

Department of Administrative Services



State of the Workforce

Berri Leslie, DAS Director and Chief Operating Officer

Jessica Knieling, Chief Human Resources Officer

Shannon Ryan, Enterprise Asset Management Administrator

February 26, 2025

Agenda

- 01 Types of Work
- 02 Workforce by Type Across the Enterprise
- 03 Future Workforce



Types of Work



Types of Work



Full-time Remote Work: All essential functions of the position are performed from an alternate workplace 100% of the time.

Hybrid Remote Work: Essential functions of the position are performed from both the central workplace and an alternate workplace. Business needs may require the employee to come into the central workplace or perform mobile work on a regular or periodic basis.

In Office Work: Essential functions of the position are performed at the central workplace 100% of the time.

Mobile Work: The essential functions of the position require the employee to perform work in a variety of locations. Mobile work may encompass a district, region, or other geographic location.

Workplace Options



Central Workplace: The agency-assigned location of the position, not the employee. It is the permanent assignment of the employee's position within Oregon and is not their residence.

Alternate Workplace: A workplace alternate to the central workplace that is within the employee's residence, or in a location requested by the employee and approved by the agency.

Temporary Workplace: A place where the agency work assignment is expected to last less than a year. A temporary workplace would also include meeting sites held away from the central or alternate workplace.

Mobile Workplace: A workplace alternate to the central workplace that changes frequently based on project work.

