

Office of the Employee Ombud

Amarah Khan, Director

(206) 256-5982

Department Overview

In 2018, the Mayor issued [Executive Order 2018-04](#) creating the Office of the Employee Ombud (OEO) following the recommendations issued by the Anti-Harassment Inter-departmental Team on improving the City's workplace culture. OEO's mission is to support City employees in all branches of City government in assessing their concerns regarding workplace conduct that may be considered inappropriate; may constitute harassment, discrimination, or retaliation; and/or is in conflict with the City's Personnel Rules, Citywide workplace expectations, and other City policies. OEO is the primary conflict management resource for the City.

The OEO provides assistance to City employees through a variety of means, including conflict management and resolution, clarifying the City's processes and systems for reporting and investigations; facilitating discussions to break down miscommunication; providing the contact for represented employees' unions; and understanding what remedies are available through State or Federal agencies. The OEO also supports employees with referrals to the City's contracted Employees Assistance Program (EAP) for appropriate emotional assistance.

In addition to individual employee services, the OEO engages with policy improvements that support the City's continuous effort to provide every City employee a safe and respectful workplace where they can do their best work in serving the residents of Seattle. OEO, as part of its systemic change mission, offers trainings and capacity building to City departments so that practices and behaviors that cause conflict among us can be addressed in a proactive manner. Beginning in 2020, the OEO submits an annual report to the Mayor's Office and City Council that addresses issues extending beyond the experiences of individual employees. The report includes recommendations to clarify the City's Personnel Rules, complaint and investigations systems or trainings, and share information on patterns of inappropriate workplace conduct at the City.

Budget Snapshot

	2020 Actuals	2021 Adopted	2022 Adopted
Department Support			
General Fund Support	707,768	733,298	1,092,079
Total Operations	707,768	733,298	1,092,079
Total Appropriations	707,768	733,298	1,092,079
Full-Time Equivalents Total*	5.00	4.00	6.00

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

Office of the Employee Ombud

Budget Overview

The 2022 Adopted Budget furthers the Mayor’s commitment to the Office of the Employee Ombud and the growth necessary to carry out the office’s mission. Since the creation of the department in the second quarter of 2019, it has received over 500 requests for assistance. In order to be able to keep up with the growing need, the Adopted Budget adds two additional positions: one position will serve as the coordinator for anti-hate crimes and crimes of bias training and development; another position will provide administrative support to the director and office.

The 2022 Adopted Budget also provides for citywide technical adjustments related to space sublease costs, internal services costs, and personnel costs.

City Council Changes to the Proposed Budget

The Council made no changes to the 2022 Proposed Budget.

Incremental Budget Changes

Office of the Employee Ombud

	Dollars	FTE
2021 Adopted Budget	733,298	4.00
Baseline		
Citywide Adjustments for Standard Cost Changes	49,395	-
Baseline Adjustments for Personnel Costs	20,867	-
Adopted Operating		
Increase Anti-Hate Crimes Training Capacity	151,701	1.00
Increase Administrative Support Capacity	87,618	1.00
Adopted Technical		
Space Sublease Costs	49,200	-
Total Incremental Changes	\$358,781	2.00
Total 2022 Adopted Budget	\$1,092,079	6.00

Description of Incremental Budget Changes

	<u>Baseline</u>
Citywide Adjustments for Standard Cost Changes	
Expenditures	\$49,395

Office of the Employee Ombud

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including rates from the Department of Finance & Administrative Services, Seattle Information Technology Department, Seattle Department of Human Resources, and for healthcare, retirement and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

Baseline Adjustments for Personnel Costs

Expenditures	\$20,867
--------------	----------

This centrally administered change adjusts appropriations to restore the annual wage increase for non-represented Executives, Managers and Strategic Advisors, which was forgone in 2021 due to financial constraints.

Adopted Operating

Increase Anti-Hate Crimes Training Capacity

Expenditures	\$151,701
Position Allocation	1.00

This item creates 1.0 FTE StratAdvsr1, Exempt pocket in the Office of the Employee Ombud, and increases appropriation by \$151,701 to the BO-EM-V10MB Office of the Employee Ombud BSL. The ongoing body of work for this position is training development and coordination related to anti-hate crimes and crimes of bias within City departments and in the city at large, described in more detail below.

Increase Administrative Support Capacity

Expenditures	\$87,618
Position Allocation	1.00

This item creates 1.0 FTE Admin Spec I pocket in the Office of the Employee Ombud, and increases appropriation by \$87,618 to the BO-EM-V10MB Office of the Employee Ombud BSL. The ongoing body of work for this position is administrative support, described in more detail below.

Adopted Technical

Space Sublease Costs

Expenditures	\$49,200
--------------	----------

This item increases one-time appropriation authority by \$49,200 to the BO-EM-V10MB Office of the Employee Ombud (OEO) BSL for office sublease costs in 2022.

Office of the Employee Ombud

Expenditure Overview

	2020 Actuals	2021 Adopted	2022 Adopted
Appropriations			
OEO - BO-EM-V10MB - Office of Employee Ombud			
00100 - General Fund	707,768	733,298	1,092,079
Total for BSL: BO-EM-V10MB	707,768	733,298	1,092,079
Department Total	707,768	733,298	1,092,079
Department Full-Time Equivalents Total*	5.00	4.00	6.00

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

Budget Summary by Fund Office of the Employee Ombud

	2020 Actuals	2021 Adopted	2022 Adopted
00100 - General Fund	707,768	733,298	1,092,079
Budget Totals for OEO	707,768	733,298	1,092,079

Revenue Overview

2022 Estimated Revenues

Account Code	Account Name	2020 Actuals	2021 Adopted	2022 Adopted
341900	General Government-Other Rev	-	342,489	286,140
Total Revenues for: 00100 - General Fund		-	342,489	286,140
Total OEO Resources		-	342,489	286,140

Office of the Employee Ombud

Appropriations by Budget Summary Level and Program

OEO - BO-EM-V10MB - Office of Employee Ombud

The purpose of the Office of Employee Ombud Budget Summary Level is to assist City of Seattle employees in navigating the City's conflict management system. OEO supports all processes relating to harassment, discrimination, or misconduct and provides recommendations to the Mayor and City Council on policies and procedures that can help create an inclusive workplace environment.

Program Expenditures	2020 Actuals	2021 Adopted	2022 Adopted
Employee Ombud Office	707,768	733,298	1,092,079
Total	707,768	733,298	1,092,079
Full-time Equivalents Total*	5.00	4.00	6.00

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

