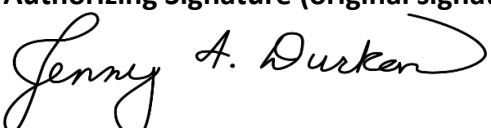




# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Suzette Dickerson</i>		
<b>Board/Commission Name:</b> <i>Community Police Commission</i>		<b>Position Title:</b> <i>Member</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 type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	<b>Date Appointed:</b> 1/31/2020	<b>Term of Position: *</b> 1/1/2021 to 12/31/2023  <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<b>Residential Neighborhood:</b> N/A	<b>Zip Code:</b> 980058	<b>Contact Phone No.:</b> [REDACTED]
<b>Background:</b> Suzette is an experienced Staff Representative at WSCCCE AFSCME Council 2 with a demonstrated history of working in the government relations industry. She is skilled in team building, management, leadership and labor relations. She is also a strong business development professional with a Project Management Certificate focused in Project Management from Bellevue College. Prior to her current role Suzette worked as a Business Representative for Teamsters Local 117.  Suzette has a strong passion for helping others coupled and is driven by equity and social justice, these two components are driving force for her work, day in and day out.		
<b>Authorizing Signature (original signature):</b> 	<b>Appointing Signatory:</b> <i>Jenny A. Durkan</i> <i>Mayor of Seattle</i>	

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

Suzette Dickerson

**Education-**

Eastern Gateway University	January 2020 – Present
Bellevue College	January 2014 - December 2014
<b>Project Management Certificate</b>	
Green River Community College	October 2008 - January 2009
<b>Spanish Classes</b>	
Renton Technical College	September 2000 - January 2001
<b>Office Assistant/Receptionist Certificate</b>	
Renton Technical College	September 1996 - June 1997
<b>Dental Assistant Certificate</b>	
Bellevue Community College	September 1991 - May 2003

**Experience –**

WSCCCE, AFSCME Council 2

**Staff Representative –** January 2017 - Present

Represent member for Loudermills, grievances & arbitrations. Write grievances, Memorandum of Agreements, Contract Proposals & calendar meetings. Communicate with members, management, Office of Labor Relations, Labor Partners, King County Council Members, and Dow Constantine's Office. Negotiate and enforce agreements on behalf of members and work groups. Collaborate with King County and Labor Partners. Serve as one of three King County Coalition of Unions Co-Chairs (focusing as Political Liaison)

Teamsters Local No. 117

**Business Representative –** March 2015 – October 2016

Represent member for Loudermills, grievances & arbitrations. Write grievances & calendar meetings. Communicate with members, management, Office of Labor Relations, Labor Partners, King County Council Members, and Dow Constantine's Office. Negotiate and enforce agreements on behalf of members and work groups. Collaborate with King County and Labor Partners. Serve on Total Comp Bargaining, Equity & Social Justice Work Plan/Work Force, Solid Waste Advisory Committee, Coalition of Unions, Support Employees Program, and Public Health Level One. Work with various Labor Management Committees, Teamster's National Black Caucus, and Teamster's For Tomorrow.

King County Prosecuting Attorney's Office

**Legal Administrative Specialist III -** October 2006 – March 2015

Interview and Investigate clients for paternity establishment, determine whether a case meets criteria for paternity filing, schedule appointments, create and send out interview letter's, communicate with outside agencies (Attorney General's Office, Division of Child Support, Department of Social & Health Services,



Department of Child & Family Services, Attorney's, Courts, Law Enforcement Agencies), prepare cases for filing, locate work, utilize other systems (SEMS, SEAKING, JIS, DOH, ECR, JBRS, DMDC, Accurint, Microbuilt), cover front desk, cover for genetic testing, and cover for Involuntary Treatment paralegal.

**Legal Administrative Specialist II -** February 2002 - October 2006

Process various motions, orders, and other documents, make copies, file documents with the courts, associate incoming documents with files, mail out documents to parties, update address for clients, meet with clients about appearance paperwork, cover for court run and reception duties, train new LAS II's when needed, complete locate work and other assignments (using SEMS, SEAKING, JIS, DOH, ECR, Accurint, Microbuilt), cover DNA testing.

**Legal Administrative Specialist I -** May 2001 - February 2002

Answer incoming calls, open and distribute mail, assist other units with various tasks, train new employees, greet clients, route legal documents, handle confidential information, mail out postal inquiry letters, assist with court run duties, complete special projects, operate copy machine, fax machine, cover Involuntary Treatment paralegal.

Federal Way School District February 2012 – July 2017 (Seasonal)

**Track & Field Specialist/Coordinator -**

Help to reorganize the Elementary Track program, run meets, oversee track employees, address any questions from students, parents and employees, organize the Washington Hershey State Track Meet, make sure qualifiers receive documents for the National Hershey Track Meet, set up and tear down stadium.

City of Renton

**Assistant Coach -** May 2001 – July 2014

Work with children ages five to fifteen, answer questions from parents, train children on proper form drills, help children to obtain goals, assist in running track meets, start races using whistle and blank gun, oversee the elite group for extra training.

**Associations**

Council 2 2017 - Present

**Delegate for Local 1857**

Teamsters Local 117 2005 - 2016

**Shop Steward**

**Political Action Committee**

**Teamsters For Tomorrow**

**Teamster's National Black Caucus**

**Delegate**

Kentridge Wrestling Boosters 2011 - 2014

Co-President

**Spirit Wear Coordinator**

**Team Mom**

Kentridge PTSA 2011 - 2012

**Co-Spirit Wear Chair**

Hershey's State Track &amp; Field

2012 - 2014

**Event Coordinator**

Fairwood Villa Condo Association

8/2005 - 3/2010

**Vice President****Training's**

Employee Engagement Conference

July 27, 2015 – July 29, 2015

LERA Conference

March 2015, 2017, 2019

Shop Steward Seminar

2005 – 2016 (yearly seminar)

Leadership Academy

8/6/2014 - 8/27/2014

Negotiation Nut's &amp; Bolts

2011, 2012, 2013, 2015, 2015, 2016, 2017, 2019

Standard &amp; Basic Plus First Aid, CPR, AED

9/25/2008, 1/4/2011 &amp; 4/30/2014

Interpersonal Conflict Resolution

9/19/2006 - 9/20/2006

Business Writing

10/18/2005 - 10/25/2005

Grammar and Punctuation

10/14/2004 - 10/15/2004

**Other**

I am a people oriented person and know my passion for helping others will allow me to succeed. In addition to helping others, I have a strong interest in Equity & Social Justice. These two competencies are a part of every environment. It would be an opportunity of a lifetime to be able to utilize my wealth of knowledge and experience, in a position that had strong demands for these competencies.

### **Suzette Dickerson's Bio**

Experienced Staff Representative with a demonstrated history of working in the government relations industry. Skilled in Microsoft Word, Team Building, Management, Leadership, and Microsoft Excel. Strong business development professional with a Project Management Certificate focused in Project Management from Bellevue College.