Residence: The place where the employee personally resides

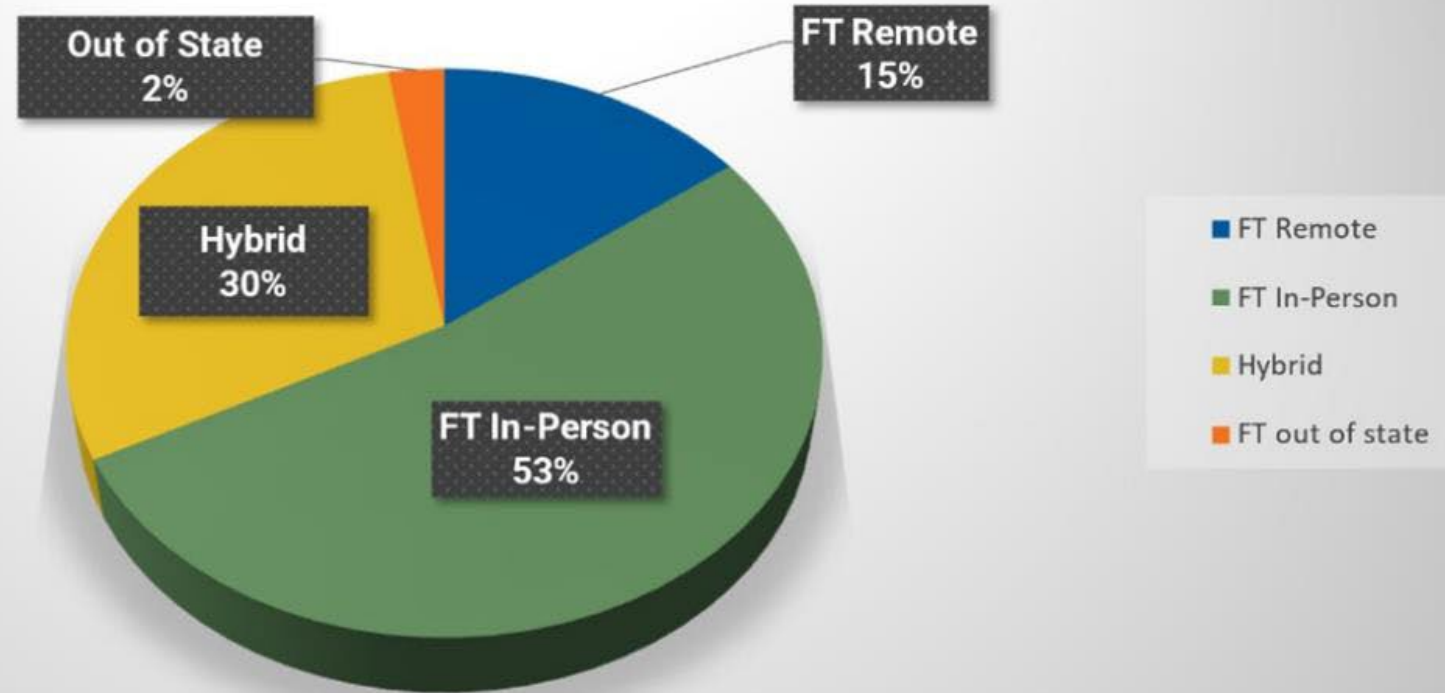
Workforce By Type Across the Enterprise



Current Workforce Assignments



State Employee Work Type January 2025

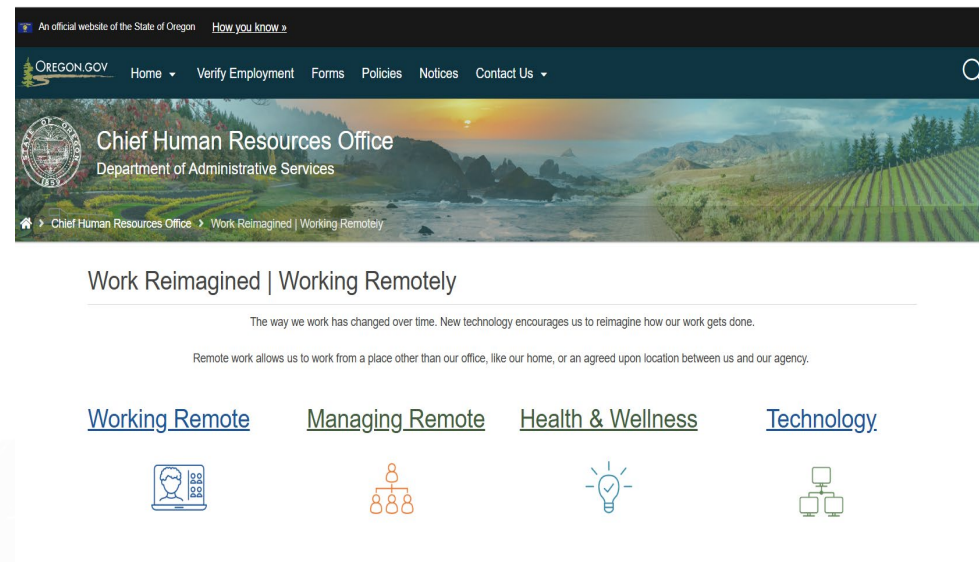


*In 2013 10% of workforce was full time ("FT") Remote

Tools & Resources for the Workforce



- [State HR Policy 50.050.01](#), Working Remotely
- [Managing Remote Toolkit for Managers](#)
- Extensive resources for employees and managers including health & wellness and technology
- Collective Bargaining Agreements – CBAs mirror policy with a few exceptions



Future Workforce



Current Office Space Portfolio



- State-owned office buildings represent 4.6 million sf
- Annual rent for private sector leases is \$128 million
- 50% of all state agencies lease from landlords in the private sector.

Statewide Office Portfolio Breakdown In Square Feet	
Department of Administrative Services	3,050,564 sf
Other State Agencies	2,362,819 sf
Private Sector Lease	4,403,345 sf
Total Square Feet	9,816,728 sf

