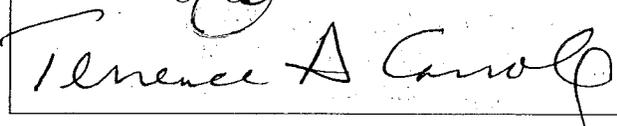


#1
CF 312155

**City of Seattle
Notice of Appointment**

Name: <i>Jennifer A Greenlee</i>		<input type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input type="checkbox"/> Legislative Appointment <input checked="" type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: <i>Shoreline</i>	Zip Code: <i>98155</i>	Contact Phone No.: <i>(206) 386-1301</i>
Appointed to: <i>Executive Director, Civil Service Commissions</i>		Date of Appointment: <i>02/15/2012</i>
Authority (Ord., Res.): <i>Ordinance 123744, Minutes of CSC/PSCSC meeting, January 20, 2012</i>		Term of Office: From: <i>02/15/2012</i> To: <i>02/14/2015</i>
Background: <i>Jennifer Greenlee is an experienced human resource professional well qualified to support the work of the Civil Service and Public Safety Civil Service Commissions. Ms. Greenlee has had a distinguished career in public service that includes over nine years responsible public administration management experience involving legal proceedings, alternative dispute resolution, policy/legislative analysis as well as over three years of supervisory experience. Ms. Greenlee holds a Juris Doctorate degree from the University of Washington School of Law. She is currently a member in good standing with the Washington State Bar Association and is certified as a Senior Professional, Human Resources by the Human Resource Certification Institute.</i>		
Authorizing Signature: 		Name and Title of Officer Making Appointments: <i>Steven Jewell, Chair Civil Service Commission</i>
Authorizing Signature: 		Name and Title of Officer Making Appointments: <i>Terrence Carroll, Chair Public Safety Civil Service Commission</i>





City of Seattle

Mike McGinn, Mayor

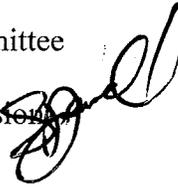
Civil Service Commission

Commission Chair Steven A. Jewell
Commissioner Ellis H. Casson
Commissioner Gregg H. Hirakawa

MEMORANDUM

To: The Honorable Sally Clark
President, Seattle City Council

The Honorable Tim Burgess
Chair, Government Performance and Finance Committee

From: Steven Jewell, Chair, Seattle Civil Service Commission 

Date: February 1, 2012

Subject: Confirmation of Appointment of Jennifer A. Greenlee as Executive Director, Civil Service Commissions

FILED
 CITY OF SEATTLE
 12 FEB -9 PM 3:08
 CITY CLERK

On behalf of the Seattle Civil Service Commission (“Commission”), I ask that the City Council confirm the Commission’s appointment of Jennifer A. Greenlee as Executive Director, as provided under Ordinance 123744. At a joint meeting of the Seattle Civil Service and the Public Safety Civil Service Commissions on January 20, 2012, the Commission voted to appoint Ms. Greenlee as Executive Director, subject to Council confirmation, for a term of three years, beginning February 15, 2012. The Commission has appointed Ms. Greenlee Interim Executive Director effective February 15, 2012.

Ms. Greenlee is an experienced human resource professional well qualified to support the work of the Civil Service and Public Safety Civil Service Commissions. Ms. Greenlee has had a distinguished career in public service that includes over nine years responsible public administration management experience involving legal proceedings, alternative dispute resolution, policy/legislative analysis as well as over three years of supervisory experience. Ms. Greenlee holds a Juris Doctorate degree from the University Of Washington School Of Law. She is currently a member in good standing with the Washington State Bar Association and is certified as a Senior Professional, Human Resources by the Human Resource Certification Institute.

Please call Pam Inch, Employment Services Manager in the Personnel Department at (206) 684-4196 if you have any questions regarding this appointment.

