

City of Seattle



**Director
Human Services Department**

**Confirmation Packet
February 14, 2023**

Tanya Kim



February 14, 2023

The Honorable Debora Juarez
President, Seattle City Council
Seattle City Hall, 2nd Floor
Seattle, WA 98104

Dear Council President Juarez:

It is my pleasure to transmit to the City Council the following confirmation packet for my appointment of Tanya Kim as Director of the Human Services Department (HSD).

The materials in this packet are divided into two sections:

A. Tanya Kim

This section contains Ms. Kim's appointment, her oath of office form, and her resume.

B. Background Check

This section contains the report on Ms. Kim's background check.

Tanya Kim is a results-oriented leader who is committed to accomplishing difficult work to deliver for people in need. Over her years of service, she has consistently demonstrated how she is driven to surmount challenges, and she has done so in partnership with community. She's built-up HSD's leadership team with compassionate and capable public servants who have a commitment to advancing racial equity, supporting providers, and helping the people of Seattle. She leads without ego, and recognizes and cultivates the potential in others, uplifting their voices.

Tanya Kim brings a wealth of experience to her position as Human Services Department Director. She's served as HSD's Human Services Program Supervisor, Senior Grants & Contracts Specialist, Planning & Program Development Specialist, Planning and Development Supervisor, Division Director for the Youth & Family Empowerment Division, Deputy Director and has been Acting Director since September 2021. Prior, she managed and led the *Powerful Voices* community-based organization to foster the development of adolescent girls. Her experience as a provider gives Tanya a deep appreciation for the positive impact non-profits have on our community while also understanding the challenges they face.

Recognizing how community needs are higher than ever, my office took great care in reviewing this nominee's abilities and her relationships to community. In recent weeks, my office consulted with stakeholders regarding Tanya Kim's performance, including representatives from the King County Regional Homelessness Authority, the Seattle Human Services Coalition, Community Passageways, Let Everyone Advance With Dignity (LEAD), the Ballard Food Bank, the Chief Seattle Club, Southwest Youth & Family Services, the Chinese Information and Service Center, the Coalition Ending Gender-Based Violence, the Workforce Development Council, former Councilmember and HSD Director John Okamoto (under whom Tanya served), and several current and past staff members at the Human Services Department. The resounding conclusion from stakeholders was that Tanya Kim is a highly capable, analytical, caring and humble human services leader worthy of your vote of confirmation. Further, my office conferred with the Seattle Department of Human Resources and the Office of the Employee Ombud to find she's had no complaints in her over decade of service to the City, including during her 16

months as Acting Director. Review of Tanya Kim's performance and the consultation with stakeholders is the process that informed my decision to advance her for your consideration today.

Tanya brings empathy, kindness, and fiscal stewardship to a department that has faced significant transition and disruption in recent years. As the City has increased financial investments in HSD, she recognized the need to commensurately increase staff capacity to meet the demand. She's worked to strengthen the department's financial operations by building in checks-and-balances for contract review and adopting sound governing policies and procedures.

I trust that after reviewing Tanya Kim's application materials, meeting with her, and following the thoughtful review of her credentials and vision through Councilmember Herbold's Public Safety & Human Services Committee, you will find that she is the right choice to serve as permanent Director of the Human Services Department. Our provider community has made it abundantly clear how essential stability is at HSD after the office has endured significant transitions in recent years. When our City recruiters tell me that Tanya Kim would be a top contender for any human services director position in the nation, it reenforces my belief that we are privileged to have this immense talent who rose to leadership from within the department. I appreciate your consideration.

If you have any questions about the attached materials or need additional information, Deputy Mayor Tiffany Washington would welcome hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Bruce A. Harrell". The signature is written in black ink and is positioned above the printed name and title.

Bruce A. Harrell
Mayor of Seattle

SECTION

A



City of Seattle

Mayor Bruce Harrell

February 1, 2023

Tanya Kim
Seattle, WA
Transmitted via e-mail

Dear Tanya,

It gives me great pleasure to appoint you to the position of Director of the Human Services Department at an annual salary of \$219,390.

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, your initial term will be for four years and you serve at the discretion of the Mayor.

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 Department will thrive under your leadership.

Sincerely,


A handwritten signature in black ink that reads "Bruce A. Harrell". The signature is written in a cursive, flowing style.

