

City of Seattle



Director Office of the Employee Ombud

Confirmation Packet
April 5, 2019

Amarah Khan



City of Seattle
Mayor Jenny A. Durkan

April 2, 2019

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 Dr. Amarah Khan as the Director of the Office of the Employee Ombud (OEO).

The materials in this packet are divided into two sections:

A. Dr. Amarah Khan

This section contains Dr. Khan's appointment and oath of office forms, her resume, and the press release announcing her appointment.

B. Background Checks

This section contains the report on Dr. Khan's background check.

Dr. Amarah Khan is a Global Diversity & Inclusion Specialist who has over ten years of progressive experience in development and oversight of programs, policies, and research initiatives to promote student and faculty growth and achievement. Dr. Khan currently serves as the Director of Equity and Inclusive Practices at the Renton School District. Prior to that, she served as the Associate Director for Global Diversity Initiatives at Oregon State University (OSU). At OSU, she worked to advance cultural competence on campus through shared learning and trainings. Dr. Khan spent her early career working as a humanitarian aid worker across South Asia and the United States. She is an international development scholar with extensive background in conflict management and peace studies.

Dr. Khan is a trained expert in race and social justice and has a deep understanding of how intersectionality impacts harassment and discrimination in the workplace. Her education and personal experience make her uniquely qualified for the Director of the Office of the Employee Ombud.

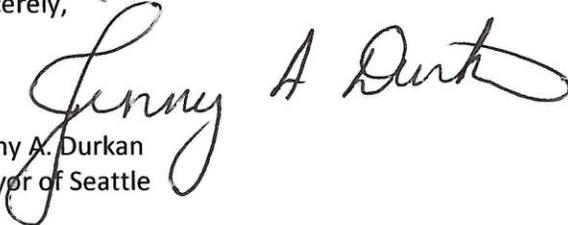
The process used to identify and recommend candidates for my consideration included a search of potential applicants for the position. This was informed by Mayor's Office staff meetings and my own meetings with a variety of City employees over the last several months, attending meetings with the Seattle Silence Breakers and City labor leaders, and evaluating the needs of City employees today and into the future.

Outreach was conducted with a diverse set of relevant stakeholders to understand input on ideal candidate qualifications. Stakeholders included members of the City's Anti-Harassment Interdepartmental Team (IDT) and City labor leaders. Additionally, we obtained feedback from stakeholders to get their input into the recruitment process and feedback on candidate qualifications.

The selection of Dr. Khan as the final candidate was also informed by her commitment to racial equity and social justice, her human-centered approach to addressing issues, and her extensive conflict resolution experience.

If you have any questions about the attached materials or need additional information, please contact Deputy Mayor Shefali Ranganathan at 206-256-6195, or via e-mail, at shefali.ranganathan@seattle.gov.

Sincerely,



Jenny A. Durkan
Mayor of Seattle

SECTION

A



City of Seattle
Mayor Jenny A. Durkan

March 27, 2019

Dr. Amarah Khan
Washington, DC
Transmitted via e-mail

Dear Amarah,

It gives me great pleasure to appoint you to the position of Director of the Office of the Employee Ombud at an annual salary of \$155,000.

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 will serve at the Mayor's discretion.

Your contingent offer letter provided employment information related to the terms of your employment, benefits, vacation, holiday and sick leave.

I look forward to working 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 the Employee Ombud will thrive under your leadership.

Sincerely,

Jenny A. Durkan
Mayor of Seattle

cc: Seattle Department of Human Resources file



City of Seattle Department Head Notice of Appointment

Appointee Name: <i>Amarah Khan</i>		
City Department Name: <i>Office of the Employee Ombud</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>City Council Confirmation to Mayor's discretion</i>
Legislated Authority: <i>Seattle Municipal Code Section 3.15.024</i>		
Background: <p>Dr. Amarah Khan is a Global Diversity & Inclusion Specialist who has over ten years of progressive experience in development and oversight of programs, policies, and research initiatives to promote student and faculty growth and achievement. Dr. Khan currently serves as the Director of Equity and Inclusive Practices at the Renton School District. Prior to that, she served as the Associate Director for Global Diversity Initiatives at Oregon State University (OSU). At OSU, she worked to advance cultural competence on campus through shared learning and trainings. Dr. Khan spent her early career working as a humanitarian aid worker across South Asia and the United States. She is an international development scholar with extensive background in conflict management and peace studies.</p> <p>Dr. Kahn is a trained expert in race and social justice and has a deep understanding of how intersectionality impacts harassment and discrimination in the workplace. Her education and personal experience make her uniquely qualified for the Director of the Office of the Employee Ombud.</p>		
Date of Appointment: <i>4/1/2019</i>	Authorizing Signature (original signature): 	Appointing Signatory: <i>Jenny A. Durkan</i> <i>Mayor</i>



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

STATE OF WASHINGTON

COUNTY OF KING

I, Amarah Khan, 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 the Employee Ombud; 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 the Employee Ombud*.

Amarah Khan

**Subscribed and sworn to before me
this _____ day of _____, 2019**

(affix seal)

Monica Martinez Simmons, City Clerk



NEWS RELEASE FROM THE OFFICE OF THE MAYOR
FOR IMMEDIATE RELEASE

Contact: Mark Prentice, mark.prentice@seattle.gov

Mayor Jenny Durkan Announces New City Leaders Focused on Parks and Recreation, Economic Development, and Combating Harassment, Discrimination and Other Workplace Misconduct

SEATTLE (March 28, 2019) – Mayor Jenny A. Durkan announced today three new City of Seattle leaders focused on promoting access to Seattle’s parks and recreation opportunities, fostering economic development, and addressing harassment and discrimination in the City workplace as the first-ever leader of the City’s newly-created and independent Office of the Employee Ombud.