Attachments

Cc: Terry Carrol, Public Safety Civil Service Commission



City of Seattle

Mike McGinn, Mayor

Public Safety Civil Service Commission

Commissioner Joel A. Nark
Commissioner Terry Carroll
Commissioner Christian M. Halliburton

FILED
CITY OF SEATTLE
12 FEB -9 PM 3:08
CITY CLERK

MEMORANDUM

To: The Honorable Sally Clark
President, Seattle City Council

The Honorable Tim Burgess
Chair, Government Performance and Finance Committee

From: Terry Carroll, Chair, Seattle Public Safety Civil Service Commission

Date: February 1, 2012

Subject: Confirmation of Appointment of Jennifer A. Greenlee as Executive Director, Civil Service Commissions

On behalf of the Seattle Public Safety Civil Service Commission ("Commission"), I ask that the City Council confirm the Commission's appointment of Jennifer A. Greenlee as Executive Director, as provided under Ordinance 123744. At a joint meeting of the Seattle Civil Service and the Public Safety Civil Service Commissions on January 20, 2012, the Commission voted to appoint Ms. Greenlee as Executive Director, subject to Council confirmation, for a term of three years, beginning February 15, 2012. The Commission has appointed Ms. Greenlee Interim Executive Director effective February 15, 2012.

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Please call Pam Inch, Employment Services Manager in the Personnel Department at (206) 684-4196 if you have any questions regarding this appointment.

Attachments

Cc: Steven Jewell, Civil Service Commission

Seattle Municipal Tower, 700 5th Avenue, Suite 1670, PO Box 94729, Seattle, WA 98124-4729
Telephone: (206) 684-0334 Facsimile: (206) 684-0755

Jennifer A. Greenlee

SKILLS:

Legal Analysis
Supervision/Management
Negotiation/Mediation/Facilitation
Presentation/Training
Investigation/Interviewing
Equal Employment Opportunity/Diversity

FILED
CITY OF SEATTLE
12 FEB - 9 PM 3:08
CITY CLERK

LICENSES/CERTIFICATIONS:

Licensed Attorney, Washington State Bar Association
Senior Professional in Human Resources, Human Resources Certification Institute

EXPERIENCE:

October 2008 -
Present

Seattle City Light, City of Seattle
PO Box 34023, Seattle, WA 98124-4023. 206-684-3000.
Employee Relations Advisor

Served as Out of Class Employee Relations Manager from September 2010 to January 2011 which included supervision of Employee Relations Assistant and Return to Work Coordinator. Administration/implementation of Equal Employment Opportunity, reasonable accommodation, & Family & Medical Leave programs. Investigating employee complaints of policy & workplace expectations violations, discrimination, harassment, & retaliation; investigation of employee misconduct; preparing investigation reports; debrief the parties & management; responding in writing to externally filed charges; providing advice, information, & recommendations to management regarding the resolution of workplace issues & the interpretation of policies, rules, & regulations. Working with labor relations and management to resolve employee attendance, performance, and behavioral issues. Evaluating reasonable accommodation requests & medical documentation, working with the employee, labor relations, & management to identify & implement reasonable accommodations, providing information and advice to employees and management on accommodation issues. Evaluating FML requests & medical certifications, communicating to employees & management the scope of approved FML requests, monitoring FML use, & providing advice to management on how

to effectively manage FML. Developing & providing in-house training on EEO, ADA, & FMLA issues.

June 2006 -
October 2008

Washington State Human Rights Commission
1511 3rd Ave, Suite 921, Seattle, WA 98101. 206-464-6500.

Operations Manager

Provide supervision for up to twelve investigators in the Seattle office who are responsible for investigation and resolution of cases in employment, housing, and public accommodation within NW Washington. Supervise administrative staff. Oversee and conduct education and outreach regarding fair housing and equal employment opportunity including sexual harassment and disability discrimination. Monitor performance standards and compliance with the working agreements with HUD and EEOC. Monitor and evaluate performance, provide guidance, counseling and discipline as appropriate. Oversee interns, special projects and Commission initiated investigations.

August 2005 -
May 2006

Washington State Human Rights Commission
1511 3rd Ave, Suite 921, Seattle, WA 98101. 206-464-6500.

Housing Unit Supervisor

Provide supervision for investigators in the housing unit who are responsible for case intake, investigation and resolution throughout Washington. Track HUD case inventory, assignment, status, and closure. Oversee and conduct education and outreach regarding fair housing. Monitor performance standards and compliance with the working agreement with HUD. Monitor and evaluate performance, provide guidance, counseling and discipline as appropriate.

March 2003-
August 2005

City of Seattle Office for Civil Rights
700 3rd Ave, Suite 250, Seattle, WA 98104. 206-684-4500.