Bruce A. Harrell
Mayor of Seattle

cc: Seattle Department of Human Resources file



City of Seattle Department Head Notice of Appointment

Appointee Name: <i>Tanya Kim</i>	
City Department Name: <i>Human Services Department</i>	Position Title: <i>Director</i>
<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: <i>Fill in appointing authority</i>	Term of Position: * Council Confirmation to <i>3/1/2027</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Background: Tanya Kim brings a wealth of experience to her position as Human Services Department Director. She's served as HSD's Human Services Program Supervisor, Senior Grants & Contracts Specialist, Planning & Program Development Specialist, Planning and Development Supervisor, Division Director for the Youth & Family Empowerment Division, Deputy Director and has been Acting Director since September 2021. Prior, she managed and led the <i>Powerful Voices</i> community-based organization to foster the development of adolescent girls. Her experience as a provider gives Tanya a deep appreciation for the positive impact non-profits have on our community while also understanding the challenges they face.	
Authorizing Signature:  Date Signed: February 14, 2023	Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

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



CITY OF SEATTLE ▪ STATE OF WASHINGTON

OATH OF OFFICE

State of Washington

County of King

I, Tanya Kim, swear or affirm that I possess all of the qualifications prescribed in the Seattle City Charter and the Seattle Municipal Code for the position of the Director of the Human Services Department; 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 the Director of the Human Services Department.

Tanya Kim

Subscribed and sworn to before me

this ____ day of _____, 2023.

[Seal]

Elizabeth M. Adkisson, Interim City Clerk

TANYA KIM

Employment

Sept. 2021 – Present

Acting Director, Human Services Department (HSD)

City of Seattle

- Establish priorities as funder, direct service provider and convener to fulfill HSD's mission 'to connect people with resources and solutions during times of need so we can all live, learn, work and take part in strong, healthy communities'
- Foster Mayor Harrell's vision of 'One Seattle;' routinely engage in/oversee policy efforts in collaboration with Councilmember Lisa Herbold (Chair, Public Safety & Human Services Committee) and Councilmember Andrew Lewis (Chair, Public Assets & Homelessness)
- Provide leadership for 427+ dedicated employees, overseeing \$319 million of complex funding streams and 170+ human services contracts
- Build relationships with community and other constituents to advance racial equity, improve policy and procedures, and deliver effective human services

Feb. – Sept. 2021

Deputy Director, Human Services Department (HSD)

City of Seattle

- Led HSD's Senior Leadership Team of 11 executive-level leaders
- Responsible for investments and policy efforts spanning youth, family, affordability, emergency feeding, and community safety
- Advanced the HSD's racial equity goals as a co-lead for the Racial Equity Plan and as a member of the Change Team

Oct. 2017 – Feb. 2021

Division Director, Human Services Department (HSD)

City of Seattle

- Provided leadership for the Youth & Family Empowerment Division of 60+ employees and budget of \$33+ million
- Oversaw divisional operations including workplans, procurement processes, contracts (e.g., affordability, emergency feeding and nutrition, youth development, community safety, family support, etc.), and direct services (i.e. Seattle Youth Employment Program, Upward Bound, Utility Discount Program and Vehicle Licensing Fee Rebate program)

Nov. 2015 – Oct. 2017

Planning and Development Supervisor, Human Services Department (HSD)

City of Seattle

- Led a Youth & Family Empowerment Division Planning Unit of 6+ Planners and Administrative employees focusing on affordability, emergency feeding and nutrition, youth development, community safety, and family support
- Responsible for all aspects of the division's competitive funding processes
- Oversaw unit products including budget material, grant applications and reports, stakeholder meeting material, policy briefing material, and legislative actions
- Recipient of annual employee recognition awards as an individual and part of a unit, nominated by peers and the department director

June – Nov. 2015

Legislative Assistant, Seattle City Councilmember John Okamoto

City of Seattle

- Tracked, researched, analyzed, and briefed the Councilmember on assigned issues; staffed constituent and executive meetings; engaged community stakeholders; and made policy recommendations
- Clerked the Committee on Housing Affordability, Human Services, and Economic Resiliency. Managed the schedule, developed meeting agendas/minutes, wrote the Chair's speaking points, and liaised with executive offices

