
**Bureau of Human Resources Interim Director – Tracy Warren
1st Quarter 2024 Calendar**

January 2023

▲	Mon, Jan 1	
	Holiday – No Work	
▲	Tue, Jan 2	
	Workday	8:00 AM – 5:30 PM
▲	Wed, Jan 3	
	Workday	8:00 AM – 5:30 PM
▲	Thu, Jan 4	
	Check in about Director Recruitment – Motus Recruitment	9:30 AM – 10:00 AM
	Check in with Chief Administrative Officer (CAO) - Office of Management and Finance (OMF)	2:30 PM – 3:00 PM
▲	Fri, Jan 5	
	Check in about Director Recruitment – Motus Recruitment	2:00 PM – 2:30 PM
▲	Mon, Jan 8	

Workday 8:00 AM – 5:30 PM

▲ Tue, Jan 9

City Transition 9:00 AM – 9:30 AM

Meet IPR and New Oversight Board 1:00 PM – 2:00 PM

▲ Wed, Jan 10

Charter Positions and Recruitments 1:30 PM – 2:30 PM

▲ Thu, Jan 11

Check in about Director Recruitment – Motus Recruitment 9:00 AM – 9:30 PM

Healthy Foundations Discussion – Moda Health 2:00 PM – 3:00 PM

▲ Fri, Jan 12

Check in with Chief Administrative Officer (CAO) - Office of Management and Finance (OMF) 2:30 PM – 3:00 PM

▲ Mon, Jan 15

Holiday – No Work

▲ Tue, Jan 16

Check in with Portland Bureau of Emergency Management (PBEM) 11:00AM – 11:30AM

Meet & Greet: Portland Housing Bureau Director 12:30PM – 1:00PM

Bureau Director Meeting 4:00 PM – 4:30 PM

▲ Wed, Jan 17

Check in with Bureau of Technology Services 2:00 PM – 2:30 PM

Facilities Assessment Meeting 4:00PM – 5:00

▲ Thu, Jan 18

Workday 7:00 AM – 5:30 PM

▲ *Ron Zito Acting Director* Fri, Jan 19

Out of Office

▲ Mon, Jan 22

Office of Management and Finance (OMF) Service Area Budget Development 9:30 AM – 11:00 AM

Check in with Chief Administrative Officer (CAO) - Office of Management and Finance (OMF) 2:30 PM – 3:00 PM

Office of Management and Finance (OMF) Budget Advisory Committee FY24/25 3:00 PM – 4:00 PM

▲ Tue, Jan 23

HR Analyst II Interviews 1:00 PM – 3:00 PM

▲ Wed, Jan 24

Workday 7:30 AM – 5:00 PM

▲ Thu, Jan 25

Monthly Bureau Director's Meeting 11:30 AM – 1:00 PM

▲ Fri, Jan 26

City Administrator Check In – Motus Recruitment 8:00 AM – 5:00 PM

▲ Mon, Jan 29

Check in with Community Safety Transition Director 1:00 PM – 1:30 PM

▲ Tue, Jan 30

Check in with the Bureau of Technology Services (OMF-BTS) 1:00 PM – 1:30 PM

▲ Wed, Jan 31

Workday 8:00 AM – 5:00 PM

February 2023

▲ Thu, Feb 1

Check-In with American Federation of State, County, and Municipal Employees (AFSCME) Local 189 3:00 PM – 4:00 PM

▲	<i>Ron Zito Acting Director</i>	Fri, Feb 2
	Out of Office	
▲		Mon, Feb 5
	Check in with Chief Administrative Officer (CAO) - Office of Management and Finance (OMF)	1:30 PM – 2:00 PM
	Check in about Director Recruitment – Motus Recruitment	3:00 PM – 4:00 PM
▲		Tue, Feb 6
	2023 Pay Equity Audit	11:00 AM – 11:30 AM
	Check in with Portland Bureau of Transportation (PBOT)	1:00 PM – 1:30 PM
▲		Wed, Feb 7
	HR Data Analyst Interviews	1:30 PM – 2:30 PM
▲		Thu, Feb 8
	Bureau Directors Meeting	11:30 AM – 1:00 PM
	Office of Management and Finance (OMF) Budget Advisory Committee FY24/25	2:30 PM – 4:20 PM
▲		Fri, Feb 9
	Technical Implementation of Organizational Change (Steering Committee)	11:30 AM – 11:55 AM