Civil Rights Analyst

Served as Out of Class as Enforcement Supervisor during summer 2003 and winter 2004/2005 which included monitoring and reviewing intake, charges, investigations, case closures and findings and providing mentoring and guidance to newer investigators. Investigate discrimination complaints in employment, housing, and public accommodation. Complaints are filed due to discrimination based upon age, ancestry, color, creed, disability, gender identity, marital status, parental status, political ideology, race, religion, sex, sexual orientation, use of a Section 8 certificate, and/or use of a service animal. Investigations include analyzing complaints and developing investigative plans, scheduling and conducting interviews, requesting information and documentation, responding to phone calls and correspondence, mediating disputes, scheduling and conducting conferences, conducting research and seeking consultation as necessary, preparing findings and settlement agreements, and logging case activities.

March 2001-
March 2003

Washington State Human Rights Commission
1511 3rd Ave, Suite 921, Seattle, WA 98101. 206-464-6500.

Equal Opportunity Compliance Investigator 2

Acted as lead for the HUD unit from November 2002 through March 2003 which included tracking the assignment, status, investigation, resolution and closure for the HUD case inventory; acting as point of communication and providing requested information to HUD; providing guidance and training to HUD investigators, providing fair housing training. Investigate complaints of discrimination based on race/color, age, disability, creed, sex, marital status, national origin, and retaliation. Duties include management of a caseload of approximately 30 to 40 cases, including housing, employment, public accommodation, whistleblower and credit transaction cases.

January 1998-
March 2001

Dept. of Social & Health Services/ Division of Child Support
500 1st Ave South, Seattle, WA 98104. 206-341-7000.

Support Enforcement Officer 1, 2, 3

Promoted to lead worker in September 2000 which included providing coverage for absent team members, answering questions and providing guidance and direction, providing clarification and resolving conflicts on supervisor calls, sitting on conference boards. Manage a caseload of between 600 and 700 cases: establish administrative child support orders; explain laws, policies and procedures to parents and employers; exchange information with attorneys, community service offices, and agencies in other states; refer cases as appropriate for contempt, modification, hearings or conference boards; locate individuals and assets; ensure the collection and enforcement of child support obligations; answer phone calls and correspondence and respond to review codes; obtain needed documentation from the court system, employers, and a variety of locate sources; negotiate payment agreements on arrears, regularly review cases and prepare for necessary action; document all actions on the case in the computer and/or paper file.

EDUCATION:

University of Washington School of Law

Seattle, Washington

Juris Doctor, June 1997

Honors: Recipient, James P. Hunter Scholarship

Activities: Treasurer, Coalition of Black Law Students, 1995/96

Seattle University

Seattle, Washington

Bachelor of Science, Psychology, March 1992

Honors: Magna Cum Laude
Honor List, 3.84 GPA
Activities: Officer, Psi Chi, National Honor Society in Psychology
Student Affiliate, American Psychological Association

PRESENTOR: Snohomish & Island County Landlord/Tenant Seminars, Fall 2005, Spring
& Fall 2006, Spring & Fall 2007
Tacoma Fair Housing Conference, Building the Foundation for Fair
Housing, April 2007
Fair Housing Presentation for Coast Real Estate, November 2006
Make Your Workplace Discrimination Free for City Supervisors and
Managers, April 2004
Fair Housing Presentation/Workshop for Rental Housing Association of
Puget Sound, March 2004
Fair Housing Presentation for ReMax Real Estate, January 2004
TRENDS Rental Housing Management Conference, 2003 & 2005
HUD sponsored Quarterly Fair Housing Training, 2002-2006
EEOC Technical Assistance Program Seminar, August 2003
HUD Harvesting Hope for Our Communities Conference, August 2003

References available upon request



CITY OF SEATTLE

Executive Director, Civil Service Commissions (SA 2 - Exempt)

SALARY: \$35.38 - \$53.07 Hourly
LOCATION: Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE: Civil Service Exempt, Regular, Full-time
SHIFT: Day
DEPARTMENT: Civil Service Commissions
BARGAINING UNIT: Not represented
CLOSING DATE 01/03/12 04:00 PM Pacific Time

POSITION DESCRIPTION:

The City of Seattle is seeking qualified candidates to serve as the Executive Director of the Civil Service Commissions. The Executive Director is responsible for the overall operation of the Civil Service Commission and the Public Safety Civil Service Commission. The Civil Service Commission's mandate is to: 1) serve as an employee appeal body in all matters pertaining to disciplinary actions or alleged violations of the personnel ordinance and rules; 2) review the administration of the personnel system, propose legislation, and make recommendations to the Mayor and City Council as it deems appropriate. The Public Safety Civil Service Commission is a quasi-judicial appeal body for uniformed and sworn personnel of the Seattle Fire and Police Departments in matters pertaining to disciplinary actions, examination and testing, and other related issues. The Executive Director reports to the Civil Service Commission and Public Safety Civil Service Commission and appointment must be confirmed by the City Council. Substantial authority is delegated to the Executive Director who oversees the day-to-day operations of the Commissions and the conduct of the employee disciplinary appeal process.