First, Mayor Durkan will nominate Jesús S. Aguirre as Superintendent of the Department of Parks & Recreation (SPR), a role Mr. Aguirre previously served in from June 2015 to January 2018. Prior to his service to the City of Seattle, Jesús served as the State Superintendent of Education in Washington, D.C., and as the Director of the District of Columbia Departments of Parks and Recreation, among many other roles in government and public service.

“We are excited to welcome Jesús Aguirre back to the City family and to Seattle Parks & Recreation,” said Mayor Durkan. “Jesús has a track record of working collaboratively and with community to help make Seattle a more inclusive, just, and beautiful place. Under his leadership, Seattle Parks & Recreation will continue to promote healthy people, a healthy environment, and strong communities.”

“It’s an honor to be nominated by Mayor Durkan to serve as the Superintendent of Parks and Recreation. As Seattle continues to grow and change, parks and recreation will play a key role in enhancing the livability of our city, and in ensuring that it is truly accessible and affordable to all,” said Jesús Aguirre. “Seattle has one of the best parks and recreation systems in the country and I look forward to working the Mayor, the Council, the parks and recreation team, and our many community partners to responsibly steward this great system as we work to support a healthy environment, healthy people, and strong communities.”

Second, Mayor Durkan will nominate Bobby Lee as the next director of the City’s Office of Economic Development. Mr. Lee currently serves as the Director of Economic Development for the City of Portland. Prior to his service with the City of Portland, Bobby served in the Office of Governor Kate Brown as the Regional Solutions Coordinator, where he led an integrated team

focused on solving the state's economic and community development challenges. In addition to working in the private sector and for advocacy organizations, including Oregon's largest workforce development agency, Mr. Lee also previously served on the City Council in Eugene, Oregon.

"As our City grows and faces unprecedented challenges on affordability, Bobby is the right person to lead the Office of Economic Development and help foster a strong, inclusive economy and promote true opportunity for all," said Mayor Durkan.

"I am deeply honored to join the City of Seattle and Mayor Jenny Durkan's team as the Director of Economic Development," said Bobby Lee. "When I saw the Mayor's recent State of the City address, I knew I wanted to work with her. Her vision to build an economy that is inclusive and widely shared is the same one I have spent much of my career working to achieve. I hope to be an agent of positive change for all of Seattle."

Third, Mayor Durkan announced she will nominate Dr. Amarah Khan as the first-ever Director of the City's newly created Office of the Employee Ombud (OEO).

Dr. Khan currently serves as the Director of Equity and Inclusive Practices at the Renton School District. Prior to that, she served as the Associate Director for Global Diversity Initiatives at Oregon State University (OSU). At OSU, she worked to advance cultural competence on campus through shared learning and trainings. Dr. Khan spent her early career working as a humanitarian aid worker across South Asia and the United States. She is an international development scholar with extensive background in conflict management and peace studies.

"I join City of Seattle employees in welcoming Dr. Amarah Khan to our incredible workforce. Dr. Khan is an inspirational woman who is deeply dedicated to creating a safe and inclusive work environment that gives City employees the support they need," said Mayor Durkan. "Over the past year, we have worked with urgency to make significant changes to our City government, elevating the voices of those most impacted."

"The opportunity to serve one of the best cities in the world is a distinct honor. This work has become my calling in life, and I am so excited to join hands with City employees who wish to improve the ways we lift each other up," said Dr. Khan. "Change won't happen overnight, but City employees will always have my impartial and honest support. I look forward to being in service to a great community."

In December 2018, the City Council [voted unanimously to](#) pass Mayor Durkan's legislation to create the OEO. The OEO was one of the [central recommendations](#) of the Anti-Harassment Interdepartmental Team (IDT), which Mayor Durkan [established in January 2018](#) to review the City's policies on harassment, discrimination, and other forms of misconduct.

Led by Dr. Khan, the OEO will be a safe, confidential space for City employees to discuss workplace concerns, including harassment, discrimination, and other forms of misconduct. The

Ombud will help employees navigate all their options when it comes to addressing workplace culture, but it will not conduct investigations. While Dr. Khan works in the coming weeks to stand up the office, she will hold a series of listening sessions with City employees to further shape the mission and work plan of the office.

In addition, Mayor Durkan announced that Steve Walker, Director of the City's Office of Housing, will depart the City this summer.

"I am grateful to Steve for his years of service to Seattle and for all his work to address one of the central challenges facing Seattle: affordable housing. Under his leadership, the Office of Housing has forged strong community partnerships and has worked to build housing in every part of the City," said Mayor Durkan. "Working with communities and our partners across the region, we will continue to build more affordable housing as quickly as possible."

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SECTION

B



City of Seattle

Seattle Department of Human Resources

Bobby Humes, Acting Director

March 26, 2019

TO: Adam Schaefer, City Budget Office

FROM: Bobby Humes, Acting Director

SUBJECT: Background check for Dr. Amarah Khan

The Seattle Department of Human Resources has received a copy of Dr. Khan's background check run by A-Check Global. There were no finds that would impact her employment eligibility.

Cc: Personnel File

Seattle Department of Human Resources

Seattle Municipal Tower, 700 5th Avenue Suite 5500, PO Box 34028, Seattle, WA 98124-4028
(206) 684-7999 • TTY:7-1-1 Fax: (206) 684-4157 • Employment Website: www.seattle.gov/jobs

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