3	Z0866	PF		354,288	354,288
5	2101004	Public Affairs Specialist 1	Z0864	PF		279,542	279,542
6	2101005	Public Affairs Specialist 3	Z0866	PF		326,996	326,996
7	2101006	Principal Executive Manager G	Z7012	PF		474,232	474,232
8	2101007	Ops & Policy Analyst 4	Z0873	PF		369,063	369,063
9	2101008	Ops & Policy Analyst 2	Z0872	PF		302,111	302,111
10	2101009	Ops & Policy Analyst 4	Z0873	LF		135,864	135,864
		Total Personal Services					3,121,777

EXECUTIVE TEAM (in no particular order)

Position #2101000 - Program Analyst 4 (Diversity, Equity & Inclusion Director; Tribal Liaison) The DEI Director will identify existing disparities and barriers and recommend systemic change initiatives through mitigation and elimination strategies. In cooperation with the Deputy SOS, the DEI Director will extend internal collaboration and leadership to all divisions. Externally, this position will increasingly engage multiple diverse stakeholders, community-based organizations, tribal nations and others to build relationships and garner appropriate feedback and input; work closely with communications and divisions to ensure communication, public relations and external-facing information reflect Agency values.

Position #2101001 - Executive Support Specialist 2 (supplemental support) Provide administrative functions for Executive staff as directed by the Deputy SOS. Assist with maintaining schedules, analyzing and prioritizing schedule items. Act as the point of contact for internal and external colleague meeting requests, secure meeting rooms when needed; refer/defer as appropriate. Organize, prepare for and attend Executive Staff meetings to assist with planning and development of Agency practices and policies, follow up on assignments. Coordinate regular meetings with Division directors and their staff; follow-up as necessary. Process incoming and prepare outgoing correspondence, recommend appropriate course of action. Prepare confidential and sensitive documents, reports, presentations, maintain databases as requested. Make travel arrangements, prepare detailed travel itineraries; submit travel and expense reimbursement requests. Proactively seek opportunities to improve current systems and processes.

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Position #2101002 - Public Affairs Specialist 2 (Community Engagement and Outreach Director) Build community outreach and engagement plans for the Agency. Work with all external facing Divisions and Communications staff to proactively communicate to the public about the Agency community outreach and engagement plans. Ensure Oregonians have access, transparency and opportunities to provide input wherever possible in Secretary of State initiatives. Lead civic engagement plans, and support creation of a program to address misinformation in elections.

Position #2101003 - Public Affairs Specialist 3 (Press Secretary/Public Information Officer) Responsible for official communications for the Secretary of State's Office. Research and write press releases, public information notices, fact sheets, guest editorials and legislative testimony as needed. Assist with internal communications for Secretary of State divisions and staff. Manage Public Records Requests for the Agency. Receive, review and track requests. Determine appropriate division or representative to route request for response and coordinate with representative to prepare response.

Position #2101004 - Public Affairs Specialist 1 (Logistics Coordinator) Provide internal logistical support across the Agency. Support and assist the Community Engagement and Outreach Advisor with all aspects of community outreach and engagement across all SOS Divisions. Create and maintain calendar of outreach activities, including community events, workshops, and other community engagement activities. Schedule meetings and events with stakeholders, community groups and other interest groups. Prepare agenda and materials for meetings and events. Create and maintain database of contact information. Ensure logistics of community engagement activities and opportunities for public input are accessible to all Oregonians. Provide technical assistance internally and build and maintain systems for staff cross division and cross teamwork.

Position #2101005 - Public Affairs Specialist 3 (Digital Strategist) Centralizing Agency public communications to maximize available information for the services Oregonians need and rely upon. Write and edit creative, engaging copy for multiple platforms and audiences to educate Oregonians on functions and services of the SOS. Develop, create, and manage digital communications assets for all Divisions and Executive Office which includes service explainer documents for all divisions, presentations, social media infographics, one pagers, videos, and social media campaigns to communicate information to the public.

Position #2101006 - Principal Executive Manager G (General Counsel/Civic Engagement) Develop a strong and collaborative relationship with the AG's office, relevant attorneys; assess and recommend matters for their further review, consultation and advice. Assist the Legislative Director and Legislative Policy Advisor in drafting bills and amendments. Monitor statewide events and issues, assist in the development of policy, and ensure Secretary and Executive Team is aware of issues and

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events and provide guidance. Develop and implement Civic Engagement strategic plan to raise level of knowledge regarding the Secretary of State's Office and State Government to the public. Engage with Community Engagement and Outreach Coordinator to share information and coordinate attendance at events.

Position #2101007 - Ops & Policy Analyst 4 (Senior Advisor & Strategic Projects Director) Assist the Deputy SOS in providing Agency organizational leadership and development to all divisions. Collaborate with the Deputy SOS in developing strategic priorities, policy directives and initiatives with Division Directors. In conjunction with the Executive Team, implement agency short and long-term strategic priorities, policy directives and initiatives. Provide large-scale organization improvement work at the level. Conduct research, compile data, and develop comprehensive reports on policy assignments and recommend improvements. Plan and oversee strategic projects, identify scope, resources, budget, and spending plan. Identify potential risks and design mitigation strategies. Evaluate, analyze, and coordinate systems shared by divisions or departments. Establish and maintain collaborative working relationships with key stakeholders and project team members.

Position #2101008 - Ops & Policy Analyst 2 (Legislative Analyst) Track, review, and research legislation that would impact SOS Divisions including Elections, Corporation, Audits, and Archives. Provide summary and updates to Legislative Director regarding legislative proposals and status. Research current policy trends and recommend best practices to the Executive Office and Agency Divisions. Recommend policy changes based on research findings and legislative changes. Interpret and explain agency policies and procedures to legislative committees and other public organizations as needed. Assist divisions as needed to evaluate and draft administrative rules, or draft new rules based on statutes or changes in legislation.

REDISTRICTING PROJECT

Position #2101009 - Ops & Policy Analyst 4 (Redistricting Manager) Limited Duration .25

Monitor and track legislative committees and business related to 2021 redistricting. Research and examine relevant trending policies and processes regarding redistricting. Monitor and track national decisions related to the release of census data to the states and Oregon legislature. Research and review available and relevant data related to Oregon's population. Lead community outreach and engagement plan regarding redistricting.

How Achieved

While managed by the Executive Office, each position added is to provide wraparound support to all divisions in the Agency including a focus on Diversity, Equity and Inclusion (DEI) and Tribal Liaison Program; a centralized communications program and strategy; a Legal and enhanced Civics Education program, a centralized legislative policy

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and research program. These collective programs and teams will become a part of the Secretary's Executive Team and will provide wraparound services to all agency divisions and programs, constituents, agency customers and the public.

Staffing Impact

Adds ten positions (9 FTE) and one Limited Duration (.25 LD)

Quantifying Results

The Executive Office holds itself accountable for validating whether each division either meets or exceeds their key performance measures.

Revenue Source

\$3,121,777 Other Funds