



# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Jennifer A. Greenlee</i>		
<b>Board/Commission Name:</b> <i>Civil Service Commissions</i>		<b>Position Title:</b> <i>Executive Director</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		<b>Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Appointing Authority:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	<b>Date Appointed:</b> <i>2/15/2015</i>	<b>Term of Position: *</b> <i>2/15/2018</i> to <i>2/14/2021</i>
<b>Residential Neighborhood:</b> <i>Shoreline</i>	<b>Zip Code:</b> <i>98155</i>	<b>Contact Phone No.:</b> 
<b>Background:</b> <i>This is the reappointment of Jennifer Greenlee to the position of Executive Director for the Civil Service Commissions. Jennifer Greenlee is an experienced human resources professional with a distinguished career in public service. Her experience in public administration management includes investigations, legal proceedings, alternative dispute resolution, policy/legislative analysis, and supervisory experience. She holds a Juris Doctor degree from the University of Washington School of Law and is a member in good standing with the Washington State Bar Association. Ms. Greenlee holds Human Resources Certifications from the International Public Management Association for Human Resources, the Human Resources Certification Institute, and the Society for Human Resources Management.</i>		
<b>Authorizing Signature (original signature):</b> 	<b>Appointing Signatory:</b> <i>Christian M. Halliburton</i> <i>Chair, Public Safety Civil Service Commission</i>	
<b>Authorizing Signature (original signature):</b> 	<b>Appointing Signatory:</b> <i>Angelique M. Davis</i> <i>Chair, Civil Service Commission</i>	

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

## **Jennifer A. Greenlee**

### **SKILLS:**

Supervision/Management/Leadership  
Legal Analysis  
Negotiation/Facilitation/Mediation  
Human Resources/Employee Relations  
Equal Employment Opportunity/Diversity  
Presentation/Training  
Investigation/Interviewing

### **LICENSES/CERTIFICATIONS:**

Senior Certified Professional, Society for Human Resources Management  
Certified Professional, International Public Management Association for Human Resources  
Senior Professional in Human Resources, Human Resources Certification Institute  
Licensed Attorney, Washington State Bar Association

### **EMPLOYMENT:**

#### **Executive Director, City of Seattle Public Safety Civil Service and Civil Service Commissions**

February 2012 – Present

Executive Director of a small independent Department in City of Seattle government. Manage the Commissions' appeal processes as defined by rules of practice and procedure. Manage the Public Hearing process. Administer all laws and ordinances pertaining to the Commissions and their functions. Review and draft rules and oversee rule revision processes for the Commissions including consultation and coordination with the City's Labor Relations unit and Law Department. Develop employment policy options and recommendations on issues relating to the administration of the Personnel system and employment law. Research and propose legislation and/or changes to rules, policies and procedures related to the Personnel system. Conduct pre-hearing conferences, issue orders, continuances, subpoenas; frames issues; in conjunction with legal counsel write case decisions. Represent the Commissions to the public, the press, the Council, the Mayor's office, department heads, all appellants and department staff. Consult with and report regularly to the Commissions on the working of the Department, and attends meetings of the Commissions. Make periodic reports to the Commissions concerning the activities of the Department. Develop and implement appropriate program performance measures and assessments. Provide strategic advice to the Commissions regarding personnel policy and the administration of the personnel system. Work with the Human Resources Department and other departments to affect solution to difficult personnel issues. Review all pending personnel legislation and determines the impact of proposed changes on civil service employees. Communicate with Commission chairs when personnel issues are raised that require further advisement prior to a course of action being taken or response made. Subject to the City's personnel ordinances and rules, appoint, assign, supervise,

## Jennifer Greenlee Resume

control, and remove all administrative staff and interns in the Commissions office. Conduct hiring process and provide oversight of the Hearing Officers in the Commission's employment. Provide oversight and guidance to the Police and Fire Exams Analysts. Prepare and oversee the Commission budget and authorize necessary expenditures and contracts for professional and expert services in accordance with the budget. Coordinate, oversee or assume all needed department functions such as Human Resources, Information Technology, Finance and Budget, Public Information, and Public Disclosure. Provide training and information to City employees and human resources staff.

### **Employee Relations Advisor, Seattle City Light, City of Seattle**

October 2008 – February 2012

Served as Out of Class Employee Relations Manager from September 2010 to January 2011 which included supervision of Employee Relations Assistant and Return to Work Coordinator.

Administration/implementation of Equal Employment Opportunity, reasonable accommodation, & Family & Medical Leave programs. Investigating employee complaints of policy & workplace expectations violations, discrimination, harassment, & retaliation; investigation of employee misconduct; preparing investigation reports; debrief the parties & management; responding in writing to externally filed charges; providing advice, information, & recommendations to management regarding the resolution of workplace issues & the interpretation of policies, rules, & regulations. Working with labor relations and management to resolve employee attendance, performance, and behavioral issues. Evaluating reasonable accommodation requests & medical documentation, working with the employee, labor relations, & management to identify & implement reasonable accommodations, providing information and advice to employees and management on accommodation issues. Evaluating FML requests & medical certifications, communicating to employees & management the scope of approved FML requests, monitoring FML use, & providing advice to management on how to effectively manage FML. Developing & providing in-house training on EEO, ADA, & FMLA issues.

