Programs	Administering Office(s)	Operations Description	Activities	Results
Health and Wellness Programming	Benefits and Retirement Administration	Wellness programs include activities such as exercise, weight-loss competitions, educational seminars, tobacco-cessation programs and health screenings that are designed to help employees eat better, lose weight and improve their overall physical health	Coordinating multiple wellness events District-wide including flu shot clinics, mammovan, and wellness challenges	Held over 150 events in FY19.
Annual Leave Bank Administration	Benefits and Retirement Administration Program	Running the District Government workforce's Annual Leave Bank	Working with employees and the Office of Payroll and Retirement Services to facilitate transferring of donated leave	N/A
Health and Retirement Plan Management	Benefits and Retirement Administration	Running all aspects of the District Government workforce's Health and Retirement Plans	Answering employee questions about enrollment and benefits in various health and retirement programs Collaborating with various vendors that provide District employee health and retirement services	N/A
Retirement and Death Claims Processing	Benefits and Retirement Administration	Executing all DC Government retirements and death claims	Assisting employees to determine retirement eligibility and benefits that will be taken into retirement	627 retirements processed in FY21.
University Partnerships	Center for Learning and Development	Partnering with universities to secure employee tuition reimbursement	Collaborating with local universities and colleges to provide tuition reimbursement Advertising discounts to employees	Partnerships with more than 10 universities/colleges
Employee Training	Center for Learning and Development	Instructional training including working with vendors, including eLearning vendor	Facilitating employee training Managing and collaborating with vendors, including eLearning vendor, to schedule employee training Developing agency-specific training	Over 7,000 employees completed over 300 unique trainings. Over 64,000 online courses completed in online learning platform in FY21.
Learning and Development Programs	Center for Learning and Development	Includes development programs such as, Certified Public Managers, District Leadership Program, Six Sigma, Capital City Fellows and Learn, Earn, Advance, Prosper (LEAP)	Collaborating with various agencies to match learning opportunities with the participant Advertising and evaluating applicants for programs Providing guidance and mentorship to participants	N/A
Coaching Program	Center for Learning and Development	This program facilitated trainings and coaching clinics for managers within District Government agencies where managers can obtain advice and other coaching resources. The impact of this program was measured through using pre- and post- surveys.	Training managers on effective coaching techniques Providing managers with coaching resources	N/A
Onboarding	Center for Learning and Development/ HR Solutions Administration	Transitioning new employees to District Government service includes providing information on the history of the District, government ethics, benefits, and common workplace practices. Employees also receive credentials (badges) during this time	Full-day new employee orientations that includes presentations from DCHR and partners District-wide	Over 5,000 new employees hired in FY21
Executive/Excepted Service Hiring	HR Solutions Administration	Hiring the District Government's executive leadership and positions excepted from competitive hiring practices.	Facilitating new employee orientation for Excepted and Executive Service employees	N/A
Recruitment and Staffing Services	HR Solutions Administration	Recruiting and hiring the District Government's managerial and non-managerial personnel according to the dictates of the DC Government's hiring practices.	Reviewing documentation submitted from subordinate agencies to ensure compliance and accuracy	Over 5,000 new employees hired, over 2,500 jobs posted, and over 9,000 personnel actions processed in FY21
Classification management	HR Solutions Administration	Job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a job.	Classifying positions based on associated duties Recertifying position descriptions Conducting desk audits	5 desk audits completed in FY21
Exit Interviews and Off-boarding	HR Solutions Administration	Transitioning employees from District Government service by providing information regarding temporary benefits coverage, leave payments, and severance, if applicable.	Meeting with exiting employees to provide exit interview and describe continuing benefits	N/A
Realignments/Reorganizations	HR Solutions Administration	DCHR assists with the movement of District employees when there is a transfer, consolidation, abolition or authorization of functions or hierarchy of an agency between or among a District government agency or agencies, that affects the structure or structures of the agency or agencies. DCHR also assists with the movement of District employees when an agency takes an action that affects the internal structure or functions of an agency, but does not constitute a reorganization.	Meeting with agency leadership to understand new structure Assisting with new organizational structure charts	N/A
PeopleSoft Helpdesk	IT	PeopleSoft technical assistance including PeopleSoft password support, error messages, creating reports, and escalation of errors to OCTO.	Answering employee and job applicant questions via phone and email Analyzing call trends to provided needed training	Almost 5,000 tickets handled in FY21

Police and Firefighters' Retirement and Relief Board	Benefits and Retirement Administration/Office of the General Counsel	Administer the retirement hearings of police and firefighters; provide assistance and legal guidance during the hearings for Police and Firefighter retirements, and for other matters before the Board.	Review medical and other documentation for each case, question witnesses during hearings and draft retirement decisions; review and draft responses to other requests such as requests for survivor benefits from the family of deceased service members.	399 cases handled in FY21 and 21 in FY22.
Child Care Compliance	Policy and Compliance Administration	In collaboration with OSSE's Division of Early Learning, DCHR evaluates criminal histories for child care staff subject to the requirements of the Child Care and Development Block Grant Act	Candidates/staff assessment pursuant to CCDBG. Logs of completed checks and investigations are stored electronically. Providing recommendations for resolving the grievance	N/A
Compliance Auditing	Policy and Compliance Administration	Reviewing and examining agency compliance with District rules and regulations including residency requirements. Providing recommendations for improvements as needed.	DCHR regularly conducts required and requested audits to ensure the efficiency of the District Government and adherence to the District Personnel Manual.	2020 Attorney Licensing - Published in Register Calendar Year 2020 Voluntary Leave Transfer Program FY20 Local Environmental Pay 11 Monthly Marijuana Reports FY20H2 Suitability Report; FY21H1 Suitability Report FY21 Residency Report, FY21H2 Suitability report, FY21 Drug Policy Report, 2021 Attorney Listing, and VLTP - being prepared.
Criminal History Checks	Policy and Compliance Administration	Obtain fingerprints and evaluate criminal histories against regulatory factors to determine individual suitability for government employment.	Candidate/employee suitability assessments. Results and outcomes are stored electronically. Investigating certain cases to determine if applicant is suitable for specific job	Calendar Year 2020 Voluntary Leave Transfer Program
Drug and Alcohol Enforcement Compliance	Policy and Compliance Administration	Drug and Alcohol Enforcement Compliance	Receive drug testing results and, if necessary, take proper administrative action against employees on behalf of the employing agency. Results and outcomes are stored electronically.	FY20 Local Environmental Pay
Personnel Investigations	Policy and Compliance Administration; Office of the General Counsel	Upon request of an agency, and occasionally a labor organization, DCHR may conduct an investigation into allegations of systemic personnel mismanagement	Conducted multiple fact-finding investigations into alleged personnel regulation violations or mismanagement. Investigations result in a final report. Collaborating with external partners to review and approve changes Publish and communicate new changes	11 Monthly Marijuana Reports
Fitness for Duty (Employees)	Policy and Compliance Administration	Whenever any agency has concerns for the wellbeing of an employee due to changes in behavior or performance, DCHR manages the review, approval, and disposition of agencies' fitness assessment requests.	DCHR routinely receives and processes about 20 fitness assessment requests. The results are documented electronically.	1 fitness assessment conducted in FY21
Fitness for Appointment (Candidates)	Policy and Compliance Administration	Evaluated candidate fitness for specific jobs	In collaboration with DYRS, DCHR has piloted a program to determine candidates' physical fitness for performing work as a YDR.	N/A
HR Policy Development (Completed)	Policy and Compliance Administration	DCHR develops policy related documents, providing guidance to agencies and employees concerning personnel management.	Develop proposed legislation, rulemaking and policy guidance.	FY21 Residency Report, FY21H2 Suitability report, FY21 Drug Policy Report, 2021 Attorney Listing, and VLTP - being prepared.

HR Policy Development (In development)	Policy and Compliance Administration	DCHR develops policy related documents, providing guidance to agencies and employees concerning personnel management.	Develop proposed legislation, rulemaking and policy guidance.	**LEGISLATION** CMPA Ominubs Amendment Act of 2021 **RULEMAKING** Health Benefits (eligibility) Retirement Benefits (technical corrections) Suitability (update to 434) Talent Acquisition (final) Witness Service (update to eligibility) **ISSUANCES** Administrative Leave Administrative Closing Pay Details Discipline (2021 Update) Dual and Outside Employment Employee Rights, Responsibilities, and Protections Furloughs Grievance Process (2020 Update) Immigration Reform and Control Act Form I-9 Marijuana and Government Employment Medical Coverage for Temporary Employees (2021) On-Call Premium Pay Pay and Term Limits (2021 Update) Random Drug and Alcohol Testing Recruitment Guide (2021) Recruitment Incentives Reductions in Force Travel Expenses (2020)
HR Program Measurement and Analysis	Strategic Human Capital	Measuring and monitoring HR data including responding to data requests and creating dashboards	Running report and analyzing various data	N/A
Compensation Management	Strategic Human Capital	Providing guidance on compensation and implementing compensation updates including cost of living increases and associated retro payments.	Answering compensation questions, running compensation audits, processes cost of living increases and retros	Over 10,000 cost of living increases processed
Customer Service Management	Strategic Human Capital	Interfacing with and providing customer care for the DCHR clientele to include calls, emails, walk-ins, and mail.	Answering employee calls/in-person questions	Over 45,000 calls in FY21 and over 350,000 customers engaging with the website
Employee verification	Strategic Human Capital	Confirming employee employment dates and positions to outside entities such as loan/mortgage companies and apartment leasing offices.	Responding to requestors regarding employee employment dates, salary, etc.	N/A
Records Management	Strategic Human Capital	Maintaining the District Government workforce's employee Official Personnel Files	Updating OPFs Ensuring accuracy of documents in OPFs Archiving and requesting OPFs from Archives	N/A
Unemployment Claims	Strategic Human Capital	Verifying employment data for the Department of Employment Services	Researching and inputting unemployment information in Department of Labor's electronic system	N/A
Credentialing (issuing and revoking badges)	Strategic Human Capital	Issuing ID badges required in District building	Issuing badges to employees, contractors, and volunteers	N/A
Employee Performance Management	Strategic Human Capital	Running the District's Performance Management system including customer care, training, reporting, and managing all aspects of the DC Government's personnel performance management platform	Agency, employee, and manager training Technical assistance Report running Compliance monitoring	94% of eligible employees had completed performance plans in FY21 and 93% of evaluations completed for FY20
FOIA	Office of the General Counsel	Respond to Freedom of Information Act requests from the public	Communicate with requestors to understand what was requested; collect and review documents for responsiveness; draft responses to FOIA requests and produce documents.	64 FOIA requests dispositioned in FY21.To date in FY22, 14 FOIA requests dispositioned (11 submitted in FY22, and 3 submitted in FY21)

Legal guidance, interpretation and trainings on issues regarding the Comprehensive Merit Personnel Act, District Personnel Manual, and other federal and District personnel and employment laws	Office of the General Counsel	Provide legal guidance and support to internal/DCHR departments as well as to sister agencies across the District on various employment law matters.	Conduct legal research and review of personnel matters; provide legal advise verbally and in writing; draft formal responses or memoranda for notable issues; provide trainings to District HR offices and agency General Counsels on various employment law issues; during COVID-19 pandemic, hosted bi-weekly or monthly General Counsels call to facilitate information sharing around COVID-19 policies and personnel and labor issues; etc.	OGC provides legal guidance and review to various offices and agencies on a myriad of personnel matters on a daily basis, both formally and informally. From FY21 to date, DCHR OGC has provided at least 9 formal trainings/presentations to the HR community (including Human Resources Advisors meetings and Labor Liaison Forums) and legal communities (including agency counsels and OAG attorneys, and the BEGA Ethics Week event) on such topics as the District vaccination policy, conducting investigations, Q&A with Ethics Officers, and ADA compliance, and hosted a Religious Accommodation Request Review Training Workshop. DCHR OGC has also conducted at least 5 special investigations in FY21. DCHR OGC has continued to host the General Counsel teleconference meetings to update this community on policies and pandemic-related topics, and conducted 16 of these meetings in the FY2021-FY22 timeframe. DCHR OGC has also collaborated with OLRCB to represent the District at impact and effects bargaining sessions regarding new or amended personnel policies.
Legal sufficiency review of DCHR projects and documents	Office of the General Counsel	Conduct legal sufficiency review of items including MOUs and MOAs, backpay packages, settlement agreements, suitability analyses, grievance final decisions, employee discipline and removals, draft issuances, etc.	Conduct legal review and research, communicate with drafters and relevant stakeholder to assist with revising and finalizing documents, draft provisions and documents as needed.	N/A
Draft responses to formal inquiries, investigations, or other matters DCHR is required to respond to by law (e.g., Office of the Inspector General investigations, pay claims, overpayment appeals)	Office of the General Counsel	Draft responses to formal inquiries, investigations, or anything else DCHR is required to respond to by law (e.g., Office of the Inspector General investigations, pay claims, overpayment appeals)	Communicate with requestor to understand issue; research applicable rules, regulations, etc.; and draft formal responses.	N/A
Employee Relations-Grievances	Office of the General Counsel	Provide subject matter expertise on the District's grievance process and directly manage grievances at the personnel authority level.	Communicate with employees and/or representatives regarding workplace issues; provide guidance to agencies and employees around the grievance regulations; review, investigate, and respond to employee grievances and concerns; and provide mediation and other informal resolution processes.	In FY21, we managed 14 grievances. To date, we have received 1 grievance in FY22. We received 3-5 calls per week related to grievances and employee complaints.
Employee Relations- ER Training and Support	Office of the General Counsel	Provide trainings to managers around core employee relations topics and support around leave management.	Provide trainings to District managers on leave management, progressive discipline, and employee grievance process; support agencies with PFL processing; and provide daily guidance and support to agencies on FMLA/PFL and ADA concerns as they arise.	In FY21, we completed approximately 18-20 formal trainings on employee relations topics, and have done 2 more in FY2022. We responded to approximately 20-25 calls per week related to FMLA, ADA and COVID leave issues.

Sexual Harassment Officer Program Coordination	Office of the General Counsel	Provide trainings and support to the District's Sexual Harrassment Officers (SHOs) and support in the District's overall implementation of Mayor's Order 2017-313.	Provide trainings, policies, one-on-one guidance and other resources to better equip SHOs in receiving complaints and conducting investigations; collect information related to the SHO program to help inform future policies and trainings; collaborate with the Office of Human Rights and EOM to identify program improvements, training needs, etc.	DCHR continued to support the investigation of sexual harassment complaints by providing a suite of "brown bag trainings" where SHOs could receive interactive, hour long trainings from subject matter experts on specific topics relevant to their SHO work. The following are the dates, topics, and attendance for the 2021 SHO brown bag trainings: 11/5/2020- Conducting Investigations in a Virtual Setting (54 participants) 2/11/2021- Weingarten Rights and Union Representation (66 participants) 5/24/2021- Responding to and Managing Challenging Witnesses & Situations (57 participants) 10/7/2021- Assessing Credibility (34 participants) Finally, on December 13, 2021, DCHR hosted the annual, full-day SHO Investigations Training. DCHR provided a robust day of training to approximately 95 individuals on investigation skills and report guidance.
Disability Inclusion Program Coordination	Office of the General Counsel	Provide services and support to agencies in order to increase opportunities for competitive integrated employment for people with disabilities.	Provide support and guidance to District agency HR Advisors, ADA Coordinators, and employees on disability services; promote disabiity awareness through outreach activities, trainings and job fairs.	For FY21, the Disability Employment Specialist participated in the Manager's Summit (March 2021); presented 5 ADA-related trainings for HR professionals; presented at the Working for Washington training for DDS clients; received 10 referrals in which DCHR provided support services such as resume review.

Agency D.C. Department of Human Resources **Agency Code** BE0 **Fiscal Year** 2021

Mission The mission of the DC Department of Human Resources (DCHR) is to strengthen individual and organizational performance and enable the District government to attract, develop, and retain a highly qualified, diverse workforce

Summary of Services DCHR offers executive management to District government officials and/or agencies by providing personnel-related services to help each agency meet daily mission mandates. Specific services provided include position classification and recruitment services, the interpretation of personnel-related policy, as well as oversight control (such as the adherence to regulatory requirements) for effective recruitment and staffing, strategic and financial restructuring through realignment assistance, and resource management. In addition, the agency provides D.C. government employees with a variety of services, including employee benefits and compensation guidance, performance management, compliance, audit assessments,legal guidance on personnel matters, and training/development.

2021 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
Response to the Pandemic: DCHR was instrumental in providing employee support and guidance during the pandemic. This ranged from: publishing guidance on various issues including COVID sick leave, social distancing, and vaccination and related incentives, expanding wellness opportunities, detailing employees to assist with urgent needs such as the 2020 election, and providing needed legal guidance and Districtwide employee communication.	DCHR's functions continued throughout the emergency. Employees within the agency were provided with the necessary information to maintain engagement, health and to stop the spread via communications about social distancing, return to work policies and precautions, and general wellness.	This accomplishment allowed for DC Residents to receive essential services through the continuation of functions throughout the pandemic. DC Residents received assistance at the polls during the 2020 election due to DCHR detailing employees to assist.
Updated Electronic Processes: To enhance delivery of services, DCHR updated and/or enhanced key electronic processes that included upgrading to a new learning management platform that provides a tailored employee experience with recommended training and books based on topic areas selected by the employee. In the first quarter after release 3,578 unique users accessed content with a 61% return rate and earned 7,155 badges. In addition, DCHR drafted business requirements that will allow personnel action attachments in our Human Resources Information System, a call back feature in our call management system, a chat feature on our website, and updated business intelligence dashboards.	As a result of this accomplishment, DCHR has a more modern approach to learning/development, processing personnel actions, communication with internal and external partners, and data analysis.	This accomplishment will allow for DC Residents to have easier and more modern communication channels with DCHR, through the call management call back feature and the website chat feature. DC Residents will also benefit from receiving services provided by workers with increased training.
Career Pathways: During the fiscal year, DCHR recruited and selected our first set of apprentices who then began their formal apprenticeship programs. DCHR provided needed coaching, training, and support to selected apprentices and associated guidance to sponsor agencies. In addition, DCHR collaborated with multiple stakeholders across the District to draft standards including educational curriculum for additional apprentice programs.	DCHR developed the Pathways program and training that will help to develop the skillsets of apprentices. Also, one of the apprentice programs is an HR Program, which will help to improve and enhance the next generation of HR professionals within DCHR and HR offices throughout the District.	DCHR selected, coached, and trained the DC Resident apprentices – giving them an opportunity to o gain a foothold into middle-class, public service careers. This accomplishment will continue to positively impact DC Residents, through the selection and training of additional apprentices.

2021 Key Performance Indicators

Measure	Frequency	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual	Was 2021 KPI Met?	Explanation For Unmet KPI
1 - DCHR strategically and expeditiously sources, selects and on-boards highly talented individuals with the acumen, aptitude, and attitude to thrive in District Government. (3 Measures)											
Average number of days to fill vacancy from post to offer acceptance	Quarterly	75	86.6	60	75	69	78	88	77.5	Unmet	Our target this year was a stretch goal for this measure. Our progress with this measure shows in the decrease from 86.6 days in FY20 to 77.5 days in FY21.
Percent of new hires that are DC residents	Quarterly	50.9%	55.2%	60%	55%	49.9%	54.9%	51.5%	52.7%	Unmet	We increased our goal this fiscal year to challenge our agency with this measure. We aim to meet our target in the coming fiscal year with the help of our Strategic Recruitment and Pathways Enhancement initiatives.

Measure	Frequency	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual	Was 2021 KPI Met?	Explanation For Unmet KPI
Percent of DC Government employees that are DC residents	Annually	New in 2020	43.7%	60%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	42.8%	Unmet	This was a stretch goal for DCHR, we will continue our efforts to increase District residency in FY22.
2 - DCHR engages District employees to ensure that each person is in the right job and has been provided with the right resources to leverage their knowledge, skills, and behaviors to meet District goals and sustain organizational success. (3 Measures)											
Percent of DC Government employees participating in the deferred compensation program	Quarterly	40.7%	45%	60%	50%	50.5%	50.1%	54%	51.1%	Unmet	New Employees are automatically enrolled into the 457(b) program upon hire, with the option to opt out. DCHR increased the target for this measure from 40% in FY20 to 60% in FY21. The percentage enrolled increased from 45% in FY20 to 51.1% in FY21, reflecting the consistent improvement in this measure. We will continue our efforts through retirement seminars and information sessions to facilitate further increase in this measure. We anticipate a steady increase in this as hiring and automatic enrollment continues.
New Hire Turnover Rate	Annually	8.4%	5.4%	10%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	6.93%	Met	
Percent of Official Personnel Folders converted to electronic files	Annually	New in 2021	New in 2021	New in 2021	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0%	New in 2021	
3 - DCHR defines the pathways, programs and processes to create opportunities to continuously develop District employees and residents through assignments and activities aimed at advancing their career trajectory. (2 Measures)											
Percent of DC Government employee performance plans completed (excludes DCPS and independent agencies)	Annually	91%	93.2%	93%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	93.75%	Met	
Percent of DC Government employee performance evaluations completed (excludes DCPS and independent agencies)	Annually	85.1%	88.4%	88%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	92.87%	Met	

2021 Workload Measures

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual
1 - Background checks and drug and alcohol screening (2 Measures)							
Number of drug/alcohol tests conducted	8809	9753	426	658	1935	3373	6392
Number of criminal checks conducted	17,313	32,546	1836	4170	8219	9491	23,716
1 - Call and Walk-in Center (1 Measure)							
Number of customer resource center walk-ins	14,511	4110	0	0	0	0	0
1 - Position classification and management (1 Measure)							
Number of Desk Audits Completed	148	67	0	0	1	4	5
1 - Recruitment and Staffing Services (3 Measures)							
Number of new hires	7043	6333	836	1004	1423	2178	5441
Number of job postings	2548	2284	484	689	710	773	2656
Number of Actions Processed	10,824	9386	2487	2069	2235	2504	9295
2 - Employee Relations (3 Measures)							
Number of grievances processed	53	23	0	1	1	3	5
Number of Customer Calls to Customer Care Center and Benefits	New in 2021	New in 2021	13,737	10,157	9659	12,385	45,938
Number of customers engaging website	New in 2021	New in 2021	101,945	71,811	77,850	102,808	354,414
2 - Health, Pension, Retirement, and Wellness Programs (2 Measures)							
Number of retirements	542	445	Annual Measure	Annual Measure	Annual Measure	Annual Measure	627
Number of Retirement Readiness trainings delivered	New in 2021	New in 2021	1	3	0	0	4
3 - Learning and Development Programs (3 Measures)							
Number of unique employees completing training	20,333	20,659	2462	2377	1875	709	7423
Number of individual trainings completed	22,840	323	172	97	54	29	352
Number of Individual Training Courses Completed Through Online Training Platform (SkillPort)	17,733	21,220	22,486	15,742	15,825	10,180	64,233
4 - Shared Services (4 Measures)							
Number of employees completing a diversity or inclusion training class	New in 2021	New in 2021	131	292	59	87	569
Number of employees trained as sexual harassment officers	New in 2021	New in 2021	105	0	0	34	139
Number of managers trained on sexual harassment prevention	New in 2021	New in 2021	30	204	10	1	245
Number of managers trained on disability inclusion	New in 2021	New in 2021	No data available	No data available	No data available	No data available	No data available

2021 Operations

Operations Title	Operations Description	Type of Operations
1 - DCHR strategically and expeditiously sources, selects and on-boards highly talented individuals with the acumen, aptitude, and attitude to thrive in District Government. (6 Activities)		
Recruitment and Staffing Services	Recruiting and hiring the District Government's managerial and non-managerial personnel according to the dictates of the DC Government's hiring practices.	Daily Service
HR Information Systems Administration	DCHR administers the Districts HR Information Systems which helps maintain accurate records on personnel, and facilitates numerous HR functions such as payroll, performance, compliance, training, recruiting, and benefits.	Daily Service
Credentialing (issuing and revoking badges)	Issuing ID badges required in secure areas of the facilities; such as employee work spaces.	Daily Service
Background checks and drug and alcohol screening	Drug and Alcohol Enforcement Compliance.	Daily Service

Operations Title	Operations Description	Type of Operations
Position classification and management	Job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a job. Position management refers to the HRMS system relationships between organization structure, jobs, positions and employees with all of their associated characteristics. It also needs to incorporate the process of how positions are created and maintained within the organization.	Daily Service
Call and Walk-in Center	Interfacing with and providing customer care for the DCHR clientele to include calls, emails,walk-ins, and mail. Also includes analyzing visitor trends.	Daily Service
2 - DCHR engages District employees to ensure that each person is in the right job and has been provided with the right resources to leverage their knowledge, skills, and behaviors to meet District goals and sustain organizational success. (8 Activities)		
Merit Pay/Incentives/Rewards	Executing raises and dispensing bonuses for exceptional service.	Key Project
FOIA and Litigation Support	Responding to Freedom of Information Act requests from the public.	Daily Service
Policy development, amendment, and guidance/interpretation of D.C. personnel regulations contained in the DC Municipal Regulations/District Personnel Manual	Managing updates necessary to the DPM and CMPA.	Daily Service
Health, Pension, Retirement, and Wellness Programs	Administering all aspects of the District Government workforce's Pension, Retirement, and Wellness Programs.	Daily Service
Employee Relations	Managing employee complaints and concerns, addressing grievances, and advising on disciplinary actions.	Daily Service
Auditing and Compliance Enforcement	Reviewing and examining agency compliance with District rules and regulations. Providing recommendations for improvements as needed.	Daily Service
Family and Medical Leave Act and Paid Family Leave Act Administration	Managing all aspects of FMLA and PFL claims including answering employee questions, verifying agency approved FMLA/PFL hours, and when applicable working with the Office of Payroll and Retirement Services to ensure accurate employee access and reporting of FMLA/PFL hours. Also includes data analysis of FMLA/PFL trends.	Daily Service
Measurement, Analysis, and Planning	Measuring and monitoring HR data including responding to data requests, creating dashboards, providing biweekly reports to management; Managing all aspects of the District Government's Performance Management Platform.	Daily Service
3 - DCHR defines the pathways, programs and processes to create opportunities to continuously develop District employees and residents through assignments and activities aimed at advancing their career trajectory. (2 Activities)		
Employee Performance Management	Running DCHR's Performance Management system including customer care, training, reporting, and managing all aspects of the DC Government's personnel performance management platform.	Daily Service
Learning and Development Programs	Developing course work and instruction for all in-house training course; administering vendor-led courses; and designing and administering various development programs such as the District Leadership Program and Capital City Fellows program.	Daily Service
4 - Create and maintain a highly efficient, transparent, and responsive District government. (1 Activity)		
Shared Services	The consolidation of administrative and support functions from several agencies into a single, stand-alone organizational entity (DCHR).	Key Project

2021 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Health, Pension, Retirement, and Wellness Programs (1 Strategic Initiative)				
Wellness Program Enhancement	DCHR will enhance our wellness programs to focus on trauma informed care and employees' mental, emotional and financial wellness. DCHR will also provide various virtual wellness opportunities including wellness webinars/seminars on several topics including virtual fitness, stress management, and work/life balance.	Complete	In FY21, DCHR successfully transitioned wellness programming to virtual opportunities and provided virtual Webinars and Seminars. The agency partnered with providers to facilitate courses including mental health/mindfulness at home, stress management, nutrition and fitness, financial well-being and trauma incidents. DCHR also offered Health Coaching and Assessments including tobacco cessation, diabetes management, disease management, health risk assessments, biometric health screenings promotion, and flu shot immunization promotion. DCHR continued to utilize the wellness suite to help to prepare the District Workforce for the return to work and the associated adjustments. DCHR hosted over 150 wellness events during FY21. In FY22, DCHR aims to return to fully hosting onsite health screenings, flu shot clinics, and open enrollment fairs.	
HR Information Systems Administration (1 Strategic Initiative)				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Optimize HR Information Technology Program	In FY21, DCHR will optimize its Information Technology program through converting physical official personnel files to electronic official personnel files for more effective and refined record keeping.	50-74%	This fiscal year, DCHR collaborated with OCTO to draft business requirements for the electronic official personnel folder. To draft requirements, DCHR met with internal stakeholders and the external HR community to understand the best way to ensure adoption, customer ease, and success of this project. DCHR and OCTO used business requirements to build a prototype for the attachment framework in the HR Processing component of PeopleSoft. This major component for the eOPF is scheduled for release in December 2021. In FY22, Q1 DCHR will pilot test this new functionality with the HR community, and gather feedback. OCTO will also begin work on the other needed components for the eOPF, including the employee and administrator work center.	OCTO developed the majority of the attachment framework that DCHR and partners will begin testing. Additional components will be built during the first two quarters of FY22.
Learning and Development Programs (3 Strategic initiatives)				
Identifying Skills Gaps	In FY21, DCHR will launch a series of learning opportunities that will bridge identified skills gaps and provide opportunities for cross organizational skill development. DCHR will also expand its coaching and mentoring program to better equip managers with the skills needed to lead productive and engaged teams. DCHR will conduct or coordinate 10 or more trainings in FY21.	Complete	In FY21, DCHR created and implemented several tools and/or technology to improve the identification and addressing of skill gaps. These include: 1. A skill gap analysis tool that was tested with several agencies. This tool assists agencies and managers in determining critical future skills and the level of those skills currently in the organization. The tool then helps managers identify potential strategies for increasing needed skills. 2. An electronic mentoring platform piloted by two agencies that assist new and current employees in building key skills including business communication, leadership, and strategic thinking skills. The pilot test was highly successful and DCHR is determining how the program can be extended. 3. Enhanced coaching opportunities are provided bi-weekly with small groups. The coaching experience focuses on collective dialogue, appreciative inquiry, and peer learning amongst the MSS and leadership levels.	
Pathways Program	In FY21, DCHR will promote pathways to entry-level DC government jobs for resident District graduates via a partnership and apprenticeship program. DCHR will (a) establish a team, operating framework, and process that will create at least 3 partnerships to promote the hiring of resident District graduates into entry-level positions, (2) work with relevant stakeholders to identify five apprenticeable DC government occupations, and (3) develop a program structure and curriculum development plan. DCHR will employ heavy marketing strategies in Wards 7 & 8.	Complete	In FY21, DCHR and the Department of Employment Services, Office of Apprenticeship, Information and Training established four apprenticeship programs approved by the District Apprenticeship Council in the critical areas of Information Technology, Human Resources and Medicaid program support. Recruitment for three of the apprenticeship programs commenced in December 2020 and continued through March of 2021. The first Apprenticeship program with the Department of Parks and Recreation started February 2021. The Career Pathways Program and HRSA conducted joint trainings with the District Human Resources Officers and Agency HR teams. The District -wide meetings focused on explaining the Career Pathways legislations; and the process for recruitment and hiring to include who qualifies for the career pathways priority, position posting requirements, how candidates apply for positions, are screened, and evaluated. Also, DCHR released Issuance Career Pathways Entry Level Jobs for Resident District Graduates 1-2021-11, which provides additional information about the Career Pathways Program, how District agencies support the Program, and how District residents may take advantage of the Program to gain a foothold into middle-class, public service careers.. In addition, DCHR increased the number of courses in the areas of Writing for Essential Communication, Strategic Communication, Emotional Intelligence, Administrative Professionalism, and Unpacking Bias and Understanding JEDI (Justice, Equity, Diversity, and Inclusion). Additionally, we have offered the technical courses to include Understanding the District's Budget, Grants Management (City University), Contracting and Procurement (City University). With the launch of Percipio, the District's newest e-Learning platform, the District's workforce has access to over 500+ curated course channels, journeys, and multi-modality offerings that support 21st Century Skills development and attainment. Through this platform, employees will have real-time access to a myriad of skills offerings while earning digital badges and technical certification exam prep opportunities.	
Preparing for a Season of Change	To ensure successful adaption of workforce changes during and after the COVID-19 pandemic, DCHR will create and implement manager training that prepares managers to address changing employee needs. In addition, DCHR will evaluate and update current policies to better align with the updated employee experience.	Complete	In FY21, DCHR hosted a weeklong manager summit entitled "From Challenge to Change" to assist managers with adopting to changes due to the pandemic. The weeklong event included over 25 different courses that addressed mental health, employee productivity, unconscious bias, emotional intelligence, mindfulness, and stress relief, building motivation and increasing morale, and wellness. Over 1,200 unique managers participated during the week and provided very positive feedback. DCHR recorded the sessions and shared those presentations with all the managers. DCHR also led a Future of Work working group that included stakeholder and external partners on the future of telework in the District. DCHR and a partner vendor interviewed leadership across the District, surveyed non-union employees, and hosted a two-day event to gather input. A final recommendation for the future of work was provided.	
Measurement, Analysis, and Planning (3 Strategic initiatives)				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Understanding and Addressing Various Customer Needs	To build a more efficient workforce in the HR Community, DCHR will draft, implement and analyze feedback surveys to better identify and address various customer needs. This will include a Hiring Managers Survey, an Exit Interview Survey, an Engagement Survey, and an HR Community Survey.	Complete	In FY21, DCHR launched a new exit interview survey for all separating employees and a telework survey for all non-union employees. DCHR also drafted a survey for employees and managers of new employees and a HR community survey that will be released in early FY22.	
Diversity, Equity and Inclusion	To ensure diversity, equity and inclusion across the District government, DCHR will publish and analyze quarterly data for all agencies on the District's workforce representation and identify where under-representation is evident. DCHR will then use this data to assist agencies in recruiting and workforce planning efforts that result in a more diverse workforce. In addition, DCHR will develop and conduct trainings for employees on diversity, equity and inclusion.	Complete	In FY21, DCHR implemented and provided community access to a dashboard that shows the gender, ethnicity, and age of current employees. DCHR also developed and distributed a user guide for this dashboard. In addition, DCHR hosted a managers' summit for all District managers. During the summit, DCHR presented an "Understanding and Unpacking Bias" training. 262 managers attended the training and it received many kudos. In addition to regularly offering this course, DCHR also provided agency-specific sessions for the class. Finally, DCHR worked to secure a vendor that will implement a LGBTQ study. The purpose of the study is to evaluate the hiring, retention, and promotion of employees who identify as transgender and non-binary. The study will also analyze employee experiences and any pay disparities for employees who identify as transgender and non-binary. DCHR selected the vendor and the vendor is working to release the survey in early FY22.	
Human Resources Information System (HRIS) Strategic Plan	In FY21, DCHR will collaborate with the Office of the Chief Technology Officer to create a three-year HRIS strategic plan. The plan will focus on previous accomplishments, identified gaps, yearly priorities, user training, and governance structure.	50-74%	In FY21, DCHR met with stakeholders and drafted a project plan and draft strategic plan that examines the current environment of the District Human Resources Information System (HRIS), client feedback and a SWOT analysis, a framework of enabling, enterprise, and business initiatives, and future investment for success. In FY22, DCHR will work with partners to finalize the strategic plan.	A draft plan was created, but will be finalized in FY22.
Shared Services (1 Strategic Initiative)				
Outreach for Agency Partners	In FY21 to better serve the HR community, DCHR will pilot a multi-functional DCHR outreach team that will visit 10 agencies twice during the fiscal year, with heavy emphasis on engaging HR staff. The effort will provide seminars on a variety of topics, as well as an engagement forum that will allow DCHR to better understand their clients' needs. DCHR will also work to strengthen the collaborative relationships within the Districtwide HR Community by establishing communities of practices for Talent Acquisition, HR Policies, Employee Relations, and Strategic Human Capital.	Complete	In FY21, DCHR introduced communities of practice that focus on the HR community sharing best practices and learning from each other about various HR topics. Based on discussions, the HR community suggested five communities of practice: diversity, equity, and inclusion, recruitment and onboarding, employee relations, data analytics/reporting, and payroll/time and labor. DCHR created Microsoft Team sites for the five communities of practice and they are now engaging. Although this work will continue, the initial implementation is complete.	

D.C. Department of Human Resources FY2022

Agency D.C. Department of Human Resources **Agency Code** BE0 **Fiscal Year** 2022

Mission The mission of the DC Department of Human Resources (DCHR) is to strengthen individual and organizational performance and enable the District government to attract, develop, and retain a highly qualified, diverse workforce

Strategic Objectives

Objective Number	Strategic Objective
1	DCHR strategically and expeditiously sources, selects and on-boards highly talented individuals with the acumen, aptitude, and attitude to thrive in District Government.
2	DCHR engages District employees to ensure that each person is in the right job and has been provided with the right resources to leverage their knowledge, skills, and behaviors to meet District goals and sustain organizational success.
3	DCHR defines the pathways, programs and processes to create opportunities to continuously develop District employees and residents through assignments and activities aimed at advancing their career trajectory.
4	Create and maintain a highly efficient, transparent, and responsive District government.

Key Performance Indicators (KPIs)

Measure	Directionality	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Target
1 - DCHR strategically and expeditiously sources, selects and on-boards highly talented individuals with the acumen, aptitude, and attitude to thrive in District Government. (3 Measures)					
Average number of days to fill vacancy from post to offer acceptance	Down is Better	75	86.6	77.5	60
Percent of new hires that are DC residents	Up is Better	50.9%	55.2%	52.7%	65%
Percent of DC Government employees that are DC residents	Up is Better	New in 2020	43.7%	42.8%	60%
2 - DCHR engages District employees to ensure that each person is in the right job and has been provided with the right resources to leverage their knowledge, skills, and behaviors to meet District goals and sustain organizational success. (3 Measures)					
Percent of DC Government employees participating in the deferred compensation program	Up is Better	40.7%	45%	51.1%	65%
New Hire Turnover Rate	Down is Better	8.4%	5.4%	6.9%	9%
Percent of Official Personnel Folders converted to electronic files	Up is Better	New in 2021	New in 2021	0%	30%
3 - DCHR defines the pathways, programs and processes to create opportunities to continuously develop District employees and residents through assignments and activities aimed at advancing their career trajectory. (2 Measures)					
Percent of DC Government employee performance plans completed (excludes DCPS and independent agencies)	Up is Better	91%	93.2%	93.8%	93%
Percent of DC Government employee performance evaluations completed (excludes DCPS and independent agencies)	Up is Better	85.1%	88.4%	92.9%	90%

Operations

Operations Title	Operations Description	Type of Operations
1 - DCHR strategically and expeditiously sources, selects and on-boards highly talented individuals with the acumen, aptitude, and attitude to thrive in District Government. (6 Activities)		

Operations Title	Operations Description	Type of Operations
Recruitment and Staffing Services	Recruiting and hiring the District Government's managerial and non-managerial personnel according to the dictates of the DC Government's hiring practices.	Daily Service
HR Information Systems Administration	DCHR administers the Districts HR Information Systems which helps maintain accurate records on personnel, and facilitates numerous HR functions such as payroll, performance, compliance, training, recruiting, and benefits.	Daily Service
Credentialing (issuing and revoking badges)	Issuing ID badges required in secure areas of the facilities; such as employee work spaces.	Daily Service
Background checks and drug and alcohol screening	Drug and Alcohol Enforcement Compliance.	Daily Service
Position classification and management	Job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a job. Position management refers to the HRMS system relationships between organization structure, jobs, positions and employees with all of their associated characteristics. It also needs to incorporate the process of how positions are created and maintained within the organization.	Daily Service
Call and Walk-in Center	Interfacing with and providing customer care for the DCHR clientele to include calls, emails,walk-ins, and mail. Also includes analyzing visitor trends.	Daily Service
2 - DCHR engages District employees to ensure that each person is in the right job and has been provided with the right resources to leverage their knowledge, skills, and behaviors to meet District goals and sustain organizational success. (8 Activities)		
Merit Pay/Incentives/Rewards	Executing raises and dispensing bonuses for exceptional service.	Key Project
FOIA and Litigation Support	Responding to Freedom of Information Act requests from the public.	Daily Service
Policy development, amendment, and guidance/interpretation of D.C. personnel regulations contained in the DC Municipal Regulations/District Personnel Manual	Managing updates necessary to the DPM and CMPA.	Daily Service
Health, Pension, Retirement, and Wellness Programs	Administering all aspects of the District Government workforce's Pension, Retirement, and Wellness Programs.	Daily Service
Employee Relations	Managing employee complaints and concerns, addressing grievances, and advising on disciplinary actions.	Daily Service
Auditing and Compliance Enforcement	Reviewing and examining agency compliance with District rules and regulations. Providing recommendations for improvements as needed.	Daily Service
Family and Medical Leave Act and Paid Family Leave Act Administration	Managing all aspects of FMLA and PFL claims including answering employee questions, verifying agency approved FMLA/PFL hours, and when applicable working with the Office of Payroll and Retirement Services to ensure accurate employee access and reporting of FMLA/PFL hours. Also includes data analysis of FMLA/PFL trends.	Daily Service
Measurement, Analysis, and Planning	Measuring and monitoring HR data including responding to data requests, creating dashboards, providing biweekly reports to management; Managing all aspects of the District Government's Performance Management Platform.	Daily Service
3 - DCHR defines the pathways, programs and processes to create opportunities to continuously develop District employees and residents through assignments and activities aimed at advancing their career trajectory. (2 Activities)		
Employee Performance Management	Running DCHR's Performance Management system including customer care, training, reporting, and managing all aspects of the DC Government's personnel performance management platform.	Daily Service
Learning and Development Programs	Developing course work and instruction for all in-house training course; administering vendor-led courses; and designing and administering various development programs such as the District Leadership Program and Capital City Fellows program.	Daily Service
4 - Create and maintain a highly efficient, transparent, and responsive District government. (1 Activity)		
Shared Services	The consolidation of administrative and support functions from several agencies into a single, stand-alone organizational entity (DCHR).	Key Project

Workload Measures (WMs)

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
1 - Background checks and drug and alcohol screening (2 Measures)			
Number of drug/alcohol tests conducted	8809	9753	6392
Number of criminal checks conducted	17,313	32,546	23,716
1 - Call and Walk-in Center (1 Measure)			
Number of customer resource center walk-ins	14,511	4110	0
1 - Position classification and management (1 Measure)			
Number of Desk Audits Completed	148	67	5
1 - Recruitment and Staffing Services (3 Measures)			
Number of Actions Processed	10,824	9386	9295
Number of new hires	7043	6333	5441
Number of job postings	2548	2284	2656
2 - Employee Relations (3 Measures)			
Number of grievances processed	53	23	5
Number of Customer Calls to Customer Care Center and Benefits	New in 2021	New in 2021	45,938
Number of customers engaging website	New in 2021	New in 2021	354,414
2 - Health, Pension, Retirement, and Wellness Programs (2 Measures)			
Number of retirements	542	445	627
Number of Retirement Readiness trainings delivered	New in 2021	New in 2021	4
3 - Learning and Development Programs (3 Measures)			
Number of unique employees completing training	20,333	20,659	7423
Number of Individual Training Courses Completed Through Online Training Platform (SkillPort)	17,733	21,220	64,233
Number of individual trainings completed	22,840	323	352
4 - Shared Services (3 Measures)			
Number of employees completing a diversity or inclusion training class	New in 2021	New in 2021	569
Number of managers trained on sexual harassment prevention	New in 2021	New in 2021	245
Number of employees trained as sexual harassment officers	New in 2021	New in 2021	139

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Learning and Development Programs (1 Strategic Initiative)		
Pathways Program Expansion	In FY22, DCHR will expand the pathways program to launch at least two additional apprenticeship programs and establish related program structure and curriculum to hire at least 20 additional apprentices.	09-30-2022

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Measurement, Analysis, and Planning (2 Strategic initiatives)		
Future of Work	DCHR will research key workplace trends and seek employee feedback to recommend policies and develop manager and HR tools to create an engaging employee environment that focuses on employee flexibilities, rewards and recognition, and emotional wellness.	09-30-2022
Optimize HR Information Technology Program	In FY22, DCHR will optimize its Information Technology program through converting physical official personnel files to electronic official personnel files for more effective and refined record keeping.	09-30-2022
Recruitment and Staffing Services (1 Strategic Initiative)		
Strategic Recruitment	DCHR will develop a strategic recruitment plan that focuses on acquiring the right talent for the right position. Key deliverables include: 1. providing agencies with the needed tools and training to conduct effective outreach and marketing to attract qualified applicants and specifically District residents; 2. creating and providing training on dashboards to help agencies track key hiring metrics; and 3. collaborating with agencies to ensure that they meet internal hiring targets such as time-to-fill and number of residents hired.	09-30-2022
Shared Services (2 Strategic initiatives)		
Customer Experience	To improve and streamline the customer experience, DCHR will launch and enhance at least three communication tools including but not limited to: a website chatbot, a customer call back feature, interactive customer videos, and recruitment application upgrades.	09-30-2022
Diversity, Equity and Inclusion	To ensure diversity, equity and inclusion across the District government, DCHR will partner with the Office of Racial Equity to expand current diversity, equity, and inclusion training offerings. In addition, DCHR will pilot the use of the Racial Equity Impact Assessment (REIA) tool to evaluate key employee policies.	09-30-2022

DCHR FY21 Key Performance Indicators

KPI	Target	Actual	Met/Unmet	Explanation
Average number of days to fill vacancy from post to offer acceptance	60 days	77.5 days	Unmet	DCHR's target this year was a stretch goal. DCHR's progress with this measure shows in the decrease from 86.6 days in FY20 to 77.5 days in FY21. DCHR held a hiring event in November 2021 and is planning another event for Spring of 2022 which will help to decrease overall time to fill. DCHR is also meeting with agency leaders and updating tools provided to agencies to assist with time-to-fill tracking.
Percent of new hires that are DC residents	60%	52.7%	Unmet	DCHR increased the goal this fiscal year as an increased challenge. DCHR aims to meet our target in the coming fiscal year by reviewing existing resources with agencies, expanding our marketing to District residents, and having focused discussions with agency leaders.
Percent of DC Government employees that are DC residents	60%	42.8%	Unmet	This was a stretch goal for DCHR and the agency will continue efforts to increase District residency in FY22 as described above.
Percent of DC Government employees participating in the deferred compensation program	60%	51.1%	Unmet	New Employees are automatically enrolled into the 457(b) program upon hire, with the option to opt out. In FY21, only 320 of over 2,400 new hires opted out. DCHR increased the target for this measure from 40% in FY20 to 60% in FY21. The percentage enrolled increased from 45% in FY20 to 51.1% in FY21, reflecting the consistent improvement in this measure. To increase this percentage, DCHR will continue efforts through retirement seminars and information sessions.
New Hire Turnover Rate	10%	6.93%	Met	N/A
Percent of Official Personnel Folders converted to electronic files	N/A: New Measure	0%	N/A	Due to the pandemic, DCHR was not able to complete this task. DCHR has taken steps to begin this process in FY22.
Percent of Government employee performance plans completed (excludes DCPS and independent agencies)	93%	93.75%	Met	N/A
Percent of Government employee performance evaluations completed (excludes DCPS and independent agencies)	88%	92.87%	Met	N/A

DCHR FY22 Key Performance Indicators

KPI	FY21 Target	FY22 Target	Reason for Change
Average number of days to fill vacancy from post to offer acceptance	60 days	60 days	No Change
Percent of new hires that are DC residents	60%	65%	DCHR increased this target to create a further stretch goal for this measure.
Percent of DC Government employees that are DC residents	60%	60%	No Change
Percent of DC Government employees participating in the deferred compensation program	60%	65%	DCHR increased this target to create a further stretch goal for this measure.
New Hire Turnover Rate	10%	9%	DCHR decreased this target (down is better) to create a further stretch goal for this measure.
Percent of Official Personnel Folders converted to electronic files	N/A: New Measure	30%	Newly added measure
Percent of Government employee performance plans completed (excludes DCPS and independent agencies)	93%	93%	No Change
Percent of Government employee performance evaluations completed (excludes DCPS and independent agencies)	88%	90%	DCHR increased this target to create a further stretch goal for this measure.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General

Inspector General

OIG

July 16, 2020

Ventris C. Gibson
Director
Department of Human Resources
1015 Half Street, S.E., 9th Floor
Washington, D.C. 20003

Jeffrey S. DeWitt
Chief Financial Officer
Office of the Chief Financial Officer
The John A. Wilson Building
1350 Pennsylvania Avenue, N.W., Room 203
Washington, D.C. 20004

Dear Director Gibson and Chief Financial Officer DeWitt:

This letter informs you that the Office of the Inspector General (OIG) plans to audit the District of Columbia's Employee Benefits Programs. The audit objectives are to (1) evaluate District employee benefits controls, and (2) determine compliance with federal and District employee benefit policies and procedures. We will conduct this audit in accordance with generally accepted government auditing standards.

This audit is included in the OIG's *Fiscal Year 2020 Audit and Inspection Plan* and will be conducted under project code OIG No. 20-1-25MA. Please reference this project code in all correspondence involving this audit. Our preliminary audit fieldwork will begin on or about July 29, 2020.

Robert Binelli, Audit Director, will call to arrange an entrance conference to discuss the audit process and objectives and to answer questions. If you have questions in the interim, please contact me or Fekede Gindaba, Acting Assistant Inspector General for Audits, at (202) 727-2540.

Sincerely,

Daniel W. Lucas
Inspector General
DWL/qah

cc: Mr. Rashad M. Young, City Administrator, District of Columbia
The Honorable Phil Mendelson, Chairman, Council of the District of Columbia
The Honorable Elissa Silverman, Chairperson, Committee on Labor and Workforce Development, Council of the District of Columbia
The Honorable Kenyan R. McDuffie, Chairperson, Committee on Business and Economic Development, Council of the District of Columbia
The Honorable Kathy Patterson, D.C. Auditor, Office of the D.C. Auditor, Attention: Cathy Patten

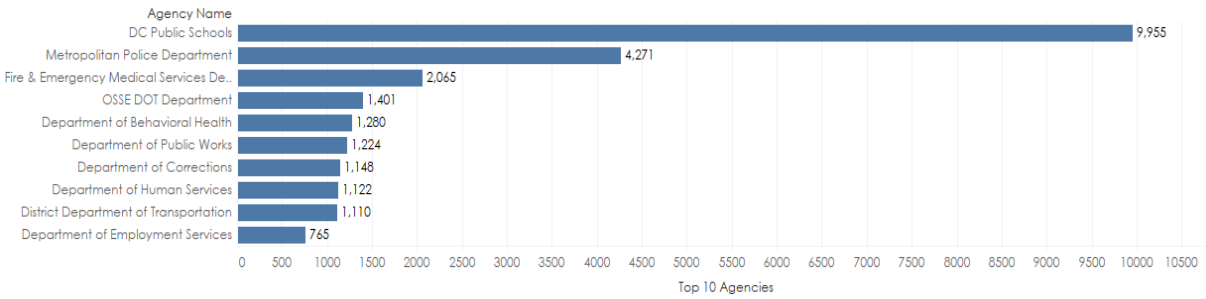
FISCAL YEAR 2021 (H1)

District Government Workforce
Suitability Report

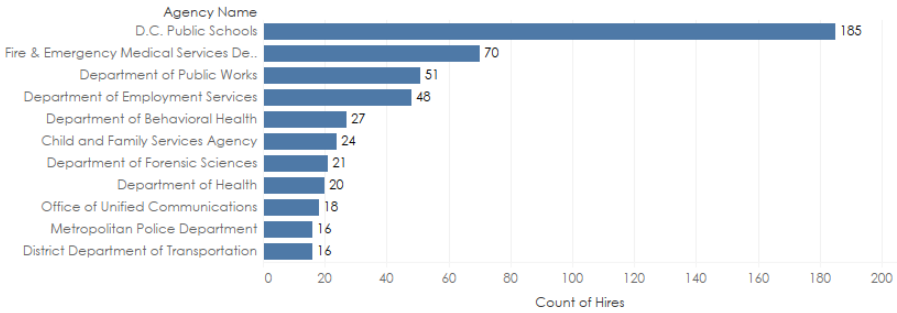
Population and Hires

Total District Population

The District Government currently has 36,818 positions. **33,102** of these positions are subject to the Mayor's authority. The chart above details the ten most populated agencies.



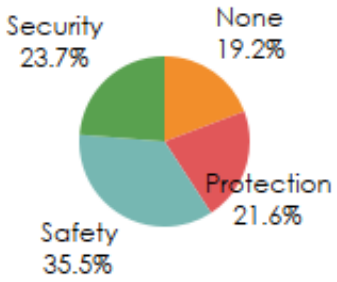
New Hires and General Suitability



The District hired 676 employees to agencies under the Mayor's authority in the first half of Fiscal Year 2021. These employees received general suitability checks. D.C. Public Schools, which has independent personnel authority, represents 27.4% of these hires.

Suitability Designations

Current Designations



26,732 (80.8%) of the 33,102 employees under the Mayor's Authority are subject to one of the enhanced suitability types. Of the 33,102 positions:

- 11,752 (35.5%) are safety sensitive;
- 7,842 (23.7%) are security sensitive;
- 7,138 (21.6%) are protection sensitive; and
- 6,370 (19.2%) have no designation.

Designation Changes

Agencies changed 83 suitability designations between October 2020 and March 2021.

- 49 (59%) positions changed to safety sensitive.
- 30 (36.1%) positions changed to security sensitive.
- 3 (3.6%) positions changed to protection sensitive.
- 1 (1.2%) position is no longer subject to enhanced suitability.

