

City of Seattle



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Director Office of Labor Standards

**Confirmation Packet
October 25, 2016**

Dylan Orr



City of Seattle
Mayor Edward B. Murray

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October 25, 2016

The Honorable Bruce A. Harrell
President, Seattle City Council
Seattle City Hall, 2nd Floor
Seattle, WA 98104

Dear Council President Harrell:

I am pleased to transmit to the City Council the following confirmation packet for my appointment of Dylan Orr as Director of the Office of Labor Standards.

The materials in this packet are divided into two sections:

A. Dylan Orr

This section contains Mr. Orr's appointment and oath of office forms, his resume, and the press release announcing his appointment.

B. Background Checks

This section contains the report to the Mayor's Office on Mr. Orr's background check.

Dylan Orr has been serving as the Director of the Office of Labor Standards since May 2015, responsible for enforcing Seattle's Minimum Wage, Paid Sick and Safe Time, Wage Theft, and Fair Chance Employment laws.

Previously, Orr served in the Obama Administration at the U.S. Department of Labor from 2009 to 2015, where he last served as Chief of Staff to Assistant Secretary Kathy Martinez in the Office of Disability Employment Policy. In this capacity, he served as a principal strategic advisor, helped manage a staff of 51, oversaw a budget of \$37.7 million, and contributed to the development of national disability employment-related regulations and policies. Key examples of his contributions include historic regulations issued under Section 503 of the Rehabilitation Act and the President's Executive Order on Minimum Wage. As the Department of Labor representative, he also worked with the White House Office of National AIDS Policy to develop and implement the President's National HIV/AIDS Strategy, in addition to making contributions

to several significant federal LGBT policies and regulations. Upon his appointment to the role of Special Assistant in the Office of Disability Employment Policy in 2009, Orr became the first openly transgender person appointed to any U.S. Presidential Administration.

Orr was born and raised in Seattle. He received his Bachelor of Arts in Anthropology from Smith College and his Juris Doctor from the University of Washington School of Law. He has received awards and recognition for his work from the White House, Department of Labor, National Center for Transgender Equality, National LGBT Bar Association, and others. In 2015, he was one of 34 U.S. representatives awarded the Marshall Memorial Fellowship by the German Marshall Fund of the United States. He is a founding member of Transgender Legal Advocates of Washington, an organization serving the legal needs of the transgender community in Washington, D.C. I strongly urge you to confirm him as Director.

If you have any questions about the attached materials or need additional information, please contact Director of Operations Fred Podesta at 206-386-0041, or via e-mail, at fred.podesta@seattle.gov.

Sincerely,



Edward B. Murray
Mayor, City of Seattle

SECTION

A



City of Seattle
Mayor Edward B. Murray

October 25, 2016

Dylan Orr
Seattle, WA
Transmitted via e-mail

Dear Dylan,

It gives me great pleasure to appoint you to the position of Director of the Office of Labor Standards (Executive 2), effective January 1, 2017.

Your appointment as Director is subject to City Council confirmation; therefore, you will need to attend the Council's confirmation hearings. Once confirmed by the City Council, you serve at the pleasure of the Mayor.

Your contingent offer letter provided employment information related to the terms of your employment, benefits, vacation, holiday and sick leave. If you have questions about your employment with the City of Seattle please contact Susan Coskey, Human Resources Director, at 206-615-1622.

I look forward to continued work with you in your role as Director and wish you success. We have much work ahead of us, and I am confident that the Office of Labor Standards will continue to thrive beyond expectation under your leadership.


