

# Office for Civil Rights

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

## Department Overview

The Office for Civil Rights (OCR) envisions a city of liberated people where community historically impacted by racism, oppression, and colonization hold power and thrive. OCR's mission is to end structural racism through accountable community relationships and anti-racist organizing, policy development, and civil rights enforcement.

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, lending and protection against conversion therapy provided to minors;
- developing and conducting testing for discrimination in employment hiring and housing based on race, national origin, sexual orientation, gender identity and disability;
- staffing the Seattle Human Rights Commission, Seattle Women's Commission, Seattle Lesbian, Gay, Bisexual, Transgender, and Queer 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 civil rights 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; and
- making available a wide array of civil rights information, including translations into other languages.

OCR leads the City's Race and Social Justice Initiative. 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. In working to achieve these goals, OCR conducts Race and Social Justice trainings, including Racial Equity Toolkit training, for all City staff and/or departments, community organizations and educational institutions.

## Budget Snapshot

	2018 Actuals	2019 Adopted	2020 Endorsed	2020 Proposed
<b>Department Support</b>				
General Fund Support	4,943,332	4,864,563	6,042,306	6,639,611
<b>Total Operations</b>	<b>4,943,332</b>	<b>4,864,563</b>	<b>6,042,306</b>	<b>6,639,611</b>
<b>Total Appropriations</b>	<b>4,943,332</b>	<b>4,864,563</b>	<b>6,042,306</b>	<b>6,639,611</b>
Full-Time Equivalent Total*	28.00	31.00	31.00	33.00

\* 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

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## Budget Overview

The 2020 Proposed Budget adds staffing capacity to the Office of Civil Rights (OCR) to support the City's Race and Social Justice Initiative (RSJI). The budget adds two positions to OCR: one commission liaison position, and one position focused on RSJI training. Adding the commission liaison position allows OCR to expand RSJI staffing to respond to the growing need across the City for RSJI support.

OCR staffs four commissions: the Commission for People with disAbilities, the Seattle LGBTQ Commission, the Seattle Human Rights Commission, and the Seattle Women's Commission. Prior to 2014, OCR had two commission liaison positions dedicated to providing support to the four commissions. Each liaison supported two commissions, and the staffing was focused on serving as point of contact for the commissions, administrative support, managing the recruitment and appointment process, training and onboarding new commissioners, providing technical assistance, and assisting with event planning. In 2014, there was a re-organization that shifted a vacant commission liaison position to the RSJI Division to expand capacity to address the growing city-wide RSJI needs and the mandates. Since 2015, the RSJI work across the city has continued to expand with OCR playing a critical role in supporting department training and policy needs. OCR has struggled to support the four commissions with only one position. Adding a new position will allow OCR to continue and expand the level of support for the RSJI work and staff the commissions more effectively.

In May 2018, the Mayor issued Executive Order (EO) 2018-04: Anti-Harassment and Anti-Discrimination. Among other things, the EO tasked the Seattle Department of Human Resources (SDHR) director and the OCR director to develop anti-harassment and anti-discrimination training. SDHR was also directed to work with all departments to develop a training plan for employees to include anti-harassment and anti-discrimination training and bias training. The two departments have worked collaboratively to assess the training needs of executive departments and develop a training plan. The demand for trainings far exceeds the capacity that the two departments have for providing trainings. To respond to the EO, and meet department training needs, the 2020 Proposed Budget adds two positions to SDHR and one position to OCR. SDHR is the lead department on the EO and the training plan. The SDHR positions are described in the SDHR section of the budget. The OCR position will add capacity to the department to do RSJI training and partner with SDHR on embedding RSJI in the anti-harassment and anti-discrimination trainings.

The 2020 Proposed Budget maintains \$1 million added by the City Council in the 2020 Endorsed Budget for community-based organizations providing alternatives to or addressing harm created by the criminal justice system. Funds will be dispersed through a participatory grantmaking model led by OCR in which participants use a democratic process and shared analysis to make funding decisions.