JOB RESPONSIBILITIES:

Under the direction of the Commissions, the duties of the Executive Director include the following:

- Manages the Commissions' Appeal processes as defined by Commission rules of practice and procedure.
- Manages the Commissions' Public Hearing process as defined in the Washington State Public Meetings Act.
- Administers all laws and ordinances pertaining to the Civil Service and Uniformed Civil Service Commissions and their functions.
- Develops employment policy options and recommendations on a wide variety of issues relating to the administration of the Personnel system and employment law. Researches and proposes legislation and/or changes to rules, policies and procedures related to the Personnel system.
- Issues orders, continuances, subpoenas; frames issues; in conjunction with legal counsel writes case decisions for the Commissions; writes settlement agreements on behalf of disputing parties; and negotiates settlements between parties.
- Represents the Commissions to the public, the press, the Council, the Mayor's office, department heads, all appellants and department staff.
- Consults with and reports regularly to the commissions on the working of the Department, and attends, either in person or by designated representative, all meetings of the commissions.
- Make periodic reports to the Commissions concerning the activities of the Department. Develops and implements appropriate program performance measures and assessments.
- Provides strategic advice to the Commissions regarding personnel policy and the administration of the personnel system. Works with the Personnel department and other departments to affect solution to difficult personnel issues.

- Reviews all pending personnel legislation and determines the impact of proposed changes on civil service employees.
- Communicates with Commission chairs when personnel issues are raised that require further advisement prior to a course of action being taken or response made.
- Subject to the City's personnel ordinances and rules, appoints, assigns, supervises, controls, and removes all employees in the Civil Service Commissions office.
- Prepares a preliminary budget for the Department subject to review and comment by the Civil Service Commission and Public Safety Civil Service Commission. Authorizes necessary expenditures and enters into contracts for professional and expert services in accordance with the adopted budget.

The Executive Director functions independently and reports to the Commissions on a monthly basis.

QUALIFICATIONS:

Experience: At least five years responsible public administration management experience involving legal proceedings or alternative dispute resolution as well as policy and legislative analysis and review with at least three years of supervisory experience.

Desired qualifications include:

- Familiarity with standard collective bargaining language and alternative dispute resolution.
- Extensive knowledge of employment law; civil service systems and rules; and practices and procedures of the City's Civil Service Commission and Public Safety Civil Service Commission.
- Knowledgeable regarding public meeting and public disclosure requirements.
- Familiarity with City's Personnel system, rules, policies and guidelines.

Combinations of appropriate education, experience, certification and training will be evaluated on an individual basis for comparability to the experience requirement.

ADDITIONAL INFORMATION:

Work schedule may include occasional evening and weekend hours.

Job Offers are contingent on review of criminal history as well as verification of information provided by the applicant as part of the applicant process. Appointment is subject to confirmation by the City Council.

A current resume and cover letter outlining your interest in the position must be included in your application package.

The Civil Service Commission and the Public Safety Civil Service Commission will be holding a special meeting on January 20th to interview finalists.

Learn more about the work of the Commissions at the [Civil Service Commission](#) and the [Public Safety Civil Service Commission](#) home pages.

<http://www.seattle.gov/jobs>
EXECUTIVE DIRECTOR, CIVIL SERVICE COMMISSIONS (SA 2 - EXEMPT)
PI

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2011-01205

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City is an Equal Opportunity Employer that is committed to diversity in the workplace. The City is a Drug Free Workplace.



Guidelines for Interviews

Executive Director, Civil Service Commissions

General guidelines:

- All candidate information must be treated confidentially and cannot be shared beyond the committee.
- Printed information distributed in association with the interview is confidential. All distributed material will be collected from you at the conclusion of the commission's deliberative process and will be retained by the City in the recruitment file.
- Do not copy, print or distribute any applicant or interview material. Requests for interview material should be directed to Pam Inch, City Personnel.
- All cell phones should be turned off during the interview.
- It is critical that you are ready to interview at the scheduled time. Please arrive at least 15 minutes prior to the first scheduled interview

Interview format:

The interview will last sixty (60) minutes and will be structured in the following manner:

- The first portion of the interview (35 -45) minutes of the interview will consist of 12 standard questions that will be asked of all candidates.
- The last portion (10 – 20 minutes) of the interview will consist of follow-up questions from committee members moderated by the facilitator
- The commissioners select a facilitator who:
 - Facilitates the interview process
 - Moderates follow-up question portion of interview
 - Manages time
- Pam Inch, Personnel Department, will facilitate the interview process and be responsible for the following:
 - Escorting the candidate to the interview room
 - Facilitate the introduction of the candidate to the commissioners
 - Supplying application material
 - Collection of application material and interview notes
 - Insuring interviews are conducted consistent with City human resource standards.