### **Operations Manager, Seattle District Office, Washington State Human Rights Commission**

June 2006 – October 2008

Provide supervision for up to twelve investigators in the Seattle office who are responsible for investigation and resolution of cases in employment, housing, and public accommodation within NW Washington. Supervise administrative staff. Oversee and conduct education and outreach regarding fair housing and equal employment opportunity including sexual harassment and disability discrimination. Monitor performance standards and compliance with the working agreements with HUD and EEOC. Monitor and evaluate performance, provide guidance, counseling and discipline as appropriate. Oversee interns, special projects and Commission initiated investigations.

### **Statewide Housing Unit Supervisor, Washington State Human Rights Commission**

August 2005 – May 2006

Provide supervision for investigators in the housing unit who are responsible for case intake, investigation and resolution throughout Washington. Track HUD case inventory, assignment, status, and closure. Oversee and conduct education and outreach regarding fair housing. Monitor performance standards and compliance with the working agreement with HUD. Monitor and evaluate performance, provide guidance, counseling and discipline as appropriate.

### **Civil Rights Analyst, City of Seattle Office for Civil Rights**

March 2003- August 2005

## Jennifer Greenlee Resume

Served as Out of Class as Enforcement Supervisor during summer 2003 and winter 2004/2005 which included monitoring and reviewing intake, charges, investigations, case closures and findings and providing mentoring and guidance to newer investigators. Investigate discrimination complaints in employment, housing, and public accommodation. Complaints are filed due to discrimination based upon age, ancestry, color, creed, disability, gender identity, marital status, parental status, political ideology, race, religion, sex, sexual orientation, use of a Section 8 certificate, and/or use of a service animal. Investigations include analyzing complaints and developing investigative plans, scheduling and conducting interviews, requesting information and documentation, responding to phone calls and correspondence, mediating disputes, scheduling and conducting conferences, conducting research and seeking consultation as necessary, preparing findings and settlement agreements, and logging case activities.

### **Equal Opportunity Compliance Investigator 2, Washington State Human Rights Commission** March 2001 - March 2003

Acted as lead for the HUD unit from November 2002 through March 2003 which included tracking the assignment, status, investigation, resolution and closure for the HUD case inventory; acting as point of communication and providing requested information to HUD; providing guidance and training to HUD investigators, providing fair housing training. Investigate complaints of discrimination based on race/color, age, disability, creed, sex, marital status, national origin, and retaliation. Duties include management of a caseload of approximately 30 to 40 cases, including housing, employment, public accommodation, whistleblower and credit transaction cases.

### **VOLUNTEER/CIVIC INVOLVEMENT:**

Mediator/Trainer, Seattle Federal Executive Board  
Mediator/Coach, Inter-Local Conflict Resolution Group, King County Office of ADR  
Board Member, Seattle Management Association, President 2016-2017  
Mentor/Coach, City of Seattle Career Quest Program  
Member/Graduate, Leadership Tomorrow, Class of 2014  
WSBA Representative, Civil Legal Aid Oversight Committee, Chair 2015-2017  
CLAOC Representative, Advisory Committee, Equal Justice Leadership Development Academy

### **PRESENTOR/TRAINER:**

Trainer, Seattle Federal Executive Board, Conflict Resolution Training, 2015  
Coach, King County Supervisor Conflict Resolution Training, 2013-2015  
Seattle Civil Service Overview, New Employee/New Supervisor Orientations, 2012-2013  
EEO/ADA/FML Employee and Management Training, Seattle City Light, 2009-2012  
Snohomish/Island County Landlord/Tenant Seminars, 2005- 2007  
Tacoma Fair Housing Conference, Building the Foundation for Fair Housing, 2007  
Fair Housing Presentation for Coast Real Estate, 2006  
Make Your Workplace Discrimination Free for City Supervisors and Managers, 2004  
Fair Housing Workshop for Rental Housing Association of Puget Sound, 2004  
Fair Housing Presentation for ReMax Real Estate, 2004

## Jennifer Greenlee Resume

TRENDS Rental Housing Management Conference, 2003 & 2005  
HUD sponsored Quarterly Fair Housing Training, 2002-2006  
EEOC Technical Assistance Program Seminar, 2003  
HUD Harvesting Hope for Our Communities Conference, 2003

### EDUCATION:

Juris Doctor, June 1997, University of Washington School of Law  
Bachelor of Science, Psychology, March 1992, Magna Cum Laude, Seattle University



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

Civil Service Commission  
Commission Chair Eric de los Santos  
Commissioner Amy Bonfrisco  
Commissioner Angelique M. Davis

Public Safety Civil Service Commission  
Commission Chair Joel A. Nark  
Commissioner Christian M. Halliburton  
Commissioner Sam Pailca

December 21, 2017

Honorable Bruce Harrell, Council President  
Seattle City Council  
PO Box 34025  
Seattle, WA 98124-4025

Dear Council President Harrell:

At the December 21, 2017 joint meeting of the Public Safety Civil Service and Civil Service Commissions, the Commissioners voted to reappoint Jennifer A. Greenlee to a third three-year term as Executive Director, effective February 15, 2018. The Commissioners commend Ms. Greenlee for providing exemplary service to the Civil Service Commissions.

Please follow up with Ms. Greenlee regarding any required paperwork.

Sincerely,

Commissioner Joel A. Nark, Chair  
Public Safety Civil Service Commission

Commissioner Eric de los Santos, Chair  
Civil Service Commission

Cc: Jennifer A. Greenlee, Executive Director  
Thao Madsen, Boards & Commissions Registry Manager, City Clerk

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City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

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