
SABRINA STEEL

EXPERIENCE

LEGISLATIVE COUNSEL

CONGRESSMAN ANDY LEVIN, UNITED STATES HOUSE OF REPRESENTATIVES, WASHINGTON, DC

2019-2021

- Drafted legislation, memos, amendments and oversight letters, including H.R. 8960, the Sustainable Investment Policies Act and H.R.8959, the Retirees Sustainable Investment Policies Act; Key areas of focus included work to augment workforce development with education opportunities, expanding overtime pay, and require the adoption of sustainable investment policies by investors and pension plan fiduciaries.
- Advised the Representative on government oversight, labor, pensions, trade, financial services, gun safety, telecommunications, consumer protection, and the judiciary.
- Organized and prepare materials for legislative hearings, markups and floor activity.
- Tracked floor and other committee activities, and make voting recommendations related thereto.
- Researched, review and draft legislation; solicited input from stakeholders, drafted memos and letters; tracked regulatory developments; met with stakeholders and constituent groups.
- Fostered relationships with committee staff and advocacy groups to move legislation through the committee and House processes.
- Managed one labor fellow and two interns on policy and procedural related tasks.

JOB RELATED TRAINING

Government Affairs Institute Congressional Management Foundation *Legislative Operations for Congressional Staff*
9/2020

SENIOR POLICY ANALYST

US DEPARTMENT OF LABOR, WASHINGTON, DC

2010-2018

- Advised senior leadership regarding Wage and Hour policies to implement statutory provisions or to reflect policy changes and developed regulations and corresponding sub-regulatory protocols, often in response to GAO audits and OIG reports.
- Conducted seminars and provided technical assistance to employers on the implementation of the Wage and Hour Division's laws; implemented new strategies for investigators to more effectively enforce the Family and Medical Leave Act and the Fair Labor Standards Act, including their anti-discrimination, retaliation, and whistleblower provisions.
- Travelled to regional offices to train Wage and Hour field staff on: investigative techniques and strategy, preparation of investigations for litigation, and providing technical expertise on technical questions of enforcement.

Selected Accomplishments:

- Drafted a manual for processing applications for subminimum wage certificates under Section 14(c) of the FLSA.
- Prepared at least 10 Field Operation Handbook chapters/revisions for clearance by branch chiefs, SOL, and high-level management of the Wage and Hour Division.
- Trained National Office staff on the formatting, finalizing and clearance of Field Operation Handbook revisions.
- Assisted Regional Office staff in creating and conducting training on investigations and managers under the FMLA branch's new strategic enforcement policy in preparation for the roll out the first FMLA pilot Strategic Enforcement Action to Compliance; developed training materials, in conjunction with regional staff, to assist field staff nationwide with the shift in focus from a complaint-based compliance approach to systemic and strategic compliance under the FMLA; trained over one hundred investigators and managers on how to investigate, identify and remedy potential systemic violations under the FMLA.
- Trained field staff on the Family and Medical Leave act, section 14(c) of the Fair Labor Standards Act, the Service Contracts Act and Executive Order 13658 through National, Regional (Just in Time) and Basic trainings; Presented (on several occasions) on the Family and Medical Leave Act, section 14(c) of the Fair Labor Standards to employers,

- employees, stakeholders, attorneys and other interested parties. Created and presented (on several occasions) the PowerPoint, “Break Time for Nursing Mothers under the FLSA”; answered questions addressing complex issues.
- Formulated Field Operations Handbook (FOH) guidance for Wage and Hour Staff on the enforcement of FLSA 7(r): Break Time for Nursing Mothers.
- Drafted sections of the Family and Medical Leave Act Field Operations Handbook Chapters 39 and 69, which replaced 52w, and serve as external and internal guidance on the provisions of the Family and Medical Leave Act and its enforcement procedures; prepared these Chapters for Wage and Hour clearance.
- Planned and participated in regional compliance conferences for certificate holders under Section 14(c) of the FLSA.
- Drafted parts of the NPRM, Final Rule and rollout materials for the implementing regulations of Executive Order 13706: Paid Sick Leave for Federal Contract Workers.
- Drafted supporting materials to the 2012 FMLA Final Rule including press releases, training materials, and fact sheets.
- Drafted parts of the NPRM and regulatory language for the change in the definition of spouse in the FMLA regulations
- Developed guidance materials on investigative tools for conducting a Wage and Hour investigation, including the use of subpoenas, search warrants and civil money penalties.
- Collaborated with partners at Health and Human Services to develop the online resource, “Business Solutions for Nursing Mothers”, which provides assistance to employers on accommodating nursing mothers in all applicable industries.
- Managed a team of five to collect and analyze the Break Time for Nursing Mothers Request for Information (RFI) comments; created a database and led the team on processing comments and entering them into the database in preparation for writing a report on the RFI comments.

JOB RELATED TRAINING

- Regulatory Drafting and Process- the Regulatory Group 8/2016
- Train the Trainer 7/2015
- Basic II Investigator Training 7/2013
- Basic I Investigator Training 1/2012
- Basic IB National Office Training – Government Contracts, 2012; Agriculture/Immigration, 2011; FMLA, 2011; FLSA, 2010
- Enforcement Tools Training
- Rulemaking and Administrative Law Training 4 Sessions 2012-2013

CREDENTIALS MANAGER

DEMOCRATIC NATIONAL CONVENTIONS; DENVER, CO/CHARLOTTE, NC

7-8/2008/7-8/2012

- Managed the allocation and distribution of over 100,000 highly confidential and secure credentials for all staff, volunteers and contractors working at the Democratic National Conventions.
- Supervised staff of 15 volunteers and oversaw all distribution operations at the credentials center during the weeks of the Democratic National Conventions.
- Managed 2 staff to assist with coordinating credential requests and changes to any requests or pertinent data.

EDUCATION

Juris Doctor, New York Law School, New York, New York – May, 2009

Bachelor of Arts, Reed College, Portland, Oregon – May, 2005