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CF 312492

City of Seattle
Notice of Appointment

Name: *Karen C. DeVenaro*		☐ **Executive Appointment** ☒ **Reappointment** ☐ **Legislative Appointment** ☐ **Agency Appointment** ☐ **PDA Council** ☐ **PDA Constituency**
Residential Neighborhood: *SODO/Georgetown*	**Zip Code:** *98134*	**Contact Phone No.:** *206-386-1604*
Appointed to: *Joint Apprenticeship Training Committee (JATC) Member*		**Date of Appointment:** *July 1, 2012*
Authority (Ord., Res.): **Ordinance 107790, Resolution 16820**		**Term of Office:** **From:** *Confirmation* **To:** *July 1, 2015*
Background: *Please refer to Resume*		
Authorizing Signature:		**Name and Title of Officer Making Appointment:** *Mayor Mike McGinn*

FILED
CITY OF SEATTLE
2012 JUL 10 PM 3:18
CITY CLERK

Revised 5/11

Karen De Venaro

SUMMARY OF QUALIFICATIONS

- Six years experience serving in a leadership role in a City department, including development of policies and implementation of programs, and advising senior-level management on a wide variety of topics
- Eighteen years experience working in a staff or leadership capacity with apprenticeship and skills trades training programs
- Led a team that co-wrote a successful American Recovery and Reinvestment Act training grant
- Have vast experience with analysis, planning and strategic decision-making around various types of operational issues
- Seven years total experience supervising and directing work of subordinate staff
- Proven commitment to developing a workplace that reflects the community we serve and strives toward eliminating racism and discrimination
- Proven problem-solving ability in an environment of change

PROFESSIONAL EXPERIENCE

Seattle City Light May, 2009-Present
Seattle, Washington

Apprenticeship Manager
Human Resources Business Unit

Primary Responsibilities

- Manage an apprenticeship program that includes 60+ apprentices in 7 skilled trades
- Design and deliver apprenticeship training programs and related technical training programs
- Develop work plans and goals for the Apprenticeship Unit
- Revise structure of work processes to increase the efficiency of the unit
- Lead, assign work to & monitor work of 5 subordinate staff members
- Develop & monitor of all aspects of Apprenticeship Program budget
- Analyze and interpret statistical data relating to the Apprenticeship program and its hiring processes
- Member of the Joint Apprenticeship Training Committee (JATC), and member of Electrical Crafts Apprenticeship Committee (ECAC) & Hydro-electric Maintenance Machinist Apprenticeship Committee (HEMMAC).

Seattle City Light February, 2007-Present
Seattle, Washington

Business Unit Administrator (Strategic Advisor 2),

Customer Service and Energy Delivery

Primary Responsibilities

- Represent the Customer Service and Energy Delivery Officer in a number of forums
- Advise the Officer on reorganization and personnel issues for a business unit which includes 1000+ employees
- Conduct investigations, handle grievances and oversee other confidential personnel issues
- Prepare, monitor and oversee the business line budgets of ~$200 million
- Provide oversight and/or management of a wide range of programs, strategic planning initiatives and policy development and implementation
- Research, analyze and advise the officer and directors on a wide range of policy, administrative and operational issues and problems
- Produce issue papers on a wide variety of topics for various audiences

Seattle City Light — July, 1994-June, 1997; May, 1998-February, 2005
Seattle, Washington

Apprenticeship Coordinator

Primary Responsibilities

- Coordinated, designed, developed and delivered skilled-trades apprenticeships and technical training programs at Seattle City Light
- Developed and delivered a citywide, inter-departmental Laborers Apprenticeship Program
- Developed and delivered a Basic Electricity & Applied Mathematics training program (BEAM)
- Facilitated curriculum development for Seattle City Light apprenticeship programs
- Provided advocacy and counseling to apprentices, served as a liaison between apprentices and management
- Coordinated apprenticeship hiring validation process
- Planned, developed and delivered training in the areas of communication skills, conflict management, and study skills training to apprentices and field personnel
- Developed and maintained an apprentice training database
- Worked out-of-class as manager of unit during regular manager vacations

Seattle City Light — February, 2005-May, 2005; September, 2005-May, 2006; January, 2007-March, 2007
Seattle, Washington

Interim Manager, Apprenticeship & Technical Training Unit

Seattle City Light May, 2006-December, 2006
Seattle, Washington

Interim Executive Assistant, Power Production Division

City of Seattle July, 1997 to May, 1998
Neighborhood Planning Office
Seattle, Washington

Assistant to the Director

EDUCATION

Hampshire College
Amherst, Massachusetts
Bachelor of Arts, May 1987

Additional Classes & Training:

University of Washington &
Antioch University
Seattle, Washington
Graduate-level Psychology Studies

Other Training:

Elements of Instruction; Conflict Management; Labor Relations; Presentation Skills; Prevention of Sexual Harassment; Time Management Skills; Cultural Diversity in the Workplace; The Americans with Disabilities Act (ADA); Elements of Grantwriting; New Supervisor Orientation; Employment Law Updates Training; Conducting Investigations; City of Seattle Race and Social Justice Initiative Training

Other Activities:

Member of Seattle City Light's Race and Social Justice Initiative Change Team – 2007
Volunteer Facilitator for the "Race: The Power of an Illusion" Training Classes – 2008-2009

Joint Apprenticeship Training Committee (JATC)

July, 2012

Six members with three year terms: *Per Resolution 16820, 29680 and Ordinance 107790*

- 3 Appointment from organized labor
- 3 Appointments from City Service
  - *All appointed by the Mayor and subject to confirmation by City Council*

Purpose: To formulate plans for a Program of Joint Apprenticeship Positions in City service and to advise the City Council and civi8l Service Commission.

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
6	F	1	*Karen DeVenaro*	July 2, 2012	July 1, 2015	2nd	Management	Mayor
6	M	2	*Marty Yellam*	July 2, 2012	July 1, 2015	2nd	Labor	Mayor
		3	*Vacant*					
		4	*Vacant*					
		5	*Vacant*					
		6	*Vacant*					
		7						
		8						
		9						

***Diversity**

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latin@	(4) Native-American	(5) Other**	(6) Caucasian
Mayor										
Council										
Other Bodies										
Total										

***Other includes diversity in any of the following: race, gender and/or ability*