



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Onya Robertson		
Board/Commission Name: Seattle Human Rights Commission		Position Title: Get Engaged
<input checked="" type="checkbox"/> Appointment <i>OR</i> Reappointment	Council Confirmation required? x Yes No	
Appointing Authority: Council <input checked="" type="checkbox"/> Mayor Other: Specify appointing authority		Term of Office: September 1, 2015 to August 31, 2016
Residential Neighborhood:	Zip Code: 98109	Contact Phone No.: NA
Legislated Authority: SMC 3.14.920, SMC 3.14.921, SMC 3.51.010, Ordinance 118392, Ordinance 120871		
Background: Resume attached		
Date of Appointment: June 29, 2015	Authorizing Signature (original signature): 	Appointing Signatory: Mayor Edward B. Murray

FILED
 CITY OF SEATTLE
 2015 JUL 29 AM 11:06
 CITY CLERK

Onya Robertson

Objective

To continue educating on, informing of and supporting the human rights of all people.

Relevant Experience

Central City Lutheran Mission, Volunteer

- Assisted adults enrolled with language arts, math, science and social studies in preparation for GED testing.

YouGrowGirl!, Case Manager

- Provide Case management services to female participants.
- Advocate for participants in the public school system
- Facilitate an evidence-based program that is aimed at reducing HIV sexual risk behavior among teenage females.

Seattle University - Center for Service and Community Engagement, Program Lead/Facilitator

- Lead and facilitated the Strengthening Families Program, for high-risk and general population families.
- SFP is an evidence-based family skills training program found to significantly improve parenting skills and family relationships, reduce problem behaviors, delinquency and alcohol and drug abuse in children and to improve social competencies and school performance.
- Managed a team of 5 program facilitators and 3+ volunteers.
- Increased program enrollment by 25% over 3 years.

Work Experience

City of Seattle, SDOT – Maintenance Operations, Administrative Specialist

July 2014 - Present

- Perform specialized administrative support functions in support of department or program activities requiring interpretation of program guidelines within established limits.
- Assigns work; instructs subordinates in unit regarding content, format and priority of assignments; review and evaluate work for quality, completeness and adherence to procedures and instructions. Assist in training and orienting new employees.
- Provide assistance to higher level management on special projects, involving gathering and compiling information or data of a specialized nature.
- Review and evaluate required program or department documents for completeness, appropriateness and/or to determine program eligibility; process documents according to guidelines.
- Provide administrative support functions to division director. Coordinate and track assignments delegated to division staff and monitors progress. Provide liaison between director, staff and other divisions to maintain operational efficiency.
- Propose and establish office procedures and implements, subject to approval by supervisor.
- Assist in developing/monitoring budgets and contracts for unit.
- Take, prepare and distributes minutes and records of official meetings and proceedings.
- Sort and/or batch data and documents requiring independent interpretation of document content, or data, and/or requiring amendment to document content.

Atlantic Street Center, Parent Child Home Program Home Visitor

October 2013 – July 2014

- Provided support to children and families through educational home visits
- Worked with low-income children and families from diverse cultural and ethnic backgrounds
- Accessed support services within the surrounding area

- Tracked and responded to inquiries with appropriate mailing, electronic communication, follow-up phone calls
- Oversaw all facilities and operations and either coordinated set-up or set-up for events
- Provided general information about the processes at Atlantic Street Center
- Organized, set-up and prepared for monthly All-Staff meetings
- Prepared daily reports of all monies received into the agency
- Responsible for all company vehicles, registration, licensing and maintenance
- Provided phone system technical support to staff

Education

Seattle Central Community College, Seattle, WA

Psychology AA in progress

CSU – San Bernardino, San Bernardino, CA

2 years of coursework completed, Psychology

Seattle Human Rights Commission

June 2015

16 Members: Per SMC 3.14.920, Confirmed by the City Council, Serve a term of 2-years

- 7 City Council-appointed
- 7 Mayor-appointed
- 1 Appointed by Commission
- 1 Member Get Engaged Program Appointed by the Mayor and Confirmed by the City Council

Roster:

*D	**G	Position No.	Position Title	Name	Term Start Date	Term End Date	Term #	Appointed By
1	F	1.	Member	Amy Huang	12/11/14	07/22/16	1 st	Mayor
6	F	2.	Member	Sarah Bishop	08/04/14	07/22/16	1 st	Mayor
1	M	3.	Member	Rich Stolz	05/06/14	07/22/16	2 nd	Mayor
1	F	4.	Member	Margaret Babayan	05/27/2015	07/22/15	1 st	Mayor
6	F	5.	Member	Ashley Miller	05/27 2015	07/22/16	1 st	Mayor
2	M	6.	Member	Ken Nsimbi	12/11/14	07/22/15	1 st	Mayor
2	F	7.	Member	Edlira Kuka	05/27/2015	07/22/15	1 st	Mayor
2	M	8.	Member	Marcel Baugh	Council Confirmation	07/22/16	1 st	City Council
6	M	9.	Member	Alex Becker	02/10/14	07/22/16	2 nd	City Council
6	F	10.	Member	Danielle Wallace	12/11/14	07/22/16	1 st	City Council
4	F	11.	Member	Vacant	09/30/13	07/22/15	1 st	City Council
6	F	12.	Member	Sarah Lippek	12/11/14	07/22/15	1 st	City Council
3	F	13.	Member	Alejandra Gonza	02/10/14	07/22/15	2 nd	City Council
6	F	14.	Member	Lara Diaconu	12/11/14	07/22/15	1 st	City Council
2	M	15.	Member	Jason Poydras	02/10/14	07/22/16	1 st	Commission
2	F	16.	Get Engaged	Onya Robertson	9/1/15	8/31/16	1 term	Mayor

Diversity Chart:

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)				
	Men	Women	Vacant	Minority	Asian-American	Black/African American	Hispanic/Latino	American Indian/Alaska Native	***Other	Caucasian/Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	2	5	0	5	3	2	0	0	0	2	0	0	0
Council	2	4	1	2	0	0	1	1	0	4	0	0	0
Comm	1	0	0	0	0	0	0	0	0	0	0	0	0
GE	0	1	0	1	0	1	0	0	0	0	0	0	0
Total	5	10	1	8	3	3	1	1	0	6	0	0	0

Key:

***D** List the corresponding *Diversity Chart* number (1 through 9)

****G** List *gender*, M or F

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