	Current Job Sensitivity			
Previous Job Sensitivity	None	Protection	Safety	Security
None	0	2	47	27
Protection	1	1	1	1
Safety	0	0	1	2
Security	0	1	1	1

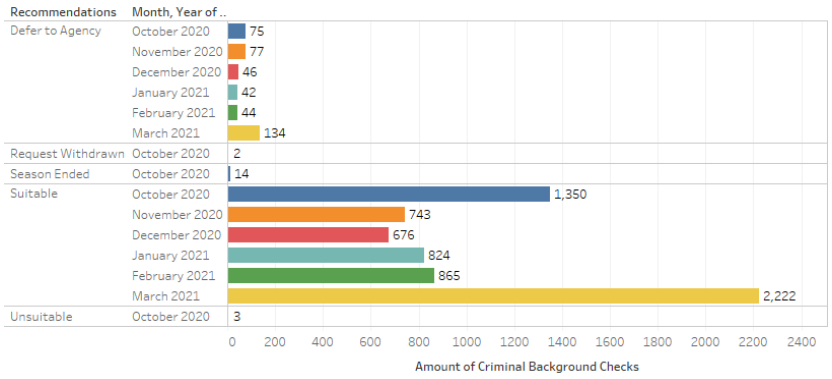
For more information and a detailed interactive breakdown of suitability data, please visit the Suitability reporting page.

FISCAL YEAR 2021 (H1)

District Government Workforce
Suitability Report

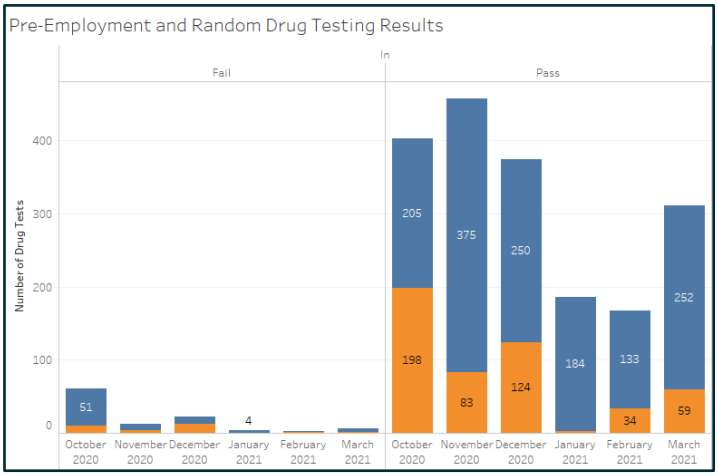
Criminal Background Checks

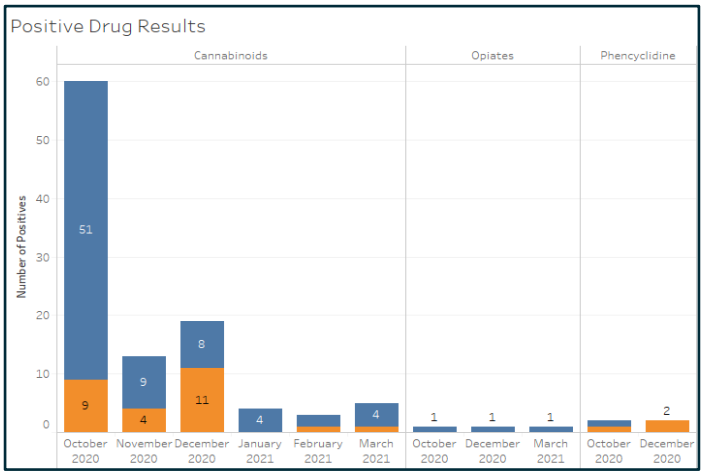
DCHR performed 7,117 criminal background checks for new hires and re-certifications between October 2020 and March 2021. The vast majority received suitable designations. Approx. 6% were referred to agencies (DCPS, FEMS) for final decision-making.



The three people (.04%) who received unsuitable determinations based on criminal background were not onboarded or were removed from their position. DCHR closed 14 pending investigations for DPW due to the end of Leaf Season. Due to the COVID-19 pandemic, the District implemented a hiring freeze of all non-essential positions.

Mandatory Drug Testing





Level
Pre-Employment
Random Drug Screen

1,899 (94.6%) of 2,008 pre-employent and random drug tests conducted were negative for drugs. Of the 109 positive tests, 104 (95.4%) tested positive for cannabinoids.

Pre-employment candidates who tested positive for cannabinoids may be allowed to test again if agency needs allow. The candidates who tested positive for Opiates or Phencyclidine (PCP) were disqualified from employment.

Employees in safety sensitive positions who tested positive for marijuana were suspended without pay for five workdays for their first offense. No employees tested positive for marijuana a second time. Employees who tested positive for Opiates or PCP were separated from their positions.

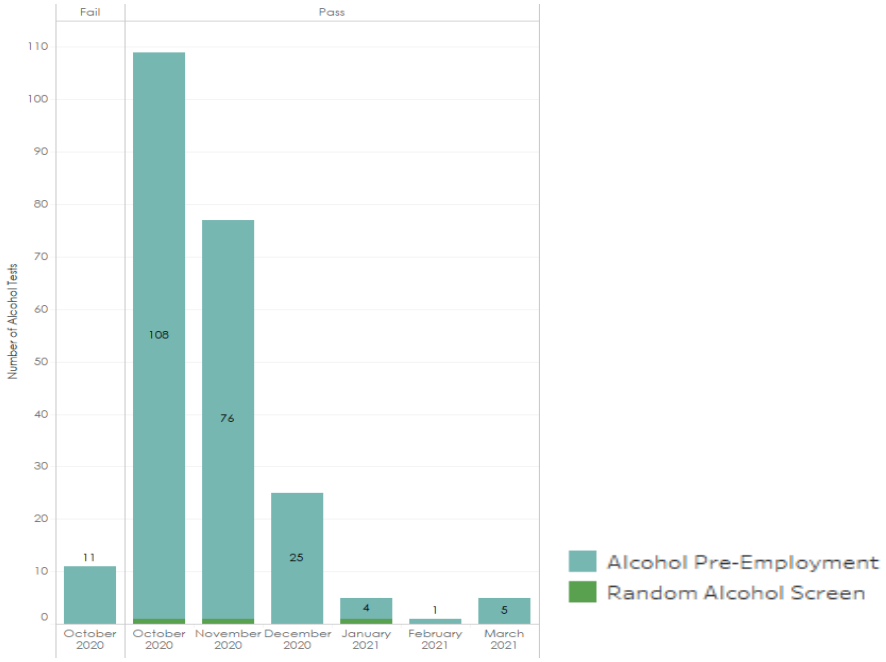
For more information and a detailed interactive breakdown of suitability data, please visit the Suitability reporting page.

FISCAL YEAR 2021 (H1)

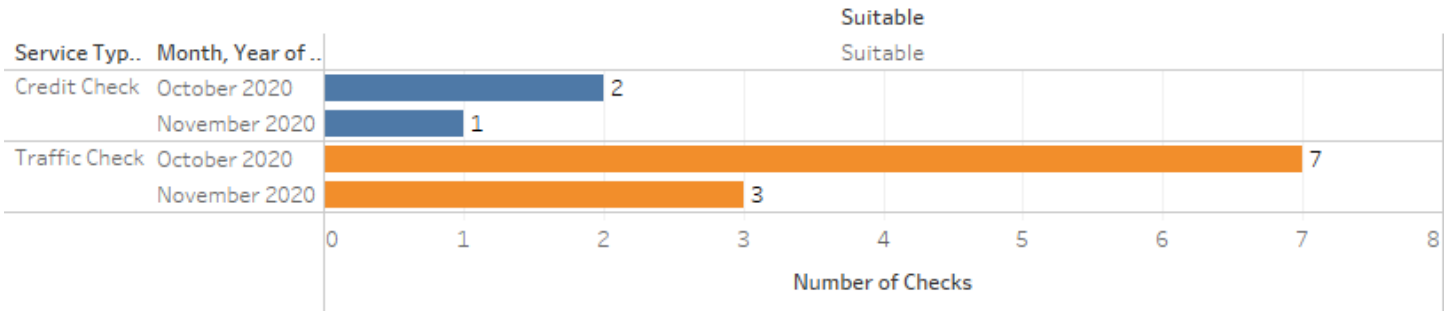
District Government Workforce
Suitability Report

Alcohol Testing

Only **11** of the 233 (5.7%) tested candidates and employees tested positive for alcohol. Due to the COVID-19 pandemic, DCHR minimized alcohol testing during this period. Candidates who failed the breathalyzer test were not selected for the position. No employees failed the breathalyzer test during this period.



Credit and Traffic Checks



DCHR conducted **3 credit checks and 11 traffic checks**. These checks revealed no derogatory information.

MURIEL BOWSER
MAYOR

April 26, 2021

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
1350 Pennsylvania Avenue, NW
Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

I am pleased to transmit to the Council of the District of Columbia the *Fiscal Year 2020 District Government Workforce New Hire Residency by Agency* report, prepared by the Department of Human Resources ("DCHR"). As provided by section 106 of the Jobs for D.C. Residents Act of 2007, effective May 23, 2019 (D.C. Law 22-135; D.C. Official Code § 1-515.06), the report outlines the hiring rate of District residents for both subordinate and independent agencies and lists the employees granted residency waivers or removed from their position due to residency violations.

The report, also available via DCHR's public SharePoint link, details agency hiring by residency for fiscal year 2020. Of the employees hired in fiscal year 2020, 56.6% lived in the District of Columbia. Between October 2019 and December 2020, two employees received residency waivers, and two employees were found out of compliance and forfeited their position. A one-page overview of the report findings is also enclosed for the Council's convenience.

I am available to discuss any questions you may have regarding this report. In order to facilitate a response to your questions, please have your staff contact Justin Zimmerman, Associate Director of Policy and Compliance Administration, DCHR, at (202) 727-1568 or justin.zimmerman@dc.gov.

Sincerely,

Muriel Bowser
Mayor

FISCAL YEAR 2020

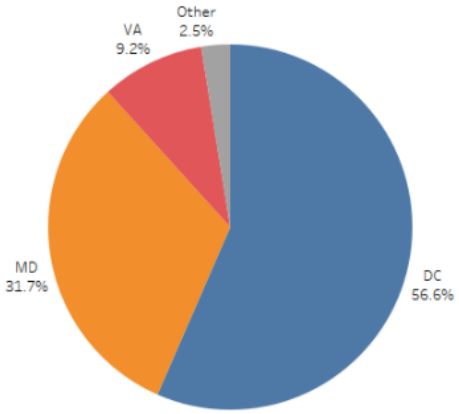
District Government Workforce
Residency Report

Residency

Hiring and Residency Rate

The District Government hired 5,987 employees. **3,386** (56.6%) of these employees were District residents.

FY20 New Hire Residency Breakdown



Residency Waivers Approved

This year, DCHR implemented an electronic means for employees to request residency waivers.

Only **2 waivers were granted** between December 2019 and December 2020.

Name	Job Title	Schedule	Reason
Employee A	** Specialist	Career Service	Pandemic Related
Employee B	** Manager	MSS	Domestic Related

Residency Violation and Removals

With the recent updates to D.C. Code § 1-515 and District of Columbia Municipal Regulations 6-B3, DCHR has created a more efficient audit, investigatory, and removal process for residency violations. As such, we anticipate residency discrepancies will be discovered and resolved more rapidly.

In FY2020, **2 employees violated their residency preference** and forfeited their position with the District Government. The employee's information is in corresponding chart. Currently, there are **4 residency investigations ongoing**.

Name	Violation	Outcome
Employee A	Residency Preference	Separation
Employee B	Residency Preference	Separation

New Hire Residency – FY2020

Each year, the D.C. Department of Human Resources must submit an annual report to the Council detailing the hiring rate of District residents for the preceding fiscal year. (See D.C. Official Code § 1-515.06. This report fulfills this reporting requirement for Fiscal Year 2020.) The District Government hired 5,987 employees. 3,386 (56.6%) of these employees were District residents. The following data, organized by agency, lists the records pertaining to employees hired in FY20 by agency, pay schedule, position title, and jurisdiction of residence.

Agency Name	Pay Schedule	Position Title	State
Advisory Neighborhood Comm'n	Career Service - Reg Appt	PROGRAM ANALYST	DC
Alcoholic Beverage Reg Admin	Career Service - Reg Appt	COMPLIANCE ANALYST	DC
	Career Service - Reg Appt	CONTACT REPRESENTATIVE	MD
	Career Service - Reg Appt	FREEDOM OF INFO SPEC	DC
	Career Service - Reg Appt	INVESTIGATOR	VA
	Career Service - Reg Appt	INVESTIGATOR	DC
Asian Pacific Islander Affairs	Career Service - Term Appt	COMMUNITY OUTREACH SPECIALIST	VA
	Career Service - Term Appt	COMMUNITY OUTREACH SPECIALIST	MD
Board of Elections & Ethics	MSS - Reg Appt	WARD COORDINATOR	DC
	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
	Career Service - Term Appt	ELECTION WORKER	DC
	Career Service - Temp Appt	ELECTION TECHNICIAN	DC
	Career Service - Temp Appt	ELECTION WORKER	VA
	Career Service - Temp Appt	ELECTION WORKER	MD
	Career Service - Temp Appt	ELECTION WORKER	DC
	Career Service - Temp Appt	SUPPLY CLERK	VA
	Career Service - Temp Appt	WARD COORDINATOR	VA
	Career Service - Reg Appt	ELECTION SERVICE ASSISTANT	DC
	Career Service - Reg Appt	IT SPECIALIST (DATAMGMT)	MD
	Career Service - Reg Appt	PARALEGAL SPECIALIST	MD
Board of Ethics and Government	Excepted Service - Reg Appt	GENERAL COUNSEL	DC
	Career Service - Reg Appt	IT SPECIALIST (DATA MGMT)	MD
Child and Family Services Agcy	MSS - Reg Appt	COMMUNITY SERVICES PROGRAM MGR	MD
	MSS - Reg Appt	PROGRAM MANAGER	MD
	MSS - Reg Appt	SUPERVISORY IV-E PLANNING ADVI	MD
	MSS - Reg Appt	SUPV INFO TECH SPEC	MD
	MSS - Reg Appt	SUPV SOCIAL WORKER	MD
	MSS - Reg Appt	SUPV SOCIAL WORKER	DC
	Career Service - Term Appt	STAFF ASSISTANT	DC
	Career Service - Reg Appt	COMMUNITY SERVICES PROGRAM SPE	MD
	Career Service - Reg Appt	CPR ASSISTANT, CS-303-9	DC
	Career Service - Reg Appt	DATA SCIENTIST	VA
	Career Service - Reg Appt	FAMILY SUPPORT WORKER	MD
	Career Service - Reg Appt	FAMILY SUPPORT WORKER	DC

	Career Service - Reg Appt	HUMAN RESOURCES GENERALIST	MD
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	MD
	Career Service - Reg Appt	INTAKE HOTLINE WORKER	VA
	Career Service - Reg Appt	INTAKE HOTLINE WORKER	MD
	Career Service - Reg Appt	MANAGEMENT ANALYST	VA
	Career Service - Reg Appt	MANAGEMENT ANALYST	DC
	Career Service - Reg Appt	MANAGEMENT AND PROGRAM ANALYST	MD
	Career Service - Reg Appt	NURSE	DC
	Career Service - Reg Appt	PROGRAM SPECIALIST	VA
	Career Service - Reg Appt	PROGRAM SPECIALIST	MD
	Career Service - Reg Appt	PROGRAM SPECIALIST	DC
	Career Service - Reg Appt	PROJECT SPECIALIST	MD
	Career Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	DC
	Career Service - Reg Appt	RESOURCE DEVELOPMENT SPEC	MD
	Career Service - Reg Appt	RESOURCE DEVELOPMENT SPEC	DC
	Career Service - Reg Appt	SENIOR REVENUE ACCOUNTING SPEC	MD
	Career Service - Reg Appt	SOCIAL WORKER	VA
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	DC
	Career Service - Reg Appt	SPECIAL ASSISTANT	MD
	Career Service - Reg Appt	STAFF ASSISTANT	DC
Comm'n on the Arts & Humanities	Career Service - Term Appt	ARTS PROGRAM COORDINATOR	DC
	Career Service - Term Appt	GRANTS MANAGEMENT SPECIALIST	VA
Consumer & Regulatory Affairs	MSS - Reg Appt	PGM MGR	DC
	MSS - Reg Appt	PROGRAM MANAGER	MD
	MSS - Reg Appt	PROGRAM MANAGER	DC
	MSS - Reg Appt	SPECIAL EVENTS/VENDING MANAGER	DC
	MSS - Reg Appt	SUPERVISORY GREEN BUILDING INS	DC
	MSS - Reg Appt	SUPERVISORY PLANS REVIEW COORD	FL
	MSS - Reg Appt	SUPVY IT SPECIALIST (OS)	VA
	MSS - Reg Appt	SUPVY IT SPECIALIST (OS)	DC
	Legal Service - Term Appt	ATTORNEY ADVISOR	DC
	Legal Service - Reg Appt	DEPUTY GENERAL COUNSEL	DC
	Career Service - Term Appt	PUBLIC AFFAIRS SPECIALIST	VA
	Career Service - Temp Appt	HOUSING CODE SPECIALIST	DC
	Career Service - Temp Appt	PROGRAM SUPPORT SPECIALIST	DC
	Career Service - Reg Appt	ACCOUNT MANAGER	VA
	Career Service - Reg Appt	ACCOUNT MANAGER	DC
	Career Service - Reg Appt	BUILDING CODE INSPECTOR II	MD
	Career Service - Reg Appt	BUSINESS ANALYST	DC
	Career Service - Reg Appt	COMPLIANCE SPECIALIST	VA
	Career Service - Reg Appt	CONTACT REPRESENTATIVE	DC
	Career Service - Reg Appt	HOUSING CODE INSPECTOR I	DC
	Career Service - Reg Appt	HOUSING CODE SPECIALIST	DC

	Career Service - Reg Appt	HOUSING REHAB. SPECIALIST	MD
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	MD
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPEC.	VA
	Career Service - Reg Appt	INSPECTION AND PLANS REVIEW SP	MD
	Career Service - Reg Appt	INVESTIGATOR	MD
	Career Service - Reg Appt	IT BUSINESS ANALYST	MD
	Career Service - Reg Appt	IT BUSINESS ANALYST	DC
	Career Service - Reg Appt	POLICY ANALYST	DC
	Career Service - Reg Appt	PROGRAM ANALYST	MD
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Reg Appt	PROGRAM SUPPORT SPECIALIST	DC
	Career Service - Reg Appt	SPECIAL ASSISTANT	MD
	Career Service - Reg Appt	TECHNICAL PLANS REVIEWER	DC
	Career Service - Reg Appt	TRAINING COORDINATOR	DC
Contract Appeals Board	MSS - Reg Appt	SUPERVISORY IT SPECIALIST	MD
	Excepted Service - Term Appt	ADMIN JUDGE	DC
Contracting and Procurement	MSS - Reg Appt	HUMAN RESOURCES MANAGER	MD
	MSS - Reg Appt	HUMAN RESOURCES OFFICER	MD
	MSS - Reg Appt	SUPVY CONTRACT SPECIALIST	VA
	MSS - Reg Appt	SUPVY CONTRACT SPECIALIST	TN
	MSS - Reg Appt	SUPVY CONTRACT SPECIALIST	MD
	Career Service - Term Appt	CONTRACT SPECIALIST	VA
	Career Service - Reg Appt	CONTRACT SPECIALIST	VA
	Career Service - Reg Appt	CONTRACT SPECIALIST	MD
	Career Service - Reg Appt	CONTRACT SPECIALIST	DC
Council of the District	Legal Service - Reg Appt	ASSISTANT GENERAL COUNSEL	DC
	Excepted Service - Term Appt	CRANCH FELLOW	DC
	Excepted Service - Temp Appt	ADMINISTRATIVE AIDE	MD
	Excepted Service - Temp Appt	INTERN	MD
	Excepted Service - Temp Appt	INTERN	IL
	Excepted Service - Temp Appt	INTERN	DC
	Excepted Service - Temp Appt	LEGISLATIVE AIDE	DC
	Excepted Service - Temp Appt	RESEARCH ANALYST	DC
	Excepted Service - Reg Appt	ADMINISTRATIVE AIDE	DC
	Excepted Service - Reg Appt	ADMINISTRATIVE ASSISTANT	DC
	Excepted Service - Reg Appt	BUDGET ANALYST	DC
	Excepted Service - Reg Appt	CHIEF OF STAFF	MD
	Excepted Service - Reg Appt	COMMITTEE DIRECTOR	DC
	Excepted Service - Reg Appt	COMMUNICATIONS DIRECTOR	DC
	Excepted Service - Reg Appt	COMMUNICATIONS SPECIALIST	DC
	Excepted Service - Reg Appt	CONSTITUENT SERVICES COORDINAT	DC
	Excepted Service - Reg Appt	CONSTITUENT SERVICES SPECIALIS	DC
	Excepted Service - Reg Appt	COUNCILMEMBER	DC

	Excepted Service - Reg Appt	LEGISLATIVE ASSISTANT	DC
	Excepted Service - Reg Appt	LEGISLATIVE CLERK	DC
	Excepted Service - Reg Appt	LEGISLATIVE COUNSEL	DC
	Excepted Service - Reg Appt	OFFICE MANAGER	DC
	Excepted Service - Reg Appt	RESEARCH ANALYST	DC
	Excepted Service - Reg Appt	SENIOR LEGISLATIVE ASST.	DC
	Excepted Service - Reg Appt	SPECIAL ASSISTANT	DC
	Excepted Service - Reg Appt	SR. RESEARCH ANALYST	DC
	Career Service - Reg Appt	OFFICE SERVICES ASSISTANT	DC
Criminal Code Reform Comm'n	Executive Service - Reg Appt	ATTORNEY ADVISOR	DC
Criminal Justice Council	Career Service - Reg Appt	DATA SCIENTIST	MD
	Career Service - Reg Appt	STATISTICIAN	MD
D.C Board of Elections	MSS - Reg Appt	SUPERVISORY PUBLIC AFFAIRS SPC	DC
	Career Service - Term Appt	ELECTION WORKER	MD
	Career Service - Term Appt	ELECTION WORKER	DC
	Career Service - Term Appt	STAFF ASSISTANT	DC
	Career Service - Temp Appt	ELECTION WORKER	MD
	Career Service - Temp Appt	ELECTION WORKER	DC
	Career Service - Reg Appt	ELECTION WORKER	MD
DC National Guard	Career Service - Term Appt	CADRE TEAM LEADER	MD
	Career Service - Term Appt	CADRE TEAM LEADER	DC
	Career Service - Term Appt	CUSTODIAL WORKER II	MD
	Career Service - Term Appt	INFO. TECH. SPECIALIST	MD
	Career Service - Term Appt	SAFETY & OCCUPATIONAL HEALTH S	MD
DC Public Library	MSS - Reg Appt	DIR, MKTING & COMMUNICATIONS	DC
	MSS - Reg Appt	DIR. OF SAFETY AND SECURITY	VA
	Career Service - Term Appt	AUDIOVISUAL MECHANIC	MD
	Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT	DC
	Career Service - Temp Appt	EVENTS PROGRAM COORDINATOR	VA
	Career Service - Temp Appt	LIBRARY PROGRAM COORDINATOR	MD
	Career Service - Temp Appt	TEEN AIDE	DC
	Career Service - Temp Appt	TRAINING SPECIALIST	VA
	Career Service - Reg Appt	A/C EQUIPMENT MECHANIC	MD
	Career Service - Reg Appt	CARPENTER	VA
	Career Service - Reg Appt	CHILDREN'S LIBRARIAN	VA
	Career Service - Reg Appt	CHILDREN'S LIBRARIAN	DC
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	DC
	Career Service - Reg Appt	IT PROJECT MANAGER	DC
	Career Service - Reg Appt	LIBRARY AIDE	DC
	Career Service - Reg Appt	LIBRARY ASSOCIATE	MD
	Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
	Career Service - Reg Appt	LIBRARY TECHNICIAN	PA
	Career Service - Reg Appt	LIBRARY TECHNICIAN	DC
	Career Service - Reg Appt	SPECIAL POLICE OFFICER	MD

	Career Service - Reg Appt	SPECIAL POLICE OFFICER	DC
DC Public Schools	Executive Service - Temp Appt	SPEECH PATHOLOGIST	DC
	Executive Service - Temp Appt	SUBSTITUTE TEACHER	DC
	Educational Service - Term App	AIDE, 10MO GENERAL ED	DC
	Educational Service - Term App	AIDE, 10MO PRE-SCHOOL	MD
	Educational Service - Term App	AIDE, 10MO PRE-SCHOOL	DC
	Educational Service - Term App	CUSTODIAN (RW-3)	DC
	Educational Service - Term App	DC TEACHER RESIDENCY PROGRAM	VA
	Educational Service - Term App	DC TEACHER RESIDENCY PROGRAM	MD
	Educational Service - Term App	DC TEACHER RESIDENCY PROGRAM	FL
	Educational Service - Term App	DC TEACHER RESIDENCY PROGRAM	DC
	Educational Service - Term App	MANAGER, STRATEGY & LOGISTICS	DC
	Educational Service - Term App	TEACHER, GENERAL ELEMENTARY	DC
	Educational Service - Term App	THERAPIST, PHYSICAL	DC
	Educational Service - Temp App	AIDE (AFTERSCHOOL)	MD
	Educational Service - Temp App	AIDE (AFTERSCHOOL)	DC
	Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
	Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
	Educational Service - Temp App	AIDE, 10MO GENERAL ED	DC
	Educational Service - Temp App	ASSISTANT PRINCIPAL	MD
	Educational Service - Temp App	COORDINATOR, PT (SUMMER SCHOOL	DC
	Educational Service - Temp App	COUNSELOR (SUMMER SCHOOL)	MD
	Educational Service - Temp App	CUSTODIAN (RW-3)	DC
	Educational Service - Temp App	DC TEACHER RESIDENCY PROGRAM	DC
	Educational Service - Temp App	HEARING OFFICER (EG)	FL
	Educational Service - Temp App	RELATED SERVICE PROVIDER (SUMM	MD
	Educational Service - Temp App	SUBSTITUTE TEACHER	VA
	Educational Service - Temp App	SUBSTITUTE TEACHER	SC
	Educational Service - Temp App	SUBSTITUTE TEACHER	PA
	Educational Service - Temp App	SUBSTITUTE TEACHER	NJ
	Educational Service - Temp App	SUBSTITUTE TEACHER	MD
	Educational Service - Temp App	SUBSTITUTE TEACHER	MA
	Educational Service - Temp App	SUBSTITUTE TEACHER	FL
	Educational Service - Temp App	SUBSTITUTE TEACHER	DC
	Educational Service - Temp App	SUBSTITUTE TEACHER	CA
	Educational Service - Temp App	TEACHER (AFTERSCHOOL)	MD
	Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
	Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
	Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
	Educational Service - Temp App	TEACHER, SPECIAL EDUCATION	DC
	Educational Service - Temp App	WAE TEACHER	MD
	Educational Service - Temp App	WAE TEACHER	DC
	Educational Service - Reg Appt	AFTERSCHOOL, COORDINATOR (CSO)	MD
	Educational Service - Reg Appt	AIDE, 10MO DEDICATED	MD
	Educational Service - Reg Appt	AIDE, 10MO DEDICATED	DC

Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	VA
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	PA
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	FL
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO LANGUAGE ACQUISITIO	MD
Educational Service - Reg Appt	AIDE, 10MO LANGUAGE ACQUISITIO	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-K/K	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-K/K	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MA
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	VA
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	FL
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	VA
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, ADMINISTRATIVE	MD
Educational Service - Reg Appt	AIDE, ADMINISTRATIVE	DC
Educational Service - Reg Appt	AIDE, COMPUTER LAB	DC
Educational Service - Reg Appt	ANALYST	VA
Educational Service - Reg Appt	ANALYST	MD
Educational Service - Reg Appt	ANALYST	DC
Educational Service - Reg Appt	ANALYST, BUDGET FNS	MD
Educational Service - Reg Appt	ANALYST, COMMUNITY PARTNERSHIP	MD
Educational Service - Reg Appt	ANALYST, FINANCE	MD
Educational Service - Reg Appt	ANALYST, SMH	MD
Educational Service - Reg Appt	ASSISTANT	DC
Educational Service - Reg Appt	ASSISTANT , STRATEGY & LOGISTI	MD
Educational Service - Reg Appt	ASSISTANT , STRATEGY & LOGISTI	DC
Educational Service - Reg Appt	ASSISTANT PRINCIPAL	MD
Educational Service - Reg Appt	ASSISTANT PRINCIPAL	DC
Educational Service - Reg Appt	ASSISTANT, CLEARANC COMPLIANCE	MD
Educational Service - Reg Appt	ASSISTANT, EMPLOYEE SERVICES	DC
Educational Service - Reg Appt	ASSISTANT, PROGRAM SUPPORT	DC
Educational Service - Reg Appt	ASSISTANT, RESOLUTION	MD
Educational Service - Reg Appt	ATTENDANCE COUNSELOR	MD
Educational Service - Reg Appt	ATTENDANCE COUNSELOR	DC
Educational Service - Reg Appt	AUDIOLOGIST	DC
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	VA
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	DC
Educational Service - Reg Appt	BUSINESS MANAGER	MD

	Educational Service - Reg Appt	CAFETERIA COOK	MD
	Educational Service - Reg Appt	CAFETERIA COOK	DC
	Educational Service - Reg Appt	CAFETERIA FOOD SERVICE WORKER	MD
	Educational Service - Reg Appt	CAFETERIA FOOD SERVICE WORKER	DC
	Educational Service - Reg Appt	CAFETERIA LEAD	DC
	Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	MD
	Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	DC
	Educational Service - Reg Appt	COACH, INSTRUCTIONAL	VA
	Educational Service - Reg Appt	COACH, INSTRUCTIONAL	MD
	Educational Service - Reg Appt	COACH, INSTRUCTIONAL	DC
	Educational Service - Reg Appt	COACH, INTERVENTION (FSS)	MD
	Educational Service - Reg Appt	COACH, INTERVENTION (FSS)	DC
	Educational Service - Reg Appt	COORDINATOR (CSO)	MD
	Educational Service - Reg Appt	COORDINATOR (EG)	VA
	Educational Service - Reg Appt	COORDINATOR (EG)	MD
	Educational Service - Reg Appt	COORDINATOR (EG)	DC
	Educational Service - Reg Appt	COORDINATOR (ET)	MD
	Educational Service - Reg Appt	COORDINATOR (SSO)	MD
	Educational Service - Reg Appt	COORDINATOR, ACADEMY	MD
	Educational Service - Reg Appt	COORDINATOR, ACADEMY	DC
	Educational Service - Reg Appt	COORDINATOR, BCBA	MD
	Educational Service - Reg Appt	COORDINATOR, COLLEGE PREP. PRG	MD
	Educational Service - Reg Appt	COORDINATOR, COMPUTER LAB (EG)	MD
	Educational Service - Reg Appt	COORDINATOR, COMPUTER LAB (EG)	DC
	Educational Service - Reg Appt	COORDINATOR, DCPS PERSISTS	VA
	Educational Service - Reg Appt	COORDINATOR, DCPS PERSISTS	MD
	Educational Service - Reg Appt	COORDINATOR, DCPS PERSISTS	DC
	Educational Service - Reg Appt	COORDINATOR, DCPS PERSISTS	CA
	Educational Service - Reg Appt	COORDINATOR, ECE FAMILY SVCS	DC
	Educational Service - Reg Appt	COORDINATOR, ECE SCHOOL SUPPOR	MD
	Educational Service - Reg Appt	COORDINATOR, NAF ACADEMY	MD
	Educational Service - Reg Appt	COORDINATOR, OIS	MD
	Educational Service - Reg Appt	COORDINATOR, PROGRAM	DC
	Educational Service - Reg Appt	COORDINATOR, RESEARCH & EVALUA	GA
	Educational Service - Reg Appt	COORDINATOR, RESTORATIVE JUSTI	DC
	Educational Service - Reg Appt	COORDINATOR, SPECIAL ED	MD
	Educational Service - Reg Appt	COORDINATOR, SPECIAL ED	DC
	Educational Service - Reg Appt	COORDINATOR, SPECIAL ED, PT	MD
	Educational Service - Reg Appt	COORDINATOR, STRATEGIC STAFF	DC
	Educational Service - Reg Appt	COORDINATOR, STUDENT RESOURCE	MD
	Educational Service - Reg Appt	COORDINATOR, WORKFORCE DEVELOP	VA
	Educational Service - Reg Appt	COUNSELOR, GUIDANCE	VA
	Educational Service - Reg Appt	COUNSELOR, GUIDANCE	MD
	Educational Service - Reg Appt	COUNSELOR, GUIDANCE	DC
	Educational Service - Reg Appt	COUNSELOR, GUIDANCE (12-MONTH)	MD

	Educational Service - Reg Appt	COUNSELOR, GUIDANCE (12-MONTH)	DC
	Educational Service - Reg Appt	COUNSELOR, GUIDANCE, BILINGUAL	VA
	Educational Service - Reg Appt	COUNSELOR, GUIDANCE, BILINGUAL	MD
	Educational Service - Reg Appt	COUNSELOR, GUIDANCE, BILINGUAL	DC
	Educational Service - Reg Appt	COUNSELOR, GUIDANCE, HS (11 MO	VA
	Educational Service - Reg Appt	COUNSELOR, GUIDANCE, HS (11 MO	MD
	Educational Service - Reg Appt	COUNSELOR, GUIDANCE, HS (11 MO	DC
	Educational Service - Reg Appt	CUSTODIAL FOREMAN	MD
	Educational Service - Reg Appt	CUSTODIAL FOREMAN	DC
	Educational Service - Reg Appt	CUSTODIAN	MD
	Educational Service - Reg Appt	CUSTODIAN	DC
	Educational Service - Reg Appt	CUSTODIAN (RW-3)	MD
	Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	VT
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	VA
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	PA
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	NY
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	NJ
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	NC
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MI
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	KY
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	IL
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	GA
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	FL
	Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
	Educational Service - Reg Appt	DEAN OF STUDENTS	MD
	Educational Service - Reg Appt	DEAN OF STUDENTS	DC
	Educational Service - Reg Appt	DEPUTY CHIEF	DC
	Educational Service - Reg Appt	DIRECTOR	VA
	Educational Service - Reg Appt	DIRECTOR	MD
	Educational Service - Reg Appt	DIRECTOR (CSO)	DC
	Educational Service - Reg Appt	DIRECTOR (SSO)	MD
	Educational Service - Reg Appt	DIRECTOR, ASSESSMENTS	DC
	Educational Service - Reg Appt	DIRECTOR, IT INFRASTRUCTURE	VA
	Educational Service - Reg Appt	DRIVER, EARLY STAGES	DC
	Educational Service - Reg Appt	HEARING OFFICER (EG)	DC
	Educational Service - Reg Appt	INSTRUCTOR, JROTC (ET-15)	TX
	Educational Service - Reg Appt	INSTRUCTOR, JROTC (ET-15)	NC
	Educational Service - Reg Appt	MANAGER	MD
	Educational Service - Reg Appt	MANAGER	DC
	Educational Service - Reg Appt	MANAGER, COUNSELING & GUIDANCE	DC
	Educational Service - Reg Appt	MANAGER, NUTRITION COMP & PART	VA
	Educational Service - Reg Appt	MANAGER, POSITION MANAGEMENT	MD
	Educational Service - Reg Appt	MANAGER, SEXUAL HEALTH	MD

	Educational Service - Reg Appt	MANAGER, SPECED ACCOUNTABILITY	DC
	Educational Service - Reg Appt	MANAGER, STRATEGY & LOGISTICS	DC
	Educational Service - Reg Appt	PRINCIPAL	MD
	Educational Service - Reg Appt	PRINCIPAL	DC
	Educational Service - Reg Appt	PRINCIPAL-IN-RESIDENCE	MD
	Educational Service - Reg Appt	PROGRAM MANAGER	DC
	Educational Service - Reg Appt	PROGRAM SPECIALIST	VA
	Educational Service - Reg Appt	PROGRAM SPECIALIST	MD
	Educational Service - Reg Appt	PSYCHOLOGIST (CSO)	VA
	Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	VA
	Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	NY
	Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	MD
	Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	DC
	Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	AL
	Educational Service - Reg Appt	REGISTRAR	DC
	Educational Service - Reg Appt	RELAY TEACHER RESIDENT	DC
	Educational Service - Reg Appt	SENIOR CONTRACT SPECIALIST	MD
	Educational Service - Reg Appt	SOCIAL WORKER	VA
	Educational Service - Reg Appt	SOCIAL WORKER	MD
	Educational Service - Reg Appt	SOCIAL WORKER	DC
	Educational Service - Reg Appt	SOCIAL WORKER, PT	DC
	Educational Service - Reg Appt	SPECIALIST	VA
	Educational Service - Reg Appt	SPECIALIST	MD
	Educational Service - Reg Appt	SPECIALIST	DC
	Educational Service - Reg Appt	SPECIALIST, COMMUNICATIONS	DC
	Educational Service - Reg Appt	SPECIALIST, DATA & PERFORMANCE	DC
	Educational Service - Reg Appt	SPECIALIST, DCPS PERSIST (COL)	DC
	Educational Service - Reg Appt	SPECIALIST, ENROLLMENT OPS	DC
	Educational Service - Reg Appt	SPECIALIST, FNS FIELD OPERATIO	DC
	Educational Service - Reg Appt	SPECIALIST, GRADUATION	MD
	Educational Service - Reg Appt	SPECIALIST, IMPACT DESIGN	DC
	Educational Service - Reg Appt	SPECIALIST, IT ASSET MANAGEMEN	DC
	Educational Service - Reg Appt	SPECIALIST, LIBRARY/MEDIA	VA
	Educational Service - Reg Appt	SPECIALIST, LIBRARY/MEDIA	MD
	Educational Service - Reg Appt	SPECIALIST, LIBRARY/MEDIA	DC
	Educational Service - Reg Appt	SPECIALIST, NUTRI COMPL & PART	DC
	Educational Service - Reg Appt	SPECIALIST, PROJECT MANAGER	VA
	Educational Service - Reg Appt	SPECIALIST, READING	VA
	Educational Service - Reg Appt	SPECIALIST, SPECIAL POPULATION	VA
	Educational Service - Reg Appt	SPECIALIST, TEST INTEGRITY	DC
	Educational Service - Reg Appt	SPECIALIST, TS & CULTIVATION	VA
	Educational Service - Reg Appt	SPEECH LANGUAGE PATHOLOGIST (W	MD
	Educational Service - Reg Appt	SPEECH LANGUAGE PATHOLOGIST (W	DC
	Educational Service - Reg Appt	SPEECH PATHOLOGIST	VA
	Educational Service - Reg Appt	SPEECH PATHOLOGIST	MD

	Educational Service - Reg Appt	SPEECH PATHOLOGIST	DC
	Educational Service - Reg Appt	SPEECH PATHOLOGIST	CT
	Educational Service - Reg Appt	STAFF ASSISTANT	DC
	Educational Service - Reg Appt	SUBSTITUTE TEACHER	VA
	Educational Service - Reg Appt	SUBSTITUTE TEACHER	MD
	Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
	Educational Service - Reg Appt	TEACHER	MD
	Educational Service - Reg Appt	TEACHER	DC
	Educational Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
	Educational Service - Reg Appt	TEACHER (SUMMER SCHOOL)	DC
	Educational Service - Reg Appt	TEACHER, ART	VA
	Educational Service - Reg Appt	TEACHER, ART	MO
	Educational Service - Reg Appt	TEACHER, ART	MD
	Educational Service - Reg Appt	TEACHER, ART	DC
	Educational Service - Reg Appt	TEACHER, CAREER EDUCATION	VA
	Educational Service - Reg Appt	TEACHER, CAREER EDUCATION	NC
	Educational Service - Reg Appt	TEACHER, CAREER EDUCATION	MD
	Educational Service - Reg Appt	TEACHER, CAREER EDUCATION	DC
	Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	VA
	Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	MD
	Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
	Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	AL
	Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	VA
	Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	MD
	Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	FL
	Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	DC
	Educational Service - Reg Appt	TEACHER, FSS RESOURCE	MD
	Educational Service - Reg Appt	TEACHER, FSS RESOURCE	DC
	Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VT
	Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
	Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
	Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
	Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY, P	DC
	Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
	Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	NC
	Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
	Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	IN
	Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	IL
	Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	FL
	Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
	Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	VA
	Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	MD
	Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
	Educational Service - Reg Appt	TEACHER, MATH	MD
	Educational Service - Reg Appt	TEACHER, MUSIC	VA

	Educational Service - Reg Appt	TEACHER, MUSIC	MI
	Educational Service - Reg Appt	TEACHER, MUSIC	MD
	Educational Service - Reg Appt	TEACHER, MUSIC	DC
	Educational Service - Reg Appt	TEACHER, PE	VA
	Educational Service - Reg Appt	TEACHER, PE	NC
	Educational Service - Reg Appt	TEACHER, PE	MD
	Educational Service - Reg Appt	TEACHER, PE	DC
	Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	VA
	Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	NY
	Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	MD
	Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	DC
	Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA
	Educational Service - Reg Appt	TEACHER, SPECIAL ED.	PA
	Educational Service - Reg Appt	TEACHER, SPECIAL ED.	NY
	Educational Service - Reg Appt	TEACHER, SPECIAL ED.	NJ
	Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
	Educational Service - Reg Appt	TEACHER, SPECIAL ED.	GA
	Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
	Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	VA
	Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	NY
	Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	NC
	Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	MD
	Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	DE
	Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	DC
	Educational Service - Reg Appt	TEACHER,ESL,ELEMENTARY	VA
	Educational Service - Reg Appt	TEACHER,ESL,ELEMENTARY	MD
	Educational Service - Reg Appt	TEACHER,ESL,ELEMENTARY	DC
	Educational Service - Reg Appt	TEACHER,SOCIAL STUDIES	VA
	Educational Service - Reg Appt	THERAPIST, PHYSICAL	DC
	Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	VA
	Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	MD
	Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	DC
	Educational Service - Reg Appt	URBAN TEACHER RESIDENCY (10MO)	DC
	Educational Service - Reg Appt	WAE TEACHER	MD
	Career Service - Term Appt	CONTRACT SPECIALIST	NC
	Career Service - Reg Appt	ACCOUNTANT	DC
	Career Service - Reg Appt	AIDE (AFTERSCHOOL)	DC
	Career Service - Reg Appt	AIDE, 10MO DEDICATED	MD
	Career Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
	Career Service - Reg Appt	AIDE, ADMINISTRATIVE	DC
	Career Service - Reg Appt	ANALYST	MD
	Career Service - Reg Appt	ANALYST	DC
	Career Service - Reg Appt	ASSISTANT	MD
	Career Service - Reg Appt	ASSISTANT	DC
	Career Service - Reg Appt	AUDITOR	MD

Career Service - Reg Appt	CAFETERIA COOK	DC
Career Service - Reg Appt	CAFETERIA FOOD SERVICE WORKER	DC
Career Service - Reg Appt	CAFETERIA LEAD	MD
Career Service - Reg Appt	CLERK, DATA ENTRY CLERK	DC
Career Service - Reg Appt	CONTRACT SPECIALIST	VA
Career Service - Reg Appt	CONTRACT SPECIALIST	MD
Career Service - Reg Appt	CONTROLLER	DC
Career Service - Reg Appt	COORDINATOR (EG)	VA
Career Service - Reg Appt	COORDINATOR (EG)	MD
Career Service - Reg Appt	COORDINATOR (EG)	DC
Career Service - Reg Appt	COORDINATOR, CARE	DC
Career Service - Reg Appt	COORDINATOR, DATA REPORTING	DC
Career Service - Reg Appt	COORDINATOR, DCPS PERSISTS	MD
Career Service - Reg Appt	COORDINATOR, DCPS PERSISTS	DC
Career Service - Reg Appt	COORDINATOR, IMPACT OPS	DC
Career Service - Reg Appt	COORDINATOR, NUTRITION & COMPL	VA
Career Service - Reg Appt	COORDINATOR, ODSS	MD
Career Service - Reg Appt	COORDINATOR, STEM CAREER EXPLO	MD
Career Service - Reg Appt	CUSTODIAN (RW-3)	MD
Career Service - Reg Appt	CUSTODIAN (RW-3)	DC
Career Service - Reg Appt	DIRECTOR	VA
Career Service - Reg Appt	DIRECTOR	MD
Career Service - Reg Appt	DIRECTOR, ESSA TRANSFORMATION	DC
Career Service - Reg Appt	HEARING OFFICER (EG)	MD
Career Service - Reg Appt	MANAGER	NC
Career Service - Reg Appt	MANAGER	DC
Career Service - Reg Appt	MANAGER, FACILITY MGMT	MD
Career Service - Reg Appt	MANAGER, PSYCHOLOGY	DC
Career Service - Reg Appt	PAYROLL TECH	MD
Career Service - Reg Appt	PROGRAM SPECIALIST	MD
Career Service - Reg Appt	PROGRAM SPECIALIST	DC
Career Service - Reg Appt	PROJECT MANAGER (EG)	MD
Career Service - Reg Appt	PSYCHOLOGIST (WTU)	DC
Career Service - Reg Appt	SPECIALIST	MD
Career Service - Reg Appt	SPECIALIST	DC
Career Service - Reg Appt	SPECIALIST, BUDGET & OPERATION	MD
Career Service - Reg Appt	SPECIALIST, CAT	DC
Career Service - Reg Appt	SPECIALIST, RELATED SERVICES	VA
Career Service - Reg Appt	SPECIALIST, RESOLUTION	DC
Career Service - Reg Appt	SPECIALIST, TECHNOLOGY CLUSTER	MD
Career Service - Reg Appt	STAFF ASSISTANT	MD
Career Service - Reg Appt	STAFF ASSISTANT	DC
Career Service - Reg Appt	SUBSTITUTE TEACHER	MD
Career Service - Reg Appt	SUBSTITUTE TEACHER	DC
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD

	Career Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	VA
	Career Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
	Career Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
	Career Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
	Career Service - Reg Appt	THERAPIST,ART	VA
	Career Service - Reg Appt	THERAPIST,OCCUPATIONAL	VA
	Career Service - Reg Appt	WAE TEACHER	MD
	Career Service - Reg Appt	WAE TRANSLATOR AMHARIC	MD
	Career Service - Reg Appt	WAE, FRENCH	DC
	Career Service - Reg Appt	WAE, VIETNAMESE	VA
DC Retirement Board	Excepted Service - Reg Appt	CHIEF INVESTMENT OFFICER	MD
	Career Service - Reg Appt	ACCOUNTANT III	MD
	Career Service - Reg Appt	ADMINISTRATIVE ASSISTANT	MD
	Career Service - Reg Appt	CONTROLLER	VA
	Career Service - Reg Appt	INFO SYSTEMS SECURITY OFFICER	VA
	Career Service - Reg Appt	MEMBER SERVICES REPRESENTATIVE	MD
	Career Service - Reg Appt	PENSION ADMINISTRATOR	DC
	Career Service - Reg Appt	RETIREMENT SPECIALIST	MD
DC Sentencing Comm'n	Excepted Service - Reg Appt	GEN COUNSEL	DC
	Excepted Service - Reg Appt	IT SPECIALIST (DATA MGMT)	DC
DC State Board of Education	Excepted Service - Reg Appt	POLICY ANALYST	MD
	Excepted Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	MD
	Educational Service - Temp App	STUDENT INTERN	MD
	Career Service - Temp Appt	STUDENT INTERN	OR
	Career Service - Temp Appt	STUDENT INTERN	MD
	Career Service - Temp Appt	STUDENT INTERN	FL
	Career Service - Temp Appt	STUDENT INTERN	DC
	Career Service - Temp Appt	STUDENT INTERN	CA
	Career Service - Reg Appt	ASSISTANT OMBUDSMAN	DC
Dept Housing & Cmty Dev	Career Service - Term Appt	HOUSING AND DEVELOPMENT PROJEC	DC
	Career Service - Reg Appt	ACCOUNTS PAYABLE TECHNICIAN	MD
	Career Service - Reg Appt	COMPLIANCE SPECIALIST	MD
	Career Service - Reg Appt	REALTY PROJECT MANAGER	DC
Dept of Aging and Cmty Living	MSS - Reg Appt	SUPERVISORY SOCIAL WORKER	MD
	Legal Service - Term Appt	ATTORNEY ADVISOR	DC
	Career Service - Reg Appt	INVOICING SPECIALIST	DC
	Career Service - Reg Appt	PUBLIC HLTH NUTRITIONIST	VA
Dept of Behavioral Health	MSS - Temp Appt	CLINICAL ADMINISTRATOR	MD
	MSS - Temp Appt	DEPUTY DIRECTOR, ADULT SERVICE	VA
	MSS - Temp Appt	DIRECTOR OF COMMUNICATIONS	DC
	MSS - Temp Appt	DIRECTOR, CRISIS AND EMERGENCY	DC
	MSS - Temp Appt	DIRECTOR, POLICY, PLANNING & E	MD
	MSS - Temp Appt	SUPERVISORY MEDICAL OFCR (PSYC	MD
	MSS - Reg Appt	ANCILLARY SERVICES SUPERVISOR	MD

	MSS - Reg Appt	CLINICAL SUPERVISOR	MD
	MSS - Reg Appt	PROJECT DIRECTOR (SOR)	DC
	MSS - Reg Appt	SUPERVISORY PSYCHIATRIC NURSE	MD
	MSS - Reg Appt	SUPERVISORY SOCIAL WORKER	MD
	Executive Service - Temp Appt	MEDICAL OFFICER PSYCH RES	DC
	Excepted Service - Temp Appt	CHAPLAIN RESIDENT	VA
	Excepted Service - Temp Appt	CHAPLAIN RESIDENT	MD
	Excepted Service - Temp Appt	CHAPLAIN RESIDENT	DC
	Excepted Service - Temp Appt	CLINICAL PSYCHOLOGIST INTERN	VA
	Excepted Service - Temp Appt	CLINICAL PSYCHOLOGIST INTERN	MD
	Excepted Service - Temp Appt	CLINICAL PSYCHOLOGIST INTERN	DC
	Excepted Service - Temp Appt	CLINICAL PSYCHOLOGY RESIDENT	VA
	Excepted Service - Temp Appt	CLINICAL PSYCHOLOGY RESIDENT	MD
	Excepted Service - Temp Appt	CLINICAL PSYCHOLOGY RESIDENT	DC
	Excepted Service - Temp Appt	DENTAL RESIDENT	VA
	Excepted Service - Temp Appt	DENTAL RESIDENT	MD
	Excepted Service - Temp Appt	DENTAL RESIDENT	DC
	Excepted Service - Temp Appt	FORENSIC PSYCHIATRY FELLOW	VA
	Excepted Service - Temp Appt	FORENSIC PSYCHIATRY FELLOW	MD
	Excepted Service - Temp Appt	MEDICAL OFFICER PSYCH RES	VA
	Excepted Service - Temp Appt	MEDICAL OFFICER PSYCH RES	MD
	Excepted Service - Temp Appt	MEDICAL OFFICER PSYCH RES	DC
	Career Service - Term Appt	BEHAVIORAL HEALTH COORDINATOR	DC
	Career Service - Term Appt	COMM BEHAVIORAL HLTH SPEC	MD
	Career Service - Term Appt	COMM BEHAVIORAL HLTH SPEC	DC
	Career Service - Term Appt	COMMUNITY BEHAVIORAL HLTH SPEC	MD
	Career Service - Term Appt	COOK	VA
	Career Service - Term Appt	EARLY CHILDHOOD CLIN SPEC	DC
	Career Service - Term Appt	FAMILY SVCS RECOVERY ASST	DC
	Career Service - Term Appt	FOOD SERVICE WORKER	DC
	Career Service - Term Appt	HOUSEKEEPING AIDE	MD
	Career Service - Term Appt	HOUSEKEEPING AIDE	DC
	Career Service - Term Appt	SENIOR BUDGET ANALYST	DC
	Career Service - Term Appt	SOCIAL WORKER	MD
	Career Service - Term Appt	SOCIAL WORKER	DC
	Career Service - Term Appt	SPECIAL POLICE OFFICER	DC
	Career Service - Term Appt	YOUTH PROJECT COORDINATOR	MD
	Career Service - Term Appt	YOUTH SVCS RECOVERY ASST	DC
	Career Service - Temp Appt	INVESTIGATIVE ANALYSIS SPECIAL	MD
	Career Service - Reg Appt	ACCESS COUNSELOR	DC
	Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	VA
	Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	MD
	Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	DC
	Career Service - Reg Appt	CLINICAL CARE COORDINATOR	DC
	Career Service - Reg Appt	CLINICAL PSYCHOLOGIST	DC