Sincerely,

Edward B. Murray
Mayor, City of Seattle

cc: Seattle Department of Human Resources



City of Seattle Department Head Notice of Appointment

Appointee Name: <i>Dylan Orr</i>		
City Department Name: <i>Office of Labor Standards</i>		Position Title: <i>Director</i>
<input checked="" type="checkbox"/> Appointment <i>OR</i> <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i>		Term of Office: <i>01/1/17 to Mayor's discretion</i>
Legislated Authority: <i>SMC 3.13.002</i>		
Background: Dylan Orr has been serving as the Director of the Office of Labor Standards since May 2015, responsible for enforcing Seattle's Minimum Wage, Paid Sick and Safe Time, Wage Theft, and Fair Chance Employment laws. Previously, Orr served in the Obama Administration at the U.S. Department of Labor from 2009 to 2015, where he last served as Chief of Staff to Assistant Secretary Kathy Martinez in the Office of Disability Employment Policy. In this capacity, he served as a principal strategic advisor, helped manage a staff of 51, oversaw a budget of \$37.7 million, and contributed to the development of national disability employment-related regulations and policies. Key examples of his contributions include historic regulations issued under Section 503 of the Rehabilitation Act and the President's Executive Order on Minimum Wage. As the Department of Labor representative, he also worked with the White House Office of National AIDS Policy to develop and implement the President's National HIV/AIDS Strategy, in addition to making contributions to several significant federal LGBT policies and regulations. Upon his appointment to the role of Special Assistant in the Office of Disability Employment Policy in 2009, Orr became the first openly transgender person appointed to any U.S. Presidential Administration. Orr was born and raised in Seattle. He received his Bachelor of Arts in Anthropology from Smith College and his Juris Doctor from the University of Washington School of Law. He has received awards and recognition for his work from the White House, Department of Labor, National Center for Transgender Equality, National LGBT Bar Association, and others. In 2015, he was one of 34 U.S. representatives awarded the Marshall Memorial Fellowship by the German Marshall Fund of the United States. He is a founding member of Transgender Legal Advocates of Washington, an organization serving the legal needs of the transgender community in Washington, D.C.		
Date of Appointment: <i>10/25/2016</i>	Authorizing Signature (original signature): 	Appointing Signatory: <i>Edward B. Murray</i> <i>Mayor</i>



**CITY OF SEATTLE - STATE OF WASHINGTON
OATH OF OFFICE**

STATE OF WASHINGTON

COUNTY OF KING

I, Dylan Orr, swear or affirm that I possess all the qualifications prescribed in the Seattle City Charter and the Seattle Municipal Code for the position of Director of the Office of Labor Standards; that I will support the Constitution of the United States, the Constitution of the State of Washington, and the Charter and Ordinances of the City of Seattle; and that I will faithfully conduct myself as *Director of the Office of Labor Standards*.

Dylan Orr

**Subscribed and sworn to before me
this _____ day of _____, 2016**

(affix seal)

Monica Martinez Simmons, City Clerk

DYLAN D. ORR, J.D.

Seattle, WA 98116

PROFESSIONAL EXPERIENCE

City of Seattle, Office of Labor Standards (OLS)