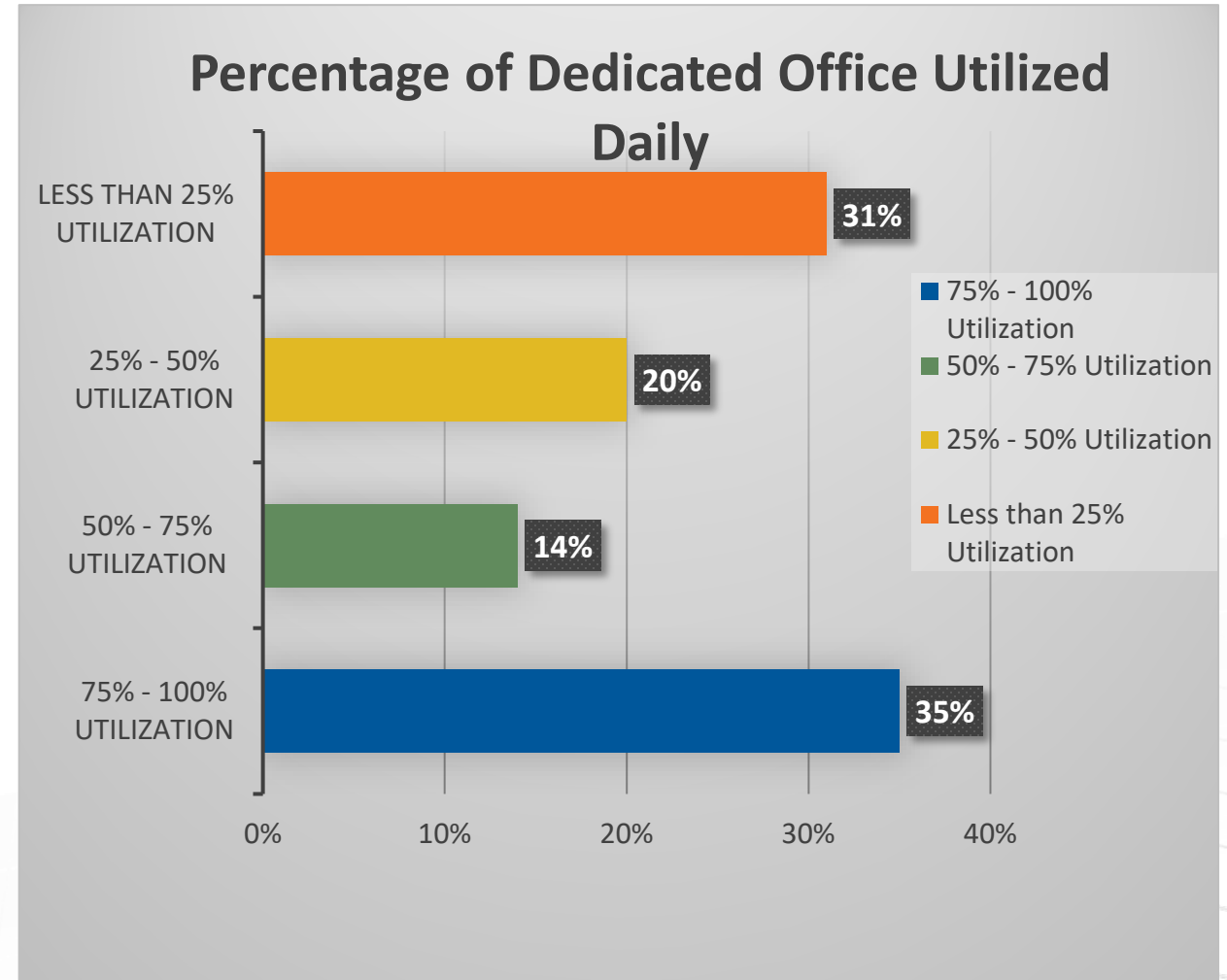
Office Utilization Survey Results



Agencies were asked:

"Approximately what percentage of dedicated office space is utilized daily by employees?"

- Out of 81 agencies, more than half are utilizing less than 50% of their dedicated office space.
- 31% of agencies are utilizing less than 25%.



Rightsizing Goals



- Reduce state office footprint by 30%
- Maximize utilization of state-owned office buildings
- Create all-agency drop-in spaces
- Reduce private sector lease footprint
- Minimize economic disruption to smaller markets and rural communities
- Density urban cores
- Align project work with other state priorities

Future Workforce Considerations



Continue to evaluate best ways to meet needs of Oregonians



Seeking ways to maximize efficiency and effectiveness



Redesigning office spaces to meet business needs



Return to Office Considerations



Security + Childcare in DAS Planning

Security Standards

Hardened Lobbies and Stairwells

- Front desk protected with bullet-proof glass, walls constructed using Kevlar, panic buttons, escape exit
- Key card only access into the building and at every floor

Public-facing functions on first floor

Exterior and common area cameras

Enhanced lighting

Widespread use of security guards

Fenced parking lots, high-speed gates

Childcare Facilities

Building owner requirements

- Ground level space, with access to secure outdoor space, bicycle parking, vehicular mobility, building meets current seismic standards

Primary barriers for DAS

- Proper siting options and seismic requirement

Current and future opportunities

- Portland State Office Building
- Labor and Industries Building
- Public Service Building

Office Portfolio Rightsizing Timeline



PLANNING

Defining the project scope, objectives, and deliverables.

2023-2024



DATA COLLECTION

Agency outreach with new policy, agency needs analysis completed, informs project and transaction planning

2025+



EXECUTION

Construction in state-owned buildings, agency relocations or downsizing in place begins.

2025 +



REDUCTIONS IDENTIFIED

30% sf reductions identified by year end.

2027



NORMALIZE

Moves and buildout projects wrapping up, portfolio utilization monitoring in place

2030+



Thank you

Berri Leslie, DAS Director and Chief Operating Officer
berri.l.leslie@das.oregon.gov

Jessica Knieling, Chief Human Resources Officer
jessica.knieling@das.oregon.gov

Shannon Ryan, Enterprise Asset Management Administrator
shannon.ryan@das.oregon.gov

Meliah Masiba, DAS Legislative Director
meliah.masiba@das.oregon.gov
503.931.7267

