



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Arlecier L.N. West		
Board/Commission Name: Community Police Commission		Position Title: Member
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment	City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Term of Position: * 1/1/2024 to 12/31/2026 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood:	Zip Code:	Contact Phone No.: [REDACTED]
Background: Arlecier West is a Senior Human Resources Business Partner with the King County Council. In this position, she leads recruitments for many policy and police accountability positions staffed within the Office of Law Enforcement Oversight. Arlecier has unique insight to the needs for staffing employees around public safety and community engagement roles. From working with unionized groups and collective bargaining agreements, she has a complex understanding of the work and can help communicate policies in digestible terms. Arlecier is a trained crisis communicator.		
Authorizing Signature (original signature):  Date Signed (appointed): January 3 rd , 2025		Appointing Signatory: Bruce A. Harrell Mayor of Seattle

*Term begin and end date is fixed and tied to the position and not the appointment date.

ARLECIER L. N. WEST

Skills PHR Certified, Strategic planning, talent acquisition management, performance management, FEMA Crisis Communication certified, organizational communication, detail and customer service oriented, Microsoft Office Suite

Work Experience

Senior HR Business Partner

9/2022 – Present

King County Council – Legislative Branch

- Document HR processes and serve as a liaison between workgroups and HR functional areas (benefits, recruitment, training)
- Manage day-to-day project execution with strong project management skills.
- Demonstrate initiative in gathering feedback and data from stakeholders and collaborating with subject matter experts
- Develop key messages and communicate project updates to leadership and manage escalations/exceptions, as needed.
- Facilitate initiatives to develop and improve project management processes, tools, and technology in support of project goals.
- Contribute to global HR continuous improvement initiatives. Leverage existing technology in new and creative ways
- Work in a collaborative manner with HR team to provide uniform interpretation and application of policies, practices, and procedures

Human Resource Analyst

3/2021 – 9/2022

King County – Roads Division

- Coordinate advertisement recruiting projects. Managing budgets and vendor communication, reviewing contracts for accuracy, and developing key messaging for creative design
- Provide on-going performance management support for supervisors and managers on personnel matters. Facilitate crucial conversations coaching and counseling for progressive management
- Provide facilitation during section meetings and Zoom interviews
- Participate in Lean strategic planning meetings for process improvement for the division (recruitment/hiring practices/onboarding/employee recognition & feedback)

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- Provide leave administration for Roads Division. Duties include informing employees of available leave options to creating various letters for leave compliance & administration
- Complete full cycle recruiting in NEOGOV from creating requisitions to candidate selection
- Manage records, conduct reports, draft hiring documents for new employee onboarding
- Position management in HRIS. Creating positions based on recruitment needs. Manage data in PeopleSoft database such as employee transactions and position updates, assist with analytics and metrics reports for auditing
- Assist employees with questions on a host of HR topics. Provide clarification of CBA as well as building positive relationships with outside vendors and stakeholders

Human Resource Associate

2018 – 2021

King County- Facilities Management Division

- Administer human resources office operations such as organizing requests, scheduling meetings, corresponding with applicants and managers, drafting various letters for employees
- Manage records and reports for timely completion, research and compile information for managerial presentation, maintain assignment logs for supervisors, and draft hiring documents for new employee onboarding
- Assist employees with questions on a host of different topics. Provide excellent customer service while building positive relationships with outside vendors and stakeholders
- Manage data in PeopleSoft database such as employee transactions and position updates, resolve complaints such as pay discrepancies, and assist with analytics and metrics reports for auditing
- Recruitment process. Create requisitions and complete full cycle recruiting in NEOGOV

Human Resource Consultant

2016 – 2018

Department of Social & Health Services

- Process personnel actions (appt. change/separation/ HRMS (SAP) system)
- Create reports for periodic increases, insurance eligibility, probationary/trial service completion, etc.