June 2015- present

Director

- Appointed by the Mayor on May 29, 2015.
- Administers and governs all functions of OLS, responsible for enforcing Seattle's historic Minimum Wage Ordinance, Wage Theft Ordinance, Paid Sick and Safe Time Ordinance, Fair Chance Employment Ordinance, Secure Scheduling Ordinance, and other labor standards the City may enact in the future.
- Leads and supervise a 22-person team (proposed) whose duties include labor standards enforcement, policy development, and community and business outreach, education, and technical assistance to Seattle's worker and business communities.
- Oversees an operating budget of \$5.2 million (proposed) in 2017, including \$2.3 million in grant funds (proposed) to employ outreach and education strategies to reach 500,000 workers, including 140,000 low-wage workers, and 60,000 businesses in the City of Seattle.
- Ensures public compliance with labor standards ordinances, including filing OLS Director's Charges, reviewing and signing all OLS investigation Findings and Conclusions, Settlement Agreements, and Director's Orders and assessing appropriate remedies and penalties, overseeing OLS appeals, and conferring with the City Attorney's Office regarding OLS cases.
- Oversees community outreach, education, and engagement with employers, employees, stakeholders and the general public, including but not limited to development and implementation of Community Outreach and Education Fund and Business Outreach and Education Fund.
- Develops policies for labor standards enforcement, including drafting new ordinances, conducting rule-making, and determining and developing best practices for internal and external procedures for effective enforcement and community engagement.
- Serves as a member of the Mayor's Cabinet, with reporting responsibility to the Mayor.
- Makes reports and recommendations to the Mayor and City Council on labor standards enforcement, policy, and outreach and education activities.
- Coordinates and provides support and guidance to the Labor Standards Advisory Commission.
- Partners with other jurisdictions across nation as well as internal City departments to advance the mission of the Office Labor Standards for all employees in the City of Seattle, also including City employees and City contractors and subcontractors.
- **Select Accomplishments:**
 - *Developed and implemented Wage Theft Prevention and Harmonization Ordinance – increasing remedies and protections for workers and harmonizing labor standard ordinances – in consultation and coordination with business and worker stakeholder communities, Mayor's Office, and City Council – passed by City Council on December 14th, 2016, signed by the Mayor on December 17th, 2016, and implemented on January 16, 2016.*
 - *Developed Secure Scheduling Ordinance for the City of Seattle – providing schedule predictability for workers and increased access to hours – in consultation and coordination with business and worker stakeholder communities, Councilmember Gonzalez, Councilmember Herbold, Central Staff, and the Mayor's Office – passed unanimously by City Council on September 19, 2016, signed by the Mayor on September 29, 2016, implementation to take effect July, 2017.*
 - *Established Labor Standards Advisory Commission, in coordination with Mayor's Office and City Council.*
 - *Developed and managed \$1 million Community Outreach and Education Fund - awardees announced on September 30, 2015 and \$475k Business Outreach and Education Fund - awardees announced on September 28, 2016.*
 - *From June 2015 through September 2016, led OLS team in answering 1,114 inquiries from workers about their rights and 1,765 inquiries from employers about their obligations; opening 271 investigations and closing 172 investigations; and assessing \$347,707 in remedies for 609 workers.*

- Appointed by the White House Presidential Personnel Office in April, 2013.
- Served as principal strategic advisor to Assistant Secretary of Labor in the overall day-to-day programmatic and administrative management of DOL agency with \$37.7 million budget.
- Led, managed, and provided direction and advice to staff of 51 FTE to plan, develop, and carry out agency objectives; Served as senior member of Assistant Secretary's executive leadership team, senior staff team, and administrative management team; Interviewed and recommended selection of staff, GS 12-15.
- Contributed to development, drafting, and implementation of employment and diversity related regulations, and executive orders; Expertise in the Civil Rights Act, Rehabilitation Act, ADA, FLSA, FMLA; Proposed and managed new policy projects and initiatives; Oversaw agency's policy and technical assistance activities.
- Represented Assistant Secretary, Secretary, and Administration on wide variety of special, ad hoc, policy formation and problem-solving assignments, including White House, DOL, and inter-agency workgroups; Presented to agency officials and public; Provided leadership on agency engagement with external government agencies, private organizations, advocacy organizations, business, Congress, and the public.
- Reviewed, edited, and provided final agency clearance on all policy documents, grantee reports, outreach materials, and technical assistance activities for quality, effectiveness, factual and legal accuracy, and consistency; Reviewed and cleared regulations and policy from DOL, White House, and external agencies (e.g., DOJ, ED, EEOC, HHS, OPM).
- Analyzed policy positions of DOL officials, officials of other Federal agencies, the Administration, Congress, and community stakeholders; Provided expert level policy, legal, and data analysis that consolidates input from a number of sources, including contradictory viewpoints; Conducted independent review of relevant data, technical information, and legal documents, and made written and oral recommendations on complex policy issues.
- Assisted with drafting and execution of budget requests and annual budget submission, agency operating plan and departmental strategic plan and metrics, and quarterly reports; Employed operating plan and performance measures as tools to drive an organizational performance culture that emphasizes accountability, efficiency, and effectiveness; Monitored performance data and documents produced by agency staff, grantees, and contractors to ensure alignment with agency goals; Identified and implemented employee engagement activities.
- Drafted and reviewed speeches and talking points, including Congressional briefings and testimony, for the Secretary of Labor, Deputy Secretary of Labor, Assistant Secretary, and other Department leadership.
- Responded to time-sensitive and politically sensitive requests for information, analysis, and advice from the White House, Secretary of Labor, and other Department and Administration officials; Troubleshoot, investigated, and resolved matters of concern.
- **Select Accomplishments:**
 - *Provided significant policy contributions toward the development and implementation of historic final regulations under Section 503 of the Rehabilitation Act, issued by DOL in August 2013.*
 - *Coordinated Institute on HIV/AIDS and Employment as part of the 2012 International AIDS Conference, including White House and International Labor Organization attendees; Spearheaded and managed numerous projects, contracts, and large-scale White House level events as the DOL Representative to the President's National HIV/AIDS Strategy & Care Continuum Initiative.*
 - *Proposed and developed first of its kind disability employment data tool with the US Census Bureau, followed by an "economic picture of the disability community project," achieved in coordination with the White House Council of Economic Advisers, released in October, 2014.*
 - *Provided leadership implementing Executive Order 13548, including facilitating interagency collaboration and serving as DOL lead working with EEOC, OPM, DOJ, and White House.*
 - *Proposed and executed updated DOL Policies on Equal Employment Opportunity and Harassing Conduct in the Workplace to include gender identity protections.*
 - *Provided key policy support to Executive Order 13658 on Minimum Wage, signed by the President, February 2014.*
 - *Provided key input into DOL's proposed sex discrimination regulations, issued January 28, 2015.*
 - *Provided key contributions to DOL and Administration LGBT policies, executive action, and activities.*
 - *Provided keynote at first-ever White House LGBT and Disability Issues forum, June 19, 2014.*
- **Select Committee Membership:**
 - *Interagency Disability Policy Workgroup and Curb Cuts to the Middle Class Initiative Committee*
 - *Secretary's LGBT Workgroup, Department of Labor*