Candidates will receive the interview questions at the beginning of the sixty (60) minute preparation period prior to their interview. Personnel has reserved SMT classroom 1660 for this purpose. Kate Moore with the Personnel Department will assist candidates and monitor the process.

The majority of the questions will be behavioral-based. Behavioral-based questions focus on a candidate's past work performance relative to job requirements. Knowing how a candidate behaved in the past can help determine if that person will exhibit the behavior and attributes associated with the



Guidelines for Interviews

Executive Director, Civil Service Commissions

job duties outlined in the Position Description Questionnaire (PDQ). An example of a behavior-based question is "Describe a situation in which you managed conflicting interests among constituents."

Interview follow-up questions:

"Is there a job related necessity for the information?" is the guiding principle behind any question to a candidate. All questions asked should be directly linked to the job duties outlined in the Position Description Questionnaire (PDQ).

All questions asked by committee members are limited to clarification of information provided by the candidate in the interview or application materials.

Follow up question should be:

- Brief and directive
- Elicit a brief response
- Probe for details
- Either ask for clarification or solicit additional details about a specific candidate response
- Begin with a reference to a candidate's response

Follow-up questions utilize one of the following formats:

- "In your response to *(refer to question)* can you please clarify *(the major objectives of the initiative, who were the stakeholders, your statement regarding)*?"
- "I would like to follow up *(refer to response)* can you provide more specific detail about *(specific objects of initiative, participants in a program, outcomes)*?"
- "Could you clarify what you meant by *(refer to response)*?"
- In your answer *(refer to response)* you mentioned *(subject matter)* can you provide more details about what exactly that *(subject matter is, what it includes, who is the sponsor)*?"

Candidates should only be asked questions that are job related. You may not reference or pose questions based on the candidate's gender, race, age, national origin, religion, or other non-job related traits. For example, prohibited questions could include:

- "How has your ethnic heritage influenced your perspective?"
- "How do you balance your family responsibilities with your career as an executive?"
- "What is your native language?"
- "Aren't you going to retire soon?"



Interview Questions

Executive Director, Civil Service Commissions

1. Please describe your interest in the Executive Director, Civil Service Commissions role. How is this job a fit for your personal and professional goals, and what makes it the right opportunity for you at this point in time?

2. From your perspective, what is the unique impact of Civil Service provisions on the City workplace?

3. Describe in a few sentences the impact of the following regulations or human resource principles on the operations of Civil Service Commissions:
 - a. Examinations and Eligibility rosters
 - b. "Just Cause" Employment
 - c. Open Meeting Act requirement
 - d. Veteran's Preference

4. Share your experience writing and shaping employment policy. How did you determine which issue to focus on? How did you research the issue? How did you gain support for your policy recommendation? What was the result?

5. Tell us about a time when you were asked to champion a decision or project that was unpopular. How did you gain support? What was the outcome? What would you have done differently?

6. Critical to this role is building strong relationships. How have you built strong relationships with employees, managers, and labor?



Interview Questions

Executive Director, Civil Service Commissions

7. Who do you see as the customers, stakeholders and partners of the Civil Service Commissions? How would you measure their level of satisfaction of the administration of the Commissions?

8. To insure fulfillment of the Commissions' mandates the Civil Service Commissions department must be accessible and inviting to all constituents, what would you expect from yourself and your staff to achieve this outcome? How would you build engagement strategies and skills within your team?

9. This is a newly created position that reports to both the Civil Service Commission and the Public Safety Civil Service Commission. What approach would you take to manage expectations in a matrix environment?

10. What would you do to develop credibility as the new Executive Director? What experience would you bring from your previous jobs and assignments to help you to be successful as the new Executive Director?

11. Describe the steps you would take to build confidence and credibility for the Civil Service Commissions? Which stakeholders would you seek out initially? What have you done in the past to build trust and transparency into your internal and external working relationships?

12. Tell us anything else you would like us to know about you that will aid us in making our decision.