- July 2013 – June 2015** **Planning & Program Development Specialist, Human Services Department (HSD)**
City of Seattle
- Led competitive funding processes for the Youth & Family Empowerment Division
 - Provided program planning support for Seattle Youth Employment Program and Upward Bound direct service programs focusing on BIPOC young people
 - Change Team member; led internal RSJI funding process; co-led the RSJI Core Team Outcomes Framework Committee
- Oct. 2010 – July 2013** **Senior Grants & Contracts Specialist, Human Services Department (HSD)**
City of Seattle
- Administered contracts in two divisions for homecare, disability, adult day care and health, youth development, South Park youth services, and crime prevention
 - Conducted annual assessments in accordance with state, federal and other local regulatory guidelines; monitored corrective actions
 - Convened provider meetings and organized community safety trainings
- Apr. – Sept. 2012** **Human Services Program Supervisor, Human Services Department (HSD)**
City of Seattle
- In this temporary assignment, led and managed all aspects of the Seattle Youth Employment Program direct services, including hire of temporary employees, recruitment and support of employers hosting interns, recruitment and support of 200 interns, mitigating challenges, and reporting
- Sept. 2006 – Oct. 2010** **Executive Director**
Powerful Voices, Seattle
- Led Powerful Voices, a non-profit community-based organization whose mission was 'to foster adolescence girls' development by providing programs and promoting social justice so girls can realize their dreams, engage their communities and shape a better world' through its direct services and advocacy
 - Managed and supervised five senior staff; supported 12-person board of directors
 - Responsible for financial health; managed annual operating budget of < \$1 million including fundraising: foundation, government, corporate, and individual donors
 - Focused on community building and advocacy at city, county and state levels
- Sept. 2003 – Sept. 2006** **Program Manager**
Powerful Voices, Seattle
- Managed and supervised ten staff, interns, and volunteers; managed partnerships
 - Responsible for juvenile detention programming, high school academic and employment direct services (co-founder), and case management (founder).
 - Completed all reporting for contract reimbursement and grants
- Sept. 2003 – June 2004** **Pathways Program Coordinator**
Community Schools Collaboration, Tukwila
- 0.2 FTE contractor, concurrent with Powerful Voices
 - Developed Foster High School's after-school health and wellness program
 - Provided direct services for BIPOC students in group and individual settings; supported juniors and seniors with post-high school transition plans
- Apr. 2001 – Sept. 2003** **Youth Program Manager**
International District Housing Alliance, Seattle
- Managed Wilderness Inner-city Leadership Development Program, a youth development program; led community organizing with low-income immigrant and refugee high school students and Chinatown-International District elders

- Supervised ten staff, interns and volunteers

Mar. 1999 – Mar. 2001 Public Programs Coordinator

Wing Luke Asian Museum, Seattle

- Responsible for programs/special events: lectures, film, classes, and performing arts to further its mission to ‘connect everyone to the dynamic history, cultures, and art of Asian Americans, Native Hawaiians, and Pacific Islanders through vivid storytelling and inspiring experiences to advance racial and social equity’
- Co-founded and managed YouthCAN youth development program, a 2010 National Arts and Humanities Youth Program award recipient; co-founded and provided direct service of summer college internship program

Professional Development & Education

2010 – ongoing	City of Seattle: FEMA Intro. to the National Incident Management System, FEMA Intro. to Incident Command System, Homeless Youth and Young Adult Street Outreach, Race and Social Justice Initiative Toolkit, Community Engagement, Mediation and Conflict Resolution, Workplace Violence Prevention, Ethics, Results Based Facilitation 101-301, Results Based Accountability (certified), Implicit Bias, Anti-Harassment and Anti-Discrimination, Coaching for Results, Art of Feedback, Lean/Continuous Improvement, etc.
2009	Strategic Financial Management Course University of Washington Evans School, Seattle
2009	Executive Director Peer Table Talks Non-Profit Works, Seattle
2008	Executive Program for Nonprofit Leaders Stanford Graduate School of Business, Stanford
2002	Undoing Institutionalized Racism People’s Institute, Seattle
1993 – 1997	American Cultural Studies, Bachelor of Arts Degree Western Washington University, Bellingham

Community Leadership & Volunteerism

2019 – 2021	Children and Youth Advisory Board (City of Seattle representative) Best Starts for Kids, King County
2015 – 2021	Board of Trustee Cedarmere Foundation, Seattle
2010 – 2011	Board of Directors & Economic Development Grant Committee Women’s Funding Alliance, Seattle
2010	Prostituted Youth Advisory Committee Seattle Human Services Department, Seattle
2009 – 2010	Impact Assessment Committee Washington Women’s Foundation, Seattle
2006 – 2010	Minority Executive Directors Coalition, Seattle
2006 – 2010	Asian Pacific Directors Coalition, Seattle
2003 – 2008	Multicultural Advisory Board to the President Western Washington University, Bellingham
2007	Gang Prevention & Intervention Workgroup State of Washington, Olympia

SECTION

B



City of Seattle

Seattle Department of Human Resources

Kimberly Loving, Director

January 24, 2023

TO: Lindsey King – Talent Acquisition Lead SDHR

FROM: Annie Nguyen - Seattle Department of Human Resources

SUBJECT: Background check for Tanya Kim

The Seattle Department of Human Resources has received a copy of **Tanya Kim's** background check provided by Global Screening Solutions. There were no findings that would impact their 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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