



# Orientation Manual

**July 24, 2013**

# FOCUS

- Developed based on feedback provided during ‘expectations’ interviews and discussions:
  - Primary Focus – Get up to speed as quickly as possible
  - Secondary Focus – Useful ongoing reference

# Organization & Information

- Responsibilities
  - What you have to do
  - Key duties
- Plan Knowledge
  - What you should know
  - Help study issues and make decisions
- Administrative Information
  - What you should expect
  - Information on conducting business

# New Delivery

- Electronic document – PDF for now
- Future vision – Web based

# Any Questions?

- **Contact:**

Tim Valencia

Deputy Director

360.586.2326

[tim.valencia@leoff.wa.gov](mailto:tim.valencia@leoff.wa.gov)

2100 Evergreen Park Dr, Olympia, WA 98502  
PO Box 40918 Olympia, WA 98504  
360.586.2320 or [www.leoff.wa.gov](http://www.leoff.wa.gov)