Check in about Director Recruitment – Motus Recruitment

2:00 PM – 3:00 PM



Mon, Feb 12

Budget & Finance/City Ops Budget Work Session Prep

12:00 PM – 12:50 PM



Tue, Feb 13

Healthy Foundations Follow-Up Discussion – Moda Health

9:00 AM – 10:00 AM

City Administrator Meeting – Motus Recruitment

3:00 PM – 3:30 PM

Bureau Directors Meeting

4:00 PM – 4:30 PM



Wed, Feb 14

City Council Session

9:30 AM – 12:30 PM

Discussion with Aspire HR

2:00 PM – 2:30 PM



Thu, Feb 15

Budget & Finance, City Operations, and City Administrator Budget Work Session

9:30 AM – 12:00 PM



Ron Zito Acting Director

Fri, Feb 16

Out of Office



Mon, Feb 19

Holiday – No Work

▲ Tue, Feb 20

Check in with Commissioner Gonzalez 1:00 PM – 1:30 PM

▲ Wed, Feb 21

City Council Session 9:30 AM – 12:30 PM

▲ Thu, Feb 22

HRAR Policy Advisory Committee 10:00 AM – 11:30 AM

**Peer Panel and Workshop: DCA Office
Composition and Leadership Roles** 11:30 AM – 1:30 PM

▲ Fri, Feb 23

**Technical Implementation of Organizational
Change (Steering Committee)** 11:30 AM – 11:55 AM

▲ Mon, Feb 26

**Check in with Office of Equity & Human Rights
(OEHR)** 2:00 PM – 2:30 PM

▲ Tue, Feb 27

**Check in with Chief Administrative Officer
(CAO) - Office of Management and Finance
(OMF)** 11:00 AM – 11:30 AM

Bureau Directors Check In 4:00 PM – 4:30 PM

▲ Wed, Feb 28

Workday

8:00 AM – 5:00 PM



Thu, Feb 29

Check in with Chief Administrative Officer (CAO) - Office of Management and Finance (OMF)

8:00 AM – 8:30 AM

City Administrator Meeting – Motus Recruitment

11:30 AM – 12:00 PM

Check in with Portland Police Bureau (PPB)

12:30 PM – 1:00 PM

Check in with City Budget Office

3:00 PM – 3:30 PM

March 2023



Ron Zito Acting Director

Fri, Mar 1

Out of Office

City of Portland Interim HR Director Interview Panel



Mon, Mar 4

Office of Management and Finance (OMF) Leadership Team Meeting

9:30 AM – 10:30 AM



Tue, Mar 5

Discussion with Aspire HR

11:00 AM – 12:00 PM

Check in with Portland Bureau of Transportation (PBOT)

1:00 PM – 1:30 PM

Discussion with Aspire HR

2:30 PM – 3:30 PM



Wed, Mar 6

**Check in with Chief Administrative Officer
(CAO) - Office of Management and Finance
(OMF)**

10:15 AM – 10:45 AM

**Check in with the Bureau of Technology
Services (OMF-BTS)**

11:30 AM – 12:00 PM



Thu, Mar 7

**Check in with Chief Administrative Officer
(CAO) - Office of Management and Finance
(OMF)**

10:05 AM – 10:20 AM



Ron Zito Acting Director

Fri, Mar 8

Out of Office



Mon, Mar 11

**Check in with Chief Administrative Officer
(CAO) - Office of Management and Finance
(OMF)**

10:30 AM – 11:00 AM

Check in with Commissioner Rubio

3:00 PM – 3:30 PM



Tue, Mar 12

Check in with Commissioner Mapps

3:00 PM – 3:30 PM



Wed, Mar 13

**Employee Central Core Steering Committee -
Aspire HR** 10:00 AM – 11:00 AM

**Healthy Foundations Follow-Up Discussion –
Moda Health** 2:00 PM – 3:00 PM

**Check in with Chief Administrative Officer
(CAO) - Office of Management and Finance
(OMF)** 2:30 PM – 3:00 PM

▲ Thu, Mar 14

Check in with Commissioner Gonzalez 11:00 AM – 11:30 AM

Bureau Directors Check in 11:30 AM – 1:00 PM

ERG Leadership Council 2:00 PM – 3:00 PM

▲ Fri, Mar 15

Interim HR Director Finalist Meet & Greet 8:30 AM – 9:30 AM

▲ Mon, Mar 18

Interim HR Director Finalist Meet & Greet 8:30 AM – 9:30 AM

Check in with Commissioner Ryan 4:30 PM – 5:00 PM

▲ Tue, Mar 19

Executive Session City Council 9:30 AM – 11:30 AM

Charter Transition Town Hall 3:00 PM – 4:00 PM

Bureau Director Check in 4:00 PM – 4:30 PM

▲ Wed, Mar 20

**Check in with Chief Administrative Officer
(CAO) - Office of Management and Finance
(OMF)**

2:30 PM – 3:00 PM



Thu, Mar 21

Follow-Up Meeting on Health Trust - Aon

2:00 PM – 3:30 PM



Ron Zito Acting Director

Fri, Mar 22

Out of Office



Ron Zito Acting Director

Mon, Mar 25

Out of Office



Ron Zito Acting Director

Tue, Mar 26

Out of Office



Ron Zito Acting Director

Wed, Mar 27

Out of Office



Ron Zito Acting Director

Thu, Mar 28

Out of Office



Ron Zito Acting Director

Fri, Mar 29

Out of Office