- *White House National HIV/AIDS Strategy and Care Continuum Initiative Federal Leads Group*
- *US Census Bureau Equal Employment Opportunity Tabulation Consortium*

U.S. Department of Labor (DOL), Office of Disability Employment Policy (ODEP) December 2009 – April 2013
Special Assistant/Special Advisor Washington, DC

- Appointed as Special Assistant in December, 2009.
- Advised Assistant Secretary of Labor and senior staff to achieve strategic and priority goals in line with U.S. Department of Labor and White House priorities.
- Conducted legal and policy research and analysis, including data analysis; Provided policy and strategic recommendations; Developed policy initiatives and policy documents; Prepared material for agency comments, confidential reports, policy papers, and speeches; Coordinated and consulted with other DOL offices, external agencies, and stakeholders; Represented DOL and Administration through meetings, presentations, and speeches; Initiated and managed interagency collaborations, new policy initiatives, Secretary-level and international events, and major contracts and projects.
- ODEP policy expert and lead on regulations, laws, executive orders, and policy initiatives related to employment, access, and equity for people with disabilities and the LGBT community.

June 2007 – August 2009
 Seattle, WA

Columbia Legal Services
Legal Researcher

- Recipient of Poverty and Race Research Action Council (PRRAC) grant; Assessed legal theories available under federal and state fair housing laws to bring disparate impact claims for protected classes based on tenant screening policies; Drafted legal analysis and handbook for practitioners that was published for the field.

MacDonald Hoague & Bayless Seattle, WA
Summer Associate

- Researched, drafted pleadings, interviewed witnesses, drafted declarations, and provided other litigation support on behalf of plaintiffs in the areas of disability discrimination, civil rights, and employment discrimination.

Disability Rights Washington Seattle, WA
Systems Advocacy Legal Intern

- Conducted legal research, analyzed law, policy, and best practices, drafted policy materials, and strategized legislative proposals regarding death investigations and abuse and neglect response systems in WA P&A.

Marten Law Group, PLLC October 2005 – September 2006
Legal Assistant Seattle, WA

- Managed the administrative aspects of cases for Managing Partner, Partner, and Associate Attorney at environmental law firm; Prepared and filed briefs and other court documents; Assisted pro-bono VAWA case.

Department of Social Services May 2004 – July 2005
Social Worker Salem, MA

- Managed and provided services to caseload of 18-21 families; Assisted clients in accessing services, including substance abuse treatment and psychiatric services; Participated in court reviews and trials; Wrote affidavits, court reports, permanency planning reports; Testified on behalf of the Department of Social Services.