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- Review FMLA paperwork for accuracy and draft designation notices to employees. Process shared leave documents for eligibility and correspond with departments for proper distribution
- Manage confidential employee medical and Affirmative Action files along with background clearance
- Conduct New Employee Orientation and transfer onboarding (I-9/USCIS verification)
- Aid managerial staff with proper hiring procedures, investigations, next step consultation
- Liaison with other state departments (payroll/Health Care Authority) investigating issues with employee benefits and compensation
- Assist management with bargaining comprehension, candidate interviewing, job announcements and other recruitment efforts

Office Manager

2015 – 2016

Department of Social & Health Services

- Provide admin support to hiring managers by conducting interviews, scheduling interviews, and reviewing applicant qualifications
- Coordinate meetings to support HQ and Regional staff
- Develop maintenance improvement plans and monitor vendor assignments
- Manage confidential client information and oversee day-to-day office operations
- Provide assistance to Administrator and staff liaison to outside departments
- Assist with planning office wellness and appreciation celebrations
- Record management and data analysis reports/ EBT coordination
- Research client benefits and navigate multiple database systems for errors

Marketing Associate

2014 – 2015

Pacific Medical Centers

- Coordinate and manage meetings with outside vendors
- Create confidential patient monthly reports that are distributed to providers
- ROI analysis and tracking- Handle tracking of leads from various campaigns for effectiveness. Responsible for follow up and respondent management

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- Event planning- Organize health events for specific groups. Responsible for budget management, flyer design and distribution, vendor procurement, timeline development, presentation and talking points development

Additional Qualifications

Education 2013	Washington State University Pullman, WA BA in Communication- Strategic Communication- Public Relations	Fall 2011 – Fall
	University of Washington Seattle, WA BA in Sociology-Minor in Diversity Studies	Fall 2004 – Spring 2010

Certifications/Interests

- PHR (Professional in Human Resources) HR Certification Institute –July 2018- July 2024
- Certified Crisis Communicator/ IS-29: FEMA Public Information Officer Awareness
- Mental Health First Aid -Youth
- Girl Scouts of America-Asst. Troop Leader (Troop 40015)
- Delta Sigma Theta Sorority Inc.-Seattle Alumnae Chapter -Physical and Mental Health Committee Member
- Life Enrichment Group Mentor
- Pacific Northwest Basketball Officials Association-Ethics and Grievance Committee Member/ Official
- Greater Seattle Volleyball Association Official

Community Police Commission

15 Members: Pursuant to Ordinance 125315, all members subject to City Council confirmation, 3-year terms however, for initial terms should be as follows:

- 5 City Council-appointed
- 5 Mayor-appointed
- 5 Other Appointing Authority-appointed (specify): Commission

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	M		1.	Member	Lars Erickson	1/1/23	12/31/25	1	Mayor
			2.	Member					Mayor
			3.	Member					Mayor
2	F		4.	Member	Arlecier L.N. West	1/1/24	12/31/26	1	Mayor
6	M		5.	SPMA Rep	Anthony Gaedcke	1/1/23	12/31/25	1	Mayor
6	M		6.	Member	Joel C. Merkel	1/1/25	12/31/27	2	Council
			7.	Member	Le'Jayah Washington	1/1/22	12/31/24	2	Council
			8.	Member	Tascha Johnson	1/1/23	12/31/25	2	Council
			9.	Member	David Benchlouch	1/1/25	12/31/27	1	Council
			10.	Member					Council
2	F		11.	Member	Erica Newman	1/1/23	12/31/25	2	CPC
			12.	Member	Joseph Seia	1/1/23	12/31/25	2	CPC
			13.	Public Defense					CPC
			14.	Civil Liberties					CPC
2	M		15.	SPOG Rep	Mark Mullens	1/1/23	12/31/25	3	CPC

SELF-IDENTIFIED DIVERSITY CHART

					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	2	1				1				2			
Council	1									1			
Other	1	1				2							
Total	4	2				3				3			

Key:

- *D List the corresponding *Diversity Chart* number (1 through 9)
- **G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown
- RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.