



## Seattle Legislative Department

# Legislative Administrator and Department Reorganization Dec. 2025

## FAQs for Legislative Department Staff

### 1. Why is the department restructuring?

- To create clearer leadership accountability, ensure continuity of services, better align work units so work is more efficient, and eliminate confusion of roles.

### 2. Will this change impact my job?

- No. Staff will not experience any changes in their position duties/tasks.

### 3. Are positions being eliminated?

- No

### 4. Will reporting lines change?

- Yes – some reporting lines will shift to reflect the new organizational structure.
- Attached is a copy of the updated organizational structure – Human Resources and your director will review the structure in an upcoming unit meeting. If you have any additional questions, please contact [Legislative Department Human Resources](#).

### 5. Will this impact my workload?

- The intent is to create better balance and clarity, not increased workload. If work shifts occur in represented positions, discussion with the union will be scheduled before communicating with respective staff.

### 6. The restructuring creates a new position (administrator), what is the main purpose of having a Legislative Administrator?

- The administrator will be providing direction to the divisions concerning operations of the department so that the Council President (CP) can be focused on Council governance and policymaking.
- This role is consistent with a past position that existed within the department. The addition of an administrator also aligns the department with other similar

government organizations including the King County Council, City Courts, and both chambers of the Washington State Legislature.

**7. Will this change the Council President's role as the department's Appointing Authority?**

- No – the Council President is still recognized as the Legislative Department's Department Head and has the ultimate authority for all decisions involving the department.
- The administrator is expected to consult and update the Council President on critical department/division decisions before implementation.

**8. Will this prevent staff from meeting with the Council President?**

- No – division directors and staff will continue to have access to the Council President. The administrator may be present to support the Council President.
- The Council President will have discretion to delegate requested meetings or requests to the Administrator and/or individuals with subject matter expertise.

**9. What is the administrator's role in this organizational structure?**

- This executive-level position will serve as a direct and consistent partner to the elected Council President, ensuring continuity of operations between Council President administrations and accountability across divisions.
- The goal is to provide dedicated leadership, direction and facilitation of Division Directors by holding division directors accountable for the effective and consistent management of their divisions and the department as a whole and prevent managing divisions in silos.

**10. How will this change the Division Director's role?**

- Outside of a few direct report changes in the Clerk's Office and Central Staff, impacts will be minimal. Division directors will continue to be responsible in the management of their division.
- They will continue to be delegated by the CP to have the authority in making hiring and separation decisions for their divisions. Division directors are expected to discuss separation recommendations with CP or if delegated, the administrator before any action.
- Primarily, prior to making operational changes and obtaining the CP's approval in their respective divisions, directors should be collaborating and strategizing with the administrator to ensure proposals for operational

changes do not cause unintended consequences for the department.

**11. What additional changes are expected with this restructuring?**

- Other than facilitating the direction of division directors, the administrator will lead the coordination of the following work units: Internal Council, Public Disclosure, Information Technology, , Legislative Operations, and Special Projects staff.
- Also, as part of the restructuring, Finance and Human Resources will now be separate divisions.

**12. Why did some units move/change?**

- The reorganization has been under consideration for about a year as a way to better support the Council President, councilmembers, division directors and staff.
- Realigning organizational units under the appropriate divisions will reduce duplication, streamline workflows, ensure resources are strategically allocated, and support operational efficiencies.

**13. How was the move of work units determined?**

- A review of the ordinance concerning specific positions was conducted to ensure compliance.
- Evaluating Leadership also reviewed the Legislative Department's organizational structures and identified opportunities of workflow efficiencies and alignment with other similar organizations.