Finally, the 2020 Proposed Budget includes funding for wage adjustments related to the tentative agreement between the City and the Coalition of Unions.

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## Incremental Budget Changes

### Office for Civil Rights

	2020 Budget	FTE
<b>Total 2020 Endorsed Budget</b>	<b>6,042,306</b>	<b>31.00</b>
<b>Baseline</b>		
2020 Coalition and Non-Rep Annual Wage Increase Base Budget	330,370	-
2020 State Paid Family Medical Leave Increase Base Budget	3,701	-
Citywide Adjustments for Standard Cost Changes	(11,657)	-
Move Racial Equity Fund to RSJI	-	-
Move Testing Budget to Enforcement	-	-
<b>Proposed Operating</b>		
Increase Commission Support	125,479	1.00
Increase Race and Social Justice Training Capacity	149,413	1.00
<b>Total Incremental Changes</b>	<b>\$597,305</b>	<b>2.00</b>
<b>Total 2020 Proposed Budget</b>	<b>\$6,639,611</b>	<b>33.00</b>

## Description of Incremental Budget Changes

### Baseline

#### 2020 Coalition and Non-Rep Annual Wage Increase Base Budget

Expenditures \$330,370

This centrally administered change adjusts appropriations to reflect the Annual Wage Increase, as outlined in the tentative agreement between the City and the Coalition of Unions, for personnel costs included in this department's baseline budget. This includes increases to salary, FICA, Medicare, retirement, overtime and temporary labor.

#### 2020 State Paid Family Medical Leave Increase Base Budget

Expenditures \$3,701

Starting in January 2020, Washington State will offer paid family and medical leave benefits to all workers in the State of Washington, including City of Seattle employees. In 2020, the tentative agreement with the Coalition of Unions moves a portion of the cost responsibility to the employee in 2020, with the City paying the remainder. This item increases appropriations to account for the City's obligation for all employees.

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## Citywide Adjustments for Standard Cost Changes

Expenditures \$(11,657)

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including the Department of Finance & Administrative Services rates, Information Technology rates and Human Resources rates, health care, retirement and industrial insurance charges for the department. This adjustment also includes a transfer of resources from the department to the Human Resources Investigations Unit (HRIU) as part of the City's efforts to improve investigative processes and practices across the City departments. While the internal service rates are final for 2020, some of the other adjustments reflect initial assumptions about these costs and inflators early in the budget process.

## Move Racial Equity Fund to RSJI

Expenditures -

This is a budget neutral change to move the Racial Equity Fund that assists organizations with building their capacity to address structural racism, from the Leadership and Administration program to the Race and Social Justice program. The Racial Equity Fund is \$60,000.

## Move Testing Budget to Enforcement

Expenditures -

This is a budget neutral technical change to move the \$150,000 testing program budget from the Leadership and Administration program to the Civil Rights Enforcement program. The testing program utilizes testers to identify discriminatory practices and bias in access to Seattle's housing market and employment.

## Proposed Operating

### Increase Commission Support

Expenditures \$125,479

Position Allocation 1.00

This item adds a position to staff both the Commission for People with DisAbilities (SCPD), and the Seattle LGBTQ Commission. Prior to 2014, OCR had two positions supporting the commissions. In 2014, a re-organization shifted one of the positions to the RSJI team in recognition of the increasing RSJI body of work across the City. Because the demand for OCR RSJI training, policy and toolkit support has continued to increase, OCR needs to maintain and increase the level of RSJI staffing. The position will provide administrative support on various tasks, staff commission meetings, manage the recruitment and appointment process, onboard new commissioners, deliver coordinate commissioner training, assist with coordinating of commissions events, and provide appropriate liaison duties between commissions and City departments, Council staff, and the Mayor's office.

