

Seattle Office for Civil Rights

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<http://www.seattle.gov/civilrights/>

Department Overview

The Seattle Office for Civil Rights (OCR) works to achieve equity and advance opportunity in Seattle by:

- Developing policies and promoting partnerships to achieve racial equity and social justice
- Enforcing City, state and federal anti-discrimination laws that guarantee equal access to housing, employment, public accommodations, contracting and lending
- Staffing the Seattle Human Rights Commission, Seattle Women's Commission, Seattle Lesbian Gay Bisexual Transgender Commission, and the Seattle Commission for People with disAbilities
- Administering the Title VI program of the 1964 Civil Rights Act, which relates to physical access to governmental facilities; projects; and programs, and Title II complaints alleging discrimination on the basis of disability in the provision of services; activities; programs; or benefits by the City
- Offering free technical assistance and outreach to businesses; community groups; and the general public, including immigrants; people of color; women; people with disabilities; and lesbian, gay, bisexual, transgender and queer communities
- Making available a wide array of civil rights information, including translations into other languages

Beginning in 2015, OCR will house the newly created City of Seattle Office of Labor Standards, which will centralize outreach and enforcement of City ordinances addressing labor standards and coordinate with current enforcement staff on shared-jurisdiction claims and cases. The main work program of the Office of Labor Standards includes the following:

- The Paid Sick and Safe Time Ordinance, requiring employers to provide paid sick and safe time to employees who work within Seattle city limits
- The Job Assistance Ordinance, which regulates the use of criminal history in employment decisions
- The Minimum Wage Ordinance, which regulates the minimum hourly wage for workers in the City of Seattle
- Wage Theft Ordinances, which provides criminal remedies when an employer intentionally fails to pay an employee's wages or benefits

OCR also leads the City's Race and Social Justice Initiative (RSJI). The goals of the Initiative are to end institutional racism in City government; promote inclusion and full participation of all residents in civic life; and partner with the community to achieve racial equity across Seattle.

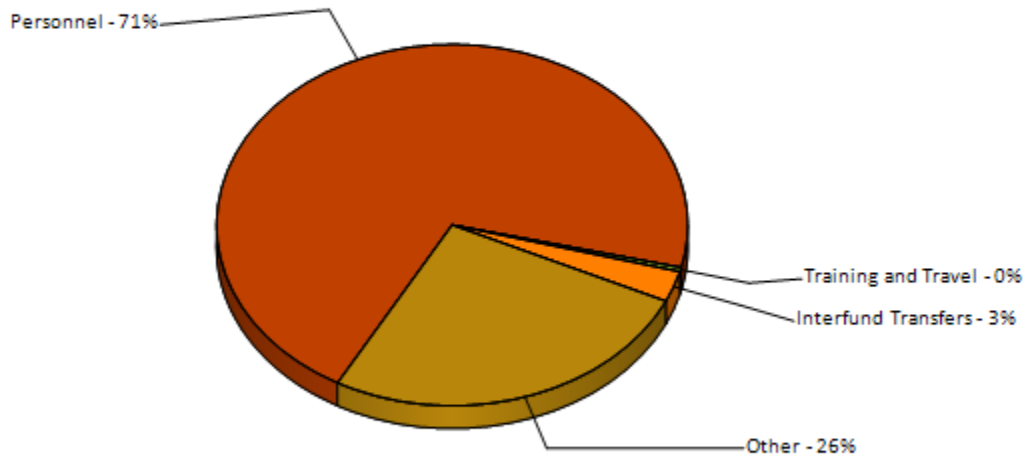
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Budget Snapshot

Department Support	2013 Actual	2014 Adopted	2015 Adopted	2016 Endorsed
General Fund Support	\$2,814,811	\$2,956,570	\$4,665,457	\$4,821,428
Total Operations	\$2,814,811	\$2,956,570	\$4,665,457	\$4,821,428
Total Appropriations	\$2,814,811	\$2,956,570	\$4,665,457	\$4,821,428
Full-time Equivalent Total*	23.00	23.50	31.25	31.25

* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.

2015 Adopted Budget - Expenditure by Category



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Budget Overview

The 2015 Adopted and 2016 Endorsed Budgets includes funding for the City's new Office of Labor Standards. This office will include new positions to centralize labor-standards compliance and enforcement work, lead labor-standards policy development and guide the City's future approach in this area, engage in education and outreach on labor standards, and investigate potential labor standards violations. In 2015, OCR will add a labor standards director. The Office of Labor Standards will function as a division within OCR, and the labor standards director will lead this division. In addition, OCR will add a new full-time position to reach out to the community, and it will increase staffing for outreach to businesses about the City's labor standards ordinances. The Mayor supports an approach to labor standards that emphasizes outreach and education, and funding was provided for outreach including partnerships with community and business stakeholders. OCR will also add a full-time lead investigator, who will join OCR's investigation team. Additionally, the Proposed Budget included two investigator positions to be added in 2016. Placing the Office of Labor Standards in OCR allows for additional administrative and case management support from existing OCR staff that the Office of Labor Standards would not have if it was a standalone office.