Conservation Law Foundation June 2001 – April 2004
Staff Associate & Volunteer Coordinator Boston, MA

- Served as primary associate to three environmental law attorneys; Edited legal briefs, comments, and other documents; Conducted topical research; Developed and managed intern and volunteer programs.

EDUCATION

University of Washington School of Law September 2006 – June 2009
Juris Doctor Seattle, WA

- Founding Member and Executive Board Member of Disability Law Alliance, 2007-2009
- Founding Member of UW Law Diversity Committee, 2008-2009
- Developed and Proposed UW Law Public Interest Law Concentration Track, 2008-2009
- President of Outlaws, GLBT student organization, 2007-2009
- Student Bar Association (SBA) Representative for 2009 Graduating Class; Curriculum Committee and Promotion and Tenure Track Committee, 2008-2009
- Member of Immigration Law Clinical Program, 2008-2009; Assisted in U-Visa Case, 2006-2007

- Recipient of the 2007 Student Health Law Organization Public Interest Grant; Recipient of Political Leadership Scholarship, Wells Fargo Scholarship, and Pride Foundation Community Scholarship, 2008-2009; Recipient of the UW Law Charles Z. Smith Award for Public Service, 2008-2009

Smith College

September 1997 – May 2001

Bachelor of Arts in Anthropology, Minor in Political Science

Northampton, MA

- Dean's List, 1998-2001; First Group Scholar, 2001
- Member of Smith College Orchestra, Smith College Basketball Team, Head of New Students
- *Pitzer College in Zimbabwe* (January 2000 – June 2000)
 - Participated in intensive cultural immersion program in the context of four unique home-stays; Related coursework: Shona Language, Social and Political Change, Zimbabwean Culture and the Law
 - Apprenticeship with traditional Zimbabwean percussionist
 - Member of University of Zimbabwe Basketball Team

SELECT ORGANIZATION REPRESENTATION AND AWARDS

- Washington State Bar Association, WSBA #41891: Active, 2009 – present
- U.S. German Marshall Fund, Marshall Memorial Fellow, 2015 – 2016
- Trans Legal Advocates of Washington, founding member & Steering Committee Member, 2011 – 2015
- Best LGBT Lawyers Under 40 Award, National LGBT Bar Association, Class of 2014
- National Center for Transgender Equality, Julie Johnson Founder's Award Recipient, 2013
- Massachusetts Transgender Political Coalition, Community Advocate Award, 2013
- Select Secretary of Labor Honors Awards:
 - Economic Picture of the Disability Community Project, Department of Labor, 2015
 - Section 503 of the Rehabilitation Act, Department of Labor, 2014
 - Disability Employment Tabulation, Department of Labor, 2014
 - Equal Employment Opportunity Award, Department of Labor, 2012
 - HIV/AIDS Employment Roundtable, Department of Labor, 2012

