



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Andrea Scheele (Morgan)		
Board/Commission Name: Civil Service Commission, Public Safety Civil Service Commission		Position Title: Executive Director
X Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: Civil Service Commission (CSC), Public Safety Civil Service Commission (PSCSC) Org: (CIV)	Date Appointed: 1/22/2020	Term of Position: * 1/22/2020 to 1/21/2023 <input type="checkbox"/> Serving remaining term of a vacant position
Residential Neighborhood: N/A	Zip Code: N/A	Contact Phone No.: [REDACTED]
Background: <p>This is the appointment of Andrea Scheele (Morgan) to the position of Executive Director of the Civil Service Commissions. Andrea is an experienced attorney, human resources professional and people manager who leads with her core values of compassion, integrity, and equity. She has served since October 2019 as the Interim Executive Director of the Civil Service Commissions.</p> <p>Prior to serving as Interim Executive Director, Andrea worked as HR Manager for the Finance and Administrative Services Department (FAS), directing HR investigations, advising management and employees, and collaborating with City labor partners. Andrea also worked as an Assistant City Attorney in the Seattle City Attorney's Office's Employment Section, advising departments on labor and employment law issues and representing the City in litigation and arbitration. Before coming to the City, Andrea proudly represented individual plaintiffs in employment discrimination matters.</p>		
Authorizing Signature (original signature): 	Appointing Signatory: Amy Bonfrisco Commission Chair, CSC	
Authorizing Signature (original signature): 	Appointing Signatory: Joel A. Nark Commission Chair, PSCSC	

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

Andrea Scheele [Morgan] WSBA #36773

EXPERIENCE

City of Seattle

Interim Executive Director, Civil Service Commissions, October 2019-present (OOC)

Manage the Commissions' hearing, meeting, and appeal processes in accordance with applicable rules and law, provide oversight of the public safety civil service exam process, establish and improve awareness among City employees of the work of the Commissions, research and analyze applicable legislation, rules, and procedures to collaborate with stakeholder and advise Commissions regarding procedure and protocol, represent the Commissions to all relevant audiences, including the Mayor's Office, City Council, Citywide Human Resources, and labor partners City employees, and others, effectively oversee office administration and serve as a resource for City employees seeking information and/or Commission review.

Human Resources Manager, October 2018-October 2019

As deputy to the Human Resources Director of a City department, advise, assist, and develop policy related to employment and labor practices for a diverse unionized workforce. Collaborate with management and labor partners to build positive workplace culture and consistent, transparent practices. Oversee investigations of employee complaints and address needs of management and employees in the wake of those investigations. Engage with employee union representatives in formal and informal settings to bargain, collaboratively resolve issues and to ensure compliance with collective bargaining agreements. Mentor, support, and supervise HR staff. Act as public disclosure officer for HR division, and ensure division-wide compliance with public disclosure and document retention requirements. Engage closely with City attorneys on departmental legal matters.

Assistant City Attorney, November 2014 – October 2018

As part of the City Attorney's Office, successfully provided labor and employment legal representation and advice to HR teams and executives. Litigated on behalf of the City in state and federal courts, labor arbitrations, and other administrative proceedings. Prepared responses to administrative charges, including EEOC, HRC, and SOCR. Advised on employee progressive discipline, discrimination, collective bargaining agreement interpretation and application, disability accommodation, federal, state and local leave laws, and wage and hour issues. Developed strong relationships within the legal department, labor, and client departments to successfully accomplish client goals. Managed outside trial counsel.

Teller & Associates, PLLC, Seattle, Washington

Attorney, July 2006 – November 2014

As a plaintiff's employment trial attorney, effectively represented individuals in state and federal employment-related matters, including sex/age/race/religious/disability discrimination, administrative matters, professional services contract negotiations, non-competes, severance and separation agreements. Advocated for individuals in recovering unlawfully withheld wages, the ADA interactive process, and whistleblower matters. Had primary responsibility for matters throughout the case lifecycle, from client selection through post-trial.

Law Office of Gregory Murphy, P.S., Tacoma, Washington

Associate Attorney, August 2005 – July 2006

Provided legal advice and support to individual and corporate clients in areas of employment discrimination, personal injury, and civil rights.

EDUCATION

Seattle University School of Law Juris Doctor - May 2005

University of Washington Bachelor of Arts in Anthropology - May 2000

BAR ADMISSIONS Washington State; U.S. District Court Western District of Washington

PROFESSIONAL AND COMMUNITY ACTIVITIES

City Leadership Academy Cohort Four, 2019-2020

Mayor Durkan's Interdepartmental Team on Anti-harassment and Anti-Discrimination, 2017-2018

Washington State Association of Municipal Attorneys Member, 2014-2018

Andrea Scheele [Morgan] WSBA #36773



Mother Attorneys Mentoring Association of Seattle Member, 2011-present

Washington Employment Lawyers Association Member, 2005-2014

Unemployment Law Project Board Member, 2006-2016

King County Neighborhood Legal Clinic Volunteer, 2005-2011

PUBLICATIONS

Litigating the Sexual Harassment Case, 3rd Ed., ABA Publication, 2009. Chapter Coauthor: "Mitigation of Damages in Sexual Harassment Cases."

"Technology-Use Rights of the Non-Union Employee." Coauthor, ABA Section of Labor and Employment Law, March 2006 National Conference on Equal Employment Opportunity Law.



City of Seattle

CIVIL SERVICE COMMISSIONS

The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

February 21, 2020

Honorable Lorena González, Council President
Honorable Lisa Herbold, Chair Public Safety & Human Services
Seattle City Council
PO BOX 34025
Seattle, WA 98124-4025

Dear Council President González and Councilmember Herbold:

On behalf of the Seattle Civil Service Commission (CSC) and the Seattle Public Safety Civil Service Commission (PSCSC) we ask that the City Council confirm the Commissions' appointment of Andrea Scheele Morgan as Executive Director, as provided under section [4.04.250](#) of the Seattle Municipal Code. At a joint meeting of the Seattle Civil Service and the Public Safety Civil Service Commissions on January 22, 2020, the CSC and PSCSC voted to appoint Ms. Scheele Morgan as Executive Director, subject to Council confirmation, for a term of three years, beginning January 22, 2020.

The Commissions conducted a recruitment process and unanimously selected Ms. Scheele Morgan as our new Executive Director. Her combination of knowledge and experience have prepared her to lead the important work of the Civil Service and Public Safety Civil Service Commissions. Through her service as the Interim Director Andrea has demonstrated a commitment to embed equity into her work at every level, serve as a collaborative partner and provide thoughtful and authoritative counsel.

Please contact Pam Inch in the Seattle Department of Human Resources at (206) 684-7562 if you have any questions regarding this appointment.

Sincerely,

Commissioner Amy Bonfrisco, Chair
Civil Service Commission

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

Cc: Andrea Scheele Morgan, Executive Director
Thao Madsen, Boards and Commissions Registry Manager, City Clerk

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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