### Increase Race and Social Justice Training Capacity

Expenditures \$149,413

Position Allocation 1.00

This items adds a Strategic Advisor 1, Exempt position to increase RSJI training capacity to the department. In May 2018 the Mayor issued Executive Order (EO) 2018-04: Anti-Harassment and Anti-Discrimination. Among other things, the EO tasked the Seattle Department of Human Resources (SDHR) director and the OCR director to develop anti-harassment and anti-discrimination training. To respond to the EO, and meet department training needs, the 2020 Proposed budget adds two positions to SDHR and one position to OCR. SDHR is the lead department on the EO

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and the training plan. The SDHR positions are described in the SDHR section of the budget. The OCR position is focused on adding capacity to the department for RSJI trainings and partnering with SDHR to embed RSJI in the anti-harassment and anti-discrimination trainings.

### Expenditure Overview

	2018 Actuals	2019 Adopted	2020 Endorsed	2020 Proposed
<b>Appropriations</b>				
<b>OCR - BO-CR-X1R00 - Civil Rights</b>				
00100 - General Fund	4,943,332	4,864,563	6,042,306	6,639,611
<b>Total for BSL: BO-CR-X1R00</b>	<b>4,943,332</b>	<b>4,864,563</b>	<b>6,042,306</b>	<b>6,639,611</b>
 <b>Department Total</b>	 <b>4,943,332</b>	 <b>4,864,563</b>	 <b>6,042,306</b>	 <b>6,639,611</b>
 <b>Department Full-Time Equivalent Total*</b>	 <b>28.00</b>	 <b>31.00</b>	 <b>31.00</b>	 <b>33.00</b>

*\* 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 for Civil Rights

	2018 Actuals	2019 Adopted	2020 Endorsed	2020 Proposed
00100 - General Fund	4,943,332	4,864,563	6,042,306	6,639,611
<b>Budget Totals for OCR</b>	<b>4,943,332</b>	<b>4,864,563</b>	<b>6,042,306</b>	<b>6,639,611</b>

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### Appropriations by Budget Summary Level and Program

#### OCR - BO-CR-X1R00 - Civil Rights

The purpose of the Civil Rights Budget Summary 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. In addition, OCR 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.

<b>Program Expenditures</b>	<b>2018 Actuals</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>	<b>2020 Proposed</b>
Civil Rights	1,263,056	-	-	-
Civil Rights Enforcement	-	1,124,586	1,135,313	1,419,684
Leadership and Administration	2,487,725	1,878,884	2,996,125	2,862,214
Policy	555,586	801,036	919,128	1,099,445
RSJI	636,965	1,060,058	991,740	1,258,268
<b>Total</b>	<b>4,943,332</b>	<b>4,864,563</b>	<b>6,042,306</b>	<b>6,639,611</b>
Full-time Equivalents Total*	28.00	31.00	31.00	33.00

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The following information summarizes the programs in Civil Rights Budget Summary Level:

#### Civil Rights

<b>Expenditures/FTE</b>	<b>2018 Actuals</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>	<b>2020 Proposed</b>
Civil Rights	1,263,056	-	-	-

#### Civil Rights Enforcement

<b>Expenditures/FTE</b>	<b>2018 Actuals</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>	<b>2020 Proposed</b>
Civil Rights Enforcement	-	1,124,586	1,135,313	1,419,684
Full Time Equivalents Total	12.00	12.00	12.00	12.00

#### Leadership and Administration

<b>Expenditures/FTE</b>	<b>2018 Actuals</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>	<b>2020 Proposed</b>
Leadership and Administration	2,487,725	1,878,884	2,996,125	2,862,214
Full Time Equivalents Total	4.00	5.00	5.00	5.00

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### Policy

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2020</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
Policy	555,586	801,036	919,128	1,099,445
Full Time Equivalents Total	5.00	7.00	7.00	8.00

### RSJI

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2020</b>
<b>Expenditures/FTE</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Endorsed</b>	<b>Proposed</b>
RSJI	636,965	1,060,058	991,740	1,258,268
Full Time Equivalents Total	7.00	7.00	7.00	8.00