OCR will increase a position from half time to full time with funding from the Office of Arts and Culture. The position supports the City Race and Social Justice Initiative (RSJI), and, with the new funding, will become Deputy Director of RSJI. The Deputy Director will lead outreach in the Arts and Culture sector of OCR's Campaign for Racial Equity, as well as leading a number of other projects of interest to both OCR and Arts.

The budget also includes funding for an upgrade to OCR's case-management system, which will be particularly important given the office's expanded purview. The upgrade is expected to improve workflow and record retention and allow OCR to more efficiently develop data on the City's civil-rights compliance efforts.

City Council Changes to the Proposed Budget

For the Office of Labor Standards, the City Council increased funding for outreach, education, consultation, and referrals. The Office for Civil Rights is developing a process to guide the use of these funds. The Council also added funding in 2015 to hire the two civil rights investigators originally proposed to be added in 2016.

For the Office for Civil Rights, the City Council added funding for a juvenile justice racial impact assessment. When it adopted Ordinance 12460, concerning Land Use Code amendments related to the King County Juvenile Justice Center, the Council also signed a Statement of Intent between King County and the City of Seattle to continue to address racial disproportionality in the juvenile justice system. This funding will fund that work.

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Incremental Budget Changes

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	2015		2016	
	Budget	FTE	Budget	FTE
Total 2014 Adopted Budget	\$ 2,956,570	23.50	\$ 2,956,570	23.50
Baseline Changes				
Salary, Benefits and Other Technical Adjustments	\$ 39,759	0.00	\$ 39,759	0.00
Citywide Adjustments for Standard Cost Changes	\$ 149,886	0.00	\$ 153,737	0.00
2014 Supplemental Position Changes	\$ 150,626	1.75	\$ 150,626	1.75
Proposed Changes				
Create and Staff Office of Labor Standards	\$ 510,698	3.50	\$ 660,460	5.50
Partner with Office of Arts and Culture on Programming and Community Outreach	\$ 45,000	0.50	\$ 45,000	0.50
Upgrade Case-Management System	\$ 160,000	0.00	\$ 0	0.00
Proposed Technical Changes				
Citywide Training and Travel Reallocation	-\$ 3,072	0.00	-\$ 3,072	0.00
Technical Adjustments	\$ 4,881	0.00	\$ 5,031	0.00
Final Citywide Adjustments for Standard Cost Changes	\$ 101,438	0.00	\$ 113,317	0.00
Council Changes				
Office of Labor Standards Outreach, Education, Consultation and Referral	\$ 300,000	0.00	\$ 700,000	0.00
Hire Civil Rights Investigators	\$ 199,671	2.00	\$ 0	0.00
Fund Assessment of King County Juvenile Justice Center	\$ 50,000	0.00	\$ 0	0.00
Total Incremental Changes	\$ 1,708,887	7.75	\$ 1,864,858	7.75
2015 Adopted/2016 Endorsed Budget	\$ 4,665,457	31.25	\$ 4,821,428	31.25

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Descriptions of Incremental Budget Changes

Baseline Changes

Salary, Benefits and Other Technical Adjustments - \$39,759

Technical adjustments reflect departmental reorganization and employment costs.

Citywide Adjustments for Standard Cost Changes - \$149,886

Citywide technical adjustments made in the "Baseline Phase" reflect changes due to inflation, central cost allocations, retirement, healthcare, workers' compensation and unemployment costs. These adjustments reflect initial assumptions about these costs and inflators early in the budget process. This adjustment reflects movement of funding from Finance General to pay for costs allocated by Department of Information Technology and Finance & Administrative Services. These costs were previously paid directly by Finance General on the department's behalf.

2014 Supplemental Position Changes - \$150,626/1.75 FTE

This adjustment reflects FTE changes that were passed by Council through the supplemental ordinances effective in 2014. The purpose of this adjustment is to include all Council approved FTE changes as of January 1, 2015. In 2014, the Council added a full-time strategic advisor to work on gender equity issues and a 0.75 FTE training and education coordinator to provide training both to City employees and to external organizations on the City's Race and Social Justice Initiative (RSJI).

Proposed Changes

Create and Staff Office of Labor Standards - \$510,698/3.50 FTE

This change creates an Office of Labor Standards within OCR. OCR currently investigates, enforces, and performs community outreach related to the City's Paid Safe and Sick Time and Job Assistance Ordinances. Beginning in 2015 its purview will expand to include all City ordinances that address labor standards, including the Minimum Wage Ordinance, Wage Theft and any future legislative actions.