	Career Service - Reg Appt	COMPLIANCE SPECIALIST	MD
	Career Service - Reg Appt	COOK	DC
	Career Service - Reg Appt	GRANTS MANAGEMENT SPECIALIST	DC
	Career Service - Reg Appt	MEDICAL OFFICER (PSYCHIATRY)	TN
	Career Service - Reg Appt	MEDICAL OFFICER (PSYCHIATRY)	MD
	Career Service - Reg Appt	MEDICAL OFFICER PSYCH TRAINING	DC
	Career Service - Reg Appt	MEDICAL RECORDS ADMIN SPECIALI	MD
	Career Service - Reg Appt	MEDICAL RECORDS TECH	DC
	Career Service - Reg Appt	MENTAL HEALTH CLINICAL SPECIAL	MD
	Career Service - Reg Appt	NURSE PRACTITIONER	MD
	Career Service - Reg Appt	PEER COUNSELOR	DC
	Career Service - Reg Appt	PHARMACY TECH	MD
	Career Service - Reg Appt	PHARMACY TECH	DC
	Career Service - Reg Appt	PROGRAM ADMINISTRATOR	DC
	Career Service - Reg Appt	PROGRAM MONITOR	DC
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	PSYCHIATRIC NURSE	DC
	Career Service - Reg Appt	PYSCHIATRIC NURSE	MD
	Career Service - Reg Appt	RECOVERY ADVOCATE	DC
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	DC
	Career Service - Reg Appt	SUPERVISORY PSYCHIATRIC NURSE	MD
Dept of Corrections	MSS - Temp Appt	SUPV CORRECTIONAL OFFICER	VA
	MSS - Reg Appt	CORRECTIONAL INSTITUTION ADMIN	MD
	MSS - Reg Appt	SUPV CORRECTIONAL OFFICER	MD
	MSS - Reg Appt	SUPVY CORRECTIONAL OFFICER	MD
	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
	Career Service - Reg Appt	CASE MANAGER	VA
	Career Service - Reg Appt	CORRECTIONAL OFFICER	MD
	Career Service - Reg Appt	CORRECTIONAL OFFICER	DC
	Career Service - Reg Appt	MAINTENANCE MECHANIC	MD
	Career Service - Reg Appt	TEACHER	MD
Dept of Disability Svcs	MSS - Reg Appt	DEPUTY DIRECTOR FOR QUALITY AS	DC
	MSS - Reg Appt	SUPERVISORY SOCIAL INSURANCE S	CA
	MSS - Reg Appt	SUPERVISORY VOCATIONAL REHABIL	VA
	MSS - Reg Appt	SUPERVISORY VOCATIONAL REHABIL	MD
	MSS - Reg Appt	SUPERVISORY VOCATIONAL REHABIL	DC
	Career Service - Term Appt	SOCIAL INSURANCE SPECIALIST	DC
	Career Service - Reg Appt	ADAPTIVE EQUIPMENT COMPLIANCE	MD
	Career Service - Reg Appt	DISABILITY HEARING OFFICER	MD
	Career Service - Reg Appt	MANAGEMENT ANALYST	TN
	Career Service - Reg Appt	PROJECT MANAGER	MD
	Career Service - Reg Appt	SERVICE COORDINATOR I	MD
	Career Service - Reg Appt	SERVICE COORDINATOR I	DC
	Career Service - Reg Appt	SOCIAL INSURANCE SPECIALIST	VA

	Career Service - Reg Appt	SOCIAL INSURANCE SPECIALIST	MD
	Career Service - Reg Appt	VOCATIONAL REHABILITATION SPEC	VA
	Career Service - Reg Appt	VOCATIONAL REHABILITATION SPEC	MD
Dept of Employment Services	MSS - Reg Appt	COMMUNICATIONS MANAGER	DC
	MSS - Reg Appt	PROGRAM MANAGER	VA
	MSS - Reg Appt	PROGRAM MANAGER	MD
	MSS - Reg Appt	SUPERVISORY IT SPECIALIST	VA
	MSS - Reg Appt	SUPERVISORY TAX EXAMINER(PAID	DC
	MSS - Reg Appt	SUPERVISORY VALIDATION EXAMINE	DC
	MSS - Reg Appt	SUPVY MANPOWER DEV SPEC (TEP)	MD
	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Career Service - Term Appt	ADJUDICATION SPECIALIST	VA
	Career Service - Term Appt	ADJUDICATION SPECIALIST	MD
	Career Service - Term Appt	ADJUDICATION SPECIALIST	DC
	Career Service - Term Appt	CLERICAL ASSISTANT (OA)	DC
	Career Service - Term Appt	CONTACT REPRESENTATIVE	MD
	Career Service - Term Appt	CONTACT REPRESENTATIVE	DC
	Career Service - Term Appt	CUSTOMER SERVICE REPRESENTATIV	MD
	Career Service - Term Appt	CUSTOMER SERVICE REPRESENTATIV	DC
	Career Service - Term Appt	INFORMATION TECHNOLOGY SPEC.	VA
	Career Service - Term Appt	INFORMATION TECHNOLOGY SPEC.	MD
	Career Service - Term Appt	PAID FAMILY LEAVE CLAIMS EXAMI	VA
	Career Service - Term Appt	PAID FAMILY LEAVE CLAIMS EXAMI	MD
	Career Service - Term Appt	PAID FAMILY LEAVE CLAIMS EXAMI	DC
	Career Service - Term Appt	PAID FAMILY LEAVE TAX EXAMINER	VA
	Career Service - Term Appt	PAID FAMILY LEAVE TAX EXAMINER	MD
	Career Service - Term Appt	PAID FAMILY LEAVE TAX EXAMINER	DC
	Career Service - Term Appt	PROGRAM ANALYST	VA
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT (OA)	MD
	Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT (OA)	DC
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Term Appt	QUALITY ASSURANCE SPECIALIST	DC
	Career Service - Term Appt	STAFF ASSISTANT	MD
	Career Service - Term Appt	STAFF ASSISTANT	DC
	Career Service - Term Appt	UC CLAIMS EXAMINER	DC
	Career Service - Term Appt	UC CLAIMS EXAMINER	CA
	Career Service - Term Appt	UNEMPLOY COMP CLAIMS EXAM	DC
	Career Service - Term Appt	UNEMPLOYMENT CALL CENTER REP.	MD
	Career Service - Term Appt	UNEMPLOYMENT CALL CENTER REP.	DC
	Career Service - Term Appt	UNEMPLOYMENT CALL CENTER REPRE	MD
	Career Service - Term Appt	UNEMPLOYMENT CALL CENTER REPRE	DC
	Career Service - Term Appt	UNEMPLOYMENT COMPENSATION CLAI	VA
	Career Service - Term Appt	UNEMPLOYMENT COMPENSATION CLAI	MD

	Career Service - Term Appt	UNEMPLOYMENT COMPENSATION CLAI	DC
	Career Service - Term Appt	UNEMPLOYMENT TAX EXAMINER	MD
	Career Service - Term Appt	WORKFORCE DEV SPEC. (1ST SOURC	DC
	Career Service - Term Appt	WORKFORCE DEVELOPMENT SPECIALI	DC
	Career Service - Temp Appt	ADJUDICATION SPECIALIST	VA
	Career Service - Temp Appt	ADJUDICATION SPECIALIST	MD
	Career Service - Temp Appt	ADJUDICATION SPECIALIST	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	LEAP TRAINEE	DC
	Career Service - Temp Appt	PROGRAM SUPPORT ASSISTANT (OA)	DC
	Career Service - Temp Appt	STAFF ASSISTANT	MD
	Career Service - Temp Appt	STAFF ASSISTANT	DC
	Career Service - Temp Appt	WAGE & HOUR COMPLIANCE SPEC	MD
	Career Service - Temp Appt	WAGE & HOUR COMPLIANCE SPEC	DC
	Career Service - Temp Appt	WAGE HOUR COMPLIANCE SPECIALIS	DC
	Career Service - Temp Appt	WORKFORCE DEVELOPMENT SPECIALI	MD
	Career Service - Temp Appt	WORKFORCE DEVELOPMENT SPECIALI	DC
	Career Service - Reg Appt	AUDITOR	MD
	Career Service - Reg Appt	AUDITOR	DC
	Career Service - Reg Appt	INDUSTRIAL HYGIENIST	MD
	Career Service - Reg Appt	PARALEGAL SPECIALIST	MD
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	REALTY SPECIALIST	VA
	Career Service - Reg Appt	WAGE HOUR COMPLIANCE SPECIALIS	DC
	Career Service - Reg Appt	WORKFORCE DEVELOPMENT SPEC.	MD
	Career Service - Reg Appt	WORKFORCE DEVELOPMENT SPEC.	DC
	Career Service - Reg Appt	WORKFORCE DEVELOPMENT SPECIALI	DC
Dept of Energy and Environment	MSS - Reg Appt	ENERGY PROGRAM OFFICER	DC
	MSS - Reg Appt	SUP ENVIRON PROTECTION SPEC	VA
	MSS - Reg Appt	SUPV ENVIRONMENTAL PROTECTION	DC
	Career Service - Term Appt	ENERGY ASSISTANCE PROCESSOR	DC
	Career Service - Term Appt	ENERGY PROGRAM SPECIALIST	MD
	Career Service - Term Appt	ENERGY PROGRAM SPECIALIST	DC
	Career Service - Term Appt	ENVIRONMENTAL ENGINEER	DC
	Career Service - Term Appt	ENVIRONMENTAL PROTECTION SPECI	VA
	Career Service - Term Appt	ENVIRONMENTAL PROTECTION SPECI	MD
	Career Service - Term Appt	ENVIRONMENTAL PROTECTION SPECI	DC
	Career Service - Term Appt	FISH & WILDLIFE BIOLOGIST	VA
	Career Service - Term Appt	MANAGEMENT LIAISON SPECIALIST	VA
	Career Service - Term Appt	PROGRAM ANALYST	VA
	Career Service - Term Appt	PROGRAM ANALYST	MD
	Career Service - Term Appt	PROGRAM ANALYST	GA
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	STAFF ASSISTANT	DC

	Career Service - Temp Appt	DDOE SUMMER WORKER	DC
	Career Service - Temp Appt	DOEE SUMMER WORKER	MD
	Career Service - Temp Appt	DOEE SUMMER WORKER	DC
	Career Service - Temp Appt	STUDENT TRAINEE (INTERN)	VA
	Career Service - Temp Appt	STUDENT TRAINEE (INTERN)	NY
	Career Service - Temp Appt	STUDENT TRAINEE (INTERN)	MD
	Career Service - Temp Appt	STUDENT TRAINEE (INTERN)	DC
Dept of For-Hire Vehicles	Career Service - Reg Appt	CLERICAL ASSISTANT	DC
Dept of Forensic Sciences	MSS - Reg Appt	SUPERVISORY CHEMIST	MD
	MSS - Reg Appt	SUPERVISORY MEDICAL TECHNOLOGI	VA
	MSS - Reg Appt	SUPERVISORY MEDICAL TECHNOLOGI	MD
	Career Service - Term Appt	BIOLOGICAL SCIENCE LABORATORY	VA
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	VA
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	MD
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	DC
	Career Service - Temp Appt	CRIME SCENE ANALYST	MD
	Career Service - Temp Appt	FORENSIC SCIENCE TECHNICIAN (C	DC
	Career Service - Reg Appt	BIOLOGICAL SCIENCE LABORATORY	NJ
	Career Service - Reg Appt	CHEMIST	NJ
	Career Service - Reg Appt	FORENSIC SCIENTIST TECHNICAL L	VA
	Career Service - Reg Appt	MEDICAL TECHNOLOGIST	DC
Dept of General Services	MSS - Reg Appt	ASSOCIATE DIRECTOR FOR SUSTAIN	DC
	MSS - Reg Appt	BUILDING MANAGER	VA
	MSS - Reg Appt	CHIEF INFORMATION OFFICER	DC
	MSS - Reg Appt	DEPUTY ASSOCIATE DIRECTOR FOR	VA
	MSS - Reg Appt	FACILITIES OPERATIONS MANAGER	MD
	MSS - Reg Appt	PROJECT MANAGEMENT OFFICER	MD
	MSS - Reg Appt	SENIOR PROJECT MANAGER	MD
	MSS - Reg Appt	SUPERVISORY REALTY SPECIALIST	MD
	Career Service - Term Appt	MAIL ASSISTANT (MVO)	DC
	Career Service - Term Appt	MAINTENANCE WORKER	MD
	Career Service - Term Appt	MAINTENANCE WORKER (CUSTODIAN)	MD
	Career Service - Term Appt	MAINTENANCE WORKER (CUSTODIAN)	DC
	Career Service - Term Appt	MAINTENANCE WORKER (GROUNDS)	DC
	Career Service - Term Appt	PROGRAM ANALYST	MD
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Term Appt	SPECIAL POLICE OFFICER	MD
	Career Service - Term Appt	SPECIAL POLICE OFFICER	DC
	Career Service - Reg Appt	ASSET SPECIALIST	DC
	Career Service - Reg Appt	CONTRACT SPECIALIST	VA
	Career Service - Reg Appt	CONTRACT SPECIALIST	MD
	Career Service - Reg Appt	CONTRACT SPECIALIST	DC
	Career Service - Reg Appt	LEGISLATIVE ANALYST	DC
	Career Service - Reg Appt	MAINTENANCE MECHANIC	MD
	Career Service - Reg Appt	MAINTENANCE WORKER (GROUNDS)	MD

	Career Service - Reg Appt	PHYSICAL SECURITY SPECIALIST	MD
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	PROJECT MANAGER	VA
	Career Service - Reg Appt	PROJECT MANAGER	MD
	Career Service - Reg Appt	WORK ORDER SPECIALIST	DC
Dept of Health	MSS - Term Appt	PROGRAM MANAGER	MD
	MSS - Term Appt	PROGRAM MANAGER	DC
	MSS - Temp Appt	PROGRAM MANAGER	DC
	MSS - Reg Appt	CHIEF MEDICAL OFFICER	VA
	MSS - Reg Appt	EXECUTIVE DIRECTOR, BOARD OF N	MD
	MSS - Reg Appt	SUPERVISORY LEGISLATIVE AFFAIR	DC
	MSS - Reg Appt	SUPERVISORY MEDICAL OFFICER	DC
	MSS - Reg Appt	SUPERVISORY SANITARIAN	PA
	Career Service - Term Appt	CLERICAL ASSISTANT	MD
	Career Service - Term Appt	CLERICAL ASSISTANT	DC
	Career Service - Term Appt	EPIDEMIOLOGIST	VA
	Career Service - Term Appt	EPIDEMIOLOGIST	MD
	Career Service - Term Appt	EPIDEMIOLOGIST	DC
	Career Service - Term Appt	GRANTS MGMT SPEC	VA
	Career Service - Term Appt	INVESTIGATOR	MD
	Career Service - Term Appt	INVESTIGATOR	DC
	Career Service - Term Appt	LEAD INVESTIGATOR	MD
	Career Service - Term Appt	LEAD INVESTIGATOR	DC
	Career Service - Term Appt	PROGRAM COORDINATOR	MD
	Career Service - Term Appt	PROGRAM COORDINATOR	DC
	Career Service - Term Appt	PUBLIC HEALTH ADVISOR	MD
	Career Service - Term Appt	PUBLIC HEALTH ANALYST	MD
	Career Service - Term Appt	PUBLIC HEALTH ANALYST	DC
	Career Service - Term Appt	PUBLIC HEALTH ANALYST (COMMUNI	MD
	Career Service - Term Appt	RECORDS MGMT ASST	DC
	Career Service - Term Appt	REGISTRATION SUPPORT ASSISTANT	DC
	Career Service - Term Appt	STATISTICIAN	DC
	Career Service - Term Appt	STATISTICIAN HLTH	DC
	Career Service - Temp Appt	CLERICAL ASSISTANT	VA
	Career Service - Temp Appt	CLERICAL ASSISTANT	MD
	Career Service - Temp Appt	CLERICAL ASSISTANT	DC
	Career Service - Temp Appt	INVESTIGATOR	VA
	Career Service - Temp Appt	INVESTIGATOR	MD
	Career Service - Temp Appt	INVESTIGATOR	DC
	Career Service - Temp Appt	LEAD INVESTIGATOR	DC
	Career Service - Reg Appt	CODE & RODENT INSPECTOR (PEST	DC
	Career Service - Reg Appt	DATA ANALYST	VA
	Career Service - Reg Appt	HEALTH LICENSING SPECIALIST	MD
	Career Service - Reg Appt	NURSE SPECIALIST I	VA
	Career Service - Reg Appt	NURSE SPECIALIST I	MD

	Career Service - Reg Appt	NURSE SPECIALIST I	DC
	Career Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	DC
	Career Service - Reg Appt	RECORDS AND INFORMATION MANAGE	DC
	Career Service - Reg Appt	SANITARIAN	MD
	Career Service - Reg Appt	VITAL RECORDS CODE ENFORCEMENT	DC
Dept of Health Care Finance	MSS - Reg Appt	PROGRAM MANAGER	VA
	MSS - Reg Appt	SUPVY. MANAGEMENT ANALYST	DC
	Career Service - Term Appt	PROGRAM AND POLICY ANALYST	DC
	Career Service - Term Appt	PROJECT MANAGER	DC
	Career Service - Reg Appt	DATA ANALYST	DC
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	MD
	Career Service - Reg Appt	INVESTIGATOR	MD
	Career Service - Reg Appt	MANAGEMENT ANALYST	MD
	Career Service - Reg Appt	MANAGEMENT ANALYST	DC
	Career Service - Reg Appt	POLICY ANALYST	MD
	Career Service - Reg Appt	PROGRAM ANALYST (ENCAMPMENT RE	DC
	Career Service - Reg Appt	PROGRAM SPECIALIST	MD
	Career Service - Reg Appt	PROJECT MANAGER	DC
	Career Service - Reg Appt	SPECIAL PROJECTS OFFICER	DC
Dept of Human Resources	Excepted Service - Term Appt	CAPITAL CITY FELLOW	DC
	Career Service - Term Appt	COMPLIANCE SPECIALIST	MD
	Career Service - Term Appt	COMPLIANCE SPECIALIST	DC
	Career Service - Term Appt	CONTRACT COMPLIANCE MONITOR	DC
	Career Service - Term Appt	CUSTOMER SVCS COMMUNICAT SPEC	MD
	Career Service - Term Appt	HUMAN RESOURCES ASSISTANT (PRO	DC
	Career Service - Term Appt	HUMAN RESOURCES SPECIALIST (CL	DC
	Career Service - Term Appt	MANAGEMENT ANALYST	MD
	Career Service - Term Appt	PROGRAM ANALYST	MD
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM COORDINATOR (SEXUAL HA	MD
	Career Service - Term Appt	WRITER (HUMAN RESOURCE POLICY)	DC
	Career Service - Temp Appt	DISTRICT LEADERSHP PROGRAM INT	VA
	Career Service - Temp Appt	DISTRICT LEADERSHP PROGRAM INT	MD
	Career Service - Temp Appt	DISTRICT LEADERSHP PROGRAM INT	DC
	Career Service - Temp Appt	DISTRICT LEADERSHP PROGRAM INT	CA
	Career Service - Temp Appt	HR SPEC (HUMAN RESOURCE DEV)	MD
	Career Service - Reg Appt	WRITER (HUMAN RESOURCE POLICY)	MD
Dept of Human Services	MSS - Reg Appt	STRATEGIC PLANNING OFFICER	DC
	MSS - Reg Appt	SUPERVISORY CASE MANAGER	VA
	MSS - Reg Appt	SUPERVISORY SOCIAL WORKER	MD
	Excepted Service - Reg Appt	SPECIAL ASSISTANT	DC
	Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT	DC
	Career Service - Temp Appt	CASE MANAGER	MD
	Career Service - Temp Appt	CASE MANAGER	DC

	Career Service - Temp Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Reg Appt	CASE MANAGER	MD
	Career Service - Reg Appt	COMPLIANCE SPECIALIST	VA
	Career Service - Reg Appt	CONTRACT LIAISON SPECIALIST	DC
	Career Service - Reg Appt	DEPUTY CHIEF OF STAFF	DC
	Career Service - Reg Appt	GRANTS MANAGEMENT SPECIALIST	DC
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	MD
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPECIAL	DC
	Career Service - Reg Appt	INVESTIGATOR	LA
	Career Service - Reg Appt	INVESTIGATOR	DC
	Career Service - Reg Appt	PRGM & POLICY ANAL (STRAT PLAN	MD
	Career Service - Reg Appt	PROGRAM ANALYST	MD
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	VA
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	MD
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICES REP (BILINGUAL	MD
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SPECIAL ASSISTANT	DC
	Career Service - Reg Appt	SUPVY INVEST	MD
	Career Service - Reg Appt	VOCATIONAL DEVELOPMENT SPECIAL	MD
	Career Service - Reg Appt	VOCATIONAL DEVELOPMENT SPECIAL	DC
Dept of Insurance, Securities and Bank	Excepted Service - Reg Appt	DEP COMM FOR MARKET OPERATIONS	DC
	Career Service - Term Appt	SECURITIES REGISTRATION SPECIA	MD
	Career Service - Temp Appt	STUDENT INTERN	DC
	Career Service - Reg Appt	BANK EXAMINER	DC
	Career Service - Reg Appt	PROGRAM ANALYST	MD
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	SECURITIES FINANCIAL EXAMINER	GA
	Career Service - Reg Appt	SECURITIES FINANCIAL EXAMINER	DC
	Career Service - Reg Appt	STUDENT LOAN OMBUDSMAN	DC
Dept of Motor Vehicles	Career Service - Reg Appt	DRIVER LICENSE EXAMINER (COMME	VA
	Career Service - Reg Appt	DRIVER LICENSE EXAMINER (COMME	MD
	Career Service - Reg Appt	HEARING EXAMINER	MD
	Career Service - Reg Appt	LEGAL INSTRUMENT EXAMINER (DMV	VA
	Career Service - Reg Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC
	Career Service - Reg Appt	MOTOR VEHICLE INSPECTOR	MD
	Career Service - Reg Appt	MOTOR VEHICLE INSPECTOR	DC
Dept of Parks and Recreation	MSS - Reg Appt	SITE MANAGER	VA
	Career Service - Term Appt	STAFF ASSISTANT	DC
	Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
	Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
	Career Service - Reg Appt	LANDSCAPE ARCHITECT	DC

	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	REC. SPECIALIST (AQUATICS)	DC
	Career Service - Reg Appt	RECREATION SPECIALIST	DC
	Career Service - Reg Appt	THERAPY ASST	DC
Dept of Public Works	MSS - Reg Appt	ADMINISTRATIVE OFFICER	DC
	MSS - Reg Appt	DEPUTY ASSOC ADMIN (SWEEP)	DC
	MSS - Reg Appt	DIRECTOR OF COMMUNICATIONS	MD
	MSS - Reg Appt	PUBLIC INFORMATION OFFICER	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	MOTOR VEHICLE OPERATOR	VA
	Career Service - Temp Appt	MOTOR VEHICLE OPERATOR	MD
	Career Service - Temp Appt	MOTOR VEHICLE OPERATOR	DC
	Career Service - Temp Appt	SANITATION WORKER	MD
	Career Service - Temp Appt	SANITATION WORKER	DC
	Career Service - Reg Appt	ENGINEERING EQUIPMENT OPR	MD
	Career Service - Reg Appt	HEAVY MOBILE EQUIP MECHANIC	MD
	Career Service - Reg Appt	HEAVY MOBILE EQUIP MECHANIC	DC
	Career Service - Reg Appt	HEAVY MOBILE EQUIPMENT MECHANI	MD
	Career Service - Reg Appt	MOTOR VEHICLE OPERATOR	MD
	Career Service - Reg Appt	MOTOR VEHICLE OPERATOR	DC
	Career Service - Reg Appt	PROGRAM SPECIALIST	DC
	Career Service - Reg Appt	PROGRAM SUPPORT ASSISTANT (OA)	DC
	Career Service - Reg Appt	SANITATION SUPERVISOR	VA
	Career Service - Reg Appt	SANITATION SUPERVISOR	MD
	Career Service - Reg Appt	SUBSTANCE ABUSE SPECIALIST	MD
	Career Service - Reg Appt	SUPVY ABANDONED VEHICLE INVEST	MD
	Career Service - Reg Appt	TELECOMMUNICATIONS SPECIALIST	DC
Dept of Small & Local Bus Dev	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Career Service - Term Appt	COMPLIANCE SPECIALIST	DC
	Career Service - Term Appt	GRANTS MANAGEMENT SPECIALIST	DC
	Career Service - Term Appt	PROCUREMENT TECHNICAL ASSISTAN	DC
	Career Service - Term Appt	STAFF ASSISTANT	DC
Dept of Youth Rehabilitation Svcs	MSS - Reg Appt	CHIEF PROGRAM MANAGER	DC
	MSS - Reg Appt	PROGRAM MANAGER (CASE MANAGEME	PA
	MSS - Reg Appt	SUPERVISORY EDUCATION SERVICES	MD
	Career Service - Temp Appt	MANAGEMENT ANALYST	MD
	Career Service - Temp Appt	PROGRAM MONITOR	DC
	Career Service - Reg Appt	CLINICAL NURSE II	MD
	Career Service - Reg Appt	COOK	MD
	Career Service - Reg Appt	COOK	DC
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	DC
	Career Service - Reg Appt	INVESTIGATOR	MD
	Career Service - Reg Appt	MAINTENANCE WORKER	DC
	Career Service - Reg Appt	MENTAL HEALTH SPECIALIST	MD

	Career Service - Reg Appt	MENTAL HEALTH SPECIALIST	DC
	Career Service - Reg Appt	TRAINING SPEC	MD
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	VA
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	DC
Deputy Mayor for Education	MSS - Reg Appt	DEPUTY DIRECTOR	DC
	Excepted Service - Reg Appt	CHIEF OF STAFF	DC
	Excepted Service - Reg Appt	COMMUNICATIONS AND OUTREACH MA	DC
	Excepted Service - Reg Appt	DIRECTOR OF LEGISLATIVE & GOVE	DC
	Excepted Service - Reg Appt	EXECUTIVE DIRECTOR	MD
	Excepted Service - Reg Appt	POLICY ANALYST	MD
	Career Service - Reg Appt	DATA ANALYST	DC
	Career Service - Reg Appt	POLICY ANALYST	DC
Deputy Mayor of Operations and Infrastructure	Career Service - Reg Appt	EXECUTIVE ASSISTANT	DC
District Dept of Transportation	MSS - Reg Appt	SUPERVISORY ENGINEERING TECHNI	DC
	MSS - Reg Appt	SUPERVISORY TRAFFIC CONTROL OF	DC
	MSS - Reg Appt	SUPV ENGINEERING TECH	VA
	MSS - Reg Appt	SUPVY CIVIL ENGINEER	VA
	MSS - Reg Appt	SUPVY CIVIL ENGINEER	DC
	MSS - Reg Appt	SUPVY TRANSP. MGMT PLANNER	DC
	MSS - Reg Appt	TRAINING & ORGANIZATIONAL DEVE	VA
	Legal Service - Reg Appt	SENIOR ATTORNEY ADVISOR	MD
	Career Service - Reg Appt	BRIDGE REPAIRER	MD
	Career Service - Reg Appt	CIVIL ENGINEER	VA
	Career Service - Reg Appt	CIVIL ENGINEER	MD
	Career Service - Reg Appt	CONSTRUCTION CONTROL REP. (MAI	MD
	Career Service - Reg Appt	CONSTRUCTION CONTROL REP. (MAI	DC
	Career Service - Reg Appt	CUST SVC COMMUNICATIONS SPEC.	DC
	Career Service - Reg Appt	ENGINEERING TECH. (ELECTRICAL)	DC
	Career Service - Reg Appt	ENGINEERING TECHNICIAN (CIVIL)	DC
	Career Service - Reg Appt	EQUAL OPPORT. COMPLIANCE SPEC.	DC
	Career Service - Reg Appt	FORESTER (URBAN)	MD
	Career Service - Reg Appt	FORESTER (URBAN)	DC
	Career Service - Reg Appt	IT SPECIALIST	DC
	Career Service - Reg Appt	LITIGATION CLAIMS SPEC	DC
	Career Service - Reg Appt	MAINTENANCE WORKER	DC
	Career Service - Reg Appt	MOTOR VEHICLE OPERATOR	DC
	Career Service - Reg Appt	POLICY ANALYST	DC
	Career Service - Reg Appt	PROGRAM ANALYST	MD
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	VA
	Career Service - Reg Appt	SAFETY TECHNICIAN	DC
	Career Service - Reg Appt	SPECIAL ASSISTANT	DC
	Career Service - Reg Appt	STREET SIGN INSTALLER (MVO)	DC

	Career Service - Reg Appt	SUPV CIVIL ENGINEER	VA
	Career Service - Reg Appt	TRAFFIC CONTROL OFFICER	MD
	Career Service - Reg Appt	TRAFFIC CONTROL OFFICER	DC
	Career Service - Reg Appt	TRAFFIC SYSTEM OPERATOR	DC
	Career Service - Reg Appt	TRANSPORTATION ENGINEER	DC
	Career Service - Reg Appt	TRANSPORTATION MANAGEMENT SPEC	MD
	Career Service - Reg Appt	TRANSPORTATION PLANNER	DC
	Career Service - Reg Appt	TRANSPORTATION SPEC (TRAFF OP)	VA
	Career Service - Reg Appt	TRANSPORTATION SPEC (TRAFF OP)	DC
	Career Service - Reg Appt	TRANSPORTATION SPECIALIST	NC
Fire & Emergency Medical Svcs	MSS - Reg Appt	ASSISTANT FLEET MANAGEMENT OFF	MD
	MSS - Reg Appt	HEAVY MOBILE EQUIP MECH FORMN	MD
	MSS - Reg Appt	SUPERVISORY GOVERNMENT INFORMA	DC
	MSS - Reg Appt	SUPERVISORY PARALEGAL SPECIALI	MD
	Excepted Service - Reg Appt	ASSISTANT MEDICAL DIRECTOR	DC
	Career Service - Reg Appt	FIREFIGHTER EMT	VA
	Career Service - Reg Appt	FIREFIGHTER EMT	MD
	Career Service - Reg Appt	FIREFIGHTER EMT	DC
	Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
	Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	PA
	Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	MD
	Career Service - Reg Appt	HEAVY MOBILE EQUIP MECH	VA
	Career Service - Reg Appt	HEAVY MOBILE EQUIP MECHANIC	MD
	Career Service - Reg Appt	HEAVY MOBILE EQUIPMENT REPAIRE	MD
	Career Service - Reg Appt	HEAVY MOBILE EQUIPMENT REPAIRE	DC
	Career Service - Reg Appt	PROGRAM SUPPORT ASSISTANT	DC
	Career Service - Reg Appt	STAFF ASSISTANT	DC
Health Benefit Exchange Authority	MSS - Reg Appt	ASSISTANT DIRECTOR FOR SOFTWAR	VA
	MSS - Reg Appt	ASSISTANT DIRECTOR FOR SOFTWAR	KY
	Career Service - Term Appt	CASE MANAGER	MD
	Career Service - Term Appt	CASE MANAGER	DC
	Career Service - Term Appt	COMMUNITY OUTREACH SPECIALIST	VA
	Career Service - Term Appt	PROGRAM ANALYST	MD
Homeland Security & Emergency Mgmt Agency	MSS - Reg Appt	DEPUTY CHIEF OF OPERATIONS	MD
	Career Service - Term Appt	EMERGENCY OPERATIONS&INFO SPEC	MD
	Career Service - Term Appt	EMERGENCY PLANNING SPECIALIST	VA
	Career Service - Term Appt	EMERGENCY PLANNING SPECIALIST	MD
	Career Service - Term Appt	FUSION INTELLIGENCE ANALYST	DC
	Career Service - Term Appt	HUMAN RESOURCES SPECIALIST	MD
	Career Service - Term Appt	INFORMATION COLLECTION (IC3) W	MD
	Career Service - Term Appt	INFORMATION COLLECTION (IC3) W	DC
	Career Service - Term Appt	PGM ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM COORDINATOR (STATE)	DC

Lottery & Charitable Games	Career Service - Reg Appt	ACCOUNTANT	VA
	Career Service - Reg Appt	AUDIT & COMPLIANCE OFFICER	MD
	Career Service - Reg Appt	BUDGET ANALYST	MD
	Career Service - Reg Appt	DIRECTOR, SPORTS WAGERING REGU	VA
	Career Service - Reg Appt	FINANCIAL INVESTIGATOR	DC
	Career Service - Reg Appt	INVESTIGATION & ENFORCEMENT OF	DC
	Career Service - Reg Appt	INVESTIGATIONS & ENFORCEMENT A	MD
	Career Service - Reg Appt	LOTTERY DRAW SPEC	MD
	Career Service - Reg Appt	RESPONSIBLE GAMING PROGRAM SPE	MD
	Career Service - Reg Appt	SPORTS BETTING PRODUCT MANAGER	DC
Mayor's Ofc of Legal Counsel	Excepted Service - Reg Appt	ASSOCIATE DIRECTOR	DC
	Career Service - Term Appt	LEGAL ADMINISTRATIVE SPECIALIS	DC
Mayor's Office of Planning & Econ Dev	Excepted Service - Reg Appt	ASSOCIATE DIRECTOR FOR REAL ES	DC
	Excepted Service - Reg Appt	PROJECT MANAGER	DC
	Career Service - Term Appt	BUSINESS DEVELOPMENT SPECIALIS	DC
	Career Service - Term Appt	DEVELOPMENT MANAGER	VA
	Career Service - Term Appt	DEVELOPMENT MANAGER	DC
	Career Service - Term Appt	EXECUTIVE ASSISTANT	DC
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Term Appt	PROJECT MANAGER	DC
	Career Service - Reg Appt	EXECUTIVE ASSISTANT	DE
Metropolitan Police Department	MSS - Reg Appt	DATA OFFICER	VA
	MSS - Reg Appt	PROGRAM MANAGER	MD
	Career Service - Term Appt	CRIME ANALYST	DC
	Career Service - Term Appt	CUSTOMER SERVICE REP	MD
	Career Service - Term Appt	CUSTOMER SERVICE REP (OA)	MD
	Career Service - Term Appt	EXECUTIVE PROTECTION OFFICER	DC
	Career Service - Term Appt	HR SPECIALIST (CLASSIFICATION)	MD
	Career Service - Term Appt	MANAGEMENT ANALYST	VA
	Career Service - Term Appt	POLICE CADET	DC
	Career Service - Term Appt	SENIOR DETECTIVE	MD
	Career Service - Term Appt	SENIOR POLICE OFFICER	VA
	Career Service - Term Appt	SENIOR POLICE OFFICER	MD
	Career Service - Term Appt	SENIOR POLICE OFFICER	DC
	Career Service - Term Appt	SENIOR SERGEANTS	VA
	Career Service - Term Appt	SENIOR SERGEANTS	MD
	Career Service - Term Appt	SENIOR SERGEANTS	DC
	Career Service - Temp Appt	LEGAL DOCUMENT REVIEW ASSISTAN	VA
	Career Service - Temp Appt	POLICE CADET	DC
	Career Service - Temp Appt	SENIOR SERGEANTS	MD
	Career Service - Reg Appt	ACCOUNTANT	MD
	Career Service - Reg Appt	ADMINISTRATIVE OPERATIONS CLER	DC
	Career Service - Reg Appt	AGENCY FISCAL OFFICER	MD

	Career Service - Reg Appt	COMPLIANCE MONITOR	VA
	Career Service - Reg Appt	COMPLIANCE MONITOR	MD
	Career Service - Reg Appt	CRIME ANALYST	DC
	Career Service - Reg Appt	CRIMINAL RESEARCH SPECIALIST	VA
	Career Service - Reg Appt	CRIMINAL RESEARCH SPECIALIST	DC
	Career Service - Reg Appt	EXECUTIVE DIRECTOR FOR INFORMA	DC
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	MD
	Career Service - Reg Appt	INVEST EEO	MD
	Career Service - Reg Appt	IT SPECIALIST	MD
	Career Service - Reg Appt	IT SPECIALIST (APPLICATIONS SO	VA
	Career Service - Reg Appt	LEGAL INSTRUMENTS EXAMINER	DC
	Career Service - Reg Appt	OFFICER	VA
	Career Service - Reg Appt	OFFICER	PA
	Career Service - Reg Appt	OFFICER	NY
	Career Service - Reg Appt	OFFICER	NJ
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	IL
	Career Service - Reg Appt	OFFICER	FL
	Career Service - Reg Appt	OFFICER	DE
	Career Service - Reg Appt	OFFICER	DC
	Career Service - Reg Appt	OFFICER	CT
	Career Service - Reg Appt	POLICE CADET	DC
	Career Service - Reg Appt	PROGRAM COORDINATOR-TRAINING	DC
	Career Service - Reg Appt	PROPERTY EVIDENCE CONTROL	MD
	Career Service - Reg Appt	SERGEANT	VA
	Career Service - Reg Appt	TELECOMMS EQUIP OPER TELETYPE	MD
	Career Service - Reg Appt	TELECOMMUNICATIONS SPECIALIST	VA
	Career Service - Reg Appt	TRAINING COORDINATOR	DC
	Career Service - Reg Appt	TRAINING INSTRUCTOR (RECRUIT)	VA
	Career Service - Reg Appt	TRAINING INSTRUCTOR (RECRUIT)	DC
	Career Service - Reg Appt	VISUAL INFORMATION SPECIALIST	DC
Neighborhood Safety and Engage	Career Service - Reg Appt	COMMUNITY OUTREACH SPECIALIST	MD
Ofc Chief Financial Officer	Career Service - Term Appt	ACCOUNTANT	MD
	Career Service - Term Appt	ACCOUNTANT	DC
	Career Service - Term Appt	ACCOUNTING TECHNICIAN	VA
	Career Service - Term Appt	ACCOUNTING TECHNICIAN	MD
	Career Service - Term Appt	ACCOUNTING TECHNICIAN	DC
	Career Service - Term Appt	ACCOUNTS PAYABLE TECHNICIAN	MD
	Career Service - Term Appt	CASH AND INVESTMENT MANAGER	VA
	Career Service - Term Appt	FINANCIAL SYSTEMS ADVISOR	VA
	Career Service - Term Appt	OPERATING BUDGET ANALYST	VA
	Career Service - Term Appt	REAL PROPERTY PROGRAM SPECIALI	MD
	Career Service - Term Appt	SENIOR CAPITAL BUDGET ANALYST	MD
	Career Service - Term Appt	SENIOR OPERATING BUDGET ANALYS	MD

	Career Service - Term Appt	STAFF ASSISTANT	MD
	Career Service - Temp Appt	CUSTOMER SERVICE SPEC	MD
	Career Service - Temp Appt	CUSTOMER SERVICE TAX SPECIALIS	DC
	Career Service - Temp Appt	DEPUTY CFO	MD
	Career Service - Temp Appt	IT PROJECT COORDINATOR	MD
	Career Service - Temp Appt	STUDENT INTERN	VA
	Career Service - Temp Appt	STUDENT INTERN	MD
	Career Service - Reg Appt	ACCOUNTANT	VA
	Career Service - Reg Appt	ACCOUNTANT	MD
	Career Service - Reg Appt	ACCOUNTANT	DC
	Career Service - Reg Appt	ACCOUNTING TECHNICIAN	MD
	Career Service - Reg Appt	ACCOUNTS PAYABLE TECHNICIAN	MD
	Career Service - Reg Appt	APPRAISER	VA
	Career Service - Reg Appt	APPRAISER	NC
	Career Service - Reg Appt	APPRAISER	MD
	Career Service - Reg Appt	ASSISTANT GENERAL COUNSEL	MD
	Career Service - Reg Appt	ASST GEN COUNSEL	DC
	Career Service - Reg Appt	AUDIT ASSISTANT	DC
	Career Service - Reg Appt	AUDITOR	MD
	Career Service - Reg Appt	AUDITOR (TAX)	DC
	Career Service - Reg Appt	BUDGET ANALYST	VA
	Career Service - Reg Appt	BUDGET ANALYST	MD
	Career Service - Reg Appt	BUDGET ANALYST	DC
	Career Service - Reg Appt	BUDGET DIRECTOR	VA
	Career Service - Reg Appt	CLERICAL ASSISTANT	MD
	Career Service - Reg Appt	CLERICAL ASSISTANT	DC
	Career Service - Reg Appt	COLLECTIONS REPRESENTATIVE	MD
	Career Service - Reg Appt	COLLECTIONS SUPERVISOR	VA
	Career Service - Reg Appt	CUSTOMER SERVICE OPERATIONS MA	MD
	Career Service - Reg Appt	CUSTOMER SERVICE REPRESENTATIV	DC
	Career Service - Reg Appt	CUSTOMER SERVICE TAX SPECIALIS	MD
	Career Service - Reg Appt	DATA ANALYST	DC
	Career Service - Reg Appt	DIR PAY & RETIREMENT	VA
	Career Service - Reg Appt	DIRECTOR OF AUDIT AND CRIMINAL	VA
	Career Service - Reg Appt	DIRECTOR OF COLLECTION AND ENF	PA
	Career Service - Reg Appt	DIRECTOR, INFRASTRUCTURE SERVI	MD
	Career Service - Reg Appt	FINANCIAL ANALYST	DC
	Career Service - Reg Appt	FISCAL ANALYST	DE
	Career Service - Reg Appt	GRANTS FINANCIAL SPECIALIST	VA
	Career Service - Reg Appt	HR BUSINESS PARTNER	MD
	Career Service - Reg Appt	INFORMATION TECHNOLOGY MANAGER	MD
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPECIAL	NJ
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPECIAL	MD
	Career Service - Reg Appt	INVESTIGATOR	MD
	Career Service - Reg Appt	IT SPECIALIST (SYSADMIN) & (NE	VA

	Career Service - Reg Appt	LEAD COLLECTIONS REPRESENTATIV	MD
	Career Service - Reg Appt	LEGAL INSTRUMENTS EXAMINER	MD
	Career Service - Reg Appt	MANAGEMENT AND PROGRAM ANALYST	MD
	Career Service - Reg Appt	OPERATING BUDGET ANALYST	CA
	Career Service - Reg Appt	PAYROLL TECHNICIAN	DC
	Career Service - Reg Appt	QUALITY ASSURANCE SPECIALIST	MD
	Career Service - Reg Appt	REAL PROPERTY ASSESSMENT MANAG	DC
	Career Service - Reg Appt	RESEARCH ASSISTANT	DC
	Career Service - Reg Appt	REVENUE OFFICER	MD
	Career Service - Reg Appt	RISK AND COMPLIANCE SPECIALIST	VA
	Career Service - Reg Appt	SENIOR ACCOUNTANT	MD
	Career Service - Reg Appt	SENIOR BUDGET ANALYST	VA
	Career Service - Reg Appt	SENIOR BUDGET ANALYST	MD
	Career Service - Reg Appt	SENIOR POLICY ANALYST	MD
	Career Service - Reg Appt	SUPERVISORY COMPUTER OPERATOR	MD
	Career Service - Reg Appt	SUPERVISORY REVENUE OFFICER	NC
	Career Service - Reg Appt	SUPERVISORY REVENUE OFFICER	MD
	Career Service - Reg Appt	TALENT ACQUISITION ADVISOR	MD
	Career Service - Reg Appt	TAX FRAUD MANAGER	VA
	Career Service - Reg Appt	TAXPAYER ADVOCATE	MD
	Career Service - Reg Appt	TECHNOLOGY & INNOVATION OFFICE	MD
	Career Service - Reg Appt	UNCLAIMED PROPERTY TECHNICIAN	MD
	Career Service - Reg Appt	UNCLAIMED PROPERTY TECHNICIAN	DC
	Career Service - Reg Appt	UNIT MANAGER OPERATIONS	VA
Ofc Finance & Resource Mgmt	Career Service - Temp Appt	ACCOUNTANT	VA
	Career Service - Reg Appt	BUDGET ANALYST	NC
Ofc of Cable Television	Career Service - Term Appt	PRODUCER	MD
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	DC
	Career Service - Term Appt	SPECIAL ASSISTANT	DC
Ofc of Campaign Finance	Career Service - Reg Appt	AUDITOR	MD
Ofc of Disability Rights	Career Service - Reg Appt	ADMINISTRATIVE SUPPORT SPEC.	PR
	Career Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	DC
Ofc of Employee Appeals	Career Service - Reg Appt	SENIOR ADMINISTRATIVE ASSISTAN	DC
Ofc of Film, Television & Ent.	Career Service - Reg Appt	DEPUTY GENERAL COUNSEL	MD
Ofc of Human Rights	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
	Career Service - Term Appt	EQUAL OPPORTUNITY SPEC	VA
	Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT	MD
	Career Service - Reg Appt	EQUAL OPPORTUNITY SPECIALIST	PA
	Career Service - Reg Appt	EQUAL OPPORTUNITY SPECIALIST	DC
Ofc of Planning	Career Service - Reg Appt	CARTOGRAPHER	DC
	Career Service - Reg Appt	HISTORIC ARCHITECTURAL	DC
Ofc of Police Complaints	Career Service - Reg Appt	INVESTIGATOR	MD
	Career Service - Reg Appt	INVESTIGATOR	DC

	Career Service - Reg Appt	RESEARCH ANALYST	DC
Ofc of Risk Management	Career Service - Term Appt	DATA ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	VA
	Career Service - Term Appt	PROGRAM ANALYST	MD
	Career Service - Term Appt	SAFETY & OCCUP. HEALTH SPEC.	MD
	Career Service - Term Appt	WORKERS' COMP CLAIMS EXAMINER	VA
	Career Service - Term Appt	WORKERS' COMP CLAIMS EXAMINER	DC
Ofc of State Superintendent	MSS - Reg Appt	ASST SUPT, EARLY CHILDHOOD EDU	DC
	MSS - Reg Appt	ASST. SUPERINTENDENT, DATA ACC	DC
	MSS - Reg Appt	CHIEF INFORMATION OFFICER	VA
	MSS - Reg Appt	CHIEF INFORMATION OFFICER	MD
	MSS - Reg Appt	DEPUTY CHIEF OF STAFF	DC
	MSS - Reg Appt	DEPUTY DIRECTOR OF ASSESSMENTS	MD
	MSS - Reg Appt	PROGRAM MANAGER	DC
	MSS - Reg Appt	SUPVY. INFORMATION TECHNOLOGY	VA
	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
	Educational Service - Term App	CUSTOMER SERVICE REPRESENTATIV	DC
	Educational Service - Term App	EARLY INTERVENTION SPECIAL EDU	DC
	Educational Service - Term App	EDUCATION PROGRAM SPECIALIST	DC
	Educational Service - Term App	HIGHER EDUCATION LICENSURE SPE	DC
	Educational Service - Term App	NUTRITION PROGRAM SPECIALIST	DC
	Educational Service - Reg Appt	EARLY INTERVENTION SERVICE COO	VA
	Educational Service - Reg Appt	EARLY INTERVENTION SERVICE COO	MD
	Educational Service - Reg Appt	EDUCATION RESEARCH ANALYST	DC
	Educational Service - Reg Appt	EDUCATION SERVICES SPECIALIST	MD
	Educational Service - Reg Appt	EXECUTIVE ASSISTANT	DC
	Educational Service - Reg Appt	FINANCIAL PROG SPEC (CHART SCH	MD
	Educational Service - Reg Appt	INSTRUCTIONAL SYSTEMS SPECIALI	MD
	Educational Service - Reg Appt	LEAD HUMAN RESOURCES SPECIALIS	DC
	Educational Service - Reg Appt	MANAGEMENT ANALYST	TX
	Educational Service - Reg Appt	MANAGEMENT ANALYST	DC
	Educational Service - Reg Appt	POLICY ANALYST	DC
	Career Service - Term Appt	MANAGEMENT ANALYST	DC
	Career Service - Reg Appt	MANAGEMENT ANALYST	MD
Ofc of the Attorney General	MSS - Reg Appt	DEPUTY DIRECTOR	MD
	MSS - Reg Appt	SUPERVISOR, RECORDS MANAGEMENT	VA
	MSS - Reg Appt	SUPV SUPP ENFORCEMENT SPEC	VA
	MSS - Reg Appt	TALENT ACQUISITION, EEO AND TR	DC
	Legal Service - Term Appt	LAW CLERK	DC
	Legal Service - Term Appt	TRIAL ATTORNEY	VA
	Legal Service - Term Appt	TRIAL ATTORNEY	MD
	Legal Service - Term Appt	TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	SUPERVISOR TRIAL ATTORNEY	MD
	Legal Service - Reg Appt	SUPERVISOR TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	SUPERVISORY TRIAL ATTORNEY	MD

	Legal Service - Reg Appt	SUPERVISORY TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	VA
	Legal Service - Reg Appt	TRIAL ATTORNEY	MD
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
	Executive Service - Reg Appt	GEN COUNSEL	DC
	Excepted Service - Temp Appt	TRIAL ATTORNEY	VA
	Excepted Service - Temp Appt	TRIAL ATTORNEY	MD
	Excepted Service - Temp Appt	TRIAL ATTORNEY	DC
	Excepted Service - Temp Appt	TRIAL ATTORNEY	AR
	Excepted Service - Reg Appt	COMMUNITY ENGAGEMENT MANAGER	DC
	Excepted Service - Reg Appt	COMMUNITY OUTREACH SPECIALIST	DC
	Career Service - Term Appt	CASE MANAGER	MD
	Career Service - Term Appt	DATA ANALYST	DC
	Career Service - Term Appt	ENVIRONMENTAL RISK ASSESSOR	MD
	Career Service - Term Appt	INVESTIGATOR	DC
	Career Service - Term Appt	LEGAL ASST	DC
	Career Service - Term Appt	MGMT LIAISON SPEC	DC
	Career Service - Term Appt	PARALEGAL SPEC	DC
	Career Service - Term Appt	PARALEGAL SPECIALIST	MD
	Career Service - Term Appt	PARALEGAL SPECIALIST	DC
	Career Service - Term Appt	PGM SUPPORT ASST OA	DC
	Career Service - Term Appt	PROGRAM SPECIALIST	DC
	Career Service - Term Appt	STAFF ASSISTANT	VA
	Career Service - Term Appt	STAFF ASSISTANT	DC
	Career Service - Term Appt	STAFF ASST	DC
	Career Service - Term Appt	TRIAL ATTORNEY	VA
	Career Service - Term Appt	TRIAL ATTORNEY	DC
	Career Service - Temp Appt	EXECUTIVE ASSISTANT	NC
	Career Service - Temp Appt	INVESTIGATOR	VA
	Career Service - Temp Appt	PARALEGAL SPECIALIST	MD
	Career Service - Temp Appt	STAFF ASSISTANT	DC
	Career Service - Temp Appt	STUDENT INTERN	DC
	Career Service - Temp Appt	SUMMER INTERN	TX
	Career Service - Temp Appt	SUMMER INTERN	PR
	Career Service - Temp Appt	SUMMER INTERN	NJ
	Career Service - Temp Appt	SUMMER INTERN	MI
	Career Service - Temp Appt	SUMMER INTERN	MD
	Career Service - Temp Appt	SUMMER INTERN	GA
	Career Service - Temp Appt	SUMMER INTERN	DC
	Career Service - Reg Appt	CASE MANAGER	MD
	Career Service - Reg Appt	COMPLIANCE REVIEW OFFICER	MD
	Career Service - Reg Appt	EXECUTIVE ASSISTANT	MD
	Career Service - Reg Appt	INVESTIGATOR	MD
	Career Service - Reg Appt	INVESTIGATOR	DC
	Career Service - Reg Appt	LEGAL ASST	MD

	Career Service - Reg Appt	PARALEGAL SPEC	MD
	Career Service - Reg Appt	PARALEGAL SPECIALIST	MD
	Career Service - Reg Appt	PARALEGAL SPECIALIST	DC
	Career Service - Reg Appt	PGM SUPPORT ASST	DC
	Career Service - Reg Appt	PROGRAM SUPPORT ASSISTANT (OA)	DC
	Career Service - Reg Appt	STAFF ASSISTANT	DC
	Career Service - Reg Appt	SUMMER INTERN	DC
	Career Service - Reg Appt	SUPERVISORY ATTORNEY ADVISOR	MD
	Career Service - Reg Appt	SUPERVISORY TRIAL ATTORNEY	MD
	Career Service - Reg Appt	SUPPORT ENFORCEMENT SPEC	MD
	Career Service - Reg Appt	SUPPORT SERVICES SPECIALIST	MD
	Career Service - Reg Appt	TRIAL ATTORNEY	VA
	Career Service - Reg Appt	TRIAL ATTORNEY	MD
	Career Service - Reg Appt	TRIAL ATTORNEY	DC
	Career Service - Reg Appt	VICTIM WITNESS PGM SPEC	SC
	Career Service - Reg Appt	VICTIM WITNESS PGM SPEC	MD
Ofc of the Auditor	Excepted Service - Reg Appt	CHIEF OF STAFF	DC
Ofc of the Chief Medical Exam'r	Legal Service - Reg Appt	GENERAL COUNSEL	DC
	Career Service - Term Appt	FATALITY REVIEW PROGRAM SPECIA	VA
	Career Service - Term Appt	STAFF ASSISTANT	MD
	Career Service - Term Appt	SUPPLY TECHNICIAN	DC
	Career Service - Temp Appt	EMERGENCY PLANNING SPECIALIST	DC
	Career Service - Reg Appt	FATALITY REVIEW PROGRAM SPECIA	VA
	Career Service - Reg Appt	FORENSIC AUTOPSY ASSISTANT	DC
	Career Service - Reg Appt	FORENSIC AUTOPSY TECHNICIAN	MD
	Career Service - Reg Appt	FORENSIC INVESTIGATOR	MD
	Career Service - Reg Appt	FORENSIC TOXICOLOGIST (ACCESSI	DC
	Career Service - Reg Appt	STAFF ASSISTANT	MD
Ofc of the Chief Technology Officer	MSS - Reg Appt	SUPERVISORY IT SPECIALIST	DC
	Legal Service - Reg Appt	GENERAL COUNSEL	DC
	Career Service - Reg Appt	BUSINESS RELATIONSHIP ANALYST	VA
	Career Service - Reg Appt	BUSINESS RELATIONSHIP ANALYST	MD
	Career Service - Reg Appt	BUSINESS RELATIONSHIP ANALYST	DC
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPEC.	DC
Ofc of the City Administrator	MSS - Reg Appt	SENIOR DATA SCIENCE MANAGER	DC
	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Excepted Service - Reg Appt	BUDGET ANALYST	DC
	Excepted Service - Reg Appt	DIRECTOR OF EXTERNAL ENGAGEMEN	DC
	Excepted Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	VA
	Career Service - Term Appt	PROGRAM ANALYST	MD
	Career Service - Temp Appt	STUDENT INTERN (ADMINISTRATION	DC
	Career Service - Reg Appt	SENIOR OPERATIONS ANALYST	DC