SELECT SPEAKING ENGAGEMENTS, PRESENTATIONS, & COORDINATED EVENTS

- Center for Law and Social Policy's Second Annual Making Paid Sick Days Work: Sharing Strategies 2016 Conference, Co-Enforcement Panel – San Francisco, CA – September 29, 2016
- UCLA Anderson School of Management, Multidimensional Leaders' Institute, Los Angeles, CA – 2014, 2015, 2016
- International Technology and Persons with Disabilities Conference (CSUN), San Diego, March 5, 2015
- Mongolia Disability Rights Legislation and Implementation Professional Fellows Exchange Program with Members of the Mongolian Parliament, Washington DC, February 25, 2015
- Annual Disability Statistics Compendium, Washington, DC, December 3, 2014
- First-ever White House LGBT and Disability Issues Forum, Washington, DC, June 19, 2014
- HHS Office of HIV/AIDS and Infection Disease Policy, Moving Black MSM Along the HIV Care Continuum: Challenges, Opportunities, and Emerging Practices, Washington, DC, June 18, 2014
- National Center for Transgender Equality 10 Year Anniversary Event, Washington, DC, November 12, 2013
- National Rehabilitation Association Training Conference, New York, NY, August 20, 2013
- Career Pathways Briefing for LGBT College Students, the White House, Washington, DC, April 13, 2013
- Lawyers for Transgender Rights Event, Boston, Massachusetts, April 4, 2013
- United States Conference on AIDS, Chicago, IL - 2011, Las Vegas, NV - 2012, New Orleans, LA - 2013, San Diego - 2014
- Obama Administration Panel on the National HIV/AIDS Strategy; Openly LGBT Officials Panel, Creating Change Conference, Atlanta, Georgia, July 25, 2013
- International AIDS Conference 2012, Institute on HIV/AIDS and Employment, Washington, DC, July 28, 2012
- White House Briefing for the Point Foundation, The White House, Washington, DC, July 20, 2012
- U.S. Department of Labor, Trans & Disability Identities; Discovering Intersections & Opportunities, Washington, DC, June 27, 2012
- International Gay and Lesbian Leadership Conference, Houston, TX, December 3, 2011
- Pride Foundation 2011 Scholarship Celebration Breakfast, Seattle, WA, May 21, 2011
- U.S. Secretary of Labor Roundtable on HIV/AIDS and Employment, Washington, DC, April 8, 2011
- Pride Month Events at the State Department, Department of Labor, Peace Corps, and the White House, Washington, DC, 2011, 2012, 2013



City of Seattle
Edward B. Murray, Mayor

NEWS RELEASE

**FROM THE OFFICE OF THE MAYOR
FOR IMMEDIATE RELEASE**

Mayor Appoints Director of New Office of Labor Standards

Seattle (May 29, 2015) - Mayor Ed Murray today named Dylan Orr as director of the new Office of Labor Standards (OLS), which oversees implementation of the city's historic minimum wage law.

Orr served for over five years at the U.S. Department of Labor (DOL), including two years as chief of staff for the Office of Disability Employment Policy (ODEP), where he served as principal strategic advisor to the Assistant Secretary of Labor, developed labor policies and oversaw a staff of more than 50. Prior to that, Orr served as special assistant to ODEP for three years. During his time at DOL, Orr worked closely with DOL's Wage and Hour Division, DOL's Office of Federal Contract Compliance Programs, the Equal Employment Opportunity Commission, and the Department of Justice, among others, and played an instrumental role in the development and implementation of historic labor policies and practices.

"Dylan has the right background and leadership experience to ensure the City meets its commitment to protecting workers and ensuring businesses comply with labor standards," Murray said. "I'm confident he'll be a strong and capable leader as we take the next steps forward in implementing the city's minimum wage law."

Orr is a Seattle native and holds a law degree from the University of Washington. He was the first openly transgender person appointed by the Obama administration, and the first ever to be appointed to any U.S. Presidential Administration. Orr will earn \$118,000 annually.

"I look forward to serving the communities, workers and businesses of the City of Seattle," Orr said. "I believe that with the implementation and enforcement of the City's new ordinances, we can advance the economic mobility of our citizens, promote a healthy, productive and diverse workforce, while also boosting Seattle's economy."

Mayor Murray proposed the ordinance that established OLS to enforce the city's labor laws and protect workers and educate employers about their responsibilities. OLS, housed within the Office of Civil Rights, in addition to implementing the Mayor's minimum wage ordinance, is tasked with investigating wage-theft complaints and pursuing action against employers under the City's wage theft ordinance, the City's paid sick and safe time ordinance, as well as the City's job assistance ordinance.

“Dylan is an energetic and enthusiastic public servant committed to ensuring opportunity for all Americans and creating a world where each person’s contribution is valued,” U.S. Secretary of Labor Thomas E. Perez said. “He believes in outreach and building coalitions, and recognizes that we all succeed only when we all succeed. Dylan will be instrumental in building brighter futures for the working families of Seattle.”

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SECTION

B



City of Seattle

Edward B. Murray, Mayor

Seattle Department of Human Resources

Susan L. Coskey, Director

Date: September 29, 2016
To: Adam Schaefer, City Budget Office
From: Kate Moore, SDHR
Subject: **BACKGROUND CHECK – Dylan Orr**

The HR Department has received the completed background check for Dylan Orr. There were no findings that would impact his employment eligibility.

cc: Personnel File