- In 2014, OCR staffed labor-standards work with a 1.0 FTE investigator and a 0.5 FTE business outreach liaison.
- In 2015, OCR will add a 1.0 FTE labor standards director to lead the new office. In addition, the business outreach liaison will be increased to 1.0 FTE, and OCR will add a 1.0 FTE community outreach liaison and a 1.0 FTE lead investigator.
- In 2016, OCR will add two additional 1.0 FTE investigators.

Funding is provided (\$100,000 in 2015 and \$50,000 in 2016) to support outreach including partnerships with business and community stakeholders in the City's labor standards ordinances. The funding will enable education and outreach that is tailored to the needs and demographics of these stakeholders' target audiences. Funding for the Office of Labor Standards budget also provides for administrative and case management support from existing OCR staff.

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Partner with Office of Arts and Culture on Programming and Community Outreach - \$45,000/.50 FTE

This change increases a half-time position to full time with funding from the Office of Arts and Culture. The new position will have broad policy and programmatic responsibilities for aligning OCR's and Arts' community and outreach efforts around racial equity. Among other projects, the position will develop funding opportunities for community, immigrant, and refugee groups to use the arts to address race and social justice issues.

Upgrade Case-Management System - \$160,000

OCR uses a custom-designed software program, called MARTIN, to manage and track its enforcement of non-discrimination and labor standards laws and to respond to public disclosure requests about its work in these areas. Since it began using MARTIN, in 2008, two new laws (Paid Sick and Safe Time and the Job Assistance Ordinance) have been added to OCR's enforcement portfolio, and some of the office's processes have changed. The upgrade will accommodate these changes. It will also help OCR implement a recommendation from the City Auditor to increase its use of automation in order to improve its consistency in case file documentation.

Proposed Technical Changes

Citywide Training and Travel Reallocation - (\$3,072)

This adjustment makes small reductions to training and travel budget appropriations Citywide. The Budget reallocates these funds to a new Centralized Management and Leadership Development program in the Department of Human Resources. More information on the new training program can be found in the Department of Human Resources budget section.

Technical Adjustments - \$4,881

Changes reflected in this category include: adjustments within or between Budget Control Levels that align funding with spending requirements, corrections to baseline adjustments made during Executive phase, and other technical changes to staffing and program funding requirements. These changes are considered technical in nature because they do not significantly affect approved department service delivery or require new or additional policy decisions.

Final Citywide Adjustments for Standard Cost Changes - \$101,438

Citywide technical adjustments made in the "Proposed Phase" reflect changes due to inflation, central cost allocation, retirement, healthcare, workers' compensation, and unemployment costs. These adjustments reflect updates to preliminary cost assumptions established in the "Baseline Phase."

Council Changes

Office of Labor Standards Outreach, Education, Consultation and Referral - \$300,000

This funding (\$300,000 in 2015 and \$700,000 in 2016) will allow the Office of Labor Standards to contract with one or more community-based organizations to increase workers' awareness and understanding of City labor laws. These organizations are uniquely placed to offer outreach to workers in low-wage sectors and to provide information in culturally appropriate formats and languages.

Hire Civil Rights Investigators - \$199,671/2.00 FTE

This item adds funding to hire two civil rights investigators in the Office of Labor Standards in 2015 instead of 2016.

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Fund Assessment of King County Juvenile Justice Center - \$50,000

The Office for Civil Rights will partner with King County in 2015 on a consultant-led race and social justice analysis of King County's proposed juvenile court and detention facility to be located in Seattle. King County will help fund the analysis, the results of which may guide the facility's design and programming.

City Council Provisos

The City Council adopted the following budget proviso:

- *Of the appropriation in the 2015 budget for the Office for Civil Rights' BCL, \$50,000 is appropriated solely for a juvenile justice racial impact assessment and may be spent for no other purpose.*

Expenditure Overview

Appropriations	Summit Code	2013 Actual	2014 Adopted	2015 Adopted	2016 Endorsed
Civil Rights Budget Control Level	X1R00	2,814,811	2,956,570	4,665,457	4,821,428
Department Total		2,814,811	2,956,570	4,665,457	4,821,428

Department Full-time Equivalents Total*	23.00	23.50	31.25	31.25
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Appropriations By Budget Control Level (BCL) and Program

Civil Rights Budget Control Level

The purpose of the Civil Rights Budget Control Level is to encourage and promote equal access and opportunity, diverse participation, and social and economic equity in Seattle. OCR works to eliminate discrimination in employment, housing, public accommodations, contracting and lending in Seattle through enforcement, and policy and outreach activities. The office enforces Seattle's labor-standards ordinances. In addition, the office is responsible for directing the Race and Social Justice Initiative, which leads other City departments to design and implement programs that help eliminate institutionalized racism.

Program Expenditures	2013 Actual	2014 Adopted	2015 Adopted	2016 Endorsed
Civil Rights	2,814,811	2,956,570	4,665,457	4,821,428
Total	2,814,811	2,956,570	4,665,457	4,821,428
Full-time Equivalents Total*	23.00	23.50	31.25	31.25

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