




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Stevie Rae Brown		
Board/Commission Name: Seattle Pedestrian Advisory Board		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		Term of Position: * 4/1/2024 to 3/31/2026 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: Capitol Hill	Zip Code: 98112	Contact Phone No.: [REDACTED]
Background: Stevie Rae is a Senior Leave and Disability Specialist overseeing employee medical leaves, worker's compensation, and STD/LTD benefit programs and ensuring compliance with company, state, and federal regulations.		
Authorizing Signature (original signature):  Date Signed (appointed): July 30 th , 2024		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.

Stevie Rae Brown

Professional Experience

MAY2023 – CURRENT

Alaska Airlines

Sr. Leave and Disability Specialist – Seattle, WA

Subject matter expert in medical leaves, worker's compensation, and STD/LTD benefit programs at Alaska Airlines. As an individual contributor, this role exercises considerable judgment to manage leave and disability programs and ensure compliance with company, state, and federal regulations.

Contributions:

- ACTS AS A SUBJECT MATTER EXPERT IN LEAVE AND BENEFIT PROGRAMS.
- WITH MINIMAL DIRECTION FROM LEADERSHIP, EXERCISES CONSIDERABLE JUDGEMENT TO OVERSEE EMPLOYEE MEDICAL LEAVES, WORKER'S COMPENSATION, AND STD/LTD BENEFIT PROGRAMS, WITH A FOCUS ON COMPLIANCE AND LEAVE REDUCTION.
- COORDINATES INFORMATION WITH EXTERNAL SERVICE PROVIDERS, INCLUDING LEAVE AND DISABILITY VENDOR, CREW MEDICAL SUPPORT VENDOR, MEDICAL PRACTITIONERS, VOCATIONAL REHABILITATION COUNSELORS, AND ATTORNEYS.
- PROCESSES LEAVE AND DISABILITY QUALITY ASSURANCE-RELATED TRANSACTIONS AND PREPARES RELATED WRITTEN CORRESPONDENCE.
- APPLIES DEEP KNOWLEDGE IN STATE AND FEDERAL REGULATIONS TO ADMINISTER DISABILITY ACCOMMODATIONS.
- INITIATES THE INTERACTIVE PROCESS OF ACCOMMODATION, RESEARCHES REASONABLE ACCOMMODATION OPTIONS, MAKES RECOMMENDATIONS AND COORDINATES FINAL ACCOMMODATION, AND PREPARES THE COMPANY'S WRITTEN RESPONSE.
- ANALYZES ESSENTIAL JOB FUNCTIONS AND MAINTAINS ALL MANDATORY JOB ANALYSIS DOCUMENTATION.
- MANAGES THE MODIFIED DUTY PROGRAM, WITH A FOCUS ON RETURN FROM LEAVE AND REDUCING TIME LOSS.
- AUTHORIZES AND COORDINATES COMPANY MEDICAL EXAMS AND ADMINISTERS INTERNAL FIT FOR DUTY EXAM PROCEDURES IN COORDINATION WITH THE LEGAL DEPARTMENT AND LABOR RELATIONS.
- PERFORMS QUALITY ASSURANCE AUDITS, INCLUDING VENDOR AUDITS AND STATION AUDITS, AND MAINTAINS RELATED COMPLIANCE DOCUMENTATION.
- MAINTAINS MULTIPLE DATABASES AND DEVELOPS RELATED REPORTS (E.G., JOB ANALYSES, DISABILITY ACCOMMODATIONS, STD/LTD, MEDICAL LEAVES, FRAUD CASES, ETC.).

APRIL2022 – MAY2023

Evergreen Goodwill

Benefits and Compensation Manager Recruiter

Manage and serve employees to ensure employee benefit programs and offerings are in alignment with organization policies and guidelines, are competitive, and are compliant with local and legal regulations.

Examine and evaluate employee benefit and compensation programs. Assist in research and development of policies regarding benefit programs. Coordinate development of marketing and training materials for benefit and compensation programs.

