



## AGENDA ITEM SUMMARY

Director Recruitment  
January 26, 2024

### BACKGROUND

On January 3, 2024, Director Curt Melcher announced his retirement effective April 1, 2024.

Under ORS 496.112, the Oregon Fish and Wildlife Commission appoints the State Fish and Wildlife Director. Recruitment and selection of a director is guided by state policy and statute. State policy directive is to use recruitment strategies that attract a diverse and talented applicant pool (DAS Policy 40.010.02). To take advantage of the public meeting law's authority to hold executive sessions regarding employment of the Director, the Commission must: advertise the position; adopt hiring standards, criteria, and policy directives; and provide public comment opportunity (ORS 192.660(7)(d)(D)). The Recruitment Plan adopted by the Commission must satisfy all these requirements.

### PUBLIC INVOLVEMENT

The Recruitment Plan was the subject of public comment at the January 12, 2024, and January 26, 2024, Commission meetings. Other opportunities for public involvement have been incorporated into the plan.

### ISSUE Adoption of the Recruitment Plan

### ANALYSIS

The Recruitment Plan as provided in Attachment 2 includes a process and timeline. An essential element of the Recruitment Plan is criteria and standards for the position. Criteria and standards for this job are described in the Position Description (Attachment 3), the minimum qualifications (Attachment 4) and the list of desired attributes (Attachment 5). The job posting will be informed by these attachments and notify potential candidates of the criteria the Commission will use to select the next Director. The mission of the Oregon Department of Fish and Wildlife is broad and complex; therefore, the successful candidate should demonstrate, among other things:

- Experience directing the development of policy for fish, wildlife and/or natural resources management.
- A strong conservation mindset and a commitment to using scientific basis for resources management.
- An ability to make progress in resolving long standing and emerging problems.

- Strategic and visionary leadership in the areas of fish and wildlife or natural resources management.
- An understanding of how to foster a climate in which employees strive to meet the highest standards of performance.

The criteria the Commission adopts will be used in the search process including the job posting, and screening evaluations by the Executive Recruiter and Screening Panel and communication with Oregonians about the qualifications/qualities we seek in the new Director.

Given its broad mission for managing the state's fish and wildlife, ODFW has a range of stakeholder and citizen interests. The Recruitment Plan provides a number of public input opportunities that will help inform the Commission selection. This includes public comment on the Recruitment Plan and criteria when the Commission reviews and adopts the plan and a public forum of the final candidates.

An extensive list of stakeholders has been developed for use in further refining preferred candidates.

One important aspect to finding this candidate is the outreach strategy conducted by the Executive Recruiter along with sourcing/advertising needed to conduct a national search. Our sourcing for this position will include:

- Local and national media.
- Organizations focused on fish and wildlife and natural resources, conservation, hunting, fishing.
- Diversity recruiting.
- Academia.
- State and federal natural resource agencies.

In addition to these sourcing strategies, the Executive Recruiter will research and contact individuals whose background match our criteria and professional associations whose members could meet or connect us with potential candidates that meet our criteria. Part of our recruiting plan will also include outreach with organizations that represent a diverse community of professionals in our state and nationally.

To focus the Commission's consideration of applications, the Recruitment Plan proposes a phased selection process. The first phase would be a thorough screening by the Executive Recruiter of applications that meet the qualifications and specified criteria. Ideally the first round of screening should yield six to ten candidates (depending on number of suitable applicants). The Recruitment Plan includes the use of a Screening Panel to recommend finalists for consideration of the Commission.

The finalists would participate in a public forum, meet with the Governor or her designee, and interview with the full Commission in Executive Session.

## **OPTIONS**

Option 1: Approve the Recruitment Plan.

Option 2: Approve the Recruitment Plan with modifications.

## **STAFF RECOMMENDATION**

Option 1

### **DRAFT MOTION:**

I move to approve the Recruitment Plan for the Fish and Wildlife Director position.

**Effective Date:** January 26, 2024