Ofc of the Deputy Mayor for Health and Human Svcs	Career Service - Reg Appt	EXECUTIVE ASSISTANT	MD
	Career Service - Reg Appt	OUTREACH SERVICES AND ENGAGEME	VA
	Career Service - Reg Appt	OUTREACH SERVICES AND ENGAGEME	DC
Ofc of the Inspector General	Career Service - Reg Appt	AUDITOR	VA
	Career Service - Reg Appt	DEPUTY ASSISTANT INSPECTOR GEN	VA
	Career Service - Reg Appt	IT SPECIALIST	MD
	Career Service - Reg Appt	MANAGEMENT AND PROGRAM ANALYST	MD
	Career Service - Reg Appt	MANAGEMENT AND PROGRAM ANALYST	DC
Ofc of the Mayor	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Executive Service - Reg Appt	DIRECTOR	DC
	Excepted Service - Reg Appt	CASE MANAGER	DC
	Excepted Service - Reg Appt	OUTREACH & SERVICE SPECIALIST	DC
	Excepted Service - Reg Appt	OUTREACH AND SERVICES SPECIALI	DC
	Excepted Service - Reg Appt	PUBLIC INFORMATION OFFICER	DC
	Excepted Service - Reg Appt	STAFF ASSISTANT	DC
	Career Service - Term Appt	BEVERLY PERRY FELLOW	DC
	Career Service - Term Appt	COMMUNITY OUTREACH SPECIALIST	VA
	Career Service - Term Appt	EMERGENCY PREPAREDNESS SPECIAL	DC
	Career Service - Term Appt	GRANTS MANAGEMENT SPECIALIST	DC
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	VA
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	MD
Ofc of the People's Counsel	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
Ofc of the Secretary	Excepted Service - Reg Appt	DEPUTY SECRETARY OF THE DISTRI	DC
Ofc of the Senior Advisor	Excepted Service - Reg Appt	ASSOCIATE DIRECTOR	DC
	Excepted Service - Reg Appt	CHIEF OF STAFF	DC
	Excepted Service - Reg Appt	DIR, POL & LEGISLATIVE AFFAIRS	DC
	Excepted Service - Reg Appt	SPECIAL ASSISTANT	DC
Ofc of the Tenant Advocate	Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT	DC
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Reg Appt	LEGISLATIVE AND REGULATORY ANA	DC
Ofc of Unified Communication	MSS - Reg Appt	CHIEF OF PROFESSIONAL STANDARD	VA
	Career Service - Term Appt	ELECTRONICS TECHNICIAN	MD
	Career Service - Temp Appt	COMPUTER ASSISTANT	VA
	Career Service - Temp Appt	COMPUTER ASSISTANT	MD
	Career Service - Temp Appt	CUSTOMER SERVICE REP.	VA
	Career Service - Temp Appt	CUSTOMER SERVICE REP.	MD
	Career Service - Temp Appt	CUSTOMER SERVICE REP.	DC
	Career Service - Temp Appt	ELECTRONICS ENGINEER	DC
	Career Service - Temp Appt	FINANCIAL ANALYST	DC
	Career Service - Reg Appt	COMPUTER ASSISTANT	DC
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPECIAL	MD
Ofc of Zoning	Career Service - Reg Appt	ATTORNEY ADVISOR	FL
	Career Service - Reg Appt	DATA COORDINATOR (ZONING)	DC

Ofc on Latino Affairs	Career Service - Term Appt	GRANTS MONITOR	DC
Ofc Victim Serv. & Justice Grants	Career Service - Reg Appt	CLINICAL CARE COORDINATOR	DC
	Career Service - Reg Appt	GRANTS MANAGEMENT SPECIALIST	MD
	Career Service - Reg Appt	PROGRAM COORDINATOR (ADDRESS C	MD
	Career Service - Reg Appt	PROGRAM COORDINATOR (TRCEP)	MD
Office of Administrative Hearing	Excepted Service - Reg Appt	ADMINISTRATIVE LAW JUDGE	DC
	Career Service - Term Appt	LEGAL ASSISTANT (COURT)	VA
	Career Service - Term Appt	LEGAL ASSISTANT (COURT)	MD
	Career Service - Temp Appt	LAW CLERK	DC
	Career Service - Reg Appt	CUSTOMER SERVICES REP	DC
	Career Service - Reg Appt	LEGAL ADMINISTRATIVE SPECIALIS	MD
	Career Service - Reg Appt	LEGAL ASSISTANT (COURT)	DC
	Career Service - Reg Appt	RECORDS MANAGEMENT ASSISTANT	DC
OSSE DOT Department	MSS - Reg Appt	CUSTOMER SERVICE MANAGER	MD
	MSS - Reg Appt	SUPVY TERMINAL MGMT SPECIALIST	DC
	Educational Service - Reg Appt	BUS ATTENDANT	MD
	Educational Service - Reg Appt	BUS ATTENDANT	DC
	Educational Service - Reg Appt	INVESTIGATOR	MD
	Educational Service - Reg Appt	MOTOR VEHICLE DISPATCHER	MD
	Educational Service - Reg Appt	MOTOR VEHICLE DISPATCHER	DC
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	MD
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	DC
Public Service Comm'n	MSS - Reg Appt	DEPUTY EXECUTIVE DIRECTOR FOR	DC
	Legal Service - Reg Appt	ATTORNEY ADVISOR	VA
	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
	Career Service - Term Appt	EXTERNAL AFFAIRS SPECIALIST	MD
	Career Service - Reg Appt	ECONOMIST	MD
	Career Service - Reg Appt	EXECUTIVE ASST	DC
	Career Service - Reg Appt	FINANCIAL ANALYST	MD
	Career Service - Reg Appt	PARALEGAL SPECIALIST	MD
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	MD
Rental Housing Comm'n	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
University of the D.C.	Educational Service - Term App	ADJUNCT PROFESSOR	MD
	Educational Service - Term App	ADJUNCT PROFESSOR-SEIU	MD
	Educational Service - Temp App	ACADEMIC COACH	MD
	Educational Service - Temp App	ADJUNCT INSTRUCTOR	VA
	Educational Service - Temp App	ADJUNCT INSTRUCTOR	MD
	Educational Service - Temp App	ADJUNCT INSTRUCTOR	DC
	Educational Service - Temp App	ADJUNCT INSTRUCTOR	CO
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	VA
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
	Educational Service - Temp App	ADJUNCT PROFESSOR	VA

	Educational Service - Temp App	ADJUNCT PROFESSOR	NJ
	Educational Service - Temp App	ADJUNCT PROFESSOR	NC
	Educational Service - Temp App	ADJUNCT PROFESSOR	MD
	Educational Service - Temp App	ADJUNCT PROFESSOR	IL
	Educational Service - Temp App	ADJUNCT PROFESSOR	FL
	Educational Service - Temp App	ADJUNCT PROFESSOR	DC
	Educational Service - Temp App	ADJUNCT PROFESSOR	CO
	Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
	Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	PA
	Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
	Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	GA
	Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	FL
	Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
	Educational Service - Temp App	ADMINISTRATIVE ASSISTANT	MD
	Educational Service - Temp App	ADMINISTRATIVE SPECIALIST	DC
	Educational Service - Temp App	ASST. SPORT PERFORM. COACH	MD
	Educational Service - Temp App	CAREER COUNSELOR	MD
	Educational Service - Temp App	EMPLOYER OUTREACH COORDINATOR	DC
	Educational Service - Temp App	GRADUATE/RESEARCH ASST	VA
	Educational Service - Temp App	GRADUATE/RESEARCH ASST	MD
	Educational Service - Temp App	GRADUATE/RESEARCH ASST	DC
	Educational Service - Temp App	GRADUATE/TEACHING ASST	VA
	Educational Service - Temp App	GRADUATE/TEACHING ASST	TN
	Educational Service - Temp App	GRADUATE/TEACHING ASST	NY
	Educational Service - Temp App	GRADUATE/TEACHING ASST	NJ
	Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
	Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
	Educational Service - Temp App	GRANT COORDINATOR	VA
	Educational Service - Temp App	GRANT COORDINATOR	MD
	Educational Service - Temp App	GRANTS MANAGEMENT SPECIALIST	MD
	Educational Service - Temp App	HRIS SPECIALIST	DC
	Educational Service - Temp App	INSTRUCTOR	VA
	Educational Service - Temp App	INSTRUCTOR	MD
	Educational Service - Temp App	LEGAL WRITER	GA
	Educational Service - Temp App	OFFICE MANAGER	DC
	Educational Service - Temp App	POLICE OFFICER	MD
	Educational Service - Temp App	POSTDOCTORAL FELLOW II	MD
	Educational Service - Temp App	POSTDOCTORAL RESEARCH ASSOCIAT	MD
	Educational Service - Temp App	PRINCIPAL INVESTIGATOR (FACULT	DC
	Educational Service - Temp App	PROGRAM ASSISTANT	DC
	Educational Service - Temp App	PROGRAM COORDINATOR	DC
	Educational Service - Temp App	PROGRAM COORDINATOR OF SNAP ED	DC
	Educational Service - Temp App	PROGRAM DIRECTOR (FACULTY)	MD
	Educational Service - Temp App	PROJECT ASSISTANT	DC
	Educational Service - Temp App	PROJECT COOR	DC

	Educational Service - Temp App	RESEARCH FELLOW I	MD
	Educational Service - Temp App	RESEARCH FELLOW II	MD
	Educational Service - Temp App	RESEARCH OFFICER	MD
	Educational Service - Temp App	RESIDENTIAL LIFE ADVISOR	MD
	Educational Service - Temp App	RESIDENTIAL LIFE ADVISOR	DC
	Educational Service - Temp App	SR PROGRAM COORDINATOR	MD
	Educational Service - Temp App	SR. PROGRAM COORDINATOR	MD
	Educational Service - Temp App	STAFF ASSISTANT	DC
	Educational Service - Temp App	STUDENT SUCCESS SPEC.	MD
	Educational Service - Temp App	STUDENT WORKER	VA
	Educational Service - Temp App	STUDENT WORKER	MD
	Educational Service - Temp App	STUDENT WORKER	DC
	Educational Service - Temp App	VISITING ASSOCIATE PROFESSOR	DC
	Educational Service - Temp App	VISITING ASST PROFESSOR	VA
	Educational Service - Temp App	VISITING ASST PROFESSOR	MD
	Educational Service - Temp App	VISITING ASST PROFESSOR	DE
	Educational Service - Temp App	WORK STUDY AIDE III	VA
	Educational Service - Temp App	WORK STUDY AIDE III	MD
	Educational Service - Temp App	WORK STUDY AIDE III	FL
	Educational Service - Temp App	WORK STUDY AIDE III	DC
	Educational Service - Temp App	WORK STUDY AIDE IV	VA
	Educational Service - Temp App	WORK STUDY AIDE IV	MD
	Educational Service - Temp App	WORK STUDY AIDE IV	FL
	Educational Service - Temp App	WORK STUDY AIDE IV	DC
	Educational Service - Reg Appt	ACCREDITATION COORDINATOR	DC
	Educational Service - Reg Appt	ADJUNCT PROFESSOR-SEIU	VA
	Educational Service - Reg Appt	ADMINISTRATIVE ASSISTANT	DC
	Educational Service - Reg Appt	ASSESMENT AND VOLUNTEER COORDI	DC
	Educational Service - Reg Appt	ASSISTANT GENERAL COUNSEL	DC
	Educational Service - Reg Appt	ASSISTANT PROFESSOR	VA
	Educational Service - Reg Appt	ASSISTANT PROFESSOR	PA
	Educational Service - Reg Appt	ASSISTANT PROFESSOR	OH
	Educational Service - Reg Appt	ASSISTANT PROFESSOR	NC
	Educational Service - Reg Appt	ASSISTANT PROFESSOR	MD
	Educational Service - Reg Appt	ASSISTANT PROFESSOR	IL
	Educational Service - Reg Appt	ASSISTANT PROFESSOR	DC
	Educational Service - Reg Appt	ASSISTANT REGISTRAR	VA
	Educational Service - Reg Appt	ASSISTANT SITE DIRECTOR	MD
	Educational Service - Reg Appt	ASSOC PROFESSOR	MD
	Educational Service - Reg Appt	ASSOCIATE CHIEF ACADEMIC OFFIC	VA
	Educational Service - Reg Appt	ASSOCIATE DIRECTOR	DC
	Educational Service - Reg Appt	ASSOCIATE DIRECTOR FOR ADMISSI	MD
	Educational Service - Reg Appt	ASSOCIATE PROFESSOR	MD
	Educational Service - Reg Appt	ASSOCIATE PROFESSOR	DC
	Educational Service - Reg Appt	ASST PROFESSOR	VA

	Educational Service - Reg Appt	CONTRACT SPEC	DC
	Educational Service - Reg Appt	DEAN	DC
	Educational Service - Reg Appt	DIRECTOR	DC
	Educational Service - Reg Appt	DIRECTOR (STUDENT CENTER)	CT
	Educational Service - Reg Appt	DIRECTOR OF ALUMNI AFFAIRS	DC
	Educational Service - Reg Appt	EVENTS & OPERATIONS COORDINATO	DC
	Educational Service - Reg Appt	EXECUTIVE ASSISTANT	MD
	Educational Service - Reg Appt	EXECUTIVE SECRETARY	DC
	Educational Service - Reg Appt	FILM PROGRAM COORDINATOR	MD
	Educational Service - Reg Appt	HEAD, CROSS COUNTRY AND TRACK	MD
	Educational Service - Reg Appt	HR RECRUITMENT ASSISTANT	DC
	Educational Service - Reg Appt	INSTRUCTIONAL CONSULTANT	MD
	Educational Service - Reg Appt	MARKETING & COMMUNICATIONS ASS	DC
	Educational Service - Reg Appt	MARKETING COMMUNICATIONS MANAG	MD
	Educational Service - Reg Appt	POLICE OFFICER	VA
	Educational Service - Reg Appt	PROFESSOR	MD
	Educational Service - Reg Appt	PROGRAM COORDINATOR	MD
	Educational Service - Reg Appt	PROGRAM COORDINATOR	DC
	Educational Service - Reg Appt	PROJECT ASSOCIATE	VA
	Educational Service - Reg Appt	PROJECT SPECIALIST	VA
	Educational Service - Reg Appt	PROJECT SPECIALIST	IL
	Educational Service - Reg Appt	PROJECT SPECIALIST	DC
	Educational Service - Reg Appt	RESEARCH ASSOCIATE	MD
	Educational Service - Reg Appt	SR. PROGRAM COORDINATOR	MD
	Educational Service - Reg Appt	PROJECT SPECIALIST	MD
	Educational Service - Reg Appt	PROJECT SPECIALIST	DC
	Educational Service - Reg Appt	SUPERVISORY POLICE OFFICER SGT	DC
	Educational Service - Reg Appt	TALENT SPECIALIST	MD
	Career Service - Temp Appt	ADJUNCT PROFESSOR	MD
	Career Service - Reg Appt	ADJUNCT PROFESSOR	DC
	Career Service - Reg Appt	CONTROLLER (UNIVERSITY OF THE	VA
	Career Service - Reg Appt	WORK STUDY AIDE III	DC

Agency Name

DCHR

Annual Freedom of Information Act Report for Fiscal Year 2020

October 1, 2019 through September 30, 2020

FOIA Officer Reporting Aphrodite Hadjiloucas

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period……69…….....
2. Number of FOIA requests pending on October 1, 2019……4……...
3. Number of FOIA requests pending on September 30, 2020……5…….
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2020 ……0[1]……..

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole……7……...
6. Number of requests granted, in part, denied, in part……10……..
7. Number of requests denied, in whole……4……
8. Number of requests withdrawn……5……..
9. Number of requests referred or forwarded to other public bodies……0……...
10. Other disposition ……42……..

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

11. Exemption 1 - D.C. Official Code § 2-534(a)(1)……0…….....
12. Exemption 2 - D.C. Official Code § 2-534(a)(2)……12…….....
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
    - Subcategory (A)……0…….....
    - Subcategory (B)……0…….....
    - Subcategory (C)……0…….....
    - Subcategory (D)……0…….....
    - Subcategory (E)……0…….....
    - Subcategory (F)……0.....
14. Exemption 4 - D.C. Official Code § 2-534(a)(4) ……5…..…..
15. Exemption 5 - D.C. Official Code § 2-534(a)(5)……0…….....

[1] The DC Council passed emergency legislation that excluded the period of time during which the Mayor has declared a public health emergency for the COVID-19 pandemic for an agency to respond to a FOIA request. DCHR had no pending FOIA requests from before the public health emergency.

16. Exemption 6 - D.C. Official Code § 2-534(a)(6)

    Subcategory (A)……0….....

    Subcategory (B)……0….....

17. Exemption 7 - D.C. Official Code § 2-534(a)(7) ……0….....

18. Exemption 8 - D.C. Official Code § 2-534(a)(8) ……0….....

19. Exemption 9 - D.C. Official Code § 2-534(a)(9) ……0….....

20. Exemption 10 - D.C. Official Code § 2-534(a)(10) ……0..….....

21. Exemption 11 - D.C. Official Code § 2-534(a)(11) ……0.....

22. Exemption 12 - D.C. Official Code § 2-534(a)(12)……0……....

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days……64…….

24. Number of FOIA requests processed between 16 and 25 days……3……..

25. Number of FOIA requests processed in 26 days or more……1……..

26. Median number of days to process FOIA Requests……..…10……

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

27. Number of staff hours devoted to processing FOIA requests……408……

Total dollar amount expended by public body for processing FOIA requests…$19,200.48.…...

FEES FOR PROCESSING FOIA REQUESTS

28. Total amount of fees collected by public body……$0……...……

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

29. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act……0…..….

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, "[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act]."

In FY2020, DCHR processed 68 of the 73 FOIA requests it received or had pending from the previous fiscal year. DCHR experienced a 22% increase in FOIA requests from FY2019. During FY2020, the city experienced the COVID-19 public health emergency, and the Council passed emergency legislation that excluded the period of time during which the Mayor has declared a public health emergency for the COVID-19 pandemic for an agency to respond to a FOIA request. Notwithstanding the extension, DCHR worked as quickly as practicable to respond to requesters.

Agency Name

DC Department of Human Resources

Annual Freedom of Information Act Report for Fiscal Year 2021

October 1, 2020 through September 30, 2021

FOIA Officer Reporting Aphrodite Hadjiloucas

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period ……63…….....
2. Number of FOIA requests pending on October 1, 2020……5……...
3. Number of FOIA requests pending on September 30, 2021……4…….
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2021 ……53[1]……..

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole……15……...
6. Number of requests granted, in part, denied, in part……14……..
7. Number of requests denied, in whole……4...……
8. Number of requests withdrawn……4……..
9. Number of requests referred or forwarded to other public bodies……0……...
10. Other disposition ……27……..

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

11. Exemption 1 - D.C. Official Code § 2-534(a)(1)…….....
12. Exemption 2 - D.C. Official Code § 2-534(a)(2)……8…….....
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
    - Subcategory (A)……..
    - Subcategory (B)…….…….
    - Subcategory (C) ……..……
    - Subcategory (D) …….....
    - Subcategory (E) …….....
    - Subcategory (F) ……
14. Exemption 4 - D.C. Official Code § 2-534(a)(4) ……10……..…..
15. Exemption 5 - D.C. Official Code § 2-534(a)(5)……..…….....

[1] As of September 30, 2021, DCHR had 4 FOIA requests pending, one of which was very voluminous.

16. Exemption 6 - D.C. Official Code § 2-534(a)(6)

    Subcategory (A)…….…….....

    Subcategory (B)……...

17. Exemption 7 - D.C. Official Code § 2-534(a)(7)…….....

18. Exemption 8 - D.C. Official Code § 2-534(a)(8)…….....

19. Exemption 9 - D.C. Official Code § 2-534(a)(9)…….....

20. Exemption 10 - D.C. Official Code § 2-534(a)(10)…….....

21. Exemption 11 - D.C. Official Code § 2-534(a)(11)……...

22. Exemption 12 - D.C. Official Code § 2-534(a)(12)……...

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days……50…….

24. Number of FOIA requests processed between 16 and 25 days…11……..

25. Number of FOIA requests processed in 26 days or more……3……..

26. Median number of days to process FOIA Requests……13…….……

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

27. Number of staff hours devoted to processing FOIA requests……384……

28. Total dollar amount expended by public body for processing FOIA requests…$18,973.44…...

FEES FOR PROCESSING FOIA REQUESTS

29. Total amount of fees collected by public body……$0……...……

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act ……0……..….

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, "[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act]."

In FY2021, DCHR processed 64 of the 68 FOIA requests it received or had pending from the previous fiscal year. During FY2021, the city continued to experience the COVID-19 public health emergency. As a result, the Council allowed for additional time to respond to FOIA requests during part of the declared public health emergency. Notwithstanding the extensions, DCHR worked as quickly as practicable to respond to requesters.

Log of All FOIA Requests DCHR Received from October 1, 2020 through January 1, 2022

Fiscal Year 2021

#	Request ID	Requester Name	Requested Date	Request Description
1	2021-FOIA-00131	Ayele, Michael	10/7/2020	The requester sought employment, health, investigation and complaint records from Fulton State Hospital.
2	2021-FOIA-00221	Ayele, Michael	10/12/2020	The requester sought records from the Department of Justice and Office of the Inspector General.
3	2021-FOIA-00427	Ayele, Michael	10/19/2020	The requester sought records related to various federal agencies.
4	2021-FOIA-00455	Skroupa, James	10/19/2020	The requester sought records pertaining to a security clearance investigation and programs initiated from January 2016 through October 19, 2020.
5	2021-FOIA-00667	Ayele, Michael	10/25/2020	The requester sought records pertaining to the legalization of marijuana, medical marijuana dispensaries and formal/informal ties between DC Government and various marijuana dispensaries.
6	2021-FOIA-01433	Mitchell, Wallace	11/4/2020	The requester sought the names, titles and salary of all Department of Corrections (DOC) employees.
7	2021-FOIA-01235	Mitchell, Wallace	11/4/2020	The requester sought the names, titles and salary of all DOC employees (duplicate of 2021-FOIA-01433).
8	2021-FOIA-00960	Ayele, Michael	11/8/2020	The requester sought records related to various federal agencies and the Marijuana Opportunity Reinvestment and Expungement Act of 2019.
9	2021-FOIA-01114	Ayele, Michael	11/16/2020	The requester sought records from various federal agencies.
10	2021-FOIA-01262	Favors, Reshad	11/23/2020	The requester sought records related to the selection of a candidate for an Administrative Law Judge position with the Department of Youth Services.
11	2021-FOIA-01455	Hamilton, Erin	12/7/2020	The requester sought District of Columbia employee job title descriptions.
12	2021-FOIA-01555	Holley, Doris	12/10/2020	The requester sought records related to Department of Employment Services (DOES) resources, number of MSS/non-MSS, minority/non-minority, senior citizens, men and women terminated and separated between September 17, 2016 and December 15, 2020.
13	2021-FOIA-01793	Smith, Carlandzo	12/22/2020	The requester sought records related to a vacancy announcement.
14	2021-FOIA-02063	Ayele, Michael	1/8/2021	The requester sought records related to formal and informal ties between DCHR, Saint Francis Hospital, the Missouri Department of Health and Senior Services, Nodaway County, the Missouri State Highway Patrol, and law enforcement records related to a private citizen's death.
15	2021-FOIA-02113	Christensen, Amber	1/8/2021	The requester sought records from the Office of Human Rights.
16	2021-FOIA-02132	Harris, Demetria	1/9/2021	The requester sought records related to a vacancy announcement at the Department of Public Works (DPW).
17	2021-FOIA-02137	Ayele, Michael	1/10/2021	The requester sought records related to Missouri counties, Missouri State University, Planned Parenthood and private individuals.
18	2021-FOIA-02323	Walker, Sabrina	1/11/2021	The requester sought records related to a vacancy announcement at DPW.
19	2021-FOIA-02331	Williams, Kim	1/12/2021	The requester sought records related to Department of Motor Vehicle, employment, and state aid records.
20	2021-FOIA-02367	Ayele, Michael	1/13/2021	The requester sought records related to various federal agencies, Former President Donald Trump, Lehigh University, and information about a crime.
21	2021-FOIA-03010	Abate, Yoseph	2/10/2021	The requester sought records related to a vacancy announcement at DC Superior Court.

22	2021-FOIA-03077	Coles, Karen	2/12/2021	The requester sought records related to email communications and investigation records.
23	2021-FOIA-03300	Tennison, Susan	2/24/2021	The requester sought records related to the procurement and implementation of employee benefit contracts.
24	2021-FOIA-03400	Flippin, Ameer	2/28/2021	The requester sought employment verification information for several individuals.
25	2021-FOIA-03674	Flippin, Ameer	3/10/2021	The requester sought the names of employees in several job titles and employment verification information for an individual.
26	2021-FOIA-03748	Whaley, Cierra	3/16/2021	The requester sought email records.
27	2021-FOIA-04068	Bangs, Christopher	3/22/2021	The requester sought an Excel version of the quarterly Public Body Salary Information posted on DCHR's website.
28	2021-FOIA-04242	Johnsom, Pamela	4/6/2021	The requester sought records related to a vacancy announcement at the Department of Housing and Community Development (DHCD).
29	2021-FOIA-04347	Rodgers, Brigitte	4/9/2021	The requester sought records related to employee benefits.
30	2021-FOIA-05001	Johnsom, Pamela	5/5/2021	The requester sought records related to vacancy announcements at DHCD and DOES and position descriptions.
31	2021-FOIA-05002	Harris, Wayne	5/5/2021	The requester sought personnel records.
32	2021-FOIA-05079	Rodgers, Brigitte	5/10/2021	The requester sought records related to employee benefits and personnel records.
33	2021-FOIA-05150	Flippin, Ameer	5/11/2021	The requester sought personnel records.
34	2021-FOIA-05343	Barker, Kim	5/20/2021	The requester sought compensation data for the Metropolitan Police Department (MPD).
35	2021-FOIA-05351	Rodgers, Brigitte	5/21/2021	The requester sought records related to employee benefits and personnel records.
36	2021-FOIA-05422	Mulhauser, Fritz	5/25/2021	The requester sought records related to the number of whistleblower complaints and penalties imposed from Fiscal Year 2017 through 2020.
37	2021-FOIA-05536	Lugo, Tom	5/11/2021	The requester sought personnel records.
38	2021-FOIA-05815	Gray, Jim	6/12/2021	The requester sought personnel records.
39	2021-FOIA-05832	Ryals, Mitch	6/14/2021	The requester sought data on the enrollment in COBRA for the past five years.
40	2021-FOIA-06020	Boston, Jane	6/24/2021	The requester sought the mailing list for licensed physical, occupational, and speech therapists.
41	2021-FOIA-06235	Funk, Leanne	7/2/2021	The requester sought a list of District government employees and their contact information.
42	2021-FOIA-06376	Fairley, Sharon	7/9/2021	The requester sought records related to the total number of sworn MPD officers from Fiscal Year 2016 to the 2020.
43	2021-FOIA-06481	Mcfarland, John	7/6/2021	The requester sought records related to position at the Department of Consumer and Regulatory Affairs.
44	2021-FOIA-06538	Jordan, Janie	7/15/2021	The requester sought a list of District government employees and their contact information.
45	2021-FOIA-06608	Jordan, Janie	7/21/2021	The requester sought a list of District government employees and their contact information (duplicate to 2021-FOIA-06538).
46	2021-FOIA-06734	Funk, Leanne	7/22/2021	The requester sought a list of District government employees and their contact information (duplicate to 2021-FOIA-06235).
47	2021-FOIA-06741	Barbusin, John	7/22/2021	The requester sought records related to the procedures for conducting desk audits and documents related to changes to positions descriptions.
48	2021-FOIA-06877	Ayele, Michael	7/29/2021	The requester sought records related to a variety of federal agencies, state agencies, private employers, and DCHR's official position of topics related to capital punishment and the Genetics Information Nondiscrimination Act.
49	2021-FOIA-06954	Chapman, Edward	7/31/2021	The requester sought email records.

50	2021-FOIA-07136	Ayele, Michael	8/6/2021	The requester sought records related to a variety of federal agencies, universities, individuals, and topics related to sexual assault, suicide, retaliation, and harassment.
51	2021-FOIA-07180	Gibson, Jamesha	8/9/2021	The requester sought demographic data for the District of Columbia Historic Preservation Office.
52	2021-FOIA-07205	Johnsom, Pamela	8/10/2021	The requester sought records related to vacancy announcements at DHCD and DOES.
53	2021-FOIA-07207	Allen, Robert	8/10/2021	The requester sought positions descriptions from the Department of Parks and Recreation (DPR).
54	2021-FOIA-07296	Martin, Angela	8/12/2021	The requester sought Department of Human Services (DHS) records.
55	2021-FOIA-07556	Brice-Saddler, Michael	8/24/2021	The requester sought a DCHR report on overtime work at DOES.
56	2021-FOIA-07712	Gardner, Grace	8/31/2021	The requester sought the quarterly Public Body Salary Information data.
57	2021-FOIA-07802	Allen, Robert	9/4/2021	The requester sought positions descriptions from DPR.
58	2021-FOIA-07804	Allen, Robert	9/4/2021	The requester sought a positions description from the Office of the Attorney General (OAG).
59	2021-FOIA-07805	Allen, Robert	9/4/2021	The requester sought records related to any reorganization and realignment requests from DPR.
60	2021-FOIA-08160	Johnsom, Pamela	9/20/2021	The requester sought records related to vacancy announcements at DHCD and DOES and recruitment procedures.
61	2021-FOIA-08172	Austermuhle, Martin	9/20/2021	The requester sought religious accommodation exemption requests.
62	2021-FOIA-08194	Ogrey, Sara	9/21/2021	The requester sought DHS records.
63	2021-FOIA-08233	Ayele, Michael	9/22/2021	The requester sought records related to a variety of states policies, universities, individuals, the District's policies and procedures around leave, and DCHR's official position of topics related to pregnancy and the corrections system.

Fiscal Year 2022

#	**Request ID**	**Requester Name**	**Requested Date**	**Request Description**
1	2022-FOIA-00312	Ayele (aka) W, Michael	10/13/2021	The requester sought records related to a variety of government agencies, universities, private entities, individuals, and topics.
2	2022-FOIA-00548	Atienza, Laurie Ann	10/21/2021	The requester sought position descriptions and salary information for all nurse practitioners with the Department of Health.
3	2022-FOIA-00606	White, Christopher	10/25/2021	The requester sought the quarterly Public Body Salary Information data.
4	2022-FOIA-00802	Brown, Dunnell	10/30/2021	The requester sought COVID-19 vaccination statistics of District government employees.
5	2022-FOIA-00875	Gray, Jim	11/2/2021	The requester sought personnel records.
6	2022-FOIA-00879	Allen, Robert	11/2/2021	The requester sought positions descriptions from DPR and OAG (duplicate request of FOIA Requests 2021-FOIA-07802, 2021-FOIA-07804, and 2021-FOIA-07805.)
7	2022-FOIA-00905	Bellot, Naomi	11/2/2021	The requester sought a DHS position description.
8	2022-FOIA-01013	Ayele (aka) W, Michael	11/8/2021	The requester sought records related to a variety of government agencies, universities, private entities, individuals, and topics.
9	2022-FOIA-01138	Newman, J	11/10/2021	The requester sought personnel records.
10	2022-FOIA-01170	Atienza, Laurie Ann	11/10/2021	The requester sought position descriptions and salary information for all nurse practitioners in the District.
11	2022-FOIA-01336	Gray, Jim	11/18/2021	The requester sought email and personnel records.
12	2022-FOIA-01702	Allen, Robert	12/2/2021	The requester sought positions descriptions from DPR and OAG (duplicate request of FOIA Requests 2021-FOIA-07802, 2021-FOIA-07804, and 2021-FOIA-07805.)
13	2022-FOIA-01997	Blutstein, Allan	12/14/2021	The requester sought personnel records.

Q12 Budget

DCHR BUDGET, FY2021 AND FY2022, AS OF JAN. 1, 2022 (Q12)

			FY21 Approved Budget	FY21 Revised Budget, as of Jan. 1, 2021	FY21 Expenditures	FY21 Difference between Approved Budget and Expenditures (over- or under-spending)	FY22 approved budget	FY22 Revised budget (as of Jan. 1, 2020)	FY22 Q1 expenditures	Reason for any variation over 10% between approved budget and actual expenditures in FY2021 (Narrative)
Agency Management (1000)		Total $	$5,071,380.13	$4,012,803.74	$4,003,868.63	$8,935.11	$5,548,579.73	$5,548,579.73	$606,984.77	
		Federal $	$0.00	$0.00	$0.00	$0.00	$150,000.00	$150,000.00	$0.00	
		Local $	$1,793,276.13	$1,680,653.13	$1,675,055.97	$5,597.16	$2,029,112.12	$2,029,112.12	$362,153.97	
		SPR $	$103,257.50	$100,250.00	$100,250.00	$0.00	$100,250.00	$100,250.00	$22,367.15	
		ID $	$3,169,918.73	$2,226,972.84	$2,226,013.23	$959.61	$3,269,217.61	$3,269,217.61	$222,463.65	
	Personnel (1010)	Total $	$4,351,195.92	$3,292,619.53	$3,290,232.35	$2,387.18	$4,847,375.89	$4,847,375.89	$460,961.23	
	Property Management (1030)	Total $	$5,257.77	$5,257.77	$2,879.43	$2,378.34	$5,257.77	$5,257.77	$359.24	
	Communications (1080)	Total $	$240,279.30	$240,279.30	$237,951.70	$2,327.60	$255,975.90	$255,975.90	$54,889.63	
	Customer Service (1085)	Total $	$474,647.14	$474,647.14	$472,805.15	$1,841.99	$439,970.17	$439,970.17	$90,774.67	
General Counsel (2100)		Total $	$1,516,988.70	$1,572,382.25	$1,580,545.88	($8,163.63)	$1,428,941.98	$1,428,941.98	$301,833.35	
		Federal $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		Local $	$864,012.08	$824,122.63	$822,218.31	$1,904.32	$767,724.02	$767,724.02	$176,015.62	
		SPR $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		ID $	$652,976.62	$748,259.62	$758,327.57	($10,067.95)	$661,217.96	$661,217.96	$125,817.73	
	Legal (2120)	Total $	$1,516,988.70	$1,612,271.70	$1,620,435.33	($8,163.63)	$1,428,941.98	$1,428,941.98	$301,833.35	
Benefits and Retirement Services (2200)		Total $	$3,228,778.79	$3,711,173.47	$3,704,773.47	$6,400.00	$3,281,759.14	$3,281,759.14	$746,888.16	
		Federal $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		Local $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		SPR $	$489,956.37	$437,873.96	$437,873.96	$0.00	$649,595.41	$649,595.41	$151,974.82	
		ID $	$2,738,822.42	$3,273,299.51	$3,266,899.51	$6,400.00	$2,632,163.73	$2,632,163.73	$594,913.34	
	Benefits Operation Unit (2210)	Total $	$2,738,822.42	$3,273,299.51	$3,266,899.51	$6,400.00	$2,632,163.73	$2,632,163.73	$594,913.34	
	Police and Fire Retirement Relief Board (2220)	Total $	$489,956.37	$437,873.96	$437,873.96	$0.00	$649,595.41	$649,595.41	$151,974.82	
HR Solutions (2700)		Total $	$4,725,030.99	$4,422,280.99	$4,391,584.48	$30,696.51	$4,601,262.15	$4,601,262.15	$894,078.83	
		Federal $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		Local $	$4,394,935.89	$4,092,185.89	$4,061,489.38	$30,696.51	$4,279,420.63	$4,279,420.63	$841,362.36	
		SPR $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		ID $	$330,095.10	$330,095.10	$330,095.10	$0.00	$321,841.52	$321,841.52	$52,716.47	
	Recruiting and Staffing (2710)	Total $	$2,338,175.98	$2,035,425.98	$2,040,911.81	($5,485.83)	$2,315,316.16	$2,315,316.16	$435,226.74	
	Classification (2720)	Total $	$820,351.84	$820,351.84	$816,930.69	$3,421.15	$698,393.90	$698,393.90	$140,962.34	
	Information Technology (2730)	Total $	$1,183,086.46	$1,183,086.46	$1,162,624.07	$20,462.39	$1,154,625.01	$1,154,625.01	$226,537.06	
	Analytics (2740)	Total $	$383,416.71	$383,416.71	$371,117.91	$12,298.80	$432,927.08	$432,927.08	$91,352.69	
Learning and Development (3000)		Total $	$1,998,133.90	$2,028,065.26	$2,033,196.09	($5,130.83)	$2,854,100.45	$2,854,100.45	$531,303.05	
		Federal $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		Local $	$1,548,370.82	$1,468,586.74	$1,473,717.57	($5,130.83)	$2,634,240.87	$2,634,240.87	$422,788.62	
		SPR $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		ID $	$449,763.08	$559,478.52	$559,478.52	$0.00	$219,859.58	$219,859.58	$108,514.43	
	Training and Development (3100)	Total $	$1,797,340.80	$1,699,461.68	$1,704,592.51	($5,130.83)	$1,861,022.45	$1,861,022.45	$293,034.36	
	Capital City Fellows (3200)	Total $	$200,793.10	$333,126.72	$333,126.72	$0.00	$197,701.80	$197,701.80	$114,516.30	
	Special Programs (3300)	Total $	$0.00	$0.00	$0.00	$0.00	$795,376.20	$795,376.20	$7,747.61	
		Total $	$503,177.28	$503,177.28	$501,803.60	$1,373.68	$522,499.96	$522,499.96	$113,379.97	
		Federal $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	

Q12 Budget

			FY21 Approved Budget	FY21 Revised Budget, as of Jan. 1, 2021	FY21 Expenditures	FY21 Difference between Approved Budget and Expenditures (over- or under-spending)	FY22 approved budget	FY22 Revised budget (as of Jan. 1, 2020)	FY22 Q1 expenditures	Reason for any variation over 10% between approved budget and actual expenditures in FY2021 (Narrative)
Strategic Human Capital (4300)		Local $	$503,177.28	$503,177.28	$501,803.60	$1,373.68	$522,499.96	$522,499.96	$113,379.97	
		SPR $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		ID $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
	Performance Measurement (4310)	Total $	$503,177.28	$503,177.28	$501,803.60	$1,373.68	$522,499.96	$522,499.96	$113,379.97	
Policy and Compliance (4500)		Total $	$1,415,432.64	$2,888,655.99	$2,832,322.32	$56,333.67	$2,001,237.17	$2,891,932.17	$531,901.05	
		Federal $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		Local $	$1,415,432.64	$1,437,043.39	$1,380,709.72	$56,333.67	$1,111,819.40	$2,002,514.40	$392,129.16	
		SPR $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		ID $	$0.00	$1,451,612.60	$1,451,612.60	$0.00	$889,417.77	$889,417.77	$139,771.89	
	Compliance (4510)	Total $	$411,875.36	$1,963,487.96	$1,962,514.87	$973.09	$1,282,093.30	$1,282,093.30	$187,290.20	
	Policy (4520)	Total $	$1,003,557.28	$1,003,557.28	$948,196.70	$55,360.58	$719,143.87	$1,609,838.87	$344,610.85	
	Compensation (4530)	Total $	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Yr End Close (9960)		Total $								
		Federal $								
		Local $								
		SPR $								
		ID $								
	Yr End Close (9961)	Total $								

DCHR FY2022 Spending Plan (Q13)

Vendor Name or Product/Service Name	Description of Goods or Service	Goods or Service Category	Obligation/Estimated Amount	NewProcurement/Option Year	Existing Contract Number
Aetna, Inc.	Health Benefits	Health/Hospitalization (Including Dental and Visual Insurance)	$ 264,904,692.26	Exercising Option Year 3	CW76699
Algolia	Software	LICENSE, APPLICATION SOFTWARE (MICROCOMPUTER)	$ 18,000.00	New Procurement	
Benefit Resources Inc.	Commuter Benefits/Flexible Spending	Human Resources Consulting	$ 240,750.00	Exercising Option Year 2	CW38983
Beyond Trust	Beyond Trust	LICENSE, APPLICATION SOFTWARE (MICROCOMPUTER)	$ 6,700.00	New Procurement	
Brazen	Virtual Hiring	SOFTWARE AS A SERVICE (SAAS), ONLINE MEETING COLLABORATION APPLICATION	$ 45,000.00	New Procurement	
Brescook Dale Carnegie	Competency Based Training	PROFESSIONAL DEVELOPMENT	$ 250,000.00	Exercising Option Year 4	CW54567
Canon Copier Leasing	Canon Copier Leasing	RENTAL OR LEASE, MULTI-FUNCTION OFFICE MACHINES, FAX-COPIER-SCANNER-PRINTER, INCLUDING ADD ON ACCESSORIES	$ 196,000.00	Exercising Option Year 4	CW57760
Carefirst	Health Benefits	Health/Hospitalization (Including Dental and Visual Insurance)	$ 238,219,306.00	Exercising Option Year 3	CW76695
Caspio	Caspio	Human Resources Software, Microcomputer	$ 20,000.00	New Procurement	
Cheiron	Actuarial Services	ACTUARIAL SERVICES AND RETIREMENT PLANNING	$ 150,000.00	Base Year	CW47075
Cigna	Dental Services	Health/Hospitalization (Including Dental and Visual Insurance)	$ 12,363,122.00	Base Year	CW56050
CL Russell Group	Competency Based Training	EDUCATIONAL/TRAINING	$ 250,000.00	Exercising Option Year 4	CW54565
Coaching Program	Coaching Program	TRAINING COURSES, COMPUTER BASED	$ 11,000.00	New Procurement	
Copier Paper	Copier Paper	PAPER, COPY	$ 20,000.00	New Procurement	
Court Reporting	DCHR Court Reporting Services	PROFESSIONAL COURT REPORTER SERVICES	$ 40,000.00	New Procurement	
Credentialing Supplies	DCHR Credentialing Supplies	BADGES, NAME, PLASTIC, W/PLASTIC NECK CORD ATTACHMENT	$ 9,000.00	New Procurement	

Vendor Name or Product/Service Name	Description of Goods or Service	Goods or Service Category	Obligation/Estimated Amount	NewProcurement/Option Year	Existing Contract Number
Employee Content Training	Online Training	TRAINING COURSES, COMPUTER BASED	$ 197,000.00	New Procurement	
Employee Engagement Software	Employee Engagement Software	LICENSE, APPLICATION SOFTWARE (MICROCOMPUTER)	$ 10,000.00	New Procurement	
Fieldprint	Criminal Background Checks	BACKGROUND CHECKS FOR HIRING STATE AGENCY EMPLOYEE PERSONNEL (TO INCL. BACKGROUND INVESTIGATION FOR EMPLOYMENT)	$ 600,000.00	Exercising Option Year 2	CW69351
Gartner	Membership	FEES, DUES	$ 50,615.00	New Procurement	
George Washington University	Certified Public Manager Program	PROFESSIONAL DEVELOPMENT	$ 195,584.00	Exercising Option Year 2	DCBE-2014-C-0160
George Washington University	Executive Leadership Program	PROFESSIONAL DEVELOPMENT	$ 250,000.00	Exercising Option Year 3	CW68702
Government Retirement Benefits	Government Retirement Benefits	Human Resources Consulting	$ 10,400.00	New Procurement	
Graduate School	Competency Based Training	PROFESSIONAL DEVELOPMENT	$ 200,000.00	Exercising Option Year 4	CW54596
Inova	Employee Assistance	Health/Hospitalization (Including Dental and Visual Insurance)	$ 250,000.00	New Procurement	
Insight Public	Insight Public	LICENSE, APPLICATION SOFTWARE (MICROCOMPUTER)	$ 30,000.00	New Procurement	
IT Equipment	DCHR IT Equipment	AUDIO/VISUAL EQUIPMENT, INSTALLATION/REMOVAL SERVICES	$ 100,000.00	New Procurement	
Kaiser Health	Health Benefits	Health/Hospitalization (Including Dental and Visual Insurance)	$ 84,878,364.48	Exercising Option Year 3	CW76721
Knowlogy	Computer Application Training	TRAINING COURSES, COMPUTER BASED	$ 60,000.00	Base Year	CW44602
KPMG	Employment Tax Services	Human Resources Consulting	$ 75,000.00	Exercising Option Year 4	CW522244
Midtown Personnel Group	DCHR Temp Services	EMPLOYMENT AGENCY SERVICES FOR THE HIRING OF TEMPORARY PERSONNEL	$ 260,000.00	Exercising Option Year 3	CW65845
Polihire	Executive Recruitment	Human Resources Consulting	$ 50,000.00	New Procurement	
Pre Employment Screening	Pre Employment Screening	DRUG AND ALCOHOL SCREENING TESTS	$ 300,000.00	New Procurement	

Vendor Name or Product/Service Name	Description of Goods or Service	Goods or Service Category	Obligation/Estimated Amount	NewProcurement/Option Year	Existing Contract Number
Quality Plan Administrators	Vision Care Services	Health/Hospitalization (Including Dental and Visual Insurance)	$ 2,144,038.00	Exercising Option Year 3	CW77091
Seamless Docs	Seamless Docs	Human Resources Software, Microcomputer	$ 8,000.00	New Procurement	
Shredding Services	Shredding Services	SHREDDING SERVICES: DECALS, STICKERS, ETC.	$ 9,500.00	New Procurement	
SHRM Crtification	SHRM Certification	PROFESSIONAL DEVELOPMENT	$ 36,000.00	New Procurement	
Skillsoft	Skillsoft	TRAINING COURSES, COMPUTER BASED	$ 187,710.00	New Procurement	
Thomson Reuters	Legal Research Software	LICENSE, APPLICATION SOFTWARE (MICROCOMPUTER)	$ 7,065.00	New Procurement	
Truescreen	Truescreen	Human Resources Consulting	$ 515,500.00	Exercising Option Year 1	CW81833
United Healthcare	Health Benefits	EMPLOYMENT AGENCY SERVICES FOR THE HIRING OF TEMPORARY PERSONNEL	$ 103,968,744.88	Exercising Option Year 3	CW76697
West Publishing	Legal Research Software	LICENSE, APPLICATION SOFTWARE (MICROCOMPUTER)	$ 7,065.00	New Procurement	

Q14 MOUs

DCHR INTERAGENCY MOUS, FY2021 AND FY2022, INCLUDING ANTICIPATED MOUS (Q14)

Buyer agency name	Seller agency name	Seller Program name	Seller Program code	Buyer Activity name	Buyer Activity code	Original funding source (i.e. local, federal, SPR)	Service period (dates)	Description of MOU services, including name of project or initiative	Total MOU amount ($), including any modifications	Fiscal Year
Department of General Services - DGS	BE0				AM0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 33,959.64	2022
Homeland Secuirty & Emergency Mgmt Agy	BE0				BN0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 2,797.86	2022
Office of Aging	BE0				BY0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 7,157.76	2022
Office of the Attorney General	BE0				CB0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 4,443.66	2022
DC Public Library - DCPL	BE0				CE0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 21,059.22	2022
Department of employment Services	BE0				CF0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 110,221.02	2022
Department of Consumer & Regulatory Affairs	BE0				CR0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 15,149.94	2022
Department of Small & Local Business Development	BE0				EN0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 1,500.00	2022
D.C. National Guard	BE0				FK0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 5,523.44	2022
Department of Forensic Science	BE0				FR0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 7,401.68	2022
District of Columbia Public Schools - Office of Resource Strategy	BE0				GA0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 56,850.00	2022
Department of Human Services	BE0				JA0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 20,932.60	2022
Department of Youth Rehabilitaion Services - DYRS	BE0				JZ0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 31,368.48	2022
Department of Energy & Environment	BE0				KG0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 1,500.00	2022
Department of Public Works	BE0				KT0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 96,747.56	2022
Department of Behavioral Health	BE0				RM0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 96,027.36	2022
Department of For-Hire Vehicles	BE0				TC0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 3,755.70	2022
Office of Unified Communication - OUC	BE0				UC0		10/1/2021 - 9/30/2022	Provide employment suitability check	$ 19,479.72	2022
Office of Campaign Finance	BE0				CJ0		10/1/2021 - 9/30/2022	DCHR to provide enahnced HR support services	$ 18,540.00	2022
Office of Finance & Treasury	BE0				AT0		10/1/2021 - 9/30/2022	DCHR to provide enahnced HR support services to adminster 401K & 457B plans	$ 235,258.00	2022
Office of the Deputy Mayor for Public Safety & Justice	BE0				FQ0		10/1/2021 - 9/30/2022	DCHR to provide Capital City Fellow	$ 29,747.32	2022
Department of Insurance, securities & Banking DISB	BE0				SR0		10/1/2021 - 9/30/2022	DCHR to provide DLP	$ 69,000.00	2022
DC Commission on the ARTS & Humanities	BE0				BX0		10/1/2021 - 9/30/2022	DCHR to provide Executive Leadership Training	$ 12,500.00	2022
Department of General Services - DGS	BE0				AM0		10/1/2021 - 9/30/2022	DCHR to provide Executive Leadership Training	$ 25,000.00	2022
Department of Insurance, securities & Banking DISB	BE0				SR0		10/1/2021 - 9/30/2022	DCHR to provide Executive Leadership Training	$ 12,500.00	2022
Department of Small & Local Business Development	BE0				EN0		10/1/2021 - 9/30/2022	DCHR to provide Executive Leadership Training	$ 12,500.00	2022
Homeland Secuirty & Emergency Mgmt Agy	BE0				BN0		10/1/2021 - 9/30/2022	DCHR to provide Executive Leadership Training	$ 25,000.00	2022
Office of City Administrator	BE0				AE0		10/1/2021 - 9/30/2022	DCHR to provide Executive Leadership Training	$ 12,500.00	2022
Workforce Investment Council	BE0				GW0		10/1/2021 - 9/30/2022	DCHR to provide Executive Leadership Training	$ 12,500.00	2022
Citywide Agencies Health Benefits Assessment	BE0				Citywide		10/1/2021 - 9/30/2022	Health Benefits Assessment	$ 7,104,300.40	2022
D.C. Department of Human Resources	KT0	AMP	1010	Office of Director	BE0	Intra District	10/1/2021 - 9/30/2022	Fleet Services	$ 5,257.77	2022
D.C. Department of Human Resources	JR0	AMP	1010	Office of Director	BE0	Intra District	10/1/2021 - 9/30/2022	Sign Language / SLR Services	$ 1,800.00	2022
D.C. Department of Human Resources	TO0	AMP	1010	Office of Director	BE0	Intra District	10/1/2021 - 9/30/2022	365 P3 & P5 Licenses	$ 7,385.09	2022
D.C. Department of Human Resources	AS0	AMP	1010	Office of Director	BE0	Intra District	10/1/2021 - 9/30/2022	OFRM to provide Financial Services	$ 369,014.00	2022
Department of General Services - DGS	BE0				AM0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 37,326.79	2021
Homeland Secuirty & Emergency Mgmt Agy	BE0				BN0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 2,998.59	2021
D.C. Commission on the ARTS & Humanities	BE0				BX0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 1,500.00	2021
Office of Aging	BE0				BY0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 5,570.97	2021
Office of the Attorney General	BE0				CB0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 7,189.26	2021
DC Public Library - DCPL	BE0				CE0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 24,546.04	2021
Department of employment Services	BE0				CF0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 111,104.76	2021
Department of Consumer & Regulatory Affairs	BE0				CR0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 13,245.22	2021
Department of Small & Local Business Development	BE0				EN0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 1,500.00	2021
Fire & Emergency Medical Svcs	BE0				FB0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 63,000.00	2021
D.C. National Guard	BE0				FK0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 5,526.31	2021
Department of Forensic Science	BE0				FR0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 7,204.09	2021
Office of Administrative Hearing	BE0				FS0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 1,500.27	2021
District of Columbia Public Schools - Office of the General Counsel	BE0				GA0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 180,780.00	2021
District of Columbia Public Schools - Office of Resource Strategy	BE0				GA0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 313,868.00	2021
OSSE - Division of Early Learning	BE0				GD0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 270,533.40	2021
Department of Parks & Recreation	BE0				HA0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 169,686.18	2021
Department of Health	BE0				HC0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 7,150.95	2021
Department of Healthcare Finance - HCF	BE0				HT0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 2,500.96	2021
Department of Human Services	BE0				JA0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 21,934.49	2021
DC Department on Disability Services - DDS	BE0				JM0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 10,102.04	2021
Department of Youth Rehabilitaion Services - DYRS	BE0				JZ0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 40,533.70	2021
Department of Energy & Environment	BE0				KG0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 1,500.00	2021
Department of Public Works	BE0				KT0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 87,443.29	2021
Department of Motor Vehicles	BE0				KV0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 6,165.45	2021
Office of Contracting & Procurment	BE0				PO0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 6,243.22	2021
Department of Behavioral Health	BE0				RM0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 93,548.02	2021
Child & Family Services Adminstration	BE0				RL0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 41,404.45	2021
Department of Insurance, Securities & Banking - DISB	BE0				SR0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 1,828.38	2021
Department of For-Hire Vehicles	BE0				TC0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 3,098.58	2021
Office of the Chief Technology Officer - OCTO	BE0				TO0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 5,040.08	2021
Office of Unified Communication - OUC	BE0				UC0		10/1/2020 - 9/30/2021	Provide employment suitability check	$ 18,878.15	2021