Contributions:

- Manage compensation functions and projects. Performed research/compiled statistics/analyzed data to prepare statistical reports for management review; created and maintained data bases; conducts/participates in compensation studies to determine and recommend class/salary grade; evaluates internal/external equity issues.
- Contact for plan vendors, third party administrators and employees providing timely excellent customer service. Coordinates transfer of data to external contacts for services, premiums and plan administration. Investigate discrepancies and provide information in non-routine situations.
- Evaluate and revise internal processes to reduce costs and increase efficiency. Ensure compliance with applicable government regulations and organizational policy. Assure timeliness and accuracy of required filings.
- Manage all leave and disability programs including ADA, LOA, FMLA, PFML, STD, and LTD claims for employees within 22 stores, 2 outlets, 6 job resource centers, and our shipping/receiving/transportation center.
- Manage open enrollment for all employees.

2016 – APRIL22

Matrix Absence Management

Senior Claims Examiner – Phoenix, AZ

Analyzing medical information, laws both statewide and national, and policies to make claim decisions and payments to clients; providing responsive customer service to claimants, policyholders, brokers, and internal departments. Acting team lead and responsible as a communication funnel for the team from senior executives and vice versa.

Contributions:

- Assigning and delegating an influx of work through the team with follow-up on strict deadlines, communicating between management and clientele for optimal productivity
- Developing, implementing and modifying disability management plan to establish strategy and manage outcome.
- Regularly meeting with nurses, doctors, and senior staff to discuss high profile cases in detail
- Maintaining timely and accurate codes in all system fields with correct financials, diagnoses, and duration information.
- Liaison between team members and management in identifying and implementing improvement opportunities for staff and regularly providing coaching.
- Generating and analyzing reports requested by account management or client. Running internal reports to maximize workload management.
- Project managing initiatives as needed.

2012 – 2016

Discover Financial Services

Team Supervisor/Leader-CMA High Risk & Account Manager – Phoenix, AZ

First-hand accountability for the development and internal growth for immediate and non-immediate employees. Fostered an environment in which customers were engaged in conversations that motivated employees to contribute at a higher level of performance.

Contributions:

- Continually recognized for mentoring and motivating teams of up to 40 individuals.
- Skillfully identified opportunities to align strategies and maximize strengths within the department to ensure proper staffing, timekeeping, and behavioral needs were all met within an appropriate time frame.
- Repeat mentor of Discover Card's PAL's program, which mentors and grooms employees to prepare and seek out management opportunities.
- Pioneer and key-developer in PITcrew mentorship program to prepare employees for future management positions.

Education

DECEMBER 2015

Associates in Arts / Rio Salado Community College

Special Concentration in Business Management and Applications

Seattle Pedestrian Advisory Board

12 Members: Pursuant to Resolution 29532 and Ordinance 120325, all members subject to City Council confirmation, 2-year terms, Get Engaged Member, 1-year term:

- 7 Mayor- appointed
- 5 City Council - appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	6	1.	Member	Fallon Boyle	4/1/24	3/31/26	2	City Council
6	M	4	2.	Member	David Frantz	4/1/23	3/31/25	2	City Council
6	M	5	3.	Member	Wes Mills	4/1/24	3/31/26	2	City Council
6	F	7	4.	Member	Chelsea Morrison	4/1/23	3/31/25	2	City Council
3	F	3	5.	Member	Natasha Riveron	4/1/23	3/31/25	2	City Council
6	F	1	6.	Member	Kelsey Nyland	4/1/24	3/31/26	1	Mayor
3	F	4	7.	Member	Desiree Krautkramer	4/1/23	3/31/25	1	Mayor
6	F	4	8.	Member	Tracy Timmons-Gray	4/1/24	3/31/26	1	Mayor
6	O	3	9.	Member	Chris Grgich	4/1/24	3/31/26	2	Mayor
6	F	5	10.	Member	Delaney Lind	4/1/23	3/31/25	1	Mayor
3	F	3	11.	Member	Stevie Rae Brown	4/1/24	3/31/26	1	Mayor
			12.	Get Engaged Member		9/1/23	8/31/24	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

	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		5		1			2			4			
Council	2	3					1			4			
Other													
Total	2	8		1			3			8			

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.*