



Transition Agreement

Confidential

Parties:

This Transition Agreement (the "Agreement") is entered into between the Office of Governor Tina Kotek ("Governor's Office") and Department of Administrative Services ("DAS") with employee Andrea Cooper ("Cooper").

Term:

The term of this agreement shall commence on April 1, 2024, and shall terminate on November 29, 2024.

Position:

During the term of this Agreement, Cooper shall serve as the Senior Advisor to the DAS Director and Chief Operating Officer.

Roles and Responsibilities:

1. Conduct comprehensive organizational assessments to identify strengths, weaknesses, opportunities, and threats, utilizing a variety of data collection methods such as surveys, interviews, focus groups, and data analysis.
2. Develop and implement tailored organizational development strategies, programs, and initiatives aligned with the department's strategic objectives and priorities.
3. Provide expert guidance and support to departmental leadership and managers on change management, organizational design, team effectiveness, and leadership development.
4. Collaborate with HR professionals to design and deliver training programs, workshops, and coaching sessions to enhance employee skills, competencies, and performance.
5. Facilitate strategic planning processes, including goal setting, action planning, and performance measurement, to ensure alignment with organizational objectives and promote accountability.
6. Lead culture transformation efforts by fostering a positive work environment, promoting diversity and inclusion, and reinforcing organizational values.

7. Utilize data-driven approaches to monitor and evaluate the effectiveness of organizational development initiatives, making recommendations for adjustments and improvements as necessary.
8. Stay current with best practices, trends, and innovations in organizational development and change management, incorporating relevant insights into departmental strategies and practices.
9. Serve as a trusted advisor and thought leader on organizational development matters, effectively communicating with stakeholders at all levels to build consensus and drive change.
10. Collaborate with cross-functional teams and external partners to leverage resources, share knowledge, and enhance organizational capabilities.

Compensation:

During the term of this Agreement, the State of Oregon, shall continue to pay Cooper's current salary, as well as any other payroll expenses, and benefits as per her existing employment agreement.

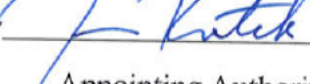
Equipment and Access:

DAS will issue Cooper a new email address, technology, and cell phone. Cooper's Governor's Office email account and access will be shut down at 5:00 PM on March 29, 2024. All equipment and keycard will be returned to the Governor's Office.

Termination:

This Agreement may be terminated earlier by mutual agreement of the Parties or by Cooper upon finding alternative employment. Cooper's employment with the Governor's Office will end no later than November 29, 2024.

Office of Governor Tina Kotek

Signed by 
Appointing Authority

Title: Governor

Date: 3/21/24

Department of Administrative Services

Signed by 



Appointing Authority

Printed Name: Berri Leslie

Title: DAS Director and Chief Operating Officer

Date: Berri Leslie 3/2/27

Andrea M. Cooper

Andrea Cooper

Date: 03 / 20 / 2024