Q14 MOUs

Buyer agency name	Seller agency name	Seller Program name	Seller Program code	Buyer Activity name	Buyer Activity code	Original funding source (i.e. local, federal, SPR)	Service period (dates)	Description of MOU services, including name of project or initiative	Total MOU amount ($), including any modifications	Fiscal Year
Dept. Mayor for Planning& Economic Dev.	BE0				EB0		10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	$ 51,871.68	2021
Office of City Administerator	BE0				AE0		10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	$ 51,871.68	2021
Office of Deputy Mayor for Public Safety	BE0				FQ0		10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	$ 51,871.68	2021
Department of Transportation	BE0				KA0		10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	$ 103,743.36	2021
DC Health Benefits Exchange Authority	BE0				HI0		10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	$ 34,354.07	2021
Office of Contracting & Procurement	BE0				PO0		10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	$ 51,871.68	2021
Office of the state Superintendent of Education, Division of Student Transporatation	BE0				GO0		10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	$ 18,143.46	2021
Department of Housing & Community Development	BE0				DR0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 7,871.00	2021
DC Athletic Commission	BE0				GL0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 3,419.00	2021
DC Alcoholic Beverage Regulation	BE0				LQ0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 31,457.00	2021
DC Judicial Nomination Commission	BE0				DV0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 1,224.00	2021
DC Criminal Reform Commission	BE0				MA0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 4,498.00	2021
Office of Finance & Treasury	BE0				AT0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 35,000.00	2021
Office of Campaign Finance	BE0				CJ0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 15,450.00	2021
DC Public Service Commission	BE0				DH0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 50,051.68	2021
DC Public Employee Relation Board	BE0				AM0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 6,746.00	2021
DC Office of Zoning	BE0				BJ0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 11,950.00	2021
Office of Advisory Neighborhood Commission	BE0				DX0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 5,622.00	2021
DC Health Benefits Exchange Authority	BE0				HI0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 100,250.00	2021
DC Department on Disability Services	BE0				JM0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 95,283.00	2021
D.C. Commission on the ARTS & Humanities	BE0				BX0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 30,244.00	2021
Office of Finance & Treasury	BE0				AT0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services to adminster 401K & 457B plans	$ 235,258.00	2021
D.C. Retirement Board	BE0				RB0		10/1/2020 - 9/30/2021	DCHR to provide enahnced HR support services	$ 56,220.00	2021
Citywide Agencies Health Benefits Assessment	BE0				Citywide		10/1/2020 - 9/30/2021	Health Benefits Assessment	$ 6,287,786.94	2021
D.C. Department of Human Resources	AS0	AMP	1010	Office of Director	BE0	Intra District	10/1/2020 - 9/30/2021	OFRM to provide Financial Services	$ 369,014.00	2021
D.C. Department of Human Resources	TO0	AMP	1010	Office of Director	BE0	Intra District	10/1/2020 - 9/30/2021	365 P3 & P5 Licenses	$ 7,385.09	2021
D.C. Department of Human Resources	TO0	AMP	1010	Office of Director	BE0	Intra District	10/1/2020 - 9/30/2021	Sign Language	$ 1,800.00	2021
D.C. Department of Human Resources	KT0	AMP	1010	Office of Director	BE0	Intra District	10/1/2020 - 9/30/2021	Fleet Services	$ 5,257.77	2021

SPECIAL PURPOSE REVENUE - FY2021 and FY2022 (Q19)

Revenue Source Name	Code	Source of Funding	Description	Fee and How it is Set	FY21 Revenue Generated	FY22 Revenue Expected	FY20 Balance	FY21 Balance	FY22 Balance As of 1/1/2022	Expected Balance 9/30/2022
Defined Benefits Retirement Program	0615	0600 - O-Type	Reimbursements by the U.S. Department of Treasury to the District for costs associated with administering retirements benefits for retirees enrolled in federal retirement programs (including police and firefighters retirement funds). [Also known as Police & Firefighters Relief Board].	This is a formula determined by the DC Office of Finance and Treasury to cover administrative expenses.	$ 344,926.74	$ 488,377.29	$0.00	$0.00	$0.00	$0.00
Reimbursement from Others	1555	0600 - O-Type	These are reimbursements from U.S. Park Police, U.S. Secret Service, and U.S. Secret Service Uniform Division. The District processes paperwork for employees retiring early (mostly for disability). [Also known as Police & Firefighters Relief Board].	DCHR is reimbursed directly for costs; other governments monitor reimbursement requests.	$ 120,798.29	$ 161,218.12	$0.00	$0.00	$0.00	$0.00
Reimbursment from D.C. Health Benefit Exchange	0639	0600 - O-Type	These are reimbursments from D.C. Health Benefits Exchange& DC Retirement Board for HRServices	DCHR is reimbursed for services they provide per MOU	$ 100,250.00	$ 100,250.00	$0.00	$0.00	$0.00	$0.00

Q21 Contracts

DCHR CONTRACTS AND PROCUREMENTS, FY2021 AND FY2022, AS OF JAN. 1, 2022 (Q21)

Contract Number, as it appears in OCP's Awarded Contracts Database	Contractor /Vendor Name	Specific description of contractual goods and/or services	Award Date	Expiration Date	Option Years?	Funding source (e.g. federal, local, SPR)	Maximum or total contract or procurement value in FY2021	Maximum or total contract or procurement value in FY2022
CW76699	Aetna	Healthcare Benefits	1/1/21	12/31/22	yes	Paid by OCFO	$217,379,989.84	$217,379,989.84
CW76695	CareFirst BCBS	Healthcare Benefits	1/1/21	12/31/22	yes	Paid by OCFO	$49,463,877.18	$49,463,877.18
CW76721	Kaiser	Healthcare Benefits	1/1/21	12/31/22	yes	Paid by OCFO	$119,048,027.26	$119,048,027.26
CW76697	United Healthcare	Healthcare Benefits	1/1/21	12/31/22	yes	Paid by OCFO	$87,011,109.37	$87,011,109.37
CW56050	Cigna	Dental Benefits	1/1/21	12/31/22	No	Paid by OCFO	$16,470,954.00	$16,470,954.00
CW68702	George Washington University	Executive Leadership Program	10/1/19	9/30/22	yes	Intradistrict	$243,910.00	$243,910.00
CW88476	INOVA	Employee Assistance Program	1/1/20	12/31/22	No	Intradistrict	$293,924.60	$293,924.60
CW54596	The Graduate School	Competency- Based Employee Training	9/18/20	9/17/22	yes	Intradistrict	$250,000.00	$250,000.00
CW54567	Dale Carnige	Competency- Based Employee Training	9/18/20	9/17/22	yes	Intradistrict	$250,000.00	$250,000.00
CW54565	CLRG	Competency- Based Employee Training	9/18/20	9/17/22	yes	Intradistrict	$250,000.00	$250,000.00
CW57760	Canon	Print Solution - Canon Copiers	10/1/19	9/30/22	yes	Intradistrict	$195,333.11	$195,333.11
CW75361	George Washington University	Certified Public Manager	10/4/20	10/3/22	yes	Intradistrict	$232,947.00	$232,947.00
CW47075	Cheiron	Actuarial Services	10/1/19	9/30/22	No	Intradistrict	$127,375.00	$127,375.00
CW40026	Neal R. Gross	Court Reporting Services	7/2/21	7/1/22	No	Intradistrict	$10,000.00	$10,000.00
CW87285	The Standard	Life and Disability Insurance	1/15/21	1/14/22	yes	Intradistrict	$25,000,000.00	$25,000,000.00
CW87801	SkillSoft Corp.	Employee Online Training	12/22/20	12/21/22	yes	Intradistrict	$187,709.00	$187,709.00
CW69351	Fieldprint	Criminal background Checks	3/18/20	3/17/22	yes	Intradistrict	$800,000.00	$800,000.00
CW77091	Quality Plan Administrators	Vision Care Services	1/1/21	12/31/22	yes	Paid by OCFO	$1,899,367.00	$1,899,367.00
CW81833	Truescreen	Drug Testing	5/13/20	5/12/22	yes	Intradistrict	$515,000.00	$515,000.00
CW88662	Medical Advisory Services	Pre-Employment Screening	1/27/21	1/26/22	yes	Intradistrict	$100,000.00	$100,000.00
CW38983	Benefits Resources Inc	CommuterBenefits/FSA	1/1/20	12/31/22	No	Intradistrict	$250,000.00	$250,000.00
CW86482	Polihire	Executive Search	10/29/20	10/28/22	yes	Intradistrict	$50,000.00	$50,000.00
CW84512	KPMG	Tax Audit Services	4/14/21	4/13/22	yes	Intradistrict	$175,000.00	$175,000.00
CW93773	Bayne LLC	Gender Study	8/29/21	8/28/22	yes	Local	$63,092.91	$63,092.91
CW59303	MVS, Inc	IT Products	9/27/21	9/26/22	No	Intradistrict	$130,298.50	$130,298.50
CW65845	Midtown Personnel Group	DCHR Temp Services	10/1/19	9/30/22	yes	Intradistrict	$260,000.00	$260,000.00

DCHR FY2021 and FY2022 Pcard Expenditures (Q23)

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
11/24/2020	DUPONT COMPUTERS	$ 568.00	IT supplies for DCHR
11/24/2020	SPACESAVER SYSTEMS INC	$ 4,260.00	System for our records department
12/01/2020	STANDARD OFFICE SUPPLY	$ 1,216.08	Supplies for DCHR
12/31/2020	IN *BRIDGEWORKS III	$ 3,605.00	Training for DCHR Director
01/05/2021	DLT SOLUTIONS	$ 1,221.20	Software for DCHR
01/28/2021	STANDARD OFFICE SUPPLY	$ 285.12	Ergonomic chair for DCHR employee - ADA accommodation
02/11/2021	STANDARD OFFICE SUPPLY	$ 569.85	Supplies for DCHR employees
02/23/2021	DUPONT COMPUTERS	$ 3,255.00	Adobe Creative Cloud software license renewals
02/24/2021	POLL EVERYWHERE, INC.	$ 127.20	Employee engagement software used to gauge and analyze employee feedback in real time
02/27/2021	COMCAST	$ 545.97	Cable bill
03/01/2021	CKO*GETTYIMAGES	$ 4,100.00	License renewal for communications teams

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
03/16/2021	SMK/SURVEY MONKEY - ENTERPRISE ACCESS	$ 3,652.07	Required account upgrade for HR Cert program, benefits and comms teams
03/19/2021	CARAHSOFT TECHNOLOGY	$ 4,738.03	Subscription to LinkedIn for recruitment and staffing services. Carahsoft is a preferred vendor with OCTO and GSA.
03/23/2021	GWU CPS MARKETPLACE	$ 985.00	Tuition for employee training
03/26/2021	ALGOLIA DEPUS265156202103	$ 2,994.00	Software subscription for maintaining eDPM services for Policy & Compliance
03/29/2021	CDW GOVT #9985045	$ 268.54	Visio license renewals
04/06/2021	IN *VITAC CORPORATION	$ 300.00	Closed captioning services for the City Administrator's townhall
04/06/2021	STANDARD OFFICE SUPPLY	$ 322.95	Office supplies for CLD
04/13/2021	COMCAST	$ 474.55	Cable bill
04/12/2021	LEADERSHIP CIRCLE, THE	$ 3,010.00	Training supplies for CLD for 360 assessment services. Assessment supplies must be purchased directly from the certifying vendor by the person who received the certification to administer the assessment; therefore, this purchase could not be
04/13/2021	WWW.HAPPY-OR-NOT.COM	$ 3,459.84	Payment for customer satisfaction software and equipment
04/13/2021	CLICK2MAIL 866-665-278	$ 40.00	Mail service for the Policy & Compliance team
04/15/2021	ANDEAN CONSULTING SOLUTIONS	$ 494.09	Translation of retirement forms from English to Spanish

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
04/15/2021	STANDARD OFFICE SUPPLY	$ 564.99	Ergonomic chair for DCHR employee - ADA accommodation
04/16/2021	STANDARD OFFICE SUPPLY	$ 2,812.00	Envelopes for mailing Temporary Continuation of Coverage (TCC) notices to separated employees and other bulk notices.
04/21/2021	USPS PO 2388840746	$ 59.15	Postage for mailing equipment to DCHR staff in telework posture
04/21/2021	USPS PO 2388840746	$ 8.45	Postage for mailing equipment to DCHR staff in telework posture
04/22/2021	THOMSON REUTERS APPLICATIONS INC.	$ 4,920.00	This subscription service is for DCHR's General Counsel team. The service provides access to a case law research database
04/24/2021	SMK/SURVEY MONKEY - ENTERPRISE ACCESS	$ 3,445.35	This transaction reflects the correct amount that should have been charged on March 16th (without tax)
04/24/2021	SMK/SURVEY MONKEY - ENTERPRISE ACCESS	$ (3,652.07)	This transaction refunds the charges from the March 16th transaction which charged tax
05/11/2021	DUPONT COMPUTERS	$ 3,255.00	Software
05/11/2021	DUPONT COMPUTERS	$ 80.75	adapter cords for laptops
05/11/2021	DUPONT COMPUTERS	$ 152.50	charger cables for laptops
05/13/2021	EEOC TRAINING INSTITUTE	$ 900.00	Training registration for OGC staff
05/13/2021	EEOC TRAINING INSTITUTE	$ 1,800.00	Training registration for OGC staff

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
05/19/2021	THOMSON REUTERS APPLICATIONS INC.	$ 3,461.04	Access to legal research platform
05/24/2021	DUPONT COMPUTERS	$ 4,420.00	Copier toner for agency reopen
05/27/2021	MONARCH BROADCAST MESSAGING	$ 962.75	Robocalls for Mayor's Awards Ceremony
05/27/2021	STANDARD OFFICE SUPPLY	$ 62.88	Supplies for Mayor's Awards
06/03/2021	COLORID	$ 997.50	Supplies for Government Credentialing/ID badges
06/03/2021	COLORID	$ 41.50	Supplies for Government Credentialing/ID badges
06/04/2021	SHRM LEARNING SYSTM	$ 927.50	Training materials for DCHR staff
06/07/2021	STANDARD OFFICE SUPPLY	$ 62.88	Supplies for Mayor's Awards, The vendor charged the card separately. The total amount for the transaction was $3,678.88 which is reflected on the receipt.
06/09/2021	STANDARD OFFICE SUPPLY	$ 3,616.00	Supplies for Mayor's Awards, The vendor charged the card separately. The total amount for the transaction was $3,678.88 which is reflected on the receipt.
06/08/2021	COLORID	$ 3,000.00	Supplies for Government Credentialing/ID badges
06/18/2021	THE UPS STORE 4408	$ 15.36	Postage for returning sample award from Mayor's event.
06/29/2021	COMCAST	$ 466.12	Cable bill

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
06/25/2021	STANDARD OFFICE SUPPLY	$ 1,843.75	Office Supplies
07/02/2021	PMTRAINING SSI	$ 298.00	PMP Training for DCHR Employee
07/12/2021	PARTY CITY	$ 63.60	Supplies for Agency Reopen
07/13/2021	GEIGER - MOTO IPT	$ 3,947.50	DCHR Tshirts for Agency Reopen Event
07/14/2021	STANDARD OFFICE SUPPLY	$ 95.00	The vendor charged the card separately. The total amount for the transaction was $2,472.50 which is reflected on the receipt.
07/15/2021	STANDARD OFFICE SUPPLY	$ 2,377.50	Supplies for Agency Reopen Event. The vendor charged the card separately. The total amount for the transaction was $2,472.50 which is reflected on the receipt.
07/30/2021	DUPONT COMPUTERS	$ 652.00	Replacement docking station and charger cord for DCHR employee.
07/30/2021	SHRM HSG 888.241.8396	$ 188.21	Travel expense for SHRM Conference
07/30/2021	SHRM HSG 888.241.8396	$ 188.21	Travel expense for SHRM Conference
07/30/2021	SHRM HSG 888.241.8396	$ 188.21	Travel expense for SHRM Conference
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07/30/2021	SHRM HSG 888.241.8396	$ 188.21	Travel expense for SHRM Conference

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
07/30/2021	SHRM HSG 888.241.8396	$ 188.21	Travel expense for SHRM Conference
07/30/2021	AMERICAN AIRLINES	$ 946.80	Travel expense for SHRM Conference
07/30/2021	AMERICAN AIRLINES	$ 946.80	Travel expense for SHRM Conference
07/30/2021	AMERICAN AIRLINES	$ 946.80	Travel expense for SHRM Conference
07/30/2021	AMERICAN AIRLINES	$ 946.80	Travel expense for SHRM Conference
07/30/2021	AMERICAN AIRLINES	$ 946.80	Travel expense for SHRM Conference
07/30/2021	AMERICAN AIRLINES	$ 946.80	Travel expense for SHRM Conference
07/30/2021	AMERICAN AIRLINES	$ 109.79	Travel expense for SHRM Conference. Though this is an expense that would normally be paid by the employee, this employee has a medical condition which warrants this purchase
07/30/2021	AMERICAN AIRLINES	$ 71.26	Transportation expenses for SHRM conference. This is an expense that should have been purchased by the employee. The cardholder was given a verbal warning and has agreed to take PCard training again
07/30/2021	AMERICAN AIRLINES	$ 68.29	Travel expense for SHRM Conference. This is an expense that should have been purchased by the employee. The cardholder was given a verbal warning and has agreed to take PCard training again
07/30/2021	AMERICAN AIRLINES	$ 71.26	Travel expense for SHRM Conference. This is an expense that should have been purchased by the employee. The cardholder was given a verbal warning and has agreed to take PCard training again
07/30/2021	AMERICAN AIRLINES	$ 67.76	Travel expense for SHRM Conference. This is an expense that should have been purchased by the employee. The cardholder was given a verbal warning and has agreed to take PCard training again

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
07/30/2021	AMERICAN AIRLINES	$ 71.26	Travel expense for SHRM Conference. This is an expense that should have been purchased by the employee. The cardholder was given a verbal warning and has agreed to take PCard training again
08/06/2021	STANDARD OFFICE SUPPLY	$ 605.99	DCHR Office supplies
08/04/2021	STANDARD OFFICE SUPPLY	$ 159.00	Office Supplies for DCHR
08/13/2021	CDW GOVT #J249936	$ 52.64	IT Software purchase. OCTO has a contract with the vendor for these services. Using this vendor per OCTO's guidance.
08/23/2021	PMTRAINING	$ 998.00	Training registration for DCHR mployee
08/23/2021	GRADUATE SCHOOL	$ 1,199.00	Training for Classification Team employee
08/23/2021	GRADUATE SCHOOL	$ 1,199.00	Training tuition for Classification Team employee
08/24/2021	WORLDATWORK	$ 265.00	Membership for DCHR employee
08/24/2021	TEMI COTRANSCRIPTION	$ 450.00	Transcription services for OGC
08/27/2021	COMCAST	$ 473.97	Cable services
08/27/2021	SP * LEARNINGTREEINTER	$ 1,550.00	Training registration for DCHR employee
08/27/2021	GLOBALKNOWLEDGE.COM	$ 595.00	Online training for IT Staff

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
08/27/2021	CLICK2MAIL	$ 100.00	PCA mailing and postage services.
09/04/2021	EIG	$ 222.60	software for benefits team
09/03/2021	CAESARS PLACE ADV RSVN	$ 972.79	Hotel for DCHR employee
09/03/2021	CAESARS PLACE ADV RSVN	$ 972.79	Travel expenses for DCHR employee (SHRM)
09/03/2021	CAESARS PLACE ADV RSVN	$ 972.79	Travel expenses for DCHR employee (SHRM)
09/03/2021	CAESARS PLACE ADV RSVN	$ 972.79	Travel expenses for DCHR employee (SHRM)
09/03/2021	CAESARS PLACE ADV RSVN	$ 972.79	Travel expenses for DCHR employee (SHRM)
09/08/2021	ISACA CSX NEXUS	$ 1,590.00	Training for DCHR employee. Unable to obtain receipt from the vendor.
09/12/2021	CAESARS HOTEL & CASINO	$ 113.38	Travel fees for DCHR employee (SHRM)
09/14/2021	DC BAR	$ 400.00	Training for DCHR employee
09/15/2021	CAESARS HOTEL & CASINO	$ 113.38	Travel expenses for DCHR employee (SHRM)
09/13/2021	STANDARD OFFICE SUPPLY	$ 704.39	Supplies for DCHR

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
09/16/2021	STANDARD OFFICE SUPPLY	$ 1,937.13	Supplies for DCHR
09/21/2021	FS *TECHSMITH	$ 223.99	Software for training creation & development
09/21/2021	IPMA-HR	$ 1,005.00	Membership dues for DCHR employees.
09/22/2021	DC BAR	$ 99.00	Training for DCHR employee.
09/22/2021	PARALEGAL INSTITUTE OF	$ 1,999.00	Training registration for DCHR employee.
09/24/2021	LABOR RELATIONS INFORM	$ 795.00	Training registration for DCHR employee
09/23/2021	AMAZON.COM*2G4J13KJ2 A	$ 187.56	Books for the HR Certificate Program
09/23/2021	LUXOR - ADV DEP	$ 66.89	Travel fees for DCHR employee. This amount reflects one night's stay to reserve the room.
09/23/2021	AMERICAN AIRLINES	$ 28.70	Flight for DCHR employee
09/26/2021	ALGOLIA DEPUS309749202109	$ 2,994.00	Software for DCHR
09/26/2021	AMAZON.COM*2C9C15EY0 A	$ 1,107.25	Books for the HR Certificate Program
09/27/2021	PARALEGAL INSTITUTE OF	$ 1,999.00	Training registration for DCHR employee

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
09/27/2021	CAESARS HOTEL & CASINO	$ 113.38	Travel expenses for DCHR employee.
09/27/2021	CAESARS HOTEL & CASINO	$ 113.38	Travel expenses for DCHR employee
09/27/2021	CAESARS HOTEL & CASINO	$ 113.38	Hotel for DCHR employee.
09/27/2021	MDT RUSH DELIVERY LLC	$ 90.00	Courier service for DCHR
09/28/2021	AMAZON.COM*2C3UI6BF1 A	$ 781.50	Books for the HR Certificate Program
09/30/2021	COLOR ID	$ 3,999.00	Supplies for ID badges and credentialing
10/01/2021	HANSON WADE LTD.	$ 1,618.20	Registration for DCHR employee
10/04/2021	DUPONT COMPUTERS	$ 922.50	IT supplies for DCHR
10/04/2021	DUPONT COMPUTERS	$ 3,250.00	IT supplies for DCHR
10/05/2021	UNITED AIRLINES	$ 302.40	Travel expenses for DCHR employee
10/05/2021	NOTARY.NET	$ 86.79	Notary public supplies for DCHR employee
10/05/2021	UNITED AIRLINES	$ (43.00)	United airlines refund.

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
10/13/2021	ONLC TRAINING CENTERS	$ 1,795.00	Training registration for DCHR employee.
10/15/2021	EB 2-DAY 9AM-5PM PROF	$ 1,495.00	Training registration for DCHR employee
10/19/2021	PARTY CITY BOPIS	$ 57.33	Supplies for employee engagement event
10/19/2021	EVENT* PROFESSIONAL SC	$ 1,295.00	Training registration for DCHR employee
10/25/2021	WOLFTRAP ANIMAL RESCUE	$ 2,500.00	Wellness services for DCHR Wellness Day
10/26/2021	COMCAST	$ 472.83	Cable bill
11/02/2021	HANSON WADE LTD.	$ 1,798.20	Conference registration for DCHR employee
11/02/2021	POWTOON.COM	$ 1,188.00	Software for training creation & development
11/02/2021	EB 2-DAY 9AM-5PM PROF	$ 2,990.00	SCRUM Training for DCHR employee
11/02/2021	FEDEX	$ 552.90	Shipping services DCHR
11/03/2021	SQ *HUNDO ENTERPRISE	$ 125.00	Courier Services
11/03/2021	STANDARD OFFICE SUPPLY	$ 4,096.16	Office Supplies for DCHR

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
11/04/2021	DUPONT COMPUTERS	$ 1,326.00	Supplies for DCHR
11/09/2021	AMERICAN AIRLINES	$ 475.81	Flight for DCHR employee.
11/15/2021	DUPONT COMPUTERS	$ 798.50	Supplies for DCHR
11/29/2021	GRADUATE SCHOOL	$ 849.00	Training registration for DCHR employee
11/29/2021	GRADUATE SCHOOL	$ 849.00	Training registration for DCHR employee
11/29/2021	GRADUATE SCHOOL	$ 849.00	Training registration for DCHR employee
12/05/2021	COMCAST	$ 234.01	DCHR Cable Bill
12/09/2021	KIMPTON HOTEL	$ 1,000.25	Travel expenses for DCHR employee
12/10/2021	BAUDVILLE INC.	$ 212.93	Award for DCHR

AGENCY STRUCTURE SUMMARY

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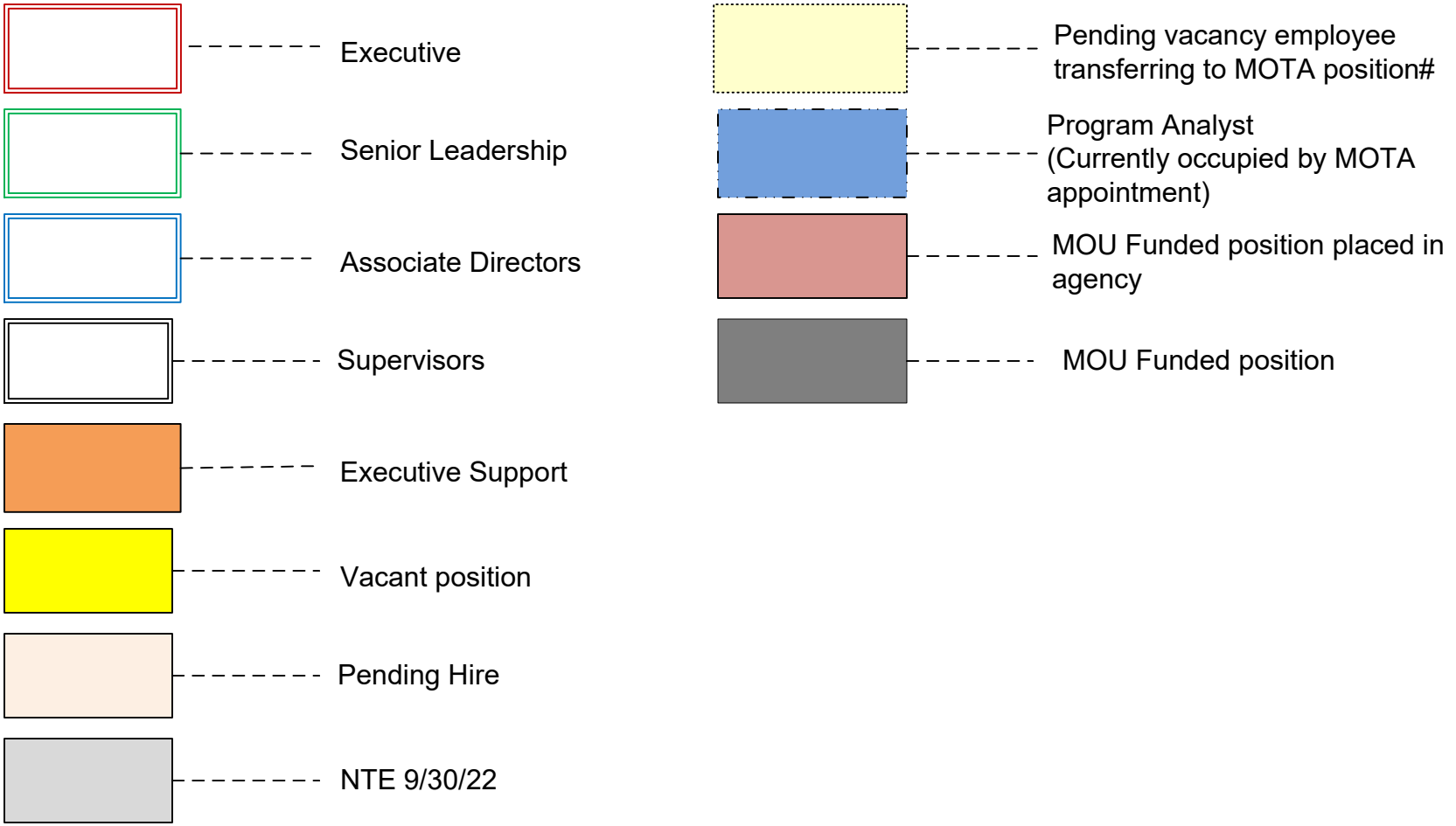

AGENCY STRUCTURE

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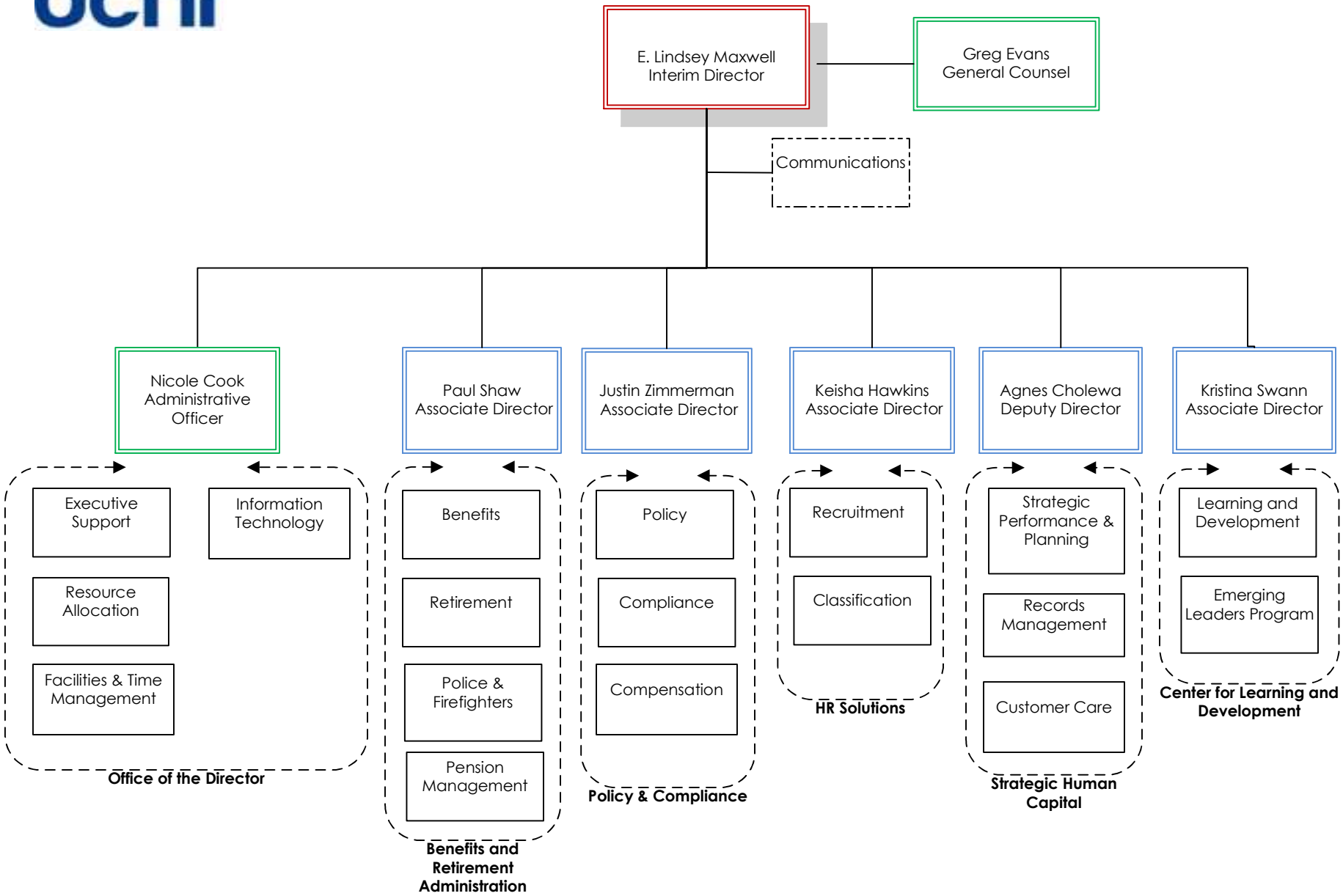
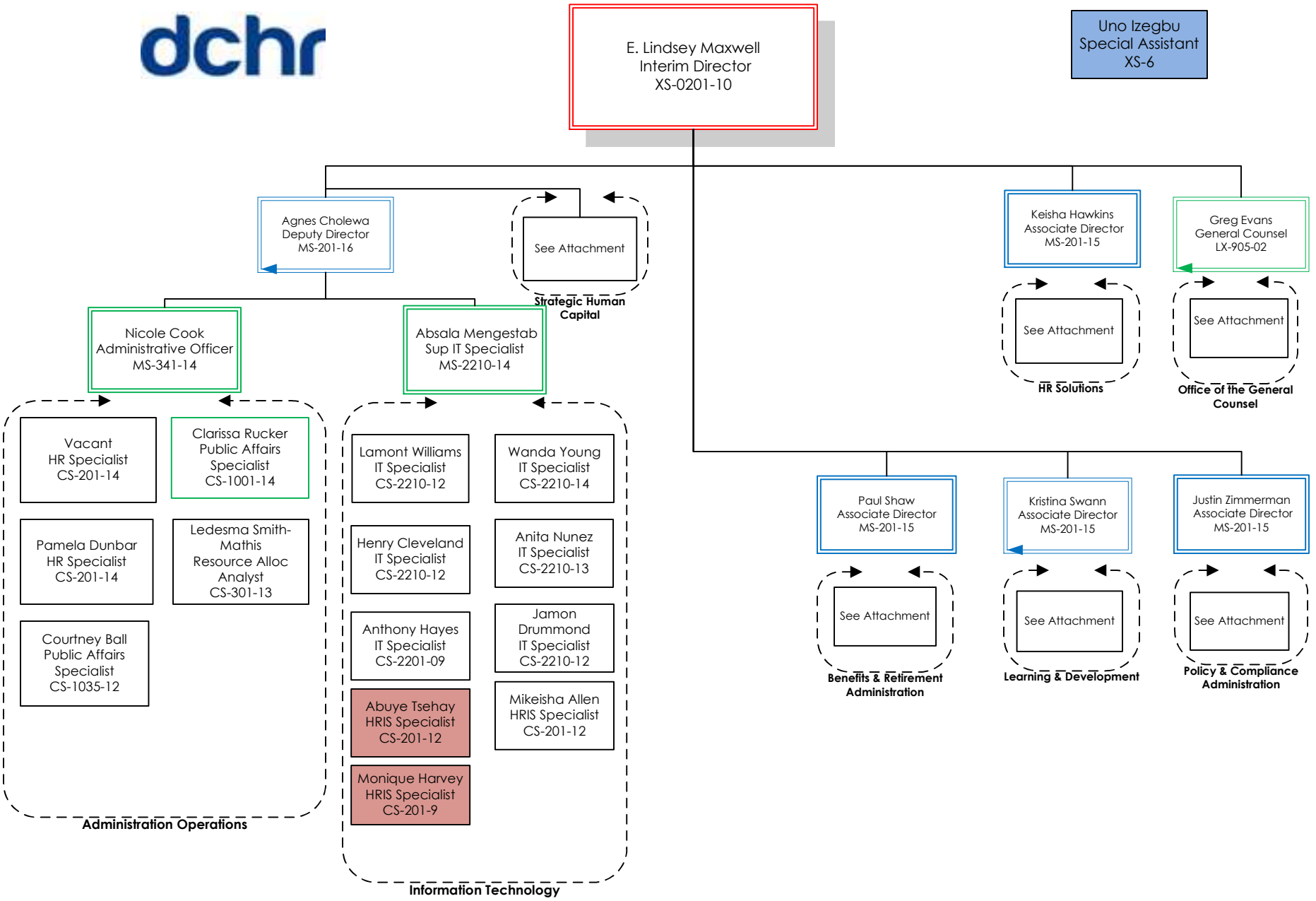


OFFICE OF THE DIRECTOR



OFFICE OF THE GENERAL COUNSEL

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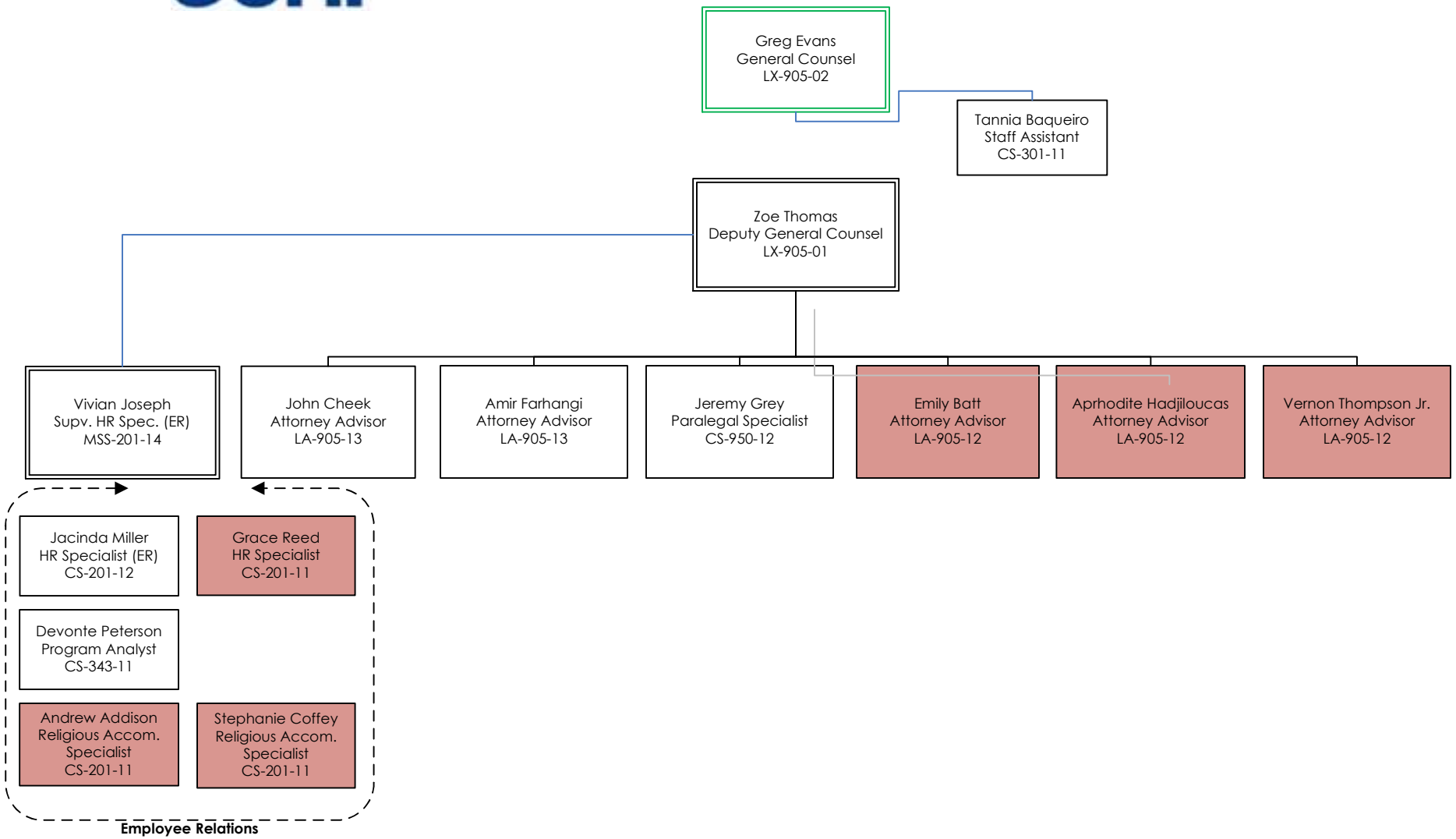

POLICY & COMPLIANCE ADMINISTRATION

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Justin Zimmerman
Associate Director
LX-905-02

Tamika Cambridge
Compliance Review Manager
MS-201-14

Policy Administration

- Dan Pham, Editor/ Writer, CS-1001-13
- Jennifer Jenkins, Writer (HR Policy), CS-1082-12
- Amy Bazemore, Writer/ HR Policy, CS-1082-12

COVID Compliance

- Brittany Burstion, Supv. Compliance Monitor, MS-1801-11
- Stefan Robinson, Supv. Compliance Monitor, MS-1801-11
- Cassandra Grasty, Compliance Monitor, CS-1801-9
- Jazmin Gallion, Compliance Monitor, CS-1801-9
- Darielle Anderson, Compliance Monitor, CS-1801-9
- Florence Royster, Compliance Monitor, CS-1801-9
- Hamed Lionel, Compliance Monitor, CS-1801-9
- Rashawd Lewis, Compliance Monitor, CS-1801-9
- Jeannina Williams, Compliance Monitor, CS-1801-9
- Roshea Joyner, Compliance Monitor, CS-1801-9

Compliance

- Jennifer Dangerfield, Lead Compliance Specialist, CS-1801-13
- Torey Draughn, Program Coordinator, DS-301-12
- Boyd Gardner, Program Analyst, CS-343-11
- Arnebya Herndon, Compliance Specialist, CS-1801-12
- Rashida Jamall, Compliance Specialist, CS-1082-9
- Ashley Davis, Compliance Specialist, CS-1801-9

Investigations

- Anthony Reyes, Compliance Specialist, CS-1801-12
- Darien Pierce, Compliance Specialist, CS-1801-12
- Steven McNeil, Compliance Specialist, CS-1801-12
- Joshua Johnson, Compliance Specialist, CS-1801-1

HR Solutions Administration

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Carla Gadsden
Staff Assistant
CS-301-11

Keisha Hawkins
Associate Director
MS-201-15

Kenneth Taylor
HR Specialist (Recruit/ Placement)
CS-201-12

Lashandra Patterson
Supvy HR Specialist
(Recruit/Place)
MS-201-14

Dominique Odesola
Supvy HR Specialist
(Recruit/Place)
MS-201-14

Zondie Pendarvis
Supvy HR Specialist
(Classification)
MS-201-14

Agnes Jackson
Lead HR Specialist
(Recruit/ Place)
CS-201-13

Ronald Gardner
HR Specialist
(Recruit/Place)
CS-201-12

Ashley Jacobs
HR Specialist
(Recruit/Place)
CS-201-12

Jacqueline Thomas
HR Specialist
(Recruit/Place)
CS-201-12

Kyiaco Watkins
HR Specialist
(Recruit/Place)
CS-201-11

Christina Stokes
HR Specialist
(Recruit/Place)
CS-201-9

Rolanda Wilson
HR Specialist
(Recruit/Place)
CS-201-9

Recruitment/Placement

Mable Price
Lead HR Specialist
(Recruit/ Place)
CS-0201-13

Carmen Ealey
Lead HR Specialist
(Recruit/ Place)
CS-201-13

Danielle Lee
HR Specialist
(Recruit/Place)
CS-201-12

Kelli Johnson
HR Specialist
(Recruit/Place)
CS-201-12

Nickesha Collington
HR Specialist
(Recruit/Place)
CS-201-9

Torin Ford
HR Specialist
(Recruit/Place)
CS-201-11

Tiffany Thomas
HR Specialist
(Recruit/Place)
CS-201-9

Recruitment/Placement

Michelle Calhoun
HR Spec
(Classification)
CS-201-12

Sadina White
HR Specialist
(Classification)
CS-201-12

Adesina Bennett
HR Specialist
(Classification)
CS-201-11

Maya Batts
HR Specialist
(Classification)
CS-201-12

Angela McNair
HR Specialist
(Classification)
CS-201-13

Sherley Vincent
HR Assistant
(Classification)
CS-203-7

Brendan Harris
HR Specialist
(Classification)
CS-201-11

Classification

BENEFITS AND RETIREMENT ADMINISTRATION

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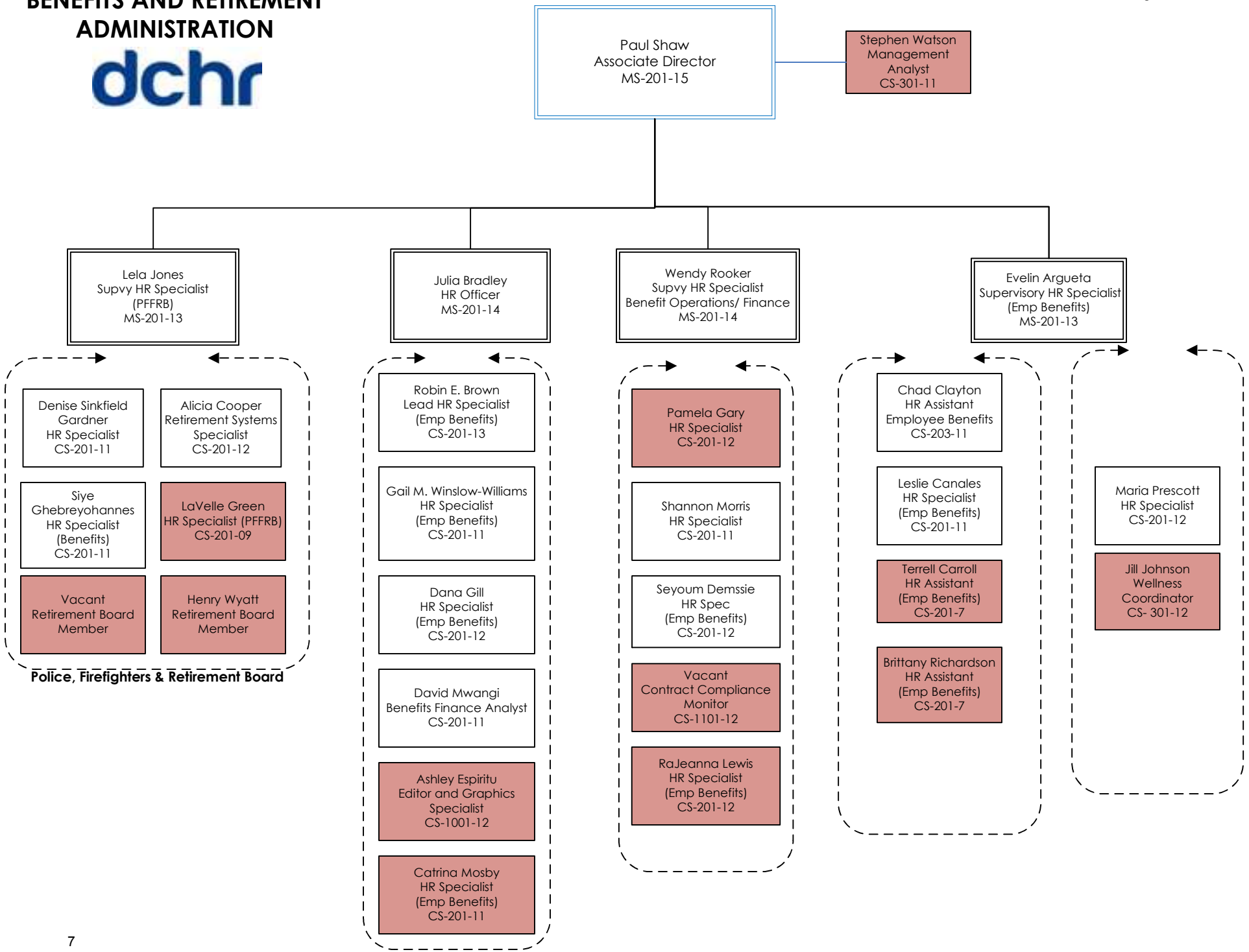

STRATEGIC HUMAN CAPITAL

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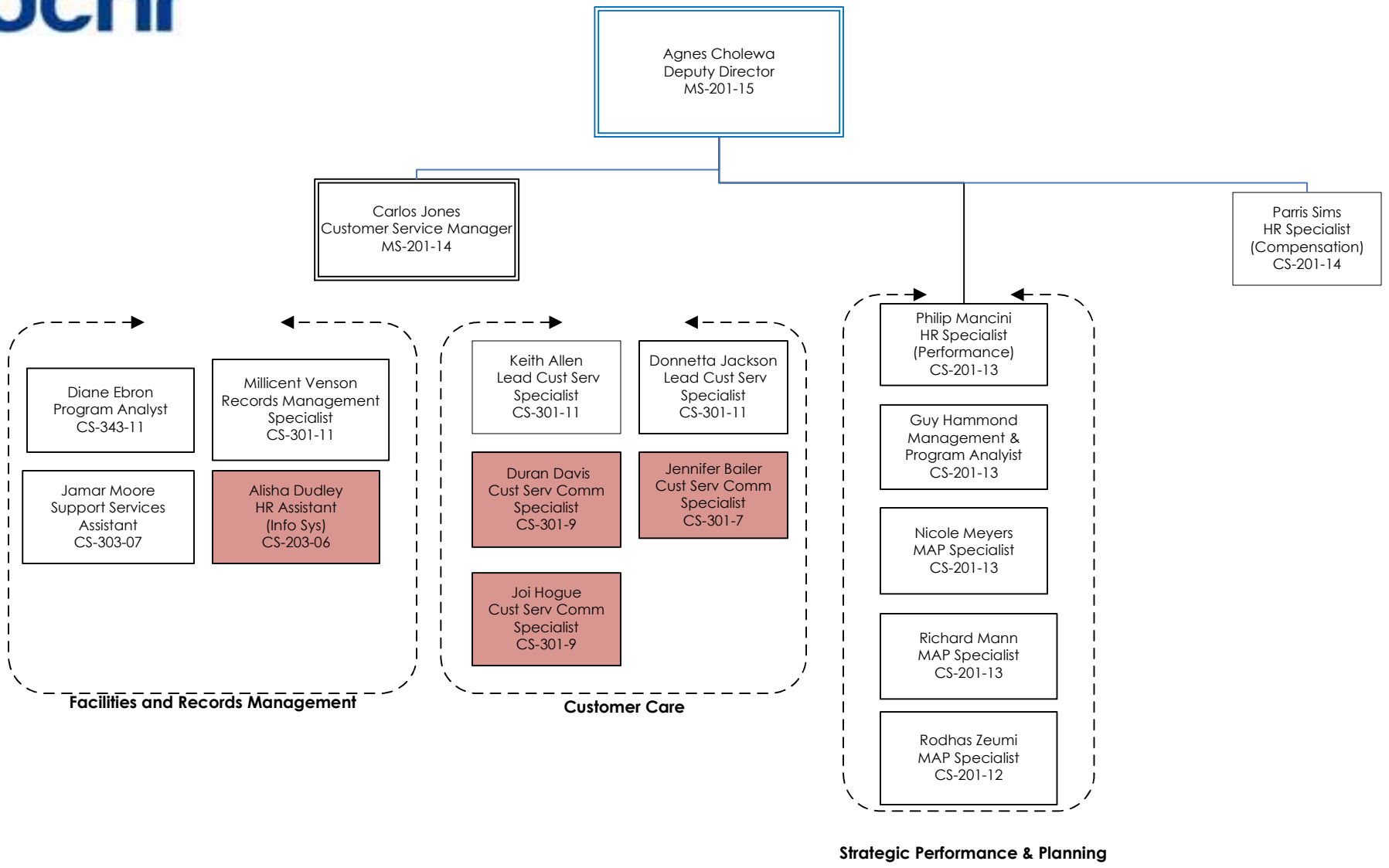

