



# City of Seattle Department Head Notice of Appointment

<b>Appointee Name:</b> <i>Denise Wells</i>		
<b>City Department Name:</b> <i>Civil Service Commission</i>		<b>Position Title:</b> <i>Commissioner- Council Appointed</i>
<input checked="" type="checkbox"/> <b>Appointment</b> OR <input type="checkbox"/> <b>Reappointment</b>	<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Appointing Authority:</b> <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other	<b>Term of Position: *</b> <i>01/01/2022 to</i> <i>12/31/2024</i> <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
<b>Residential Neighborhood:</b> <i>Port Orchard</i>	<b>Zip Code:</b> <i>98367</i>	<b>Contact Phone No.:</b> [REDACTED]
<b>Background:</b> <i>Denise Wells' demonstrated history of commitment to fairness, equity and knowledge make her well qualified to serve as a Civil Service Commissioner. Ms. Wells understands human resources processes and Seattle's collective bargaining landscape, including principles of civil service and progressive discipline. She served 17 years as the assistant and trusted advisor to the Director of Seattle Center, providing counsel on personnel matters and other important issues. After her retirement, Ms. Wells is eager to return to public service as a candidate for Commissioner of the Civil Service Commission.</i>		
<b>Authorizing Signature (original signature):</b>  <b>Date Signed (appointed):</b> 8-13-24	<b>Appointing Signatory:</b> Council President Sara Nelson	

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

# Denise Wells

## Experience

### **Strategic Advisor, City of Seattle, Seattle Center Department**

October 2005 – September 2023 (retired)

As the City Monorail Coordinator, I had oversight of the Monorail System Concession Agreement between Seattle Monorail Services (SMS) and the City of Seattle. Duties of this position, as the subject matter expert related to federal safety compliance and regulations for rail transit, were to coordinate and oversee the Seattle Monorail Safety, Security, Drug & Alcohol, Title VI and Title II Programs per federal guidelines; conduct internal safety audits; data collection and review for National Transit Database federal reporting; approve annual Concessionaire's operating budget and review monthly operating expenditures; monitor contract and federal compliance; advise, review, and approve expenditures of federal grants (CARES/CRRSAA); shape policy and make authoritative decisions and act as an expert and key advisor to the Seattle Center Director to ensure that operational, safety and maintenance policies and programs were adhered to by the Concessionaire. Served as a board member for the Monorail's Public Transportation Agency Safety Plan along with the Director of Seattle Center, the President of Seattle Monorail Services, and the Owner of SMS.

Additionally, I was also responsible for the day-to-day management of the Director's Office and supervision of its administrative staff, managing the director's correspondence, calendar, and coordination of inter-departmental projects and initiatives. The position provided a bridge for smooth communication between the Director, other city departments, including the Mayor's Office and City Council, other internal departments, and external clients; demonstrating leadership to maintain credibility, trust, and support with all levels of management. The position managed the coordination of activities (operations and planning) and ensured timely flow of information to and from the executive office. The position handled details of a highly confidential and critical nature requiring the ability to deal with competing priorities and deadlines, screening and prioritizing communications and opportunities from external and internal sources and organizing and maintaining processes essential to the Director's Office and the Seattle Center Executive Team. The position also functioned as the department's Legislative Liaison, Public Disclosure Officer, Privacy Officer, and Risk Manager and was a member of the Seattle Center Director's Executive Team.

### **Facility Rental Coordinator, City of Bellevue, Parks Department**

May 2002 – October 2005

Prepared rental agreements for the Northwest Arts Center parks facility, registered students for classes, reconciled daily receipts, provided administrative support to the Center manager.

**Administrative Staff Assistant, City of Seattle, Finance & Administrative Services**

*Department, Seattle Animal Shelter*

August 1988 – May 2002

Supervised the Seattle Animal Shelter administration staff responsible for assisting the public with requests for general information, as well as complaints such as animal nuisances, injured or deceased animals, and dogs off leash. In coordination with Seattle IT, maintained the division's computerized animal tracking database and created daily, annual and ad hoc reports using SQL queries and audited staff entries for accuracy and reporting integrity. Provided staff with on-site support for all IT related issues. Served as the public disclosure officer. Provided administrative support to the Executive Director.

**Administrative Support Assistant, City of Seattle, Human Services Department**

February 1987 - August 1988

Provided administrative support to the City of Seattle's year-round Youth Employment Program and Summer Youth Employment Program.

## **Skills**

Project management

Data analysis

Communication

Organization

Problem-solving/Collaboration

Management

# Civil Service Commission

3 Members: Pursuant to SMC 4.04.250, 1 member subject to City Council confirmation, 3-year terms:

- 1 City Council- appointed
- 1 Mayor- appointed
- 1 Other Appointing Authority: Employee Elected

## Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	F		1.	Commissioner	Denise Wells	01-01-22	12-31-24	1	Council
2	F	2	2.	Commissioner	Mary Wideman-Williams	01-01-23	12-31-25	2	Mayor
2	M		3.	Commissioner	Ray Ceaser	12-1-2024	12-31-26	1	Employee Elected

## 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		1				1							
Council													
Other	1												
Total	1	1				1							

## 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.*