LEARNING AND DEVELOPMENT

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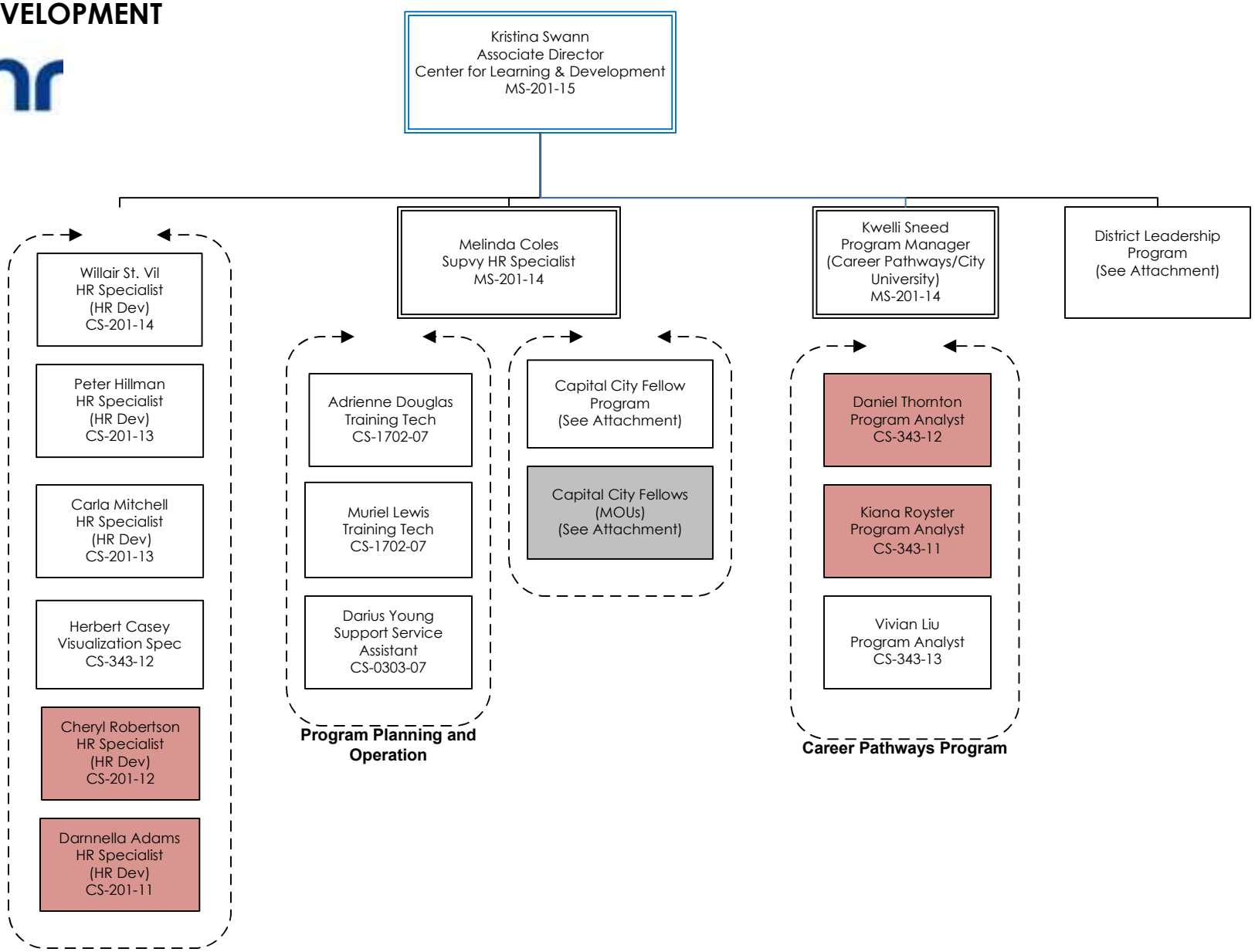
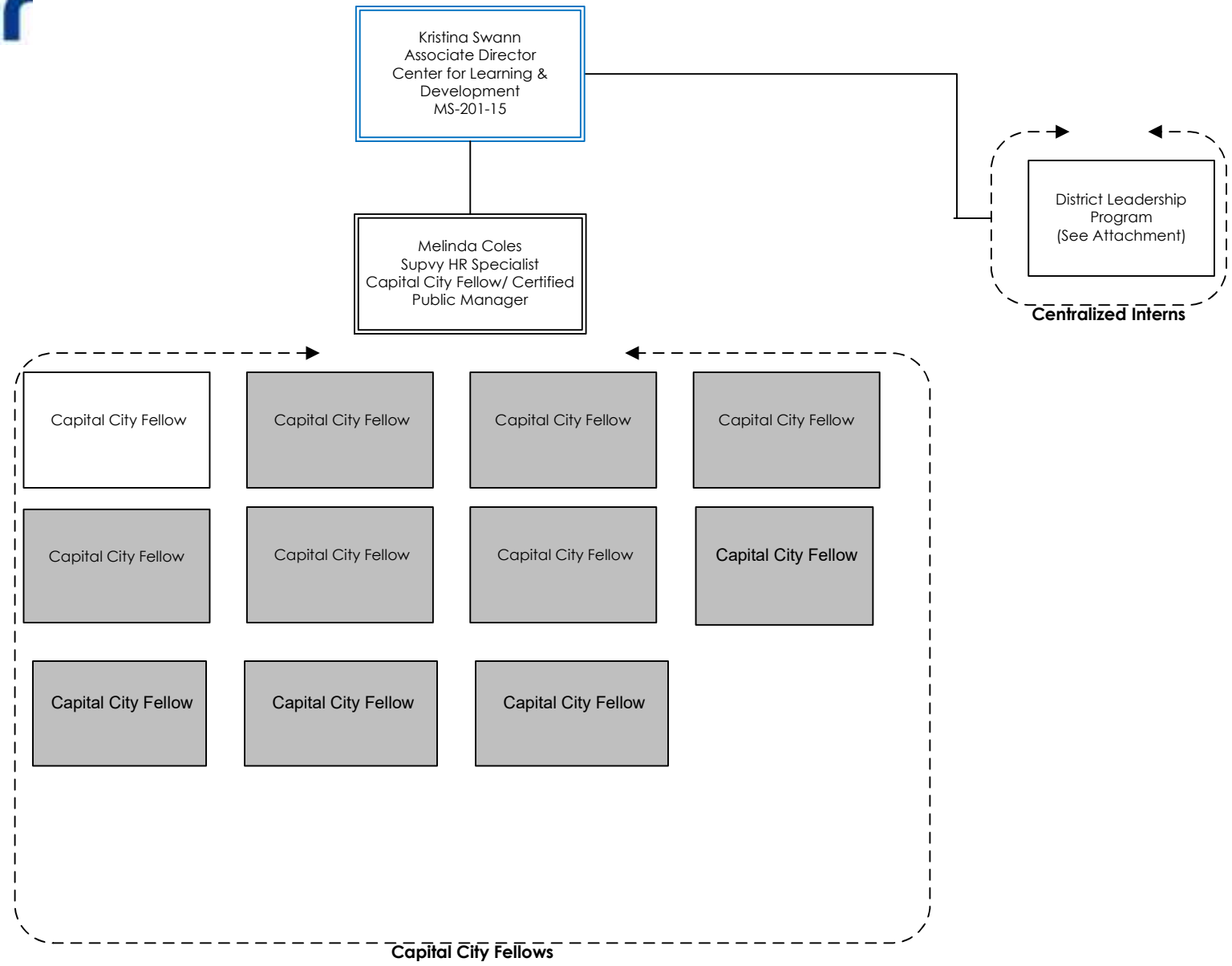


LEARNING AND DEVELOPMENT



LEARNING AND DEVELOPMENT

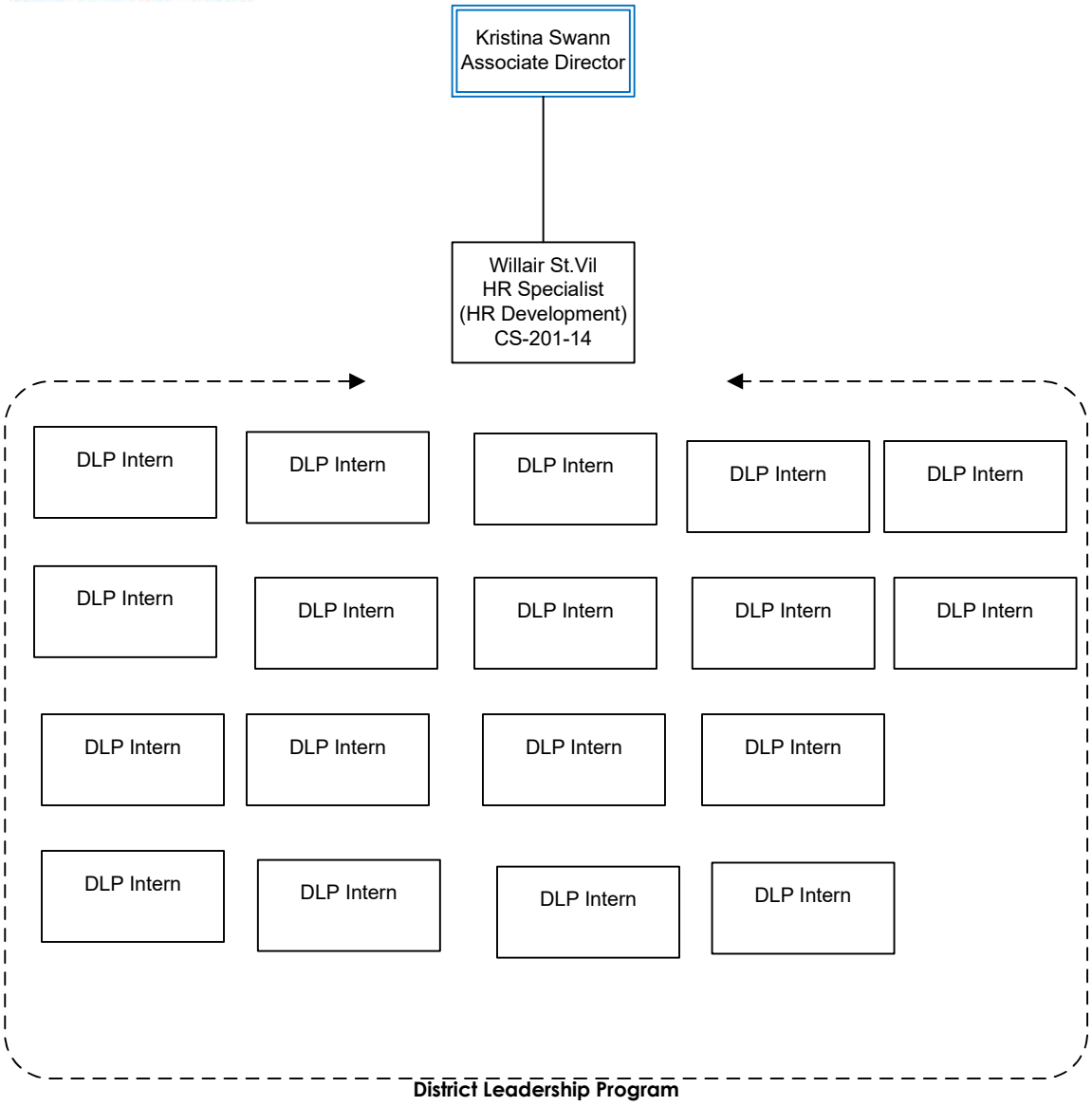


CHART OF DCHR AGENCY PERSONNEL, as of JAN. 1, 2022 (Q26)

Q26 Personnel

Position number	Position status (A-active, R-frozen)	Vacancy Status (V/F)	Job title	Program name	Program code	Activity name	Activity code	Grade level	Step	Salary	Fund code	Type of appointment (e.g. career, excepted, MSS)	Job status (i.e. continuing, term, or temporary)	Full-time / part-time	WAE (yes/no)	Seasonal or year-round	Hire (start) date into the position	Not-to-Exceed date	Hire (start) date in District government	DC Residency status (Yes/no)
00005831	A	F	Staff Assistant	AMP	1000	Personnel	10100	11	4	$ 68,801.00	0100	XAA	Reg	F	N	Year Round	7/9/18		7/9/18	N
00010661	A	F	Records Management Specialist	AMP	1000	Personnel	10100	11	8	$ 76,867.00	0100	XAA	Reg	F	N	Year Round	1/22/08		1/22/08	N
00011823	A	F	Support Services Assistant	AMP	1000	Personnel	10100	7	4	$ 47,611.00	0100	XAA	Reg	F	N	Year Round	9/22/14		9/22/14	N
00013887	A	F	Human Resources Specialist	AMP	1000	Personnel	10100	14	3	$ 112,503.00	0100	XAA	Reg	F	N	Year Round	10/2/17		10/2/17	N
00015210	A	F	Resource Allocation Analyst	AMP	1000	Personnel	10100	13	7	$ 106,660.00	0100	XAA	Reg	F	N	Year Round	10/30/06		10/30/06	N
00016777	A	F	Program Analyst	AMP	1000	Personnel	10100	11	8	$ 76,867.00	0100	XAA	Reg	F	N	Year Round	11/19/12		11/19/12	N
00033032	A	V	Director, Dept of Human Res.	AMP	1000	Personnel	10100	E5	1	$ 213,531.54	0100	XXX	Reg	F	N	Year Round				N
00047234	A	F	Chief Administrative Officer	AMP	1000	Personnel	10100	15	0	$ 157,379.88	1615	MSS	Reg	F	N	Year Round	2/19/19		2/19/19	N
00047286	A	F	Support Services Assistant	AMP	1000	Personnel	10100	7	6	$ 50,605.00	0100	XAA	Reg	F	N	Year Round	6/27/16		6/27/16	N
00077599	A	F	HR Spec (Human Resource Dev)	AMP	1000	Personnel	10100	12	1	$ 46,589.11	0639	XAA	Temp	P	N	Year Round	3/16/20	3/15/22	3/16/20	N
00085462	A	F	HR Assistant (Info. Systems)	AMP	1000	Personnel	10100	6	6	$ 45,292.00	0639	XAA	Term	F	N	Year Round	9/18/17	8/13/22	9/18/17	N
00091276	A	F	HR Spec (Recruitment/Placement	AMP	1000	Personnel	10100	9	3	$ 55,409.00	0100	XAA	Term	F	N	Year Round	1/7/19	2/4/22	1/7/19	N
00010582	A	F	Editor and Graphics Specialist	AMP	1000	Communication	10800	12	2	$ 80,057.00	0100	XAA	Reg	F	N	Year Round	10/20/14		10/20/14	N
00070185	A	F	Public Information Officer	AMP	1000	Communication	10800	14	9	$ 132,821.00	0100	XAA	Reg	F	N	Year Round	1/4/16		1/4/16	N
00025493	A	F	Customer Service Manager	AMP	1000	Customer Service	10850	14	0	$ 127,500.00	0100	MSS	Reg	F	N	Year Round	10/14/12		10/14/12	N
00039860	A	F	Sr Customer Service Comms Spec	AMP	1000	Customer Service	10850	11	6	$ 72,834.00	0100	XAA	Reg	F	N	Year Round	12/27/16		12/27/16	N
00044251	A	F	Customer Svcs Communicat Spec	AMP	1000	Customer Service	10850	7	2	$ 44,616.00	0100	XAA	Term	F	N	Year Round	1/22/18	8/13/22	1/22/18	N
00047526	A	F	Customer Svcs Communicat Spec	AMP	1000	Customer Service	10850	9	3	$ 55,409.00	0100	XAA	Reg	F	N	Year Round	8/10/15		8/10/15	N
00070157	A	F	Lead Customer Svc Comm Spec	AMP	1000	Customer Service	10850	11	5	$ 70,818.00	0100	XAA	Reg	F	N	Year Round	4/14/08		4/14/08	N
00041740	A	F	General Counsel	General Counsel	2100	Legal Office	21200	2	0	$ 178,602.00	0100	XAA	Reg	F	N	Year Round	3/17/08		3/17/08	N
00043137	A	F	Attorney Advisor	General Counsel	2100	Legal Office	21200	13	6	$ 122,218.00	1615	XAA	Reg	F	N	Year Round	12/17/12		12/17/12	N
00044475	A	F	HR Spec. (Employee Relations)	General Counsel	2100	Legal Office	21200	12	2	$ 80,056.74	0100	XAA	Reg	F	N	Year Round	5/29/18		5/29/18	N
00044557	A	F	PARALEGAL SPEC	General Counsel	2100	Legal Office	21200	12	10	$ 109,023.00	1615	AAB	Reg	F	N	Year Round	4/19/99		4/19/99	N
00045500	A	F	Deputy General Counsel	General Counsel	2100	Legal Office	21200	1	0	$ 164,795.43	0100	XAA	Reg	F	N	Year Round	6/4/12		6/4/12	N
00045986	A	F	Human Resources Specialist (Em	General Counsel	2100	Legal Office	21200	11	3	$ 66,785.00	0100	XAA	Term	F	N	Year Round	5/28/19	6/27/22	5/28/19	N
00073485	A	F	Attorney Advisor	General Counsel	2100	Legal Office	21200	13	5	$ 118,728.00	1615	XAA	Reg	F	N	Year Round	4/17/18		4/17/18	N
00077595	A	F	Attorney Advisor	General Counsel	2100	Legal Office	21200	13	6	$ 122,218.00	1615	XAA	Reg	F	N	Year Round	4/21/14		4/21/14	N
00091306	A	F	Program Analyst	General Counsel	2100	Legal Office	21200	11	6	$ 72,834.00	0100	XAA	Term	F	N	Year Round	11/27/17	1/5/22	11/27/17	N
00097385	A	F	Supervisory HR Specialist (Emp	General Counsel	2100	Legal Office	21200	14	0	$ 130,095.90	0100	MSS	Reg	F	N	Year Round	4/9/12		4/9/12	N
00006074	A	F	Supvy HR Spec (Empl Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	13	0	$ 95,651.88	1615	MSS	Reg	F	N	Year Round	6/2/14		6/2/14	N
00013624	A	F	Lead HR Specialist (Retirement	Benefits & Retirement Svcs	2200	Benefits Operations	22100	13	8	$ 109,528.00	1615	XAA	Reg	F	N	Year Round	10/7/91		10/7/91	N
00013902	A	F	Associate Director for Benefit	Benefits & Retirement Svcs	2200	Benefits Operations	22100	15	0	$ 164,846.61	1615	XAA	Reg	F	N	Year Round	12/2/13		12/2/13	N
00017461	A	F	Editor and Graphics Specialist	Benefits & Retirement Svcs	2200	Benefits Operations	22100	12	2	$ 80,057.00	1615	XAA	Term	F	N	Year Round	10/12/21	11/11/22	10/12/21	N
00020790	A	F	HR Spec (Employee Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	9	1	$ 52,080.00	1615	XAA	Term	F	N	Year Round	7/23/18	8/1/22	7/23/18	N
00021722	A	F	HR Spec. (Employee Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	11	7	$ 74,851.00	1615	XAA	Reg	F	N	Year Round	6/23/97		6/23/97	N
00022056	A	F	HR Specialist (Emp. Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	12	5	$ 87,281.00	1615	XAA	Reg	F	N	Year Round	7/21/14		7/21/14	N
00022859	A	F	HR Specialist (Emp. Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	12	7	$ 92,097.84	1615	XAA	Reg	F	N	Year Round	8/8/16		8/8/16	N
00025631	A	F	HR Spec. (Employee Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	11	9	$ 78,884.00	1615	XAA	Term	F	N	Year Round	1/22/19	4/12/22	1/22/19	N
00026074	A	F	HR Specialist (Benefits Financ	Benefits & Retirement Svcs	2200	Benefits Operations	22100	12	1	$ 77,649.00	1615	XAA	Reg	F	N	Year Round	7/25/16		7/25/16	N
00036371	A	F	HR Spec. (Employee Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	11	4	$ 68,801.00	1615	XAA	Reg	F	N	Year Round	11/19/12		11/19/12	N
00043650	A	F	HR Assistant (Emp. Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	7	3	$ 46,113.00	1615	XAA	Term	F	N	Year Round	8/6/18	4/16/22	8/6/18	N
00043651	A	F	Human Resources Officer (Recru	Benefits & Retirement Svcs	2200	Benefits Operations	22100	14	0	$ 122,479.63	1615	XAA	Reg	F	N	Year Round	11/30/15		11/30/15	N
00044496	A	F	HR Specialist (Emp. Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	12	4	$ 84,873.00	1615	XAA	Term	F	N	Year Round	8/30/21	9/29/22	8/30/21	N
00044498	A	F	HR Spec. (Employee Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	11	4	$ 68,801.00	1615	XAA	Reg	F	N	Year Round	1/23/17		1/23/17	N
00077598	A	F	HR Specialist (Emp. Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	12	3	$ 82,465.00	1615	XAA	Reg	F	N	Year Round	12/31/12		12/31/12	N
00077750	A	F	HR Specialist (Emp. Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	12	2	$ 80,057.00	1615	XAA	Reg	F	N	Year Round	5/29/18		5/29/18	N
00077773	A	F	Attorney Advisor	Benefits & Retirement Svcs	2200	Benefits Operations	22100	14	3	$ 132,050.00	1615	XAA	Term	F	N	Year Round	9/17/18	11/15/22	9/17/18	N
00077896	A	F	Management Analyst	Benefits & Retirement Svcs	2200	Benefits Operations	22100	11	2	$ 64,768.00	1615	XAA	Term	F	N	Year Round	9/14/20	10/14/22	9/14/20	N
00085639	A	F	HR Assistant (Emp. Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	7	8	$ 53,600.00	1615	XAA	Term	F	N	Year Round	10/12/21	12/6/22	10/12/21	N
00087376	A	F	Special Assistant	Benefits & Retirement Svcs	2200	Benefits Operations	22100	6	0	$ 96,363.86	1615	XAA	Reg	F	N	Year Round	7/9/18		7/9/18	N
00093458	A	F	HR Specialist (Emp. Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	12	9	$ 96,914.00	1615	XAA	Reg	F	N	Year Round	5/20/13		5/20/13	N
00094096	A	F	Wellness Program Coordinator	Benefits & Retirement Svcs	2200	Benefits Operations	22100	12	9	$ 96,914.00	1615	XAA	Term	F	N	Year Round	9/19/17	12/12/22	9/19/17	N
00094997	A	F	HR Assistant (Emp. Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	7	3	$ 46,113.00	1615	XAA	Term	F	N	Year Round	5/29/18	11/12/22	5/29/18	N
00095404	A	F	Supvy HR Spec (Empl Benefits)	Benefits & Retirement Svcs	2200	Benefits Operations	22100	14	0	$ 127,994.94	1615	MSS	Reg	F	N	Year Round	4/4/16		4/4/16	N
00002821	A	V	RETIREMENT BOARD MEMBER	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	0	0	$ 13,000.00	0615	XAA	Temp	P	Y	Year Round	7/3/19		7/3/19	N
00003106	A	F	RETIREMENT BOARD MEMBER	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	0	0	$ 13,000.00	0615	XAA	Temp	P	Y	Year Round	9/2/08	6/1/23	9/2/08	N
00003288	A	F	HR Specialist (PFFRB)	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	12	10	$ 99,323.00	1555	XAA	Reg	F	N	Year Round	9/2/08		9/2/08	N
00003288	A	F	HR Specialist (PFFRB)	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	12	10		0615	XAA	Reg	F	N	Year Round	2/3/14		2/3/14	N
00021720	A	F	HR Specialist (PFFRB)	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	11	5	$ 70,818.00	0615	XAA	Reg	F	N	Year Round	2/3/14		2/3/14	N
00021720	A	F	HR Specialist (PFFRB)	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	11	5		1555	XAA	Reg	F	N	Year Round	8/17/81		8/17/81	N
00021754	A	F	HR Specialist (PFFRB)	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	12	3	$ 82,465.00	1555	XAA	Reg	F	N	Year Round	8/17/81		8/17/81	N
00021754	A	F	HR Specialist (PFFRB)	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	12	3		0615	XAA	Reg	F	N	Year Round	4/25/80		4/25/80	N
00021929	A	F	Supvy HR Spec (Police/Fire Bd)	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	13	0	$ 130,709.35	0615	XAA	Reg	F	N	Year Round	4/25/80		4/25/80	N
00021929	A	F	Supvy HR Spec (Police/Fire Bd)	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	13	0		1555	XAA	Reg	F	N	Year Round	12/14/15		12/14/15	N
00073513	A	F	Attorney Advisor	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	12	6	$ 102,781.00	1555	XAA	Term	F	N	Year Round	12/14/15	7/8/22	12/14/15	N
00073513	A	F	Attorney Advisor	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	12	6		0615	XAA	Term	F	N	Year Round	9/17/18	7/8/22	9/17/18	N
00078162	A	F	HR Specialist (PFFRB)	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	9	5	$ 58,739.00	1555	XAA	Term	F	N	Year Round	9/17/18	11/15/22	9/17/18	N
00078162	A	F	HR Specialist (PFFRB)	Benefits & Retirement Svcs	2200	Police & Fire Retirment Board	22200	9	5		0615	XAA	Term	F	N	Year Round	2/13/12	11/15/22	2/13/12	N

Position number	Position status (A-active, R-frozen)	Vacancy Status (V/F)	Job title	Program name	Program code	Activity name	Activity code	Grade level	Step	Salary	Fund code	Type of appointment (e.g. career, excepted, MSS)	Job status (i.e. continuing, term, or temporary)	Full-time / part-time	WAE (yes/no)	Seasonal or year-round	Hire (start) date into the position	Not-to-Exceed date	Hire (start) date in District government	Q26 Personnel DC Residency status (Yes/no)
00005517	A	F	HR Spec (Recruit & Placement)	HR Solutions	2700	Recruiting & Staffing	27100	12	5	$ 87,281.00	0100	XAA	Reg	F	N	Year Round	1/1/22		1/1/22	N
00006283	A	F	HR Spec (Recruitment/Placement	HR Solutions	2700	Recruiting & Staffing	27100	11	5	$ 70,818.00	0100	XAA	Reg	F	N	Year Round	1/22/19		1/22/19	N
00008900	A	F	HR Spec (Recruit & Placement)	HR Solutions	2700	Recruiting & Staffing	27100	12	3	$ 82,465.00	0100	XAA	Reg	F	N	Year Round	9/17/18		9/17/18	N
00008905	A	F	Lead HR Spec. (Recruit/Place.)	HR Solutions	2700	Recruiting & Staffing	27100	13	3	$ 95,192.00	0100	XAA	Reg	F	N	Year Round	1/22/19		1/22/19	N
00010023	A	F	HR Spec (Recruit & Placement)	HR Solutions	2700	Recruiting & Staffing	27100	12	2	$ 80,057.00	0100	XAA	Reg	F	N	Year Round	9/18/17		9/18/17	N
00014651	A	F	Associate Director, Human Reso	HR Solutions	2700	Recruiting & Staffing	27100	15	0	$ 162,843.00	0100	XAA	Reg	F	N	Year Round	9/8/14		9/8/14	N
00024813	A	F	Lead HR Spec. (Recruit/Place.)	HR Solutions	2700	Recruiting & Staffing	27100	13	10	$ 115,262.00	0100	XAA	Reg	F	N	Year Round	1/20/87		1/20/87	N
00026680	A	F	Staff Assistant	HR Solutions	2700	Recruiting & Staffing	27100	11	7	$ 74,851.00	0100	MSS	Reg	F	N	Year Round	8/20/18		8/20/18	N
00032863	A	F	Lead HR Spec. (Recruit/Place.)	HR Solutions	2700	Recruiting & Staffing	27100	13	4	$ 98,059.00	0100	XAA	Reg	F	N	Year Round	9/28/20		9/28/20	N
00033615	A	F	HR Spec (Recruitment/Placement	HR Solutions	2700	Recruiting & Staffing	27100	11	3	$ 66,785.00	0100	XAA	Term	F	N	Year Round	7/16/14	9/11/22	7/16/14	N
00047347	A	F	HR Spec (Recruit & Placement)	HR Solutions	2700	Recruiting & Staffing	27100	12	1	$ 77,649.00	0100	XAA	Term	F	N	Year Round	1/22/18	5/23/22	1/22/18	N
00087380	A	V	Human Resources Assistant (Pro	HR Solutions	2700	Recruiting & Staffing	27100	7	6	$ 50,481.00	0100	XAA	Reg	F	N	Year Round				N
00087390	A	F	Program Analyst	HR Solutions	2700	Recruiting & Staffing	27100	9	2	$ 53,745.00	0100	XAA	Term	F	N	Year Round	12/31/18	10/11/22	12/31/18	N
00087391	A	F	Customer Svcs Communicat Spec	HR Solutions	2700	Recruiting & Staffing	27100	9	10	$ 67,062.00	0100	XAA	Term	F	N	Year Round	9/13/21	9/30/22	9/13/21	N
00087396	A	F	HR Spec (Recruitment/Placement	HR Solutions	2700	Recruiting & Staffing	27100	12	4	$ 84,873.00	0100	XAA	Term	F	N	Year Round	8/30/21	10/12/22	8/30/21	N
00087400	A	F	HR Specialist (Information Sys	HR Solutions	2700	Recruiting & Staffing	27100	9	9	$ 65,397.00	0100	XAA	Term	F	N	Year Round	11/9/15	9/29/22	11/9/15	N
00091272	A	F	Human Resources Assistant (Pro	HR Solutions	2700	Recruiting & Staffing	27100	7	5	$ 49,108.00	0100	XAA	Term	F	N	Year Round	6/3/13	8/13/22	6/3/13	N
00097489	A	F	Supvy HR Spec. (Recruit/Place)	HR Solutions	2700	Recruiting & Staffing	27100	14	0	$ 120,480.36	0100	MSS	Reg	F	N	Year Round	8/10/15		8/10/15	N
00097490	A	F	HR Spec (Recruitment/Placement	HR Solutions	2700	Recruiting & Staffing	27100	9	3	$ 55,409.00	0100	XAA	Term	F	N	Year Round	7/23/18	12/19/22	7/23/18	N
00097491	A	F	HR Spec (Recruitment/Placement	HR Solutions	2700	Recruiting & Staffing	27100	9	7	$ 62,068.00	0100	XAA	Reg	F	N	Year Round	9/13/21		9/13/21	N
00097494	A	F	HR Spec (Recruit & Placement)	HR Solutions	2700	Recruiting & Staffing	27100	12	3	$ 82,465.00	0100	XAA	Term	F	N	Year Round	7/23/18	10/12/22	7/23/18	N
00097495	A	F	HR Spec (Recruitment/Placement	HR Solutions	2700	Recruiting & Staffing	27100	9	1	$ 52,080.00	0100	XAA	Reg	F	N	Year Round	1/9/12		1/9/12	N
00097496	A	F	Supvy HR Spec. (Recruit/Place)	HR Solutions	2700	Recruiting & Staffing	27100	14	0	$ 132,804.00	0100	XAA	Reg	F	N	Year Round	6/16/14		6/16/14	N
00020532	A	F	HR Specialist (Comp./Class.)	HR Solutions	2700	Classification	27200	12	5	$ 87,281.00	0100	XAA	Reg	F	N	Year Round	6/16/14		6/16/14	N
00028216	A	F	HR Specialist (Class)	HR Solutions	2700	Classification	27200	12	3	$ 82,465.00	0100	XAA	Reg	F	N	Year Round	10/30/17		10/30/17	N
00046349	A	F	HUMAN RESOURCES SPEC CLASS	HR Solutions	2700	Classification	27200	13	10	$ 115,262.00	0100	XAA	Reg	F	N	Year Round	2/4/08		2/4/08	N
00046651	A	F	Supvy HR Specialist (Class)	HR Solutions	2700	Classification	27200	14	1	$ 139,585.60	0100	XAA	Reg	F	N	Year Round				N
00091294	A	V	HR Specialist (Class)	HR Solutions	2700	Classification	27200	12	5	$ 87,281.00	1615	XAA	Term	F	N	Year Round	12/17/18	6/30/22	12/17/18	N
00091295	A	F	HR Specialist (Comp./Class.)	HR Solutions	2700	Classification	27200	12	1	$ 77,649.00	0100	XAA	Term	F	N	Year Round	1/6/20	5/9/22	1/6/20	N
00009300	A	V	Human Resources Specialist	HR Solutions	2700	Information Technology	27300	14	3	$ 112,007.13	0100	XAA	Reg	F	N	Year Round				N
00012279	A	F	IT Specialist (Internet)	HR Solutions	2700	Information Technology	27300	13	9	$ 112,395.00	0100	XAA	Reg	F	N	Year Round	00038271		00038271	N
00013769	A	F	IT Spec. (Customer Support)	HR Solutions	2700	Information Technology	27300	12	6	$ 89,690.00	0100	XAA	Reg	F	N	Year Round	00004152		00004152	N
00014162	A	F	IT Spec. (Customer Support)	HR Solutions	2700	Information Technology	27300	12	7	$ 92,098.00	0100	XAA	Reg	F	N	Year Round	00021941		00021941	N
00031896	A	F	Supervisory IT Specialist	HR Solutions	2700	Information Technology	27300	14	0	$ 123,420.00	0100	XAA	Reg	F	N	Year Round	00095167		00095167	N
00045911	A	F	Human Resources Specialist (In	HR Solutions	2700	Information Technology	27300	12	7	$ 92,098.00	0100	XAA	Term	F	N	Year Round	00106377	5/13/22	00106377	N
00046639	A	F	Human Resources Specialist (In	HR Solutions	2700	Information Technology	27300	12	6	$ 89,690.00	0100	XAA	Reg	F	N	Year Round	00082420		00082420	N
00047287	A	F	IT Spec. (Customer Support)	HR Solutions	2700	Information Technology	27300	12	6	$ 89,690.00	0100	XAA	Reg	F	N	Year Round	00086159		00086159	N
00070143	A	F	IT Specialist	HR Solutions	2700	Information Technology	27300	14	10	$ 136,208.00	0100	XAA	Reg	F	N	Year Round	00080990		00080990	N
00070202	A	F	IT SPEC. (CUSTOMER SUPPORT)	HR Solutions	2700	Information Technology	27300	9	6	$ 60,403.00	0100	XAA	Reg	F	N	Year Round	00055521		00055521	N
00024981	A	F	HR Specialist (Measurement, An	HR Solutions	2700	Analytics	27400	13	2	$ 92,324.00	0100	XAA	Reg	F	N	Year Round	6/6/16		6/6/16	N
00036683	A	F	Meas., Anal. & Plan. Spec (HR)	HR Solutions	2700	Analytics	27400	12	4	$ 84,873.00	0100	XAA	Reg	F	N	Year Round	12/4/17		12/4/17	N
00047244	A	F	Deputy Director, DCHR	HR Solutions	2700	Analytics	27400	16	0	$ 189,679.20	0100	MSS	Reg	F	N	Year Round	9/4/12		9/4/12	N
00000490	A	F	Training Specialist	Learning & Development	3000	Traning & Development	31000	9	4	$ 57,074.00	0100	XAA	Reg	F	N	Year Round	4/4/16		4/4/16	N
00006410	A	F	HR Spec (HR Dev)	Learning & Development	3000	Traning & Development	31000	13	10	$ 115,262.00	0100	XAA	Reg	F	N	Year Round	10/12/21		10/12/21	N
00009554	A	F	Training Specialist	Learning & Development	3000	Traning & Development	31000	9	3	$ 55,409.00	0100	XAA	Reg	F	N	Year Round	9/18/17		9/18/17	N
00009947	A	F	Assoc. Direct for Workforce De	Learning & Development	3000	Traning & Development	31000	15	0	$ 153,000.00	0100	XAA	Reg	F	N	Year Round	8/16/05		8/16/05	N
00014865	A	V	Program Analyst	Learning & Development	3000	Traning & Development	31000	9	5	$ 57,587.00	0100	XAA	Reg	F	N	Year Round				N
00016830	A	F	HR Spec (HR Dev)	Learning & Development	3000	Traning & Development	31000	13	10	$ 115,262.00	0100	XAA	Reg	F	N	Year Round	3/1/10		3/1/10	N
00020264	A	F	Lead Human Resources Specialis	Learning & Development	3000	Traning & Development	31000	14	7	$ 126,049.00	0100	XAA	Reg	F	N	Year Round	3/5/12		3/5/12	N
00030237	A	F	HR Spec (Human Resource Dev)	Learning & Development	3000	Traning & Development	31000	11	3	$ 66,785.00	0100	XAA	Term	F	N	Year Round	11/13/18		11/13/18	N
00043709	A	F	Editor and Graphics Specialist	Learning & Development	3000	Traning & Development	31000	12	5	$ 87,281.00	0100	XAA	Reg	F	N	Year Round	3/17/08	10/14/22	3/17/08	N
00070178	A	F	Supv HR Spec (HR Dev)	Learning & Development	3000	Traning & Development	31000	14	0	$ 127,500.00	0100	XAA	Reg	F	N	Year Round	11/3/14		11/3/14	N
00086352	A	F	Program Manager	Learning & Development	3000	Traning & Development	31000	15	0	$ 170,937.72	0100	MSS	Reg	F	N	Year Round	5/11/08		5/11/08	N
00091278	A	F	Outreach Specialist	Learning & Development	3000	Traning & Development	31000	12	6	$ 89,690.00	0100	XAA	Term	F	N	Year Round	6/29/15	11/12/22	6/29/15	N
00091283	A	V	Program Analyst	Learning & Development	3000	Traning & Development	31000	11	4	$ 69,380.17	0100	XAA	Reg	F	N	Year Round				N
00091284	A	F	Program Specialist (Career Pat	Learning & Development	3000	Traning & Development	31000	11	3	$ 66,785.00	0100	XAA	Reg	F	N	Year Round	1/1/22		1/1/22	N
00093756	A	F	Program Analyst	Learning & Development	3000	Traning & Development	31000	13	2	$ 92,324.00	0100	XAA	Reg	F	N	Year Round	10/13/15		10/13/15	N
00091282	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 61,845.00	0700	XAA	Term	F	N	Year Round	11/8/21	11/8/21	11/8/21	Y
00091288	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 61,845.00	0700	XAA	Term	F	N	Year Round	5/28/19	11/7/21	5/28/19	Y
00091290	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 61,845.00	0100	XAA	Term	F	N	Year Round	8/3/20	11/7/21	8/3/20	Y
00091291	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 65,605.18	0700	XAA	Term	F	N	Year Round	11/12/19	11/15/20	11/12/19	Y
00091291	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 61,845.00	0700	XAA	Reg	F	N	Year Round	11/8/21	11/8/21	11/8/21	Y
00091307	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 61,845.00	0700	XAA	Term	F	N	Year Round	11/8/21	11/8/21	11/8/21	Y
00091312	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 61,845.00	0700	XAA	Term	F	N	Year Round	11/8/21	11/8/21	11/8/21	Y
00091314	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 61,845.00	0700	XAA	Term	F	N	Year Round	11/8/21	11/8/21	11/8/21	Y
00091314	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 61,845.00	0700	XAA	Term	F	N	Year Round	11/8/21	11/9/21	11/8/21	Y
00095052	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 61,845.00	0700	XAA	Term	F	N	Year Round	11/8/21	11/8/21	11/8/21	Y
00095053	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 61,845.00	0100	XAA	Term	F	N	Year Round	11/8/21	11/8/21	11/8/21	Y
00095055	A	F	CAPITAL CITY FELLOW	Learning & Development	3000	Capital City Fellows	32000	4	0	$ 61,845.00	0700	XAA	Term	F	N	Year Round	11/8/21	11/8/21	11/8/21	Y
00047185	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	31000	7	7	$ 32,338.50	0100	XAA	Temp	P	N	Seasonal	10/12/21	5/27/22	10/12/21	N

Position number	Position status (A-active, R-frozen)	Vacancy Status (V/F)	Job title	Program name	Program code	Activity name	Activity code	Grade level	Step	Salary	Fund code	Type of appointment (e.g. career, excepted, MSS)	Job status (i.e. continuing, term, or temporary)	Full-time / part-time	WAE (yes/no)	Seasonal or year-round	Hire (start) date into the position	Not-to-Exceed date	Hire (start) date in District government	Q26 Personnel DC Residency status (Yes/no)
00047185	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	33000	7	1	$ 32,338.50	0100	XAA	Temp	P	N	Seasonal	10/12/21	5/27/22	10/12/21	N
00047186	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	33000	7	1	$ 32,338.50	0100	XAA	Temp	P	N	Seasonal	10/12/21	5/27/22	10/12/21	N
00047193	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	33000	7	1	$ 32,338.50	0100	XAA	Temp	P	N	Seasonal	10/12/21	5/27/22	10/12/21	N
00047194	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	33000	7	1	$ 32,338.50	0100	XAA	Temp	P	N	Seasonal	10/12/21	5/27/22	10/12/21	N
00047197	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	33000	7	1	$ 32,338.50	0100	XAA	Temp	P	N	Seasonal	10/12/21	5/27/22	10/12/21	N
00047220	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	33000	5	1	$ 26,346.00	0100	XAA	Temp	P	N	Seasonal	10/12/21	5/27/22	10/12/21	N
00047220	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	33000	5	1	$ 26,346.00	0100	XAA	Temp	P	N	Seasonal	11/8/21	5/27/22	11/8/21	N
00084790	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	33000	7	1	$ 32,338.50	0100	XAA	Temp	P	N	Seasonal	10/12/21	5/27/22	10/12/21	N
00085537	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	33000	7	1	$ 32,338.50	0100	XAA	Temp	P	N	Seasonal	10/12/21	5/27/22	10/12/21	N
00085541	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	33000	5	1	$ 26,346.00	0100	XAA	Temp	P	N	Seasonal	10/12/21	5/27/22	10/12/21	N
00085541	A	F	District Leadershp Program Int	Learning & Development	3000	Special Programs	33000	5	1	$ 26,346.00	0100	XAA	Temp	P	N	Seasonal	10/12/21	5/27/22	10/12/21	N
00010152	A	F	Human Resources Specialist (Co	Strategic Human Capital	4300	Performance Measurement	43100	14	7	$ 126,049.00	0100	XAA	Reg	F	N	Year Round	5/13/07		5/13/07	N
00042941	A	F	HR Specialist (Perf. Mgmt.)	Strategic Human Capital	4300	Performance Measurement	43100	13	9	$ 112,395.00	0100	XAA	Reg	F	N	Year Round	1/27/14		1/27/14	N
00043523	A	F	HR Specialist (Measurement, An	Strategic Human Capital	4300	Performance Measurement	43100	13	2	$ 92,324.00	0100	XAA	Reg	F	N	Year Round	3/5/18		3/5/18	N
00082615	A	F	Management and Program Analysi	Strategic Human Capital	4300	Performance Measurement	43100	14	3	$ 112,503.00	0100	XAA	Reg	F	N	Year Round	2/6/17		2/6/17	N
00010083	A	F	Writer (Human Resource Policy)	Policy & Compliance	4500	Compliance	45100	12	5	$ 87,281.00	0100	XAA	Term	F	N	Year Round	1/21/20	8/13/22	1/21/20	N
00023434	A	F	Compliance Specialist	Policy & Compliance	4500	Compliance	45100	12	6	$ 89,690.00	0100	XAA	Reg	F	N	Year Round	3/3/14		3/3/14	N
00043852	A	F	Management Analyst	Policy & Compliance	4500	Compliance	45100	11	2	$ 64,768.00	0100	XAA	Term	F	N	Year Round	6/1/20	9/30/22	6/1/20	N
00044577	A	F	Compliance Specialist	Policy & Compliance	4500	Compliance	45100	12	2	$ 80,057.00	0700	XAA	Term	F	N	Year Round	8/2/21	9/1/22	8/2/21	N
00047243	A	F	Compliance Review Manager	Policy & Compliance	4500	Compliance	45100	14	0	$ 130,152.00	0100	MSS	Reg	F	N	Year Round	6/2/14		6/2/14	N
00083215	A	F	Compliance Specialist	Policy & Compliance	4500	Compliance	45100	12	2	$ 80,057.00	0700	XAA	Term	F	N	Year Round	5/30/17	9/30/22	5/30/17	N
00085644	A	F	Compliance Specialist	Policy & Compliance	4500	Compliance	45100	12	3	$ 82,465.00	0700	XAA	Term	F	N	Year Round	3/6/17	8/22/22	3/6/17	N
00092440	A	F	Compliance Specialist	Policy & Compliance	4500	Compliance	45100	9	9	$ 65,397.00	0700	XAA	Term	F	N	Year Round	4/27/20	5/26/22	4/27/20	N
00095440	A	F	Compliance Specialist	Policy & Compliance	4500	Compliance	45100	9	2	$ 53,745.00	0700	XAA	Term	F	N	Year Round	10/28/19	5/25/22	10/28/19	N
00003332	A	F	Writer (Human Resource Policy)	Policy & Compliance	4500	Policy	45200	12	5	$ 87,281.00	0100	XAA	Reg	F	N	Year Round	9/28/20		9/28/20	N
00009222	A	F	Program Coordinator (Drug and	Policy & Compliance	4500	Policy	45200	12	2	$ 80,057.00	0100	XAA	Reg	F	N	Year Round	11/27/17		11/27/17	N
00027572	A	F	Associate Director for Policy	Policy & Compliance	4500	Policy	45200	2	0	$ 183,505.95	0100	XAA	Reg	F	N	Year Round	10/15/07		10/15/07	N
00085637	A	F	Compliance Specialist	Policy & Compliance	4500	Policy	45200	11	6	$ 72,834.00	0754	XAA	Reg	F	N	Year Round	3/6/06	4/30/22	3/6/06	N
00091273	A	F	Supervisory Compliance Monitor	Policy & Compliance	4500	Policy	45200	11	0	$ 82,336.10	0754	MSS	Temp	F	N	Seasonal	10/12/21	4/12/22	10/12/21	N
00091277	A	F	Supervisory Compliance Monitor	Policy & Compliance	4500	Policy	45200	11	0	$ 82,336.10	0754	MSS	Temp	F	N	Seasonal	10/12/21	4/12/22	10/12/21	N
00091280	A	F	Compliance Monitor	Policy & Compliance	4500	Policy	45200	9	1	$ 52,080.00	0754	XAA	Temp	F	N	Seasonal	10/12/21	4/12/22	10/12/21	N
00091285	A	F	Compliance Monitor	Policy & Compliance	4500	Policy	45200	9	4	$ 57,074.00	0754	XAA	Temp	F	N	Seasonal	11/8/21	5/8/22	11/8/21	N
00091285	A	F	Compliance Monitor	Policy & Compliance	4500	Policy	45200	9	1	$ 52,080.00	0754	XAA	Temp	F	N	Seasonal	10/12/21	4/12/22	10/12/21	N
00091286	A	F	Compliance Monitor	Policy & Compliance	4500	Policy	45200	9	1	$ 52,080.00	0754	XAA	Temp	F	N	Seasonal	10/12/21	4/12/22	10/12/21	N
00091299	A	F	Compliance Monitor	Policy & Compliance	4500	Policy	45200	9	1	$ 52,080.00	0754	XAA	Temp	F	N	Seasonal	10/12/21	4/12/22	10/12/21	N
00091299	A	F	Compliance Monitor	Policy & Compliance	4500	Policy	45200	9	1	$ 52,080.00	0754	XAA	Temp	F	N	Seasonal	11/8/21	5/8/22	11/8/21	N
00091303	A	F	Compliance Monitor	Policy & Compliance	4500	Policy	45200	9	1	$ 52,080.00	0754	XAA	Temp	F	N	Seasonal	10/12/21	4/12/22	10/12/21	N
00091304	A	F	Compliance Monitor	Policy & Compliance	4500	Policy	45200	9	1	$ 52,080.00	0754	XAA	Temp	F	N	Seasonal	10/12/21	4/12/22	10/12/21	N
00091305	A	F	Compliance Monitor	Policy & Compliance	4500	Policy	45200	9	1	$ 52,080.00	0754	XAA	Temp	F	N	Seasonal	10/12/21	4/12/22	10/12/21	N
00091308	A	F	Compliance Monitor	Policy & Compliance	4500	Policy	45200	9	1	$ 52,080.00	0754	XAA	Temp	F	N	Seasonal	10/12/21	4/12/22	10/12/21	N
00091308	A	F	Compliance Monitor	Policy & Compliance	4500	Policy	45200	9	1	$ 52,080.00	0754	XAA	Temp	F	N	Seasonal	11/8/21	5/8/22	11/8/21	N
00091310	A	F	Religious Accommodation Specia	Policy & Compliance	4500	Policy	45200	11	8	$ 76,867.00	0754	XAA	Temp	F	N	Seasonal	7/12/21	5/20/22	7/12/21	N
00091310	A	F	Religious Accommodation Specia	Policy & Compliance	4500	Policy	45200	11	4	$ 68,801.00	0754	XAA	Temp	F	N	Seasonal	10/12/21	4/12/22	10/12/21	N
00093453	A	F	Compliance Specialist	Policy & Compliance	4500	Policy	45200	13	3	$ 95,192.00	0100	XAA	Temp	F	N	Year Round	9/19/16	2/15/22	9/19/16	N
00093454	A	F	Writer Editor	Policy & Compliance	4500	Policy	45200	13	5	$ 100,926.00	0100	XAA	Reg	F	N	Year Round	10/30/17		10/30/17	N

DCHR Employee Training (Q33), FY2021 and FY2022 to date

Employee First Name	Employee Last Name	Name of Training	Certification to be Obtained	Location of Training
Jennifer	Bailey	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Nina	Banks	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Nina	Banks	Professional SCRUM Product Owner	SCRUM Certification	Virtual
Tannia	Baqueiro	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Maya	Batts	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Maya	Batts	Graduate School - Position Classification Training	Continuing Education Credits	Virtual
Amy	Bazemore	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Ajanni	Bennett	Graduate School - Position Classification Training	Continuing Education Credits	Virtual
Wanda	Bennett	Online PMI-ACP Bootcamp	Continuing Education Credits for PMP Certificati	Virtual
Julia	Bradley	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Tamika	Cambridge	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Tamika	Cambridge	Professional SCRUM Product Owner	SCRUM Certification	Virtual
Leslie	Canales	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Nicole	Cook	SHRM Annual Conference	Continuing Education Credits	Virtual
Alicia	Cooper	PARALEGAL INSTITUTE OF Washington DC	Paralegal Training	Virtual
Ashley	Davis	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Seyoum	Demssie	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Adrienne	Douglas	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Torey	Draughn	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Torey	Draughn	Professional SCRUM Product Owner	SCRUM Certification	Virtual
Alisha	Dudley	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Gregory	Evans	SHRM Annual Conference	Continuing Education Credits	Nevada
Gregory	Evans	EEOC Training Institute	Continuing Education Credits	Virtual
Gregory	Evans	Labor Relations Information Systems - Union and Labo	Continuing Education Credits	Nevada
Siye	Ghebreyohannes	PARALEGAL INSTITUTE OF Washington DC	Paralegal Training	Virtual
Ventris	Gibson	BridgeWorks, LLC	Multigenerational Facilitator	Virtual
LaVelle	Green	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Guy	Hammond	PMI Training Institute	Continuing Education Credits for PMP Certificati	Virtual
Keisha	Hawkins	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Donnetta	Jackson	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Rashida	Jamall	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual

Q33 Employee Training

Employee First Name	Employee Last Name	Name of Training	Certification to be Obtained	Location of Training
Jennifer	Jenkins	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Kelli	Johnson	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Carlos	Jones	SHRM Annual Conference	Continuing Education Credits	Nevada
Carlos	Jones	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Vivian	Joseph	SHRM Annual Conference	Continuing Education Credits	Nevada
Vivian	Joseph	EEOC Training Institute	Continuing Education Credits	Virtual
Muriel	Lewis	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Jamar	Moore	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Wendy	Rooker	SHRM Annual Conference	Continuing Education Credits	Virtual
Paul	Shaw	SHRM Annual Conference	Continuing Education Credits	Nevada
Emily	Simmons	DC BAR - Writing Interrogatories and Requests for Adm	Continuing Education Credits	Virtual
Parris	Sims	GWU Coaching	Coaching Certification	Virtual
Zoe	Thomas	SHRM Annual Conference	Continuing Education Credits	Nevada
Zoe	Thomas	EEOC Training Institute	Continuing Education Credits	Virtual
Abuye	Tsehay	Microsoft Power Platform	Continuing Education Credits	Virtual
Rolanda	Wilson	SHRM Certification Preparation Course	Certified Professional (CP) or Senior Certified Prof	Virtual
Justin	Zimmerman	LEAP HR: State & Local Government 2021	Continuing Education Credits	Arizona
Justin	Zimmerman	Professional SCRUM Product Owner	SCRUM Certification	Virtual
Justin	Zimmerman	DC BAR - CLE Passport	Continuing Education Credits	Virtual

Agency	Employees taking COVID Sick Leave
Executive Office of the Mayor	Under 10
Council of the District of Columbia	Under 10
Office of the DC Auditor	Under 10
Office of the Inspector General	Under 10
Office of the Senior Advisor	Under 10
Department of General Services	90
Office of the Chief Financial Officer	61
Office of the Secretary	Under 10
Office of Planning	21
DC Department of Human Resources	22
Homeland Security & Emerg. Mgmt. Agency	10
Commission on the Arts and Humanities	Under 10
Department of Aging and Community Living	26
Office on Latino Affairs	Under 10
Office of the Attorney General	87
DC Public Library	112
Department of Employment Services	97
Public Employee Relations Board	Under 10
Office of Employee Appeals	Under 10
Office of Cable Television, Film, Music and Entertainment	Under 10
Office of Campaign Finance	Under 10
Office of the Tenant Advocate	Under 10
Department of Consumer and Regulatory Affairs	36
Office of Cable Television, Film, Music and Entertainment	Under 10
Department of Housing and Community Development	15
DC Lottery and Charitable Games Control Board	Under 10
Public Service Commission	Under 10
Office of the People's Counsel	Under 10
Board of Elections and Ethics	Under 10
Rental Housing Commission	Under 10
DC Retirement Board	Under 10
Office of the Deputy Mayor for Planning and Economic Development	Under 10
Department of Small and Local Business Development	Under 10
Metropolitan Police Department	1452
Fire and Emergency Medical Services Department	254
DC National Guard	Under 10
Department of Corrections	Under 10
Office Victim Serv. & Justice Grants Admin	Under 10
Department of Forensic Sciences	36
Office of Administrative Hearings	Under 10
Office of the Chief Medical Examiner	14
DC Public Schools	437
Office of the State Superintendent of Education	35
District of Columbia State Board of Education	Under 10
University of the District of Columbia	15
OSSE DOT Department	222
Deputy Mayor for Education	Under 10
Department of Parks and Recreation	119
Department of Health	86
Office of the Deputy Mayor Health and Human Services	Under 10
Health Benefit Exchange Authority	Under 10
Office of Human Rights	Under 10
Department of Health Care Finance	33
Department of Human Services	251

Agency	Employees taking COVID Sick Leave
Department on Disability Services	45
Office of Disability Rights	Under 10
Department of Youth Rehabilitation Services	160
District Department of Transportation	173
Department of Energy and Environment	51
Department of Public Works	219
Department of Motor Vehicles	45
Alcoholic Beverage Regulation Administration	Under 10
Criminal Code Reform Commission	Under 10
Office of Neighborhood Safety and Engagement	11
Office of Contracting and Procurement	20
Office of Risk Management	Under 10
Child and Family Services Agency	161
Department of Behavioral Health	238
Department of Insurance, Securities and Banking	Under 10
Office of the Chief Technology Officer	12
Office of Unified Communications	139

Agency	Employee Count	Total Amount of Pay
Alcoholic Beverage Regulation Administration	54	$ 16,898.00
Board of Elections and Ethics	184	$ 86,716.00
Child and Family Services Agency	539	$ 166,572.00
Commission on Judicial Disabilities and Tenure	Under 5	$ 1,260.00
Commission on the Arts and Humanities	17	$ 3,304.00
Corrections Information Council	Under 5	$ 1,750.00
Criminal Justice Coordinating Council	Under 5	$ 294.00
DC Lottery and Charitable Games Control Board	54	$ 15,036.00
DC National Guard	87	$ 29,512.00
DC Public Library	482	$ 110,124.00
DC Public Schools	5867	$ 852,684.00
DC Retirement Board	36	$ 4,998.00
DC Sentencing Commission	Under 5	$ 98.00
Department of Aging and Community Living	40	$ 6,244.00
Department of Behavioral Health	1119	$ 875,434.00
Department of Consumer and Regulatory Affairs	351	$ 94,374.00
Department of Corrections	1163	$ 962,332.00
Department of Employment Services	511	$ 204,960.00
Department of Energy and Environment	186	$ 49,756.00
Department of Forensic Sciences	197	$ 179,564.00
Department of For-Hire Vehicles	25	$ 7,182.00
Department of General Services	507	$ 465,570.00
Department of Health	437	$ 178,794.00
Department of Health Care Finance	40	$ 8,904.00
Department of Housing and Community Development	70	$ 9,940.00
Department of Human Resources	56	$ 15,274.00
Department of Human Services	841	$ 236,684.00
Department of Insurance, Securities and Banking	16	$ 1,778.00
Department of Motor Vehicles	230	$ 88,858.00
Department of Parks and Recreation	602	$ 269,850.00
Department of Public Works	1235	$ 1,060,220.00
Department of Small and Local Business Development	17	$ 2,212.00
Department of Youth Rehabilitation Services	487	$ 383,964.00
Department on Disability Services	123	$ 19,096.00
Deputy Mayor for Education	Under 5	$ 1,582.00
Deputy Mayor for Operations and Infrastructure	Under 5	$ 98.00
District Department of Transportation	736	$ 279,216.00
District of Columbia State Board of Education	6	$ 420.00
Executive Office of the Mayor	99	$ 56,770.00
Fire and Emergency Medical Services Department	2051	$ 1,945,646.50
Health Benefit Exchange Authority	7	$ 588.00
Homeland Security & Emerg. Mgmt. Agency	109	$ 87,374.00
Judicial Nomination Commission	Under 5	$ 28.00
Mayor's Office of Legal Counsel	Under 5	$ 210.00
Metropolitan Police Department	4475	$ 4,630,314.50
Non Public Tuition	Under 5	$ 70.00
Ofc of the Deputy Mayor Health and Human Services	5	$ 3,766.00
Ofc. Victim Serv. & Justice Grants Admin	5	$ 952.00
Office of Administrative Hearings	29	$ 4,396.00
Office of Advisory Neighborhood Commissions	Under 5	$ 2,856.00
Office of Asian and Pacific Islander Affairs	10	$ 980.00

Agency	Employee Count	Total Amount of Pay
Office of Cable Television, Film, Music and Entertainment	35	$ 21,714.00
Office of Community Affairs	Under 5	$ 1,330.00
Office of Contracting and Procurement	71	$ 22,960.00
Office of Disability Rights	Under 5	$ 350.00
Office of Employee Appeals	Under 5	$ 1,022.00
Office of Finance and Resource Management	Under 5	$ 154.00
Office of Human Rights	18	$ 2,016.00
Office of Neighborhood Safety and Engagement	14	$ 5,040.00
Office of Planning	15	$ 3,682.00
Office of Police Complaints	17	$ 1,232.00
Office of Risk Management	20	$ 5,124.00
Office of the Attorney General	244	$ 28,280.00
Office of the Chief Financial Officer	727	$ 88,928.00
Office of the Chief Medical Examiner	83	$ 68,474.00
Office of the Chief Technology Officer	185	$ 60,858.00
Office of the City Administrator	18	$ 7,868.00
Office of the DC Auditor	6	$ 700.00
Office of the Deputy Mayor for Planning and Economic Development	12	$ 1,722.00
Office of the Deputy Mayor Public Safety & Justice Cluster	5	$ 1,820.00
Office of the Inspector General	13	$ 812.00
Office of the People's Counsel	8	$ 1,092.00
Office of the Secretary	11	$ 1,988.00
Office of the Senior Advisor	13	$ 2,142.00
Office of the State Superintendent of Education	86	$ 14,126.00
Office of the Tenant Advocate	5	$ 1,064.00
Office of Unified Communications	345	$ 235,634.00
Office of Veteran Affairs	Under 5	$ 1,274.00
Office of Zoning	5	$ 378.00
Office on Latino Affairs	10	$ 5,824.00
OSSE DOT Department	50	$ 8,764.00
Public Employee Relations Board	Under 5	$ 434.00
Public Service Commission	6	$ 1,932.00
Real Property Tax Appeals Commission (RPTAC)	Under 5	$ 182.00
University of the District of Columbia	34	$ 13,384.00

dchr
Department of Human Resources

Apprenticeship Standards

DCHR/DPR APPRENTICESHIP PROGRAM FOR INFORMATION TEHNOLOGY SUPPORT ASSISTANT OCCUPATION

APPROVED AND REGISTRED WITH THE DC APPRENTICESHIP REGISTRATION AGENCY

Date:

Registration Number:

Identify name of occupation or trade O'NET Number:

DCHR - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

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DCHR - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

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DCHR - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

I. PURPOSE AND SCOPE

The District of Columbia Department of Human Resources (DCHR) provides human capital services that strengthen individual and organizational performance, and enables the District government to attract, develop and retain a well-qualified, diverse workforce. DCHR provides services to nearly 36,000 talented and dedicated District Government employees who serve over 700,000 city residents.

By developing and implementing a successfully managed Information Technology Support Assistant Apprenticeship Program (Apprenticeship Program), DCHR (Sponsoring Agency), in partnership with the Department of Parks and Recreation (DPR), the hosting agency, can utilize its extensive knowledge of information technology to introduce the career field to those who may not be aware of the career opportunities in the path of information technology.

The Information Technology Support Assistant apprentices will be working within DPR - delivering front line support to managers and employees by supporting efforts to develop, implement, and maintain the agency's IT and telecommunications infrastructure; develop agency wide applications; establish and oversee the information enterprise infrastructure; and advise the agency on technology solutions to improve service delivery.

Specifically, DCHR in partnership with DPR, is offering this pathway to a career-ready skill in information technology to graduates of Friendship Collegiate Public Charter School.

DCHR's goal is to allow Career Pathways candidates to become exposed to the information technology curricula through training instruction, on-the-job rotation and professional development. The Apprenticeship Program will establish a base foundation for training and employment in the area of information technology to those who may not be aware of the great career opportunities. By developing a talent pool based in the District of Columbia, DCHR's ability to recruit more citizens of the District of Columbia will significantly increase. The Apprenticeship Program will create a resource of new talent who will have the requisite knowledge to become competent Information Technology Support Assistants. The apprentices, upon completion of the one-year Apprenticeship Program, will be well prepared with the required workforce skills as qualified Information Technology Support Assistants with DPR or a District government agency.

The goals of the Apprenticeship Program are:

- Generate broader career interest and promote opportunities in information technology.

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DCHR - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

- Meet the Pathways to District Government Careers Amendment Act of 2018's goal of expanding the number and range of jobs and ensure access to District government entry-level positions through appropriate skills training.

- Utilize vast experience and expertise of DCHR and DPR leadership, management and subject matter experts to train and develop highly skilled apprentices who, with the combination of one-year on-the job learning and classroom training, will become highly qualified for entry-level information technology positions at DPR.

II. EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The District of Columbia Government is an equal opportunity employer. The recruitment, selection, employment and training of apprentices during the Apprenticeship Program shall be without discrimination because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation or any other protected trait in accordance with relevant District and federal laws. DCHR will take affirmative action to provide equal opportunity in apprenticeship and will operate the Apprenticeship Program as required under Title 29 of the Code of Federal Regulations, Part 30 and equal employment opportunity regulations of the District of Columbia State Plan.

III. AFFIRMATIVE ACTION PLAN

DCHR shall provide for outreach and positive recruitment of minorities and women in the participation of the Apprenticeship Program. When the number of apprentices employed reaches five (5), DCHR will develop and submit an Affirmative Action Plan pursuant to the D.C. State Plan for Equal Employment Opportunity in Apprenticeship (Sections II and III).

IV. ELIGIBILITY REQUIREMENTS

In order to be eligible to participate in the Apprenticeship Program, qualified candidates must meet the following Qualifications:

Age:	18 and over.
Education:	A high school graduate of District of Columbia Public Schools (DCPS) or District of Columbia Public Charter Schools (DCPCS) or received a G.E.D. or its equivalent from the District of Columbia. Applicants must furnish DCHR with documentation showing proof of graduation or a District of Columbia issued G.E.D. certificate or its equivalent.
Experience:	Prior work experience in information technology or closely related field is preferred but not required.
Residency:	Must be a District resident.

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DCHR - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

Physical Ability:	Must be physically able to perform the duties of the occupation or trade.
Testing:	Successfully pass written and/or oral exams on fundamental reading, writing, general math and critical thinking as administered by DCHR or the relevant education/training provider. The applicant must possess the prerequisite basic reading, writing, math and communication skills.
Skills:	Strong verbal and written communication skills, computer skills.
Suitability:	Pre-employment criminal background check; Pre-employment drug and alcohol test.

V. APPLICATION PROCEDURES AND SELECTION CRITERIA

How to Apply:

1. Recruitment for apprentice positions will be done via DCHR's website, dchr.dc.gov. Applications must be submitted online via DCHR's website through the "Career Pathways" program tab. Applicants can obtain assistance by visiting the DCHR Customer Care Center located at 1015 Half Street, SE, 9th Floor, Washington, DC 20003 or by contacting the Career Pathways Outreach Specialist to obtain assistance.

2. Once submitted, DCHR will screen applications to determine which are suitable for acceptance (i.e., those that meet all applicable eligibility requirements). DCHR will then contact the applicant to schedule an interview.

3. DCHR will conduct interviews. A maximum number of applicants will be determined prior to interview sessions.

4. Applicants will be placed in order based upon DCHR determined ranking factors.

Interview Process:

1. An interview panel of DCHR and DPR leadership and managers shall conduct all applicant interviews.

2. As part of application supporting documents, the interview panel should have a copy of each candidate's application, resume, high school diploma or transcript, proof of age and government issued identification.

3. The interview panel will provide introduction and general program overview to each candidate during the interview, then pose a series of questions, all geared towards a determination of each candidate's level of work experience, ethics, communication and interpersonal skills. Each applicant will be asked the same questions in fairness and equal evaluation.

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4. Evaluation of an applicant's interview responses will be categorized as Superior, Good, Satisfactory, and Unsatisfactory. A score of Superior will be given a numerical value of 4, Good = 3, Satisfactory = 2, and Unsatisfactory = 1.

5. After panel questions, the applicant is given an opportunity to ask any questions they have concerning the Apprenticeship Program or the process.

6. All notes on the applicant's responses shall be documented for records and retained for the applicant's file.

7. Each applicant selected for the Apprenticeship Program will be instructed to attend a mandatory orientation which provides an in-depth program overview.

Applicant Rating System:

Once an applicant is deemed eligible to apply for the Apprenticeship Program, the applicant shall be selected based on the following criteria:

1. References (20)

2. Interview (25)

3. Ability to Meet Career Pathways Criteria: District Resident and District High School Graduate or GED recipient (50)

4. Previous work experience (5)

VI. TERMS OF APPRENTICESHIP

The term of apprenticeship for the Information Technology Support Assistant occupation is one-year consisting of approximately 2,000 hours of on-the-job learning. The hours for on-the-job learning for this occupation are identified in the work process.

VII. RELATED INSTRUCTION

To assure all around mastery of the Information Technology Support Assistant occupation, apprentices will be required to complete classwork in the technical and theoretical subjects related to their occupation. Apprentices will have to complete up to 90 quarter credit hours of college credit leading to an Associate Degree. Strategic Education, Inc. (SEI), through Strayer University, will provide the apprentices related instruction. Strayer University will not charge the apprentice for tuition, textbooks, or any other obligatory fees for each apprentice's related instruction as long as each apprentice remains in the Apprenticeship Program. Any non-obligatory fees, such as overdue library books, are the sole responsibility of the apprentice. The related instruction will prepare the apprentice for the following:

DCHR - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

Apprentice will be responsible for ensuring proper computer operation so that end users can accomplish business tasks. This includes receiving, prioritizing, documenting, and actively resolving end-user help requests and escalating incidents when considered appropriate and necessary to maintain Service Level Agreements (SLA) expectations. Problem resolution may involve the use of diagnostic and help request tracking tools, as well as in-person, hands on help at the desktop level.

The apprentice must attend related instruction as provided by SEI, through Strayer University. While the apprentice will be completing the apprenticeship at the same time as earning an Associate Degree, neither should adversely affect the apprentice's performance in the other. Apprentices are free to attend class at an appropriate time of their choosing. Hours of attendance of related instruction shall be reported to DCHR monthly. Each apprentice will be required to sign a release authorizing SEI, through Strayer University, to disclose his or her attendance and academic records to DCHR.

VIII. APPRENTICE SAFETY

DCHR and DPR shall always provide adequate and safe equipment and facilities for on-the-job learning, adequate supervision to promote safe working conditions and safety training for apprentices, both on-the-job and in related instruction.

IX. SUPERVISION OF APPRENTICES

Each apprentice will be paired with a professional, experienced staff mentor for all related office work. The Apprenticeship Program Manager and DCHR Career Pathways Team shall be responsible for overall supervision and assurance of specified work instruction and training hours for each apprentice. The DPR Program Manager will be responsible for approving time and attendance and providing six-month progress reports.

X. NUMERICAL RATIO OF APPRENTICES

In order to ensure the highest quality of training and work experience as well as reasonable employment opportunity following the Apprenticeship Program completion for apprentices, DPR shall assign one (1) apprentice to one (1) experienced staff mentor.

XI. REGISTRATION OF APPRENTICES

DCHR shall prepare an Apprenticeship Agreement as required and provided by the D.C. Apprenticeship Registration Agency (Registration Agency). The Apprenticeship Agreement shall contain a clause making these standards part of the Agreement.

1. All agreements shall be signed by DCHR, DPR and the apprentice and forwarded to the Registration Agency for registration within forty-five (45) calendar days of consummation.

2. DCHR, DPR, the apprentice, and other stakeholders will receive a copy of the Registration Agreement for their records.

3. In the event that DCHR is unable to fulfill its obligations under the Apprenticeship Agreement, the apprentice may be transferred to another apprenticeship sponsor under a registered program with full credit to the apprentice for satisfactory time and training earned.

4. DCHR shall notify the Registration Agency in writing within forty-five (45) calendar days of any transfers, modification, cancelation, suspension, or termination of the agreement, with cause for the same, and of completion of the apprenticeship.

No person shall be considered a bona-fide apprentice until he or she is registered with the Registration Agency.

XII. PROBATIONARY PERIOD

All apprentices shall be subject to a one-year probationary period. Full credit towards the apprenticeship term shall be given to those apprentices who successfully complete the probationary period. Apprentices selected for the Apprenticeship Program will remain in a probationary status for one-year (1-year) beginning on the first day of the Apprenticeship Program.

XIII. PERIODIC EVALUATION

The apprentice's Supervisor will conduct bi-annual progress evaluations to prepare reports and determine apprentice eligibility for advancement in wage progression pursuant to the District of Columbia Personnel Manual. The apprentice's Supervisor may seek input from senior-level managers and staff who work directly alongside apprentices for evaluations. If the apprentice's Supervisor's mid-year or yearly evaluation of the apprentice reveals that the apprentice's work performance is unsatisfactory, an initial counseling session will be arranged between the employer and the apprentice to communicate unsatisfactory level of work and present a performance improvement plan. If a subsequent evaluation reveals continued unsatisfactory performance improvement, DCHR will proceed with disciplinary action.

XIV. DISCIPLINARY ACTION

DCHR will make a significant financial and human resources investment in the training and education of each apprentice. DCHR may elect to take disciplinary action, including termination, against an apprentice for failure to comply with the Apprenticeship Agreement, Apprenticeship Standards, District of Columbia laws, rules, policies or procedures, or failing to attend related instruction. If the necessary action is termination, the apprentice is hereby terminated from employment with the agency and the Apprenticeship Agreement is canceled. Any apprentice removed from the Apprenticeship Program will be ineligible to reapply.

Apprentices must continuously be enrolled at Strayer University and remain in good academic standing. If DCHR does not see progress or evaluates the apprentice as a less than ideal fit for the position, DCHR can terminate the apprentice at any time from the Apprenticeship Program.

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DCHR - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

XV. CERTIFICATE OF COMPLETION

Upon the apprentice's satisfactory completion of the Apprenticeship Program, DCHR shall certify the names of each graduating apprentice to the Registration Agency and recommend that a Certificate of Completion be awarded.

XVI. GRANTING OF ADVANCE CREDIT

DCHR may, but is not required to, provide advance credit or standing to applicants for prior technical training or on-the-job learning from another registered apprenticeship program. However, if advance credits or standing are granted, the advance credits and standing will be provided up to one-fourth (¼) of the apprenticeship term, and shall be granted to all applicants equally, for demonstrated competency, acquired experience, training or skills according to the advanced standing granted that is related to the Information Technology Support Assistant occupation. However, granting applicants credit in excess of one-fourth (¼) the apprenticeship term shall receive prior approval of the Registration Agency. Granting of advance credit for prior technical training or on-the-job learning from another registered apprenticeship program is not granting credit of any kind to related instruction provided by SEI.

XVII. MAINTENANCE OF RECORDS

Each apprentice will be required to sign a release authorizing SEI, through Strayer University, to disclose his or her attendance and academic records to DCHR. DCHR shall keep adequate records of the Apprenticeship Program. These records will include, but will not be limited to the following: original applications of applicants applying to the Apprenticeship Program, selection and rejection of applicants, promotion, termination, rates of pay, evaluation of apprentice's work and training performance and any other records pertinent to a determination of compliance with these standards, as may be required by the Registration Agency. These records will be maintained for a period of five (5) years as required and made available to the Registration Agency upon request.

XVIII. COMPLAINT PROCEDURE

DCHR or the apprentice may consult with the representative of the Registration Agency on the differences of opinion that may arise in the interpretation of any provision of these standards.

Any controversy or difference arising under an Apprenticeship Agreement, which cannot be resolved locally, may be submitted by the apprentice or the apprentice's authorized representative to the Registration Agency for review. The complaint must be in writing and signed by the complainant, or authorized representative, and submitted within sixty (60) calendar days of the final local decision. In the event of a hearing, all procedures shall be in accordance with the D.C. Apprenticeship Registration Agency Rules and Regulations, sections 1110.1 through 1110.8.

To the extent that a complaint pertains to Strayer University, those complaints should be submitted through the processes laid out in the Strayer University Catalog and Student Handbook.

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DCHR - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

XIX. APPRENTICE WAGE PROGRESSION

Wage/Compensation: Entry-Level Grade: 7; Step 1: $42,273.00

To advance from program start to program completion, the apprentice shall have met the following requirements:

1. Satisfactorily completed the indicated on-the job work hours;

2. Satisfactorily completed the indicated months in the Apprenticeship Program; and

3. Satisfactorily completed the indicated related and supplemental instructional school hours.

After completion of the Apprenticeship Program, the apprentice is entitled to receive within-grade increases based on the compensation policies in the District of Columbia Personnel Manual (Chapter 11).

An employee occupying a permanent position who has not reached the maximum rate of his or her grade shall be granted a within-grade increase if he or she meets all the following requirements:

1. The employee must have completed the required waiting period for advancement to the next higher step of the grade of his or her position;

2. The employee must not have received an equivalent increase during the waiting period; and

3. The employee's performance rating assigned for the most recent rating period that ended prior to the completion date of the required waiting period must be either Satisfactory or better or Meets Expectations or better, as applicable.

The apprentice's advancement to the next higher step of the grade of his or her position will be as follows:

1. An apprentice will advance to step 2, after successfully completing their apprenticeship. As a skilled Information Technology Support Assistant, the waiting periods for advancement to the following steps in all District Service salary schedule grades shall be as follows: Steps 3, 4 and 5, fifty-two calendar weeks of creditable service/work; and

2. Steps 6, 7, 8, 9 and 10, one hundred four (104) calendar weeks of creditable work/service.

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DCHR - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

XX. CANCELATION OF APPRENTICESHIP AGREEMENT

If an apprentice fails to adhere to District personnel rules and regulations or for not performing required job functions, DCHR may remove the apprentice pursuant to the District of Columbia Personnel Manual. The apprentice will be given the required notice and a reasonable opportunity for corrective action where appropriate as required by the District of Columbia Personnel Manual. The apprentice and Registration Agency shall be notified of final action taken.

Though not an exhaustive list, the following classes of conduct and performance deficits constitute cause and warrant disciplinary action up to removal:

a. Failure to show progress to completion of the Apprenticeship Program;

b. Failure to stay in good academic standing with Strayer University;

c. Failure to meet performance standards;

d. Neglect of duty;

e. Insubordination;

f. Inability to carry out assigned responsibilities or duties;

g. Conviction of a felony or criminal offense that is related to the employee's duties or his or her agency mission;

h. Unexcused tardiness;

i. Unauthorized absence;

j. Sexual misconduct;

k. Falsification of official records concerning attendance;

l. Using, being under the influence of, or testing positive for an intoxicant while on duty.

Additionally, failure to adhere to SEI and Strayer University policies and procedures, failure to maintain good academic standing, or dismissal from apprenticeship employment will result from removal from the Apprenticeship Program. In the event an apprentice is dismissed from the Apprenticeship Program, the apprentice may choose to continue to pursue an Associate Degree from Strayer University, if the apprentice was not expelled from Strayer University; however, the apprentice will have to establish a method of payment as the apprentice will no longer be permitted to attend Strayer University tuition-free. The apprentice will be responsible for any remaining tuition balance still due.

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DCHR - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

Neither SEI nor Strayer University can seek reimbursement from the apprentice for tuition, textbook or other costs that have already been paid if the apprentice is terminated from the Apprenticeship Program or if the Apprenticeship Program is canceled.

XXI. DEREGISTRATION OF PROGRAM

The Apprenticeship Program may be canceled upon voluntary action of DCHR by requesting cancelation of the registration. The Apprenticeship Program may also be deregistered for reasonable cause by the Registration Agency, as outlined in section 1106 of the D.C. Apprenticeship Registration Agency Rules and Regulations.

If, at the request of DCHR, the Apprenticeship Program is canceled or the Apprenticeship Program is deregistered for reasonable cause by the Registration Agency, DCHR shall, within thirty (30) calendar days from the date of acknowledgement of action, notify all apprentices of the deregistration, the effective date and that the apprentices are no longer registered, and ensure that the apprentices receive any remittance due them.

XXII. PROVISIONS FOR MODIFICATION OR AMENDMENTS

DCHR may submit any significant proposed modifications or amendments to these Apprenticeship Standards to the Registration Agency for approval. Minor changes to the standards may be made solely by DCHR with notification to the Registration Agency. The Registration Agency will make a determination on whether to approve such modifications or changes within ninety (90) calendar days from the date of receipt. If approved, the modification or changes will be recorded and acknowledged within ninety (90) calendar days of approval as an amendment to the Apprenticeship Program. Modification or changes to these standards shall not alter conditions of apprenticeship already in effect, without the consent of all parties involved.

XXIII. NOTIFICATION

DCHR shall notify the D.C. Office of Apprenticeship on any given apprenticeship action within two (2) weeks of the action.

XXIV. WORK PROCESS

The Apprenticeship Program will combine principles of experience and training with demonstrated competency. The total program hours will be broken up into the following areas:

INFORMATION TECHNOLOGY SUPPORT ASSISTANT-
APPRENTICESHIP PROGRAM

Department of Parks & Recreation (DPR)
& Department of Human Resources (DCHR)

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DCHR - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

TERM OF APPRENTICESHIP: The standard term of apprenticeship shall be 2000 on-the-job hours and 90 quarter credit hours of college-level related and supplemental instruction, completed within 12 months.

HOURS OF WORK AND WORKING CONDITIONS:

- Hours per day: 8 hours
- Hours per week: 40 hours

Apprentices will generally work the same hours as agency staff, except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

ON-THE-JOB TRAINING: An Information Technology Support Assistant will be responsible for ensuring proper computer operation so that end users can accomplish business tasks. This includes receiving, prioritizing, documenting, and actively resolving end-user help requests and escalating incidents when considered appropriate and necessary to maintain Service Level Agreements (SLA) expectations. Problem resolution may involve the use of diagnostic and help request tracking tools, as well as in-person, hands on help at the desktop level. On the Job Learning Tasks include:

Fundamental IT Concepts

- Differentiate between information and data
- Identify the elements of the system development life cycle
- Describe the role of technology in converting data and information into organizational knowledge
- Understand concepts of server, desktop, application, and virtualization
- Understand the purpose and function of fundamental communication system hardware, including end user devices, switches, routers, cabling, wireless access points, and radio towers
- Demonstrate fundamental understanding of, and skills with, common operating systems, software applications, and programming languages
- Differentiate between systems software and application software
- Understand the potential for integration of system and software components
- Understand different types of information processing (real-time, event-driven, batch, etc.)
- Demonstrate knowledge of IT procurement processes (services and equipment)
- Demonstrate knowledge of IT equipment disposal processes
- Demonstrate knowledge of user centered design principles and practices, including universal design as it relates to users with disabilities
- Demonstrate fundamental understanding of principles of accessible technology as they relate to users of computerized content who have disabilities and individuals with sensory, and/or functional limitations
- Understand major IT specialization roles and functions
- Explain the importance of good recordkeeping, documentation, and institutional knowledge preservation

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- Explain the importance of information security, assurance, and privacy to individuals, organizations, industries, and societies.

IT in Business

- Demonstrate behavior that reflects professional business ethics (e.g., honesty, integrity, responsibility)
- Understand the concept of business analytics and the importance of ensuring that data and information systems support business goals and processes
- Explain the importance of IT service level agreements (SLA) and their relationship to service provision
- Demonstrate knowledge of the data requirements of business activities and their relationship to processing functions
- Explain the need for business impact assessments and the importance of minimizing system down times and user impacts
- Explain the importance of IT systems that are easy for IT Users to use and the importance of User support
- Understand the fundamentals of insourcing (internally acquired and managed) versus outsourcing (externally managed "cloud-based") IT solutions
- Understand how an IT department in an organization is typically organized, its mission, function, decision-making processes, and internal and external roles
- Demonstrate knowledge of laws and regulations which require compliance reporting, including laws and regulations which require accessibility of information technology for employees, customers, and members of the public with disabilities
- Demonstrate knowledge of business resiliency and resumption concepts
- Explain the importance of user accessibility in achieving business goals, communicating with the public, and meeting federal equal employment opportunity requirements
- Explain the importance of developing thorough, realistic IT solutions that support organizational objectives
- Understand common hardware purchasing, licensing, and maintenance agreements
- Understand common business processes for installing, managing, and maintaining enterprise hardware and software

Databases and Applications:

- Understand fundamental concepts of database design and the need for database architectural strategies to fit business or industry requirements
- Differentiate between databases and flat files
- Differentiate between hierarchal and relational databases
- Understand metrics used to characterize data and different kinds of data (structures, unstructured, text-based, character limits)
- Understand importance of large, unstructured data sets that must be managed and queried in new ways to find meaning and value ("Big Data")
- Demonstrate ability to analyze data requirements
- Explain the role and relationships of data, information, and databases in organizations, specifically their role in business intelligence

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- Describe mechanisms for data collection and management, e.g., automated data collection, input forms, source documents, external devices, interfaces, relational characteristics, and dependencies
- Demonstrate knowledge of identifying and protecting privacy data and sensitive information
- Be able to create and query a basic database
- Understand how other applications interact with databases to create and retrieve data

Networks, Telecommunication, Wireless, and Mobility

- Fundamentals of Networking and Telecommunication
- Identify and describe differences between Local Area Networks (LAN), Wide Area Networks (WAN), Virtual Private Networks (VPN), Internet, intranets, extranets, telephony, Voice over IP (VoIP), and other networks
- Describe common network topologies
- Differentiate between common networking protocols
- Explain the purpose and properties of IP addressing
- Explain the purpose and properties of routing and switching
- Explain DNS concepts
- Explain the purpose and properties of DHCP
- Recognize common network media and connector types
- Identify and explain the need for common network monitoring resources
- Understand basic telephony (e.g., analog vs. digital signals) and how it is integrated into IP networks
- Recognize methods of network optimization
- Explain the functionality, integrity, accessibility, and security of internet services
- Explain different server roles, their purpose, and how they interact in a network context
- Differentiate between Cloud-based applications, local server-based applications, and applications installed on a local computer, and know when to choose between them
- Understand key tasks performed during the maintenance, administration, and securing of Local Area Networks
- Identify common network infrastructure troubleshooting techniques

Risk Management

- Explain the concepts and use of risk management frameworks and how to determine threat levels using concepts of vulnerabilities, threat source, motivation, likelihood, and impact
- Explain concepts of risk-avoidance, transference, acceptance, mitigation, and deterrence in the context of an organization's risk threshold
- Understand the importance and use of personnel security and background investigations
- Understand the concept of inherent risk in end user behavior
- Understand "insider threat"
- Understand the importance of organization-wide awareness of risk management policies

Compliance

- Abide by a Code of Ethics for professional conduct
- Explain the difference between local laws, regulations, and technical standards
- Follow governance, risk management, and compliance procedures

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- Explain software licensing agreements and the importance of ensuring that software is properly licensed prior to performing installation
- Understand the concept of an End User License Agreement (EULA)
- Differentiate between open source and proprietary licenses

User and Customer Support

- Describe the importance of understanding different user groups and their perspectives, concerns, and technology uses
- Demonstrate ability to communicate with users/customers for the purpose of assessing their needs and helping them solve problems
- Assess the user implications of new IT solutions, including the business benefits
- Explain the importance of maintaining business and process continuity throughout IT changes such as software or hardware modifications
- Provide customer service and support for common software/hardware issues
- Provide customer services and support for common accessibility issues, including activating built-in software accessibility features and facilitating compatibility and interoperability with assistive technology devices
- Provide training on new hardware/software
- Demonstrate ability to troubleshoot problems in person or remotely
- Analyze symptoms to identify broad area of user error or technical failure
- Identify measurement techniques for increased productivity due to information support implementation
- Identify and describe quality assurance concepts
- Implement and provide guidance for the evolution of an IT solution (upgrades)
- Understand the importance of identifying and classifying incident types and service interruptions
- Describe the importance of good documentation and recordkeeping in customer service operations
- Describe how call centers typically operate

TOTAL HOURS: 2,000

RELATED INSTRUCTION: SEI, through Strayer University, will offer an Associate in Arts in Information Technology through the Apprenticeship Program. This program allows apprentices to explore state of the art information technology systems and concepts in order to gain a broader awareness of the competencies and skills required to support such systems.

COURSE TITLE:	DESCRIPTION:
BUS 100 Introduction to Business	**Course:** Provides a foundation in today's business operations with a focus on the major functions of a business (management, production, marketing, finance and accounting, human resource management, and various support functions). The course also provides an overview of business organizations and the competitive business environment, strategic planning, international business, ethical considerations, quality assurance and more.

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CIS 106 Introduction to Information Technology	**Course:** This course provides a foundational overview to the discipline of Information Technology that illuminates key computing concepts and describes how those concepts relate to other computing disciplines. Students are presented the diverse context in which information technology is used and the challenges inherent in the diffusion of innovative technologies.
CIS 110 Computer Programming Design	**Course:** The course introduces students to fundamental programming concepts to include event-driven programming, object-oriented programming, basic data structures, and algorithmic processes. Emphasis is placed on structure, decision-making, looping, arrays, methods, objects, events, databases, pseudo coding and visual flowcharting to construct workable programs.
CIS 109 Introduction to Management Information Systems	**Course:** This course provides an introduction to contemporary information systems and demonstrates how these systems are used throughout the organization. The focus of this course will be on the key components of information systems—people, software, hardware, data, and communication technologies, and how these components are developed, acquired and integrated to create a competitive advantage.
CIS 111 Introduction to Relational Database Management Systems	**Course:** This course provides the students with an introduction to the theory and applied concepts of database design, database management and information management. Students will focus on identifying organizational information requirements, express those requirements using conceptual data modeling techniques, verifying the structural characteristics with normalization techniques and convert conceptual data models into physical database models.
CIS 175 Introduction to Networking	**Course:** This course introduces students to the fundamentals of networking technology. The focus of the course will include networking protocols, topologies, hardware and operating systems. Topics include data communications, telecommunications, infrastructure security, inter-/intranetworking and the application of networking to multimedia, information storage and distribution.
CIS 312 Computer Architecture	**Course:** This course presents students with concepts and essential skills required to administer operating systems, networks, software, file systems, file servers, web systems, database systems, system documentation, policies and procedures. Topics include the methods required to select, deploy, integrate and administer computing platforms or components that support an organization's information technology infrastructure. The fundamentals of hardware and software and how they integrate to form essential components of systems are also explored.

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COURSE TITLE:	DESCRIPTION:
ENG 116 Discover the Writer in You	**Course:** Writing is a lifelong skill that helps you share your thoughts and ideas with the world. This course will unlock the writer inside you by teaching you the fundamentals for how to harness the power of your words to engage and inform. Learn how your writing can help you take a stand and how to craft a clear and targeted message for any audience. [*NOTE: Student will need to take or test out of ENG 090 prior to taking this course.]
PSY 101 Smarter Decisions through Psychology	**Course:** Why do you think, behave, and make decisions in the way that you do? Psychology is a human and scientific endeavor that uncovers the mysteries of thought and behavior. In this course, you will explore concepts such as learning, motivation, development, emotion, and personality and how you can use that knowledge to make smarter decisions for your future.
SOC 1O1 The Story of Us: Embracing Diversity and Collaboration	**Course:** Sociology tells the story of us and how we are all shaped by society. In this course, you will collaborate with others to explore diverse communities and interpret sociological research that will help you better understand and impact your world.
ECO 110 Taking Charge of Your Economic Future	**Course:** With every dollar you spend, save, or invest, how confident are you that you are making the best financial decisions in today's economy? Knowing what drives the economy can help you understand all aspects of life, including jobs, income levels, consumer prices, trade, and general prosperity. In this course, you will explore key concepts of economics and personal finance. You will be equipped with the ability to leverage analysis tools, as well as economic reasoning and planning skills.
HIS 110 U.S. History: Learn from the Past, Prepare for the Future	**Course:** Can knowing our past really help us better understand the world today and allow us to make more informed decisions about our future? Economic forecasters, business analysts, social activists, technologists, and politicians say, "yes." In this course, you will explore key events in U.S. History and make connections to their influence and impact on society today. You will also be challenged to critically analyze information and decide what is credible and accurate so you can draw your own conclusions.

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HUM 201 Exploring Culture: Adapting in a Global World	**Course:** We are becoming a globally connected world and bringing together different cultural backgrounds allow us to be more innovative and creative than ever. In this course, you'll explore various cultures and groups from around the globe and learn how to maximize diverse perspectives to improve your interactions, your work, and the world around you.
ENG 201 The Power of Persuasion	**Course:** Persuasion is a powerful tool for influencing the world around you. In this course, you'll learn how to understand, influence, and connect with your audience using your writing. You'll also learn how to research and analyze the writing of others to evaluate their credibility as well as document sources that help you make your point.
SCI 201 Unlocking the Secrets of Science and Innovation	**Course:** Scientific advancements have dramatically shaped the way we live, work, and interact as a society. Understanding how scientists think about the world can help you think more holistically about the ways that science impacts your family, work, health, and life. In this course, you will apply concepts from the physical and biological sciences as you explore the impact science has on innovation in how we live and work as a society. The lab portion will help you develop critical thinking, scientific reasoning, and research skills that will help you become a better consumer of science.
COM 200 Communication: The Key to Working Together	**Course:** Your ability to communicate effectively is the key to connecting and engaging with a variety of audiences. In this course, you will learn about a range of communication techniques needed to deliver important information, build relationships, and meet personal and team goals. You will also improve your technological skills so you can collaborate in dynamic workplace environments.
CIS 101 Navigating a Digital World	**Course:** Technology has transformed the way we live and work and staying up-to-date with digital tools can keep you ahead of the game. From Microsoft Office to social media to productivity tools, this course will teach you about technological tools you can use to stay organized, maximize your time, and stand out personally and professionally.
WRK 100 Preparing for the Future of Work	**Course:** What does it take to be competitive in the modern workforce? What qualities do you have that a robot can't replace? And how can *you* take control of your own success? In this course, we will introduce you to a set of essential skills for excelling in school, work, and life. You will explore the application of these key competencies and behaviors. Learning these skills will build the foundation for

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	your educational journey at Strayer and your future career path.
MAT 110 Using Math to Inform Your World	**Course:** Altering a recipe, planning a road trip, buying a car and financing college—what do all of these things have in common? An understanding of numbers and how to use and interpret them. In the workplace, business, technology and criminal justice professionals all use math. In this course you will learn how to approach mathematics in a way that will positively inform your world. Learn how to use an easily understandable approach for basic math and algebra to create meaning and see the world in a new way.
COM 100 Communication at Work	Being an effective communicator is an essential skill for any profession. In this course, you will learn the secrets to writing, listening, and speaking with credibility in order to share your voice with the world.

RELATED INSTRUCTION HOURS: 90 quarter credit hours of college-level credit

DEGREE: Associate in Arts in Information Technology

Coaching and Mentoring	DCHR Certificate of Completion (20 hours) • Coaching and mentoring will begin once apprentice has been onboarded. • DCHR will provide coaching and mentoring focusing on traditional one-on-one partnerships as well as offering Group Mentoring with City University and Center for Learning & Development professionals through "Brown Bag Sessions." • Through these mentoring and coaching partnerships, apprentices will gain career guidance, improve professional skills, obtain a better understanding of District Government, increase their networking with colleagues, and enhance their own career development.

COACHING & MENTORING HOURS: 20 hours

CERTIFICATION(S): Certificate of Completion issued by DCHR.

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XXV. WORK HOURS

Apprentices will generally work the same hours as DPR Information Technology staff (9:00 AM-5:00 PM), except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

XXVI. TRANSFER OF APPRENTICES

The Apprenticeship Program is designed to provide apprentices maximum exposure of various disciplines through periodic rotation within DPR divisions with the intent of developing Information Technology Support Assistants. DCHR shall allow for the transfer of apprentices between DPR departments and/or divisions.

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XXVII. SIGNATURES OF APPROVAL

These standards of apprenticeship are hereby adopted, and the Apprenticeship Program will be operated in accordance with the D.C. Rules and Regulations for Apprenticeship and the D.C. State Plan for Equal Employment Opportunity in Apprenticeship and Training.

Ventris C. Gibson — 11/5/2020

Ventris C. Gibson
Director, Department of Human Resources (DCHR) — **Date**
Sponsoring Agency

12/2/2020

Delano Hunter
Director, Department of Parks and Recreation (DPR) — **Date**
Hosting Agency

Program registered as incorporating the basic standards recommended by the DC Apprenticeship Registration Agency.

12/9/2020

Dr. Unique Morris- Hughes
Director, Department of Employment Services (DOES) — **Date**

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DCHR_DPR_IT Support Assistant Apprenticeship Standards - DCHR DPR SEI clean CPT FINAL 9-17-20 VGSigned (003)

Final Audit Report 2020-12-02

Created:	2020-12-02
By:	Brittney Jackson (brittney.jackson@dc.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAda6ajbORZk6UrUoStsHvrBLrA51xjtYn

"DCHR_DPR_IT Support Assistant Apprenticeship Standards - DCHR DPR SEI clean CPT FINAL 9-17-20 VGSigned (003)" History

Document created by Brittney Jackson (brittney.jackson@dc.gov)
2020-12-02 - 9:40:53 PM GMT- IP address: 76.100.144.211

Document emailed to Delano Hunter (delano.hunter@dc.gov) for signature
2020-12-02 - 9:41:27 PM GMT

Email viewed by Delano Hunter (delano.hunter@dc.gov)
2020-12-02 - 9:42:53 PM GMT- IP address: 76.111.105.23

Document e-signed by Delano Hunter (delano.hunter@dc.gov)
Signature Date: 2020-12-02 - 9:44:18 PM GMT - Time Source: server- IP address: 76.111.105.23

Agreement completed.
2020-12-02 - 9:44:18 PM GMT

dchr
Department of Human Resources

Apprenticeship Standards

DCHR/DOES APPRENTICESHIP PROGRAM FOR OCCUPATION OF CALL CENTER REPRESENTATIVE

APPROVED AND REGISTERED WITH THE DC APPRENTICESHIP REGISTRATION AGENCY

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I. PURPOSE AND SCOPE

The District of Columbia Department of Human Resources (DCHR) provides human capital services that strengthen individual and organizational performance, and enables the District government to attract, develop and retain a well-qualified, diverse workforce. DCHR provides services to nearly 36,000 talented and dedicated District Government employees who serve over 700,000 District residents.

The Department of Employment Services' (DOES) mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability, and the highest quality of life for all District residents.

By developing and implementing a successfully managed Call Center Representative Apprenticeship Program (Apprenticeship Program), DCHR (Sponsoring Agency), in partnership with the Department of Employment Services (DOES), the employment agency, can utilize its extensive knowledge of customer service and technical skills to introduce the career field to those who may not be aware of the career opportunities in the path of a call center representative.

The Call Center Representative apprentices will provide top quality customer service, by responding to customer problems or complaints, refer customers to appropriate personnel, create and maintain documentation, communicate effectively with supervisors, peers and clients, and establish and maintain interpersonal relationships. The apprentices' work will include handling day-to-day phone inquiries and providing advice as well as working on professional development training.

DCHR's goal is to allow Career Pathways' candidates to become exposed to the Customer Service and Call Center curricula through classroom related training instruction, on-the-job learning and professional development. The Apprenticeship Program will establish a base foundation for training and employment in the area of a Call Center Representative. By developing a talent pool based in the District of Columbia, DCHR' s ability to recruit more citizens of the District of Columbia will significantly increase. The Apprenticeship Program will create a resource of new talent who will have the requisite knowledge to become competent Call Center Representatives. The apprentices, upon completion of the one-year Apprenticeship Program, will be well prepared with the required workforce skills as qualified Call Center Representatives at DOES.

The goals of the Apprenticeship Program are:

- Generate broader career interest and promote opportunities in the DOES Call Center and enhance Customer Service skills.

- Meet the Pathways to District Government Careers Amendment Act of 2018's goal of expanding the number and range of jobs and ensure access to District government entry-level positions through

appropriate skills training.

- Utilize the vast experience and expertise of DCHR and DOES leadership, management and subject-matter-experts to train and develop entry level workers (apprentices) who, with the combination of one-year on-the-job learning and classroom training, will become highly skilled Call Center Representatives within DOES' workforce.

- To cultivate, develop and maintain a talented pool of Call Center Representatives. Produce highly skilled training for eligible District residents through apprenticeship, who will be prepared with the required skills needed to pursue a long term-career within the District government.

II. EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The District of Columbia Government is an equal opportunity employer. The recruitment, selection, employment and training of apprentices during the Apprenticeship Program shall be without discrimination because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation or any other protected trait in accordance with relevant District and federal laws. DCHR will take affirmative action to provide equal opportunity in apprenticeship and will operate the Apprenticeship Program as required under Title 29 of the Code of Federal Regulations, Part 30 and equal employment opportunity regulations of the District of Columbia State Plan.

III. AFFIRMATIVE ACTION PLAN

DCHR shall provide for outreach and positive recruitment of minorities and women in the participation of our Apprenticeship Program. When the number of apprentices employed reaches five (5), DCHR will develop and submit an Affirmative Action Plan pursuant to the D.C. State Plan for Equal Employment Opportunity in Apprenticeship (Sections II and III).

IV. ELIGIBILITY REQUIREMENTS

In order to be eligible to participate in the Apprenticeship Program, qualified candidates must meet the following Qualifications:

Age:	18 and over
Education:	A high school graduate of District of Columbia Public Schools (DCPS) or District of Columbia Public Charter Schools (DCPCS) or received a G.E.D. or its equivalent from the District of Columbia. Applicants must furnish DCHR with documentation showing proof of graduation or a District of Columbia issued G.E.D. certificate or its equivalent.
Vaccination	Be fully vaccinated against COVID-19 virus or be approved by DCHR & MPD for religious or medical exemption.
Experience:	Prior work experience in Customer Service or closely related field is preferred but not required
Residency:	Must be a District resident and agree to remain a resident until the completion of the program
Physical Ability:	Must be physically able to perform the duties of the occupation or trade
Testing:	Successfully pass written and/or oral exams on fundamental reading, writing, general math and critical thinking as administered by DCHR or the relevant education/training provider. The applicant must possess the prerequisite basic reading, writing, math and communication skills.
Skills:	Strong verbal and written communication skills, computer skills
Suitability:	Pre-employment criminal background check; Pre-employment drug and alcohol test.

V. APPLICATION PROCEDURES AND SELECTION CRITERIA

How to Apply:

1. Recruitment for apprentice positions will be done via DCHR's website, dchr.dc.gov. Applications must be submitted online via DCHR's website through the "Career Pathways'" program tab. Applicants can obtain assistance by visiting the DCHR Customer Care Center located at 1015 Half Street, SE, 9th Floor, Washington, DC 20003 or by contacting the Career Pathways Outreach Specialist to obtain assistance (email address: careerpathways@dc.gov, phone number: 202-442-9700).

2. Once submitted, DCHR will screen applications to determine which are suitable for acceptance (i.e., those that meet all

applicable eligibility requirements). DCHR will then contact the applicant to schedule an interview.

3. DCHR will conduct interviews. A maximum number of applicants will be determined prior to interview sessions.

4. Applicants will be placed in order based upon DCHR determined ranking factors.

Interview Process:

1. An interview panel of DCHR and DOES leadership and managers shall conduct all applicant interviews.

2. As part of application supporting documents, the interview panel should have a copy of each candidate's application, resume, high school diploma or transcript, proof of age and government issued identification.

3. The interview panel will provide introduction and general program overview to each candidate during the interview, then pose a series of questions, all geared towards a determination of each candidate's level of work experience, ethics, communication and interpersonal skills. Each applicant will be asked the same questions in fairness and equal evaluation.

4. Evaluation of an applicant's interview responses will be categorized as Superior, Good, Satisfactory, and Unsatisfactory. A score of Superior will be given a numerical value of 4, Good =3, Satisfactory =2, and Unsatisfactory =1.

5. After panel questions, the applicant is given an opportunity to ask any questions they have concerning the Apprenticeship Program or the process.

6. All notes on the applicant" s responses shall be documented for records and retained for the applicant's file for five (5) years.

7. Each applicant selected for the Apprenticeship Program will be instructed to attend a mandatory orientation which provides an in-depth program overview.

Applicant Rating System:

Once an applicant is deemed eligible to apply for the Apprenticeship Program, the applicant shall be selected based on the following criteria:

1. References (20)
2. Interview (25)
3. Ability to Meet Career Pathways Criteria: District Resident and District High School Graduate or GED recipient (50)
4. Previous work experience (5)

VI. TERM OF APPRENTICESHIP

The term of apprenticeship for the Call Center Representative occupation is one year consisting of approximately 2,000 hours of on-the-job learning. The hours for on-the-job learning for this occupation are identified in the work process.

VII. RELATED INSTRUCTION

To assure all around mastery of the Call Center Representative Customer Service occupation, apprentices will be required to complete classwork in the technical and theoretical subjects related to their occupation. Apprentices will have to complete up to one hundred and fifty (150) hours of related instruction. The University of the District of Columbia- Community College (UDC-CC), DCHR and the Graduate School (also referred to as "DCHR Educational Partners") will provide the apprentices related instruction. They will not charge the apprentice for tuition, textbooks, or any other obligatory fees for each apprentice's related instruction as long as each apprentice remains in the Apprenticeship Program. Any non-obligatory fees, such as overdue library books, are the sole responsibility of the apprentice. DCHR Career Pathways DOES Call Center Apprenticeship Program Related Instruction can be found below:

District of Columbia Department of Human Resources Courses

Course Title	Corse Location	Course Duration	Course Description
Giving and Receiving Feedback	DCHR 520W	2.5 hours	This course will discuss the important characteristics of productive feedback and will provide practice around constructively delivering and receiving feedback. After completing this program, participants will be able to: -Identify the characteristics of constructive feedback -Deliver feedback using the four-step process -Identify strategies and guidelines for receiving feedback -Plan to improve feedback skills
Quality Customer Care	DCHR 302W	2.5 hours	High-quality customer service is critical for every organization. This course provides the framework for outstanding customer service techniques and best practices. Employees will learn different methodologies

			and acquire tools and tips to ensure that customers are impressed with the efficiency and timeliness of the service they receive and the level of professionalism with which District government employees provide service. Employees will learn about attitudes and perceptions and will take a realistic look at the day-to-day workplace.
Mindfulness & Managing Stress	DCHR 918W	2.5 hours	This course will encourage and challenge Leaders to create time, space and a routine for self-care as a primary means of generating capacity for leadership in all the roles they occupy. You can't pour from an empty cup; this training is both a refill and respite. We'll create community so that we can, in turn, support trajectory.
Sexual Harassment Prevention	DCHR 507A	2.5 hours	The District, through Mayor's Order 2017-313, has clearly outlined its sexual harassment policy, guidance, and procedures. We want to emphasize the shared responsibility of all District managers, supervisors, and employees to assure a workplace free of discrimination and harassment. It is our goal to ensure that all of our employees are treated with dignity and respect, resulting in a higher performing work force.
Communicating Non-Defensively	DCHR 501W	2.5 hours	Employees will gain a clear understanding of why all people are naturally defensive, learn the symptoms and consequences of inappropriate defensiveness and learn how to disengage from a defensive position. Employees also will learn how to empathize with and disarm a defensive person, how to inquire and focus on the issues, how to non-defensively disclose their own needs and goals and depersonalize the issues.
Career/Peer Coaching	DCHR 526W	2.0 hours	In this two-day basic writing class, participants will get a review of the following in an interactive and hands-on class: Rules of grammar such as subject verb agreement, appropriate use of direct and indirect object, etc; Sentence structure; Proper use of common punctuation, conjunctions, etc; Understand the purpose for writing; and Learn to draft clear, concise and complete documents.
Writing for Essential Communications	DCHR 304W	8.0 hours	This two-hour course will feature key topics around career navigation, professional development exploration, managing up, and a host of practical strategies for on-the-job application.
Wellness Mindful Meditation	DCHR 91W	0.5 hour	
Total Course Hours		**23 hours**	

University of the District of Columbia Courses

Front Desk Representative	UDC	1 Semester 12 hours	Industry Recognized Certification: AHLEI Front Desk Representative
Intro to Microsoft Office Suite (Word & PowerPoint)	UDC	1 Semester 51 hours	Industry Recognized Certification: Certiport: MOS 2016 Word & PowerPoint Expert
Total Course Hours		**63 hours**	

Graduate School USA Leader Certificate Program Courses

Customer Service Excellence	Graduate School	8 hours	GSUSA Leader Certificate Program
Effective Communication with Customers	Graduate School	8 hours	GSUSA Leader Certificate Program
Positive Approaches to Difficult People	Graduate School	16 hours	GSUSA Leader Certificate Program
Leadership Skills for Non-Supervisors	Graduate School	16 hours	GSUSA Leader Certificate Program
Total Course Hours		**48 hours**	

Percipio Course (Self-Paced) Courses

All staff can have access to the following courses 24/7 throughout the year.

Time Management (Chanel)	Percipio	4.0 hours
Customer Service Operations (Chanel)	Percipio	5.5 hours
Oral Communication (Chanel)	Percipio	1.5 hours
Communication Essentials (Chanel)	Percipio	3.5 hours
Navigating your Own Emotions (Course)	Percipio	.5 hour
Customer Service: Interpreting Customers' Service Priorities (Course)	Percipio	.5 hour
Expert Insights on Essential Customer Service Skills (Course)	Percipio	.5 hour
Total Hours		**16 hours**

The apprentice must attend related instruction as provided by DCHR and DCHR Educational Partners. While the apprentice will be completing the apprenticeship at the

same time as earning a Certificate, neither should adversely affect the apprentice's performance in the other. Hours of attendance of related instruction shall be reported to DCHR monthly. Each apprentice will be required to sign a release authorizing each DCHR Educational Partner to disclose his or her attendance and academic records to DCHR.

VIII. APPRENTICE SAFETY

DCHR and DOES shall always provide adequate and safe equipment and facilities for on-the-job learning, adequate supervision to promote safe working conditions and safety training for apprentices, both on-the-job and in related instruction.

IX. SUPERVISION OF APPRENTICES

Each apprentice will be paired with a professional, experienced staff mentor for all related office work. The Apprenticeship Program Manager and DCHR Career Pathways Team shall be responsible for overall supervision and assurance of specified work instruction and training hours for each apprentice. The DOES Program Manager will be responsible for approving time and attendance and providing six-month progress reports.

X. NUMERICAL RATIO OF APPRENTICES

In order to ensure the highest quality of training and work experience as well as reasonable employment opportunity following the Apprenticeship Program completion for apprentices, DOES shall assign one (1) apprentice to one (1) experienced staff mentor employed.

XI. REGISTRATION OF APPRENTICES

DCHR/DOES shall prepare an Apprenticeship Agreement as required and provided by the D.C. Apprenticeship Registration Agency (Registration Agency). The Apprenticeship Agreement shall contain a clause making these standards part of the Agreement.

1. All agreements shall be signed by DCHR, DOES and the apprentice and forwarded to the D.C. Registration Agency for registration within forty-five (45) calendar days of consummation.

2. DCHR, DOES, the apprentice, and other stakeholders will receive a copy of the Registration Agreement for their records.

3. In the event that DCHR is unable to fulfill its obligations under the Apprenticeship Agreement, the apprentice may be transferred to another apprenticeship sponsor under a registered program with full credit to the apprentice for satisfactory time and training earned.

   DCHR shall notify the D.C. Registration Agency in writing within forty-five (45) calendar days of any transfers, modification, cancellation, suspension, or termination of the agreement, with cause for the same, and of completion of the apprenticeship.

No person shall be considered a bona-fide apprentice until he or she is registered with the D.C. Registration Agency.

XII. PROBATIONARY PERIOD

All apprentices shall be subject to a one-year probationary period. Full credit towards the apprenticeship term shall be given to those apprentices who successfully complete the probationary period. Apprentices selected for the Apprenticeship Program will remain in a probationary status for one -year (1-year) beginning on the first day of the Apprenticeship Program.

XIII. PERIODIC EVALUATION

The apprentice's Supervisor will conduct bi-annual progress evaluations to prepare reports and determine apprentice eligibility for advancement in wage progression pursuant to the District of Columbia Personnel Manual. The apprentice's Supervisor may seek input from senior-level managers and staff who work directly alongside apprentices for evaluations. If the mid-year or yearly evaluation of the apprentice reveals that the apprentice's work performance is unsatisfactory, an initial counseling session will be arranged between the employer and the apprentice to communicate unsatisfactory level of work and present a performance improvement plan. If subsequent evaluation reveals continued unsatisfactory performance improvement, DCHR will proceed with disciplinary action.

XIV. DISCIPLINARY ACTION

DCHR will make a significant financial and human resources investment in the training and education of each apprentice. DCHR/DOES may elect to take disciplinary action, including termination, against an apprentice for failure to comply with the Apprenticeship Agreement, Apprenticeship Standards, District of Columbia laws, rules, policies and procedures, or failing to attend related instruction. If the necessary action is termination, the apprentice is hereby terminated from employment with the agency and the Apprenticeship Agreement is canceled. Any apprentice removed from the

Apprenticeship Program will be ineligible to reapply.

Apprentices must continuously be enrolled in classes with each DCHR Educational Partner as scheduled and remain in good academic standing. If DCHR does not see progress or evaluates the apprentice as less than an ideal fit for the position, DCHR/DOES can terminate the apprentice at any time from the Apprenticeship Program.

XV. CERTIFICATION OF COMPLETION

Upon the Apprentice's satisfactory completion of the Apprenticeship Program, DCHR/DOES shall certify the names of each graduating apprentice to the DC Registration Agency and recommend that a Certificate of Completion be awarded.

XVI. GRANTING OF ADVANCE CREDIT

DCHR may, but is not required to, provide advance credit or standing to applicants for prior technical training or on-the-job learning from another registered apprenticeship program. However, if advance credits or standing are granted, the advance credits and standing will be provided up to one-fourth (¼) of the apprenticeship term and shall be granted to all applicants equally, for demonstrated competency, acquired experience, training or skills according to the advanced standing granted that is related to the Call Center Representative occupation. However, granting applicants credit in excess of one-fourth (¼) the apprenticeship term shall receive prior approval of the DC Apprenticeship Registration Agency. Granting of advance credit for prior technical training or on-the-job learning from another registered apprenticeship program is not granting credit of any kind to related instruction provided by each DCHR Educational Partner.

XVII. MAINTENANCE OF RECORDS

Each apprentice will be required to sign a release authorizing each DCHR Educational Partners to disclose his or her attendance and academic records to DCHR. DCHR shall keep adequate records of the Apprenticeship Program. These records will include but will not be limited to the following: original applications of applicants applying to the Apprenticeship Program, selection and rejection of applicants, promotion, termination, rates of pay, evaluation of apprentice's work and training performance and any other records pertinent to a determination of compliance with these standards, as may be required by the Registration Agency. These records will be maintained for a period of five (5) years as required and made available to the Registration Agency upon request.

XVIII. COMPLAINT PROCEDURE

DCHR/DOES or the apprentice may consult with the representative of the D.C. Registration Agency on the differences of opinion that may arise in the interpretation of any provision of these standards.

Any controversy or difference arising under an Apprenticeship Agreement, which

cannot be resolved locally, may be submitted by the apprentice or the apprentice's authorized representative to the D.C. Registration Agency for review. The complaint must be in writing and signed by the complainant, or authorized representative, and submitted within sixty (60) calendar days of the final local decision. In the event of a hearing, all procedures shall be in accordance with the D.C. Apprenticeship Registration Agency Rules and Regulations sections 1110.1 through 1110.8.

XIX. APPRENTICE WAGE PROGRESSION

Wage/Compensation: Entry-Level Grade 7; Step 1: $42,273.00

To advance from program start to program completion, the apprentice shall have met the following requirements:

1. Satisfactorily completed the indicated on-the job work hours;
2. Satisfactorily completed the indicated months in the Apprenticeship Program; and
3. Satisfactorily completed the indicated related and supplemental instructional school hours.

After completion of the Apprenticeship Program, the apprentice is entitled to receive within- grade increases based on the compensation policies in the District of Columbia Personnel Manual (Chapter 11).

An employee occupying a permanent position who has not reached the maximum rate of his or her grade shall be granted a within-grade increase if he or she meets all of the following requirements:

1. The employee must have completed the required waiting period for advancement to the next higher step of the grade of his or her position;
2. The employee must not have received an equivalent increase during the waiting period; and
3. The employee's performance rating assigned for the most recent rating period that ended prior to the completion date of the required waiting period must be either Satisfactory or better or Meets Expectations or better, as applicable.

The apprentice's advancement to the next higher step of the grade of his or her position will be as follows:

I. An apprentice will advance to Step 2, after successfully completing their apprenticeship. As a skilled Call Center Representative, the waiting periods for advancement to the following steps in all

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District Service salary schedule grades shall be as follows: Steps 3, 4 and 5, fifty-two (52) calendar weeks of creditable work/service; and

2. Steps 6, 7, 8, 9 and 10, one hundred four (104) calendar weeks of creditable work/service.

XX. CANCELLATION OF APPRENTICESHIP AGREEMENT

If an apprentice fails to adhere to District personnel rules and regulations or for not performing required job functions, DCHR may remove the apprentice pursuant to the District of Columbia Personnel Manual. The apprentice will be given the required notice and a reasonable opportunity for corrective action where appropriate as required by the District of Columbia Personnel Manual. The apprentice and Registration Agency shall be notified of final action taken.

Though not an exhaustive list, the following classes of conduct and performance deficits constitute cause and warrant disciplinary action up to removal:

a. Failure to show progress to completion of the Apprenticeship Program;

b. Failure to stay in good academic standing with each DCHR Educational Partner;

c. Failure to meet performance standards;

d. Neglect of duty;

e. Insubordination;

f. Inability to carry out assigned responsibilities or duties;

g. Conviction of a felony or criminal offense that is related to the employee's duties of his or her agency mission;

h. Unexcused tardiness;

i. Unauthorized absence;

j. Sexual misconduct;

k. Falsification of official records concerning attendance;

l. Using, being under the influence of, or testing positive for an intoxicant while on duty.

Additionally, failure to adhere to a DCHR Educational Partner's policies

and procedures, failure to maintain good academic standing, or dismissal from apprenticeship employment will result with the removal of the apprentice from the Apprenticeship Program.

In the event an apprentice is dismissed from the Apprenticeship Program, the apprentice may choose to continue to pursue Certification from UDC-CC, if the apprentice was not expelled from UDC-CC; however, the apprentice will have to establish a method of payment as the apprentice will no longer be permitted to attend UDC-CC tuition-free. The apprentice will be responsible for any remaining tuition balance still due.

UDC-CC or the Graduate School USA cannot seek reimbursement from the apprentice for tuition, textbook or other costs that have already been paid if the apprentice is terminated from the Apprenticeship Program or if the Apprenticeship Program is canceled.

XXI. DEREGISTRATION OF PROGRAM

This Apprenticeship Program may be canceled upon voluntary action of DCHR by requesting cancellation of the registration. The Apprenticeship Program may also be deregistered for reasonable cause by the D.C. Registration Agency, as outlined in section 1106 of the D.C. Apprenticeship Registration Agency Rules and Regulations.

If, at the request of DCHR, the Apprenticeship Program is canceled or the Apprenticeship Program is deregistered for reasonable cause by the D.C. Registration Agency, DCHR shall, within thirty (30) calendar days from the date of acknowledgement of action, notify all apprentices of the deregistration, the effective date and that the apprentices are no longer registered, and ensure that the apprentices receive any remittance due them.

XXII. PROVISIONS FOR MODIFCATION OR AMENDMENTS

DCHR may submit any significant proposed modifications or amendments to these Apprenticeship Standards to the D.C. Registration Agency for approval. Minor changes to the standards may be made solely by DCHR with notification to the Registration Agency. The Registration Agency will make a determination on whether to approve such modifications or changes within ninety (90) calendar days from the date of receipt. If approved, the modification or changes will be recorded and acknowledged within ninety (90) calendar days of approval as an amendment to the Apprenticeship Program. Modification or changes to these standards shall not alter conditions of apprenticeship already in effect, without the consent of all parties involved.

XXIII. NOTIFICATION

DCHR shall notify the D.C. Office of Apprenticeship on any given apprenticeship

action within two (2) weeks of the action.

XXIV. WORK PROCESS

The Apprenticeship Program will combine principles of experience and training with demonstrated competency. The total program hours will be broken up into the following areas:

CALL CENTER REPRESENTATIVE
APPRENTICESHIP PROGRAM
Department of Human Resources (DCHR)
Department of Employment Services (DOES)

TERM OF APPRENTICESHIP: The standard term of apprenticeship shall be 2000 on-the-job hours (OTJ) and 150 hours of credit related and supplemental instruction, completed within twelve months.

HOURS OF WORK AND WORKING CONDITIONS:

- Hours per day: 8 hours
- Hours per week: 40 hours

Apprentices will generally work the same hours as agency staff, except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

ON-THE-JOB TRAINING WORK PROCESS:

OJT Training	Approximate Hours
Essential Communication Skills • Listening • Communication Styles • Navigating through Tough Conversations	**(500 hrs)**
Strategy • Creative Critical Thinking • Decision Making • Critical Thinking and Problem Solving in Customer Service	**(500 hrs)**
Customer Service • Voice of the Customer • Building Rapport with Customers • Handling Challenging Customers • Empathetic Communication Skills • Front Desk Skills	**(500 hrs)**
Productivity	**(100 hrs)**

• Time Management	
Presentation Skills • Front Desk Skills • Speaking with Confidence • Knowing when to Apologize	**(100 hrs)**
Various Focus: Wellness/Well being Diversity, Equity & Inclusion MPTI- Understanding Personality Types Performance: Metrics & Understanding Measures	**(300 hrs)**
	2000 Total Hours per year

XXV. WORK HOURS

Apprentices will generally work the same hours as DOES Program Support staff (9:00 AM- 5:00 PM), except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

XXVI. TRANSFER OF APPRENTICES

The Apprenticeship Program is designed to provide apprentices maximum exposure of various disciplines through periodic rotation within DOES divisions that contain call center functions with the intent of developing Call Center Representatives. DCHR shall allow for the transfer of apprentices between DOES departments and/or divisions that provide apprentices opportunities to apply call center skills.

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XXVII. SIGNATURES OF APPROVAL

These standards of apprenticeship are hereby adopted, and the Apprenticeship Program will be operated in accordance with the D.C. Rules and Regulations for Apprenticeship and the D.C. State Plan for Equal Employment Opportunity in Apprenticeship and Training.

Lindsey Maxwell
Interim Director, Department of Human Resources (DCHR) **Date**

Dr. Unique Morris- Hughes
Director, Department of Employment Service (DOES) **Date**

dchr
Department of Human Resources

Apprenticeship Standards

DCHR APPRENTICESHIP PROGRAM FOR HUMAN RESOURCES SUPPORT ASSISTANT OCCUPATION

APPROVED AND REGISTRED WITH THE DC APPRENTICESHIP REGISTRATION AGENCY

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DCHR- Human Resources Support Assistant -Apprenticeship Program
A Pathway to District Entry Level Jobs"

I. PURPOSE AND SCOPE

The District of Columbia Department of Human Resources (DCHR) provides human resources management services that strengthen individual and organizational performance, and enables the District government to attract, develop and retain a well-qualified, diverse workforce. DCHR provides services to nearly to 36,000 talented and dedicated District Government employees who serve over 700,000 city residents.

The mission of DCHR is to provide human resources management services that enable the District Government to attract, develop and retain a well-qualified diverse workforce. DCHR is committed to effectively managing the employee experience throughout the employee lifecycle from hire to retire.

By developing and implementing a successfully managed Apprenticeship Program in the human services assistant occupation, DCHR can utilize its extensive knowledge of the human resources lifecycle and introduce the career field to those who may not be aware of the career opportunities in the path of human resources.

Human Resources Assistant apprentices will be working within the agency as part of the HR function delivering front line support to managers and employees. Their work will likely to include handling day to day queries and providing HR advice; working on a range of HR processes, ranging from transactional to relatively complex, from recruitment through to retirement; using HR systems to keep records; providing relevant HR information to the agency.

DCHR's goal is to allow Career Pathways candidates, to become exposed to the existing human resources training curricula through training instruction, on-the-job rotation and professional development where the human resources fundamentals will be demonstrated through real application. The Apprenticeship Program will establish a base foundation for training and employment in the area of human resources to those who may not be aware of the great career opportunities. By developing a talent pool based in the District of Columbia, DCHR's ability to recruit more citizens of the District of Columbia will significantly increase. The Apprenticeship Program will create a resource of new talent who will have the requisite knowledge of human resources to become competent human resources assistants. The apprentices upon completion of the one-year program will be well prepared with the required workforce skills as qualified human resources assistants with DCHR.

The goals of the program are:

- Generate broader career interest and promote opportunities in human resources.

- Meet the goal of Pathways to District Government Careers Amendment Act's goal of expanding the number and range of jobs and ensure access to District government entry-level positions through appropriate skills training.
- Utilize vast experience and expertise of DCHR leadership, management and subject-matter-experts to train and develop highly skilled apprentices who within the combination of one-year on-the-job learning and classroom training to become highly qualified for entry-level human resources positions at DCHR and District government agencies.
- To cultivate, develop and maintain a talented pool of human resources professionals. Produce highly skilled apprentices who are prepared with the required workforce skills needed to pursue entry-level. human resources careers within the District government.

II. EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation family responsibilities, matriculation, physical handicap, or political affiliation.

The recruitment, selection, employment and training of apprentices during their apprenticeship program, shall be without discrimination because of age, race, color, religion, national origin or sex. DCHR will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30 and equal employment opportunity regulations of the District of Columbia State Plan.

III. AFFIRMATIVE ACTION PLAN

DCHR shall provide for outreach and positive recruitment of minorities and females in the participation of our apprenticeship program When the number of apprentices employed reaches five (5), DCHR will develop and submit an Affirmative Action Plan pursuant to the D.C. State Plan for Equal Employment opportunity in Apprenticeship (Sections II and III).

IV. ELIGIBILITY REQUIREMENTS

In order to be eligible to participate in the DCHR Apprenticeship Program, qualified candidates must meet the following Qualifications:

Age:	18 and over
Education:	District of Columbia Public Schools (DCPS) or District of Columbia Public Charter Schools (DCPCS) or received a G.E.D. or its equivalent from the District of Columbia. Applicants must furnish DCHR with documentation showing proof of graduation or a District of Columbia issued G.E.D. certificate or its equivalent.
Experience:	Prior work experience in human resources or closely related field is preferred but not required

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Residency:	Must be a District resident
Physical Ability:	Must be physically able to perform duties of the occupation or trade
Testing:	Successfully pass written and/or oral exams on fundamental reading, writing, general math and critical thinking as administered by DCHR or the relevant education/training provider. The applicant must possess the prerequisite basic reading, writing, math and communication skills.
Skills:	Strong verbal and written communication skills, computer skills
Suitability:	Pre-Employment criminal background check; Pre-Employment drug and alcohol test.

V. APPLICATION PROCEDURES AND SELECTION CRITERIA

How to Apply:

1. Recruitment for apprentice positions will be done via DCHR website. Applications must be submitted online at DCHR website through the "Career Pathways" program tab. Applicants can obtain assistance by visiting the D.C. Department of Human Resources (DCHR) Customer Care Center located at 1015 Half Street, SE, Washington, DC 20003 or by contacting the Career Pathways Outreach Specialist to obtain assistance.
2. Once submitted, DCHR will screen applications to determine which are suitable for acceptance (i.e. those that meet all applicable eligibility requirements. DCHR will then contact the applicant to schedule an interview.
3. DCHR will conduct interviews. A maximum number of applicants will be determined prior to interview sessions.
4. Applicants will be placed in order based upon DCHR determined ranking factors.

Interview Process:

1. Interview panel of DCHR Leadership, managers and/or Human Resources Officers from various agencies shall conduct all applicant interviews.
2. As part of application supporting documents, interview panel should have a copy of application, resume, high school diploma or transcript, proof of age and government issued identification.
3. Interview panel will provide introduction and general program overview to each candidate during interview, then pose a series of questions, all geared towards determination of candidates' level of work experience, ethics, communication and interpersonal skills. Each applicant will be asked the same questions in fairness and equal evaluation.

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4. Evaluation of applicant's interview responses will be categorized as superior, good, satisfactory, and unsatisfactory. A score of Superior will be given a numerical value of 4, Good =3, Satisfactory =2, and Unsatisfactory = 1.
5. After panel questions, applicant is given opportunity to ask any questions they have concerning the program or the process.
6. All notes on the applicant's responses shall be documented for records and retained for applicant's file.
7. Each applicant selected for the apprenticeship program will be instructed to attend a mandatory orientation which provides an in-depth program overview.

Applicant Rating System:

Once an applicant is deemed eligible to apply for the Apprenticeship, the Applicant shall be selected based on the following criteria:

1. References (20)
2. Interview (25)
3. Ability to Meet Career Pathways Criteria: District Resident and District High School Graduate or GED recipient (50)
4. Previous work experience (5)

VI. TERM OF APPRENTICESHIP

The term of apprenticeship for human resources occupation is one year consisting of approximately 2,000 hours per year of on-the-job learning. The hours for on-the-job learning for this occupation are identified in the work process.

VII. RELATED INSTRUCTION

To assure all around mastery of the human resources assistant occupation, apprentices shall be required to attend related classroom in the technical and theoretical subject related to the occupation up to 153 hours per year. DCHR will be responsible for all tuition cost for the apprentices' human resources related instruction. DCHR and other training providers, including DCHR partners such as the Graduate School USA and the University of the District of Columbia will be the providers for related instruction. Training subjects may include but are not limited to:

- Introduction to District Government Compensation
- Introduction to American Disabilities Act (ADA)
- Benefits
- Suitability
- Leave Management
- Retirement
- Performance Management
- Employee Relations

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- Strategic Human Capital
- Writing A District Government Position Description
- Classification
- Qualification Analysis
- Learning & Development

The Apprentice must attend related instruction as provided by DCHR. Time spent in related instruction will be during normal work hours and will not adversely affect the apprentice on-the-job learning. Hours of attendance of related instruction shall be reported to DCHR every six (6) months.

VIII. APPRENTICE SAFETY

DCHR shall at all times provide adequate and safe equipment and facilities for on-the-job learning, adequate supervision to promote safe working conditions and safety training for apprentices, both on-the-job and in related instruction.

IX. SUPERVISION OF APPRENTICES

Each apprentice will be paired with professional, experienced staff mentor for all related office work. The Apprenticeship Program Manager and DCHR Career Pathways Team shall be responsible for overall supervision and assurance of specified work instruction and training hours for each apprentice. A DCHR Program Manager will also be responsible for approving time and attendance and six-month progress reports.

X. NUMERICAL RATIO OF APPRENTICES

In order to ensure the highest quality of training and work experience as well as reasonable employment opportunity following program completion for apprentices, DCHR shall assign one (1) apprentice to one (1) experienced staff mentor.

XI. REGISTRATION OF APPRENTICES

DCHR shall prepare an Apprenticeship Registration Agreement as required and provided by the D.C. Registration Agency. The Apprenticeship Agreement shall contain a clause making these standards part of the Agreement.

1. All agreements shall be signed by DCHR and the apprentice and forwarded to the D.C. Registration Agency for registration within forty-five days of consummation.
2. DCHR, the apprentice, and other stakeholders will receive a copy of the Registration Agreement for their records.
3. In the event that DCHR is unable to fulfill its obligations under the Apprenticeship Agreement, the apprentice may be transferred to another apprenticeship sponsor under a registered program with full credit to the apprentice for satisfactory time and training earned.

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4. DCHR shall notify the D.C. Registration Agency in writing within forty-five (45) days of any transfers, modification, cancellation, suspension, or termination of the agreement, with cause for the same, and of completion of the apprenticeship. No person shall be considered a bona-fide apprentice until he/she is registered with the D.C. Registration Agency.

XII. PROBATIONARY PERIOD

All apprentices shall be subject to a one-year probationary period. Full credit towards the apprenticeship term shall be given to those apprentices, who successfully complete the probationary period. DCHR apprentices selected for program will remain in probationary status for one -year (1-year) beginning on the first day of the Apprenticeship Program.

XIII. PERIODIC EVALUATION

Apprentice Supervisor will conduct bi-annual progress evaluations to prepare reports and determine apprentice eligibility for advancement in wage progression pursuant to the District of Columbia Personnel Manual. Supervisor may seek input from senior-level managers and staff who work directly alongside apprentices for evaluations. If the Supervisor's mid-year or yearly evaluation reveals apprenticeship work performance is unsatisfactory, an initial counseling session will be arranged between employer and apprentice to communicate unsatisfactory level of work and present performance improvement plan. If subsequent evaluation reveals continued unsatisfactory performance improvement, DCHR will proceed with disciplinary action.

XIV. DISCIPLINARY ACTION

DCHR may elect to take disciplinary action against an apprentice for failure to comply with the Apprenticeship Agreement, Apprenticeship Standards, or District of Columbia personnel regulations. If the necessary action is termination, the apprentice is hereby terminated from employment with the agency and the apprenticeship agreement is canceled. Any apprentice removed from the DCHR program will be ineligible to reapply.

XV. CERTIFICATE OF COMPLETION

Upon Apprentice's satisfactory completion of the DCHR- Apprenticeship Program, DCHR shall certify the names of each graduating apprentice to the DC Registration Agency and recommend that a Certificate of Completion be awarded.

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XVI. GRANTING OF ADVANCE CREDIT

DCHR may but is not required to provide advance credit or standing to applicants. However, if advance credits or standing are granted, the advance credits and standing will be provided up to one fourth (1/4) of apprenticeship term and shall be granted to all applicants equally, for demonstrated competency, acquired experience, training or skills according to the advanced standing granted that is related to the human resource assistant occupation. However, granting applicants credit in excess of ¼ the apprenticeship term, shall receive prior approval of the DC Apprenticeship Registration Agency.

XVII. MAINTENANCE OF RECORDS

DCHR shall keep adequate records of their apprenticeship program. These records will include, but not limited to the following: original applications of applicants applying to the DCHR apprenticeship program, selection and rejection of applicants, promotion, termination, rates of pay, evaluation of apprentice's work and training performance and any other records pertinent to a determination of compliance with these standards, as may be required by the Registration Agency. These records will be maintained for a period of five (5) years as required and made available to the Registration Agency upon request.

XVIII. COMPLAINT PROCEDURE

Either the apprenticeship sponsor or the apprentice may consult with the representative of the D.C. Registration Agency on the differences of opinion that may arise in the interpretation of any provision of these standards.

Any controversy or difference arising under an Apprenticeship Agreement, which cannot be resolved locally, may be submitted by the apprentice or the apprentice's authorized representative to the D.C. Registration Agency for review. The complaint must be in writing and signed by the complainant, or authorized representative and submitted within sixty (60) days of the final local decision. In the event of a hearing, all procedures shall be in accordance with the D.C. Apprenticeship Registration Agency Rules and Regulations sections 1110.1 through 1110.8

XIX. APPRENTICE WAGE PROGRESSION

Wage/Compensation: Entry-Level Grade: 7; Step 1: $42,273.00

To advance from program start to program completion, the apprentice shall have met the following requirements:

1. Satisfactorily completed the indicated on-the job work hours; and
2. Satisfactorily completed the indicated months in the program; and

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3. Satisfactorily completed the indicated related and supplemental instructional school hours

After completion of the DCHR Apprenticeship Program, the apprentice is entitled to receive within-grade increases based on the compensation policies in the District of Columbia Personnel Manual (Chapter 11).

An employee occupying a permanent position who has not reached the maximum rate of his or her grade shall be granted w within-grade increase if he or she meets all the following requirements:

a. The employee must have completed the required waiting period for advancement to the next higher step of the grade of his or her position;
b. The employee must not have received an equivalent increase during the waiting period; and
c. The employee's performance rating assigned for the most recent rating period that ended prior to the completion date of the required waiting period must be either Satisfactory or better or Meets Expectations or better, as applicable.

The Apprentice's advancement to the next higher step of the grade of his /her position will be as follows:

- An apprentice will advance to step 2, after successfully completing their apprenticeship, and be entitle to steps 3, 4 and 5, fifty-two calendar weeks of creditable service/work; and
- will advance to steps 6,7,8, 9 and 10; one hundred four (104) calendar weeks of creditable work/service.

DCHR may order restrictions that applies to all agencies under the Mayor's authority on personnel actions, training and travel. An employee shall be notified in writing of the decision to grant or deny a within-grade increase. Please refer to District Personnel Manual, Chapter 11, Section 127 District Service Salary System- Within Grade Increases.

XX. CANCELLATION OF APPRENTICESHIP AGREEMENT

If an apprentice does not perform in a satisfactory manner, DCHR may remove the apprentice pursuant to the District of Columbia Personnel Manual. The Apprentice will be given the required notice and a reasonable opportunity for corrective action where appropriate as required by the District of Columbia Personnel Manual. The Apprentice and Registration Agency shall be notified of final action taken.

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XXI. DEREGISTRATION OF PROGRAM

This apprenticeship program may be canceled upon voluntary action of DCHR by requesting cancellation of the registration. This program may also be deregistered for reasonable cause by the D.C. Apprenticeship Council, as outlined in the D.C. Apprenticeship Registration Agency Rules and Regulations, sections 1106 through 1106.11.

If, at the request of DCHR, the program is canceled or the program is deregistered for reasonable cause by the D.C. Registration Agency, DCHR, shall within fifteen (15) days from the date of acknowledgement of action, notify all apprentices of the deregistration, the effective date and that the apprentices are no longer registered.

XXII. PROVISIONS FOR MODIFCATION OR AMENDMENTS

DCHR may submit any significant proposed modifications or amendments to these apprenticeship standards to the D.C. Registration Agency for approval. Minor changes to the standards may be made solely by DCHR with notification to the registration agency. The Registration Agency will make a determination on whether to approve such modifications or changes within 90 days from the date of receipt. If approved, the modification or changes will be recorded and acknowledged within 90 days of approval as an amendment to the program. Modification or changes to these standards shall not alter conditions of apprenticeship already in effect, without the consent of all parties involved.

XXIII. NOTIFICATION

DCHR shall notify the D.C. Office of Apprenticeship on any given apprenticeship action within two (2) weeks of the action.

XXIV. WORK PROCESS

DCHR's program will combine principles of experience and training with demonstrated competency. The total program hours will be broken up into the following areas:

HUMAN RESOURCES SUPPORT ASSISTANT–
APPRENTICESHIP PROGRAM
District of Columbia Department of Human Resources (DCHR)
Apprenticeship Program for Human Resources Professional

HOURS OF WORK AND WORKING CONDITIONS:

- Hours per Day: 8 hours
- Hours per Week: 40 hours

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Apprentices will generally work the same hours as agency staff, except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

ON-THE-JOB TRAINING WORK PROCESS:

- Understanding the role of the HR Department within DCHR and District government agencies and how the department works with internal and external stakeholders (DCHR and various agencies)

- Interpret and Explain HR Policies, procedures, laws, standards or regulations to staff and supervisors; address equal employment opportunity, harassment or other concerns, complaints or issues affecting employee relations within the organization (DCHR- Office of the General Counsel and Policy & Compliance)

- Prepare and maintain employment records related to personnel hiring, termination, leave, reassignment, promotions, attendance using human resources information system software (i.e. Peoplesoft and eRecruit); Recruit and hire to include coordinating job posts, attending hiring events reviewing resumes, onboarding, orientations and processing new hire paperwork (DCHR- HRSA and/or various agencies)

- Prepare materials to help organize employee performance reviews (Performance Management)

- Gain an understanding regarding classification and related compensation for various occupations within the agency (DCHR Classification)

- Facilitate training support on various topics, including new hire orientation (DCHR Center for Learning and Development).

- Support the tracking of benefit plans, including health care, retirement, etc.; Support and recommend employee engagement initiatives (DCHR Benefits)

- Understanding the structure of an agency/organization; where the human resources role fits in the agency;
- Basic understanding of HR in their sector of government and any unique features.
- Good understanding of HR Policy Framework of the agency.
- Sound understanding of the HR Policies that are relevant to their role. Knows where to find expert advice.
- Understands the role of HR within their organization.
- Understands the HR business plan/priorities used in the role, including the agency's core HR systems.
- Delivers excellent customer service on a range of HR queries and requirements, providing solutions, advice and support primarily to managers

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- Uses sound questioning and active listening skills to understand requirements and establish root causes before developing HR solutions.
- Deals effectively with customers/colleagues, using sound interpersonal skills and communicating well through a range of media (i.e. phone, face-to-face, email, internet. Adapts their style to the audience.
- Handles conflict and sensitive HR situations professionally and confidentially.
- Identifies opportunities to improve HR performance and service, acting on them within the authority of their role.
- Supports the implementation of HR changes/projects with the organization.
- Maintains required HR records as part of the services delivered.
- Prepares reports and management information from HR data, with interpretation as required
- Keeps up to date with business changes and HR legal/policy/process changes relevant to their role.

TOTAL HOURS: 2000

RELATED INSTRUCTION: Apprentices shall complete the prescribed courses of related and supplemental instruction which will not be less than 1 hours. Related and supplemental instruction will be provided by the District of Columbia, Department of Human Resources (DCHR), City University (CU) and DCHR Center for Learning & Development (CLD).

TABLE 3: HR COURSE TITLE AND COURSE SUMMARY

COURSE TITLE:	COURSE HOURS:	COURSE TITLE:	COURSE HOURS:
HR Policies	3	Employee Relations	8
Introduction to District Government Compensation & FLSA	8	Strategic Human Capital Analysis	8
ADA	3	Writing a District Government Position Description	24
Benefits	4	Qualification Analysis	24
Suitability	3	The Role of the Learning and Development Practitioner	8
Leave Management	4	Learning & Development Interventions	8
Interviewing Techniques	8	Instructional Design	8
Retirement, Medicare, and Social Security	4	Mentoring and Coaching	20
Performance Management	8		

TOTAL RELATED INSTRUCTION HOURS: 153 hours

CERTIFICATION: Certificate of Completion issued by DCHR

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XXV. WORK HOURS

Apprentices will generally work the same hours as human resources specialists throughout the District government (9:00 AM- 5:00 PM), except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

XXVI. TRANSFER OF APPRENTICES

DCHR's Apprenticeship Program is designed to provide apprentices maximum exposure of various disciplines through periodic rotation within human resources administrations and functions within DCHR as well as various District government agencies with the intent of developing human resources specialists. DCHR shall allow for the transfer of apprentices between District government agencies- Human Resources departments and/or divisions.

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XXVII. SIGNATURES OF APPROVAL

These standards of apprenticeship are hereby adopted, and the program will be operated in accordance with the D.C. Rules and Regulations for Apprenticeship and the D.C. State Plan for Equal Employment Opportunity in Apprenticeship and Training

Ventris C Gibson

11/5/2020

Ventris C. Gibson
Director, District of Columbia Department of Human Resources (DCHR) **Date**

Program registered as incorporating the basic standards recommended by the DC Apprenticeship Registration Agency.

12/9/2020

Dr. Unique Morris- Hughes
Director, D.C. Department of Employment Service **Date**

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Department of Human Resources

Amendment to Apprenticeship Standards for the Occupations of Medicaid Program Support Assistant and Information Technology Program Support Assistant

APPROVED AND REGISTERED WITH THE D.C. APPRENTICESHIP COUNCIL

Date: September 24. 2020

Registration Number:

Medicaid Program Support Assistant

The following amendment to the current apprenticeship standards for Medicaid Program Support Assistant and adding the Information Technology Support Assistant occupation shall be considered an integral part of our apprenticeship program. It is our commitment to extend apprenticeship opportunities to all qualified District residents who have graduated from District of Columbia Public Schools (DCPS), or District of Columbia Public Charter School (DCPCS) or earned a high school equivalency from the District of Columbia, interested in the occupations .

I. Term of Apprenticeship

The term of apprenticeship for the trade of Medicaid Program Support Assistant is 2 years.

The Department of Human Resources (DCHR) and the Department of Health Care Finance (DHCF) request to add the Information Technology Program Support Assistant to the approved Standards for Medicaid Program Support Assistant. This new occupation will be utilized to increase the number of qualified DC residents under the Career Pathways Act 2018.

I. Eligibility Requirements

In order to be eligible to participate in the Apprenticeship Program, qualified candidates must meet the following Qualifications:

Age:	18 and over
Education:	A high school graduate of District of Columbia Public Schools (DCPS) or District of Columbia Public Charter Schools (DCPCS) or received a G.E.D. or its equivalent from the District of Columbia. Applicants must furnish DCHR with documentation showing proof of graduation or a District of Columbia issued G.E.D. certificate or its equivalent.
Experience:	Prior work experience in information technology or closely related field is preferred but not required
Residency:	Must be a District of Columbia resident
Physical Ability:	Must be physically able to perform the duties of the occupation or trade
Testing:	Successfully pass written and/or oral exams on fundamental reading, writing, general math and critical

	thinking as administered by DCHR or the relevant education/training provider. The applicant must possess the prerequisite basic reading, writing, math and communication skills.
Skills:	Strong verbal and written communication skills, computer skills
Suitability:	Pre-employment criminal background check; Pre-employment drug and alcohol test.

II. Term of Apprenticeship

The term of apprenticeship for the Information Technology Support Assistant and Medicaid Program Support Assistant occupations is two years consisting of approximately 2,000 hours per year of on-the-job learning. The hours for on-the-job learning for this occupation are identified in the work process.

III. Related Instruction

To assure all around mastery of the Information Technology Support Assistant and Medicaid Program Support Assistant occupations, apprentices will be required to complete classwork in the technical and theoretical subjects related to their occupation. Apprentices will have to complete up to 385 hours of related instruction. DCHR and other training providers, including the University of the District of Columbia (UDC), will provide the apprentices related instruction. UDC will not charge any apprentice for tuition, textbooks, or any other obligatory fees for each apprentice's participation in related instruction in the Workforce Development and Lifelong Learning trainings at UDC, as long as each apprentice remains a District of Columbia resident. Any non-obligatory fees, such as overdue library books, are the sole responsibility of the apprentice. The related instruction will prepare the apprentice for the following:

> Apprentice will be responsible for ensuring proper computer operation so that end users can accomplish business tasks. This includes receiving, prioritizing, documenting, and actively resolving end-user help requests and escalating incidents when considered appropriate and necessary to maintain Service Level Agreements (SLA) expectations. Problem resolution may involve the use of diagnostic and help request tracking tools, as well as in-person, hands on help at the desktop level.

The apprentice must attend related instruction as provided by UDC. Time spent in related instruction will be during normal work hours and will not adversely affect the apprentice's on-the-job learning. Hours of attendance of related instruction shall be reported to DCHR monthly. Each apprentice will be required to sign a release authorizing UDC to disclose his or her attendance and academic records to DCHR.

IV. Apprentice Wages

Wage/Compensation: Entry-Level Grade 7; Step 1: $42,273.00

To advance from program start to program completion, the apprentice shall have met the following requirements:

1. Satisfactorily completed the indicated on-the job work hours;

2. Satisfactorily completed the indicated months in the Apprenticeship Program; and

3. Satisfactorily completed the indicated related and supplemental instructional school hours.

After completion of the Apprenticeship Program, the apprentice is entitled to receive within-grade increases based on the compensation policies in the District of Columbia Personnel Manual (Chapter 11).

An employee occupying a permanent position who has not reached the maximum rate of his or her grade shall be granted a within-grade increase if he or she meets all of the following requirements:

1. The employee must have completed the required waiting period for advancement to the next higher step of the grade of his or her position;

2. The employee must not have received an equivalent increase during the waiting period; and

3. The employee's performance rating assigned for the most recent rating period that ended prior to the completion date of the required waiting period must be either Satisfactory or better or Meets Expectations or better, as applicable.

The apprentice's advancement to the next higher step of the grade of his or her position will be as follows:

1. An apprentice will advance to step 2, after successfully completing their apprenticeship. As a skilled Information Technology Support Assistant, the waiting periods for advancement to the following steps in all District Service salary schedule

grades shall be as follows: Steps 3, 4 and 5, fifty-two calendar weeks of creditable service/work; and

2. Steps 6, 7, 8, 9 and 10, one hundred four (104) calendar weeks of creditable work/service.

This amendment is hereby accepted and adopted by DC Human Resources (DCHR) and by the DC Department of Health Care Finance (DHCF).

12/4/2020

Ventris C. Gibson
Director, Department of Human Resources (DCHR) **Date**

12/22/2020

Wayne Turnage
Director, Department of Health Care Finance (DHCF) **Date**

Program registered as incorporating the basic standards recommended by the DC Apprenticeship Registration Agency.

2/10/21

Dr. Unique Morris- Hughes
Director, Department of Employment Services **Date**

DCHR & DHCF - Information Technology Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

ON-THE-JOB TRAINING: An Information Technology Support Assistant will be responsible for ensuring proper computer operation so that end users can accomplish business tasks. This includes receiving, prioritizing, documenting, and actively resolving end-user help requests and escalating incidents when considered appropriate and necessary to maintain Service Level Agreements (SLA) expectations. Problem resolution may involve the use of diagnostic and help request tracking tools, as well as in-person, hands on help at the desktop level. On the Job Learning Tasks include:

Fundamental IT Concepts

- Differentiate between information and data
- Identify the elements of the system development life cycle
- Describe the role of technology in converting data and information into organizational knowledge
- Understand concepts of server, desktop, application, and virtualization
- Understand the purpose and function of fundamental communication system hardware, including end user devices, switches, routers, cabling, wireless access points, and radio towers
- Demonstrate fundamental understanding of, and skills with, common operating systems, software applications, and programming languages
- Differentiate between systems software and application software
- Understand the potential for integration of system and software components
- Understand different types of information processing (real-time, event-driven, batch, etc.)

- Demonstrate knowledge of IT equipment disposal processes
- Demonstrate knowledge of user centered design principles and practices, including universal design as it relates to users with disabilities
- Demonstrate fundamental understanding of principles of accessible technology as they relate to users of computerized content who have disabilities and individuals with sensory, and/or functional limitations
- Understand major IT specialization roles and functions
- Explain the importance of good recordkeeping, documentation, and institutional knowledge preservation
- Explain the importance of information security, assurance, and privacy to individuals, organizations, industries, and societies.

IT in Business

- Demonstrate behavior that reflects professional business ethics (e.g., honesty, integrity, responsibility)
- Understand the concept of business analytics and the importance of ensuring that data and information systems support business goals and processes

- Explain the importance of IT service level agreements (SLA) and their relationship to service provision
- Demonstrate knowledge of the data requirements of business activities and their relationship to processing functions
- Explain the need for business impact assessments and the importance of minimizing system down times and user impacts
- Explain the importance of IT systems that are easy for IT Users to use and the importance of User support
- Understand how an IT department in an organization is typically organized, its mission, function, decision-making processes, and internal and external roles
- Demonstrate knowledge of laws and regulations which require compliance reporting, including laws and regulations which require accessibility of information technology for employees, customers, and members of the public with disabilities
- Demonstrate knowledge of business resiliency and resumption concepts
- Explain the importance of user accessibility in achieving business goals, communicating with the public, and meeting federal equal employment opportunity requirements
- Understand common hardware purchasing, licensing, and maintenance agreements
- Understand common business processes for installing, managing, and maintaining enterprise hardware and software

Databases and Applications:

- Understand fundamental concepts of database design and the need for database architectural strategies to fit business or industry requirements
- Differentiate between databases and flat files
- Differentiate between hierarchal and relational databases
- Understand metrics used to characterize data and different kinds of data (structures, unstructured, text-based, character limits)
- Understand importance of large, unstructured data sets that must be managed and queried in new ways to find meaning and value ("Big Data")
- Demonstrate ability to analyze data requirements
- Explain the role and relationships of data, information, and databases in organizations, specifically their role in business intelligence
- Describe mechanisms for data collection and management, e.g., automated data collection, input forms, source documents, external devices, interfaces, relational characteristics, and dependencies
- Demonstrate knowledge of identifying and protecting privacy data and sensitive information
- Be able to create and query a basic database
- Understand how other applications interact with databases to create and retrieve data

Networks, Telecommunication, Wireless, and Mobility

- Fundamentals of Networking and Telecommunication
- Identify and describe differences between Local Area Networks (LAN), Wide Area Networks (WAN), Virtual Private Networks (VPN), Internet, intranets, extranets, telephony, Voice over IP (VoIP), and other networks
- Describe common network topologies

- Differentiate between common networking protocols
- Explain the purpose and properties of IP addressing
- Explain the purpose and properties of routing and switching
- Explain DNS concepts
- Explain the purpose and properties of DHCP
- Recognize common network media and connector types
- Identify and explain the need for common network monitoring resources
- Understand basic telephony (e.g., analog vs. digital signals) and how it is integrated into IP networks
- Recognize methods of network optimization
- Explain the functionality, integrity, accessibility, and security of internet services
- Explain different server roles, their purpose, and how they interact in a network context
- Differentiate between Cloud-based applications, local server-based applications, and applications installed on a local computer, and know when to choose between them
- Understand key tasks performed during the maintenance, administration, and securing of Local Area Networks
- Identify common network infrastructure troubleshooting techniques

Compliance

- Abide by a Code of Ethics for professional conduct
- Explain the difference between local laws, regulations, and technical standards
- Follow governance, risk management, and compliance procedures
- Explain software licensing agreements and the importance of ensuring that software is properly licensed prior to performing installation
- Understand the concept of an End User License Agreement (EULA)
- Differentiate between open source and proprietary licenses

User and Customer Support

- Describe the importance of understanding different user groups and their perspectives, concerns, and technology uses
- Demonstrate ability to communicate with users/customers for the purpose of assessing their needs and helping them solve problems
- Assess the user implications of new IT solutions, including the business benefits
- Explain the importance of maintaining business and process continuity throughout IT changes such as software or hardware modifications
- Provide customer service and support for common software/hardware issues
- Provide customer services and support for common accessibility issues, including activating built-in software accessibility features and facilitating compatibility and interoperability with assistive technology devices
- Provide training on new hardware/software
- Demonstrate ability to troubleshoot problems in person or remotely
- Analyze symptoms to identify broad area of user error or technical failure
- Identify measurement techniques for increased productivity due to information support implementation
- Identify and describe quality assurance concepts

- Implement and provide guidance for the evolution of an IT solution (upgrades)
- Understand the importance of identifying and classifying incident types and service interruptions
- Describe the importance of good documentation and recordkeeping in customer service operations
- Describe how call centers typically operate

TOTAL HOURS: 2,000 per year

MEDICAID PROGRAM SUPPORT ASSISTANT– APPRENTICESHIP PROGRAM

Department of Human Resources (DCHR)
Department of Health Care Finance (DHCF)

ON-THE-JOB TRAINING WORK PROCESS:

- Improve access to high-quality, person-centered services that produce positive health outcomes for individuals;
- Promote efficiencies that ensure Medicaid's sustainability for beneficiaries over the long term;
- Support coordinated strategies to address certain health determinants that promote upward mobility, greater independence, and improved quality of life among individuals;
- Strengthen beneficiary engagement in their personal healthcare plan, including incentive structures that promote responsible decision-making;
- Enhance alignment between Medicaid policies and health insurance products to facilitate smoother beneficiary transition; and
- Advance innovative delivery system and payment models to strengthen provider network capacity and drive greater value for Medicaid.
- Review and analyze provider documentation and issues; tracks and trends issues with providers and makes recommendations for quality improvement.
- Collaborate with appropriate partner agencies and referrals for inappropriate service provisions and/or non-compliance.

TOTAL HOURS: 4000

DCHR - Medicaid Program Support Assistant -Apprenticeship Program
"A Pathway to District Entry Level Jobs"

Department of Human Resources

Apprenticeship Standards

DCHR/DHCF APPRENTICESHIP PROGRAM FOR MEDICAID PROGRAM SUPPORT ASSISTANT OCCUPATION

APPROVED AND REGISTRED WITH THE DC APPRENTICESHIP REGISTRATION AGENCY

DCHR - Medicaid Program Support Assistant -Apprenticeship Program
"A Pathway to District Entry Level Jobs"

DCHR/DHCF - Medicaid Program Support Assistant - Apprenticeship Program
"A Pathway to District Entry Level Jobs"

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DCHR - Medicaid Program Support Assistant -Apprenticeship Program
"A Pathway to District Entry Level Jobs"

XXVII. Signatures of Approval 17

DCHR - Medicaid Program Support Assistant -Apprenticeship Program
"A Pathway to District Entry Level Jobs"

I. PURPOSE AND SCOPE

The District of Columbia Department of Human Resources (DCHR) provides human capital services that strengthen individual and organizational performance, and enables the District government to attract, develop and retain a well-qualified, diverse workforce. DCHR provides services to nearly to 36,000 talented and dedicated District Government employees who serve over 700,000 city residents.

By developing and implementing a successfully managed Medicaid Program Support Assistant Apprenticeship Program (Apprenticeship Program), DCHR (Sponsoring Agency), in partnership with the Department of Health Care Finance (DHCF), the hosting agency, can utilize its extensive knowledge of health care administration to introduce the career field to those who may not be aware of the career opportunities in the path of health care.

The Medicaid Program Support Assistant apprentices will be working within DHCF delivering front line support to managers and employees. The apprentices work will include handling day to day queries and providing Medicaid advice; working on a range of Medicaid policies; and providing a reasonable and consistent system of oversight of the Medicaid program which effectively encourages compliance accountability, protection of public funds and payments made in the correct amount for covered services.

DCHR's goal is to allow Career Pathways candidates to become exposed to the Medicaid administration curricula through training instruction, on-the-job learning and professional development. The Apprenticeship Program will establish a base foundation for training and employment in the area of health care administration. By developing a talent pool based in the District of Columbia, DCHR's ability to recruit more citizens of the District of Columbia will significantly increase. The Apprenticeship Program will create a resource of new talent who will have the requisite knowledge to become competent Medicaid Program Support Assistants. The apprentices, upon completion of the one-year Apprenticeship Program, will be well prepared with the required workforce skills as qualified Medicaid Program Support Assistants with DHCF.

The goals of the Apprenticeship Program are:

- Generate broader career interest and promote opportunities in health care administration.

- Meet the Pathways to District Government Careers Amendment Act of 2018's goal of expanding the number and range of jobs and ensure access to District government entry-level positions through appropriate skills training.

- Utilize vast experience and expertise of DCHR and DHCF leadership, management and subject-matter-experts to train and develop highly skilled apprentices who, with the combination of one-year on-the-job learning and classroom training, will become highly qualified for entry-level support positions at DHCF.

DCHR - Medicaid Program Support Assistant -Apprenticeship Program
"A Pathway to District Entry Level Jobs"

- To cultivate, develop and maintain a talented pool of health care administration professionals. Produce highly skilled apprentices who are prepared with the required workforce skills needed to pursue entry-level careers within the District government.

II. EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The District of Columbia Government is an equal opportunity employer. The recruitment, selection, employment and training of apprentices during the Apprenticeship Program shall be without discrimination because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation or any other protected trait in accordance with relevant District and federal laws. DCHR will take affirmative action to provide equal opportunity in apprenticeship and will operate the Apprenticeship Program as required under Title 29 of the Code of Federal Regulations, Part 30 and equal employment opportunity regulations of the District of Columbia State Plan.

III. AFFIRMATIVE ACTION PLAN

DCHR shall provide for outreach and positive recruitment of minorities and women in the participation of our Apprenticeship Program. When the number of apprentices employed reaches five (5), DCHR will develop and submit an Affirmative Action Plan pursuant to the D.C. State Plan for Equal Employment Opportunity in Apprenticeship (Sections II and III).

IV. ELIGIBILITY REQUIREMENTS

In order to be eligible to participate in the Apprenticeship Program, qualified candidates must meet the following Qualifications:

Age:	18 and over
Education:	A high school graduate of District of Columbia Public Schools (DCPS) or District of Columbia Public Charter Schools (DCPCS) or received a G.E.D. or its equivalent from the District of Columbia. Applicants must furnish DCHR with documentation showing proof of graduation or a District of Columbia issued G.E.D. certificate or its equivalent.
Experience:	Prior work experience in health care administration or closely related field is preferred but not required
Residency:	Must be a District resident
Physical Ability:	Must be physically able to perform the duties of the occupation or trade
Testing:	Successfully pass written and/or oral exams on fundamental reading, writing, general math and critical thinking as administered by DCHR or the relevant

	education/training provider. The applicant must possess the prerequisite basic reading, writing, math and communication skills.
Skills:	Strong verbal and written communication skills, computer skills
Suitability:	Pre-employment criminal background check; Pre-employment drug and alcohol test.

V. APPLICATION PROCEDURES AND SELECTION CRITERIA

How to Apply:

1. Recruitment for apprentice positions will be done via DCHR's website, dchr.dc.gov. Applications must be submitted online via DCHR's website through the "Career Pathways" program tab. Applicants can obtain assistance by visiting the DCHR Customer Care Center located at 1015 Half Street, SE, 9th Floor, Washington, DC 20003 or by contacting the Career Pathways Outreach Specialist to obtain assistance.

2. Once submitted, DCHR will screen applications to determine which are suitable for acceptance (i.e., those that meet all applicable eligibility requirements). DCHR will then contact the applicant to schedule an interview.

3. DCHR will conduct interviews. A maximum number of applicants will be determined prior to interview sessions.

4. Applicants will be placed in order based upon DCHR determined ranking factors.

Interview Process:

1. An interview panel of DCHR and DHCF leadership and managers shall conduct all applicant interviews.

2. As part of application supporting documents, the interview panel should have a copy of each candidate's application, resume, high school diploma or transcript, proof of age and government issued identification.

3. The interview panel will provide introduction and general program overview to each candidate during the interview, then pose a series of questions, all geared towards a determination of each candidate's level of work experience, ethics, communication and interpersonal skills. Each applicant will be asked the same questions in fairness and equal evaluation.

4. Evaluation of an applicant's interview responses will be categorized as Superior, Good, Satisfactory, and Unsatisfactory. A score of Superior will be given a numerical value of 4, Good =3, Satisfactory =2, and Unsatisfactory = 1.

5. After panel questions, the applicant is given an opportunity to ask any questions they have concerning the Apprenticeship Program or the process.

6. All notes on the applicant's responses shall be documented for records and retained for the applicant's file.

7. Each applicant selected for the Apprenticeship Program will be instructed to attend a mandatory orientation which provides an in-depth program overview.

Applicant Rating System:

Once an applicant is deemed eligible to apply for the Apprenticeship Program, the applicant shall be selected based on the following criteria:

1. References (20)

2. Interview (25)

3. Ability to Meet Career Pathways Criteria: District Resident and District High School Graduate or GED recipient (50)

4. Previous work experience (5)

VI. TERM OF APPRENTICESHIP

The term of apprenticeship for the Medicaid Program Support Assistant occupation is one year consisting of approximately 2,000 hours a year of on-the-job learning. The hours for on-the-job learning for this occupation are identified in the work process.

VII. RELATED INSTRUCTION

To assure all around mastery of the Medicaid Program Support Assistant occupation, apprentices will be required to complete classwork in the technical and theoretical subjects related to their occupation. Apprentices will have to complete up to 485 hours of credit leading to a Certificate in Health Care Administration. The University of the District of Columbia-Community College (UDC-CC) will provide the apprentices related instruction. UDC-CC will not charge the apprentice for tuition, textbooks, or any other obligatory fees for each apprentice's related instruction as long as each apprentice remains in the Apprenticeship Program. Any non-obligatory fees, such as overdue library books, are the sole responsibility of the apprentice. The related instruction will prepare the apprentice for the following:

- Improve access to high-quality, person-centered services that produce positive health outcomes for individuals;
- Promote efficiencies that ensure Medicaid's sustainability for beneficiaries over the long term;
- Support coordinated strategies to address certain health determinants that promote upward mobility, greater independence, and improved quality of life among individuals;
- Strengthen beneficiary engagement in their personal healthcare plan, including incentive structures that promote responsible decision-making;
- Enhance alignment between Medicaid policies and health insurance products to facilitate smoother beneficiary transition; and
- Advance innovative delivery system and payment models to strengthen provider network capacity and drive greater value for Medicaid.

The apprentice must attend related instruction as provided by UDC-CC. While the apprentice will be completing the apprenticeship at the same time as earning a Certificate, neither should adversely affect the apprentice's performance in the other. Hours of attendance of related instruction shall be reported to DCHR monthly. Each apprentice will be required to sign a release authorizing UDC-CC to disclose his or her attendance and academic records to DCHR.

VIII. APPRENTICE SAFETY

DCHR and DHCF shall always provide adequate and safe equipment and facilities for on-the-job learning, adequate supervision to promote safe working conditions and safety training for apprentices, both on-the-job and in related instruction.

IX. SUPERVISION OF APPRENTICES

Each apprentice will be paired with a professional, experienced staff mentor for all related office work. The Apprenticeship Program Manager and DCHR Career Pathways Team shall be responsible for overall supervision and assurance of specified work instruction and training hours for each apprentice. The DHCF Program Manager will be responsible for approving time and attendance and providing six-month progress reports.

X. NUMERICAL RATIO OF APPRENTICES

In order to ensure the highest quality of training and work experience as well as reasonable employment opportunity following the Apprenticeship Program completion for apprentices, DHCF shall assign one (1) apprentice to one (1) experienced staff mentor.

XI. REGISTRATION OF APPRENTICES

DCHR shall prepare an Apprenticeship Agreement as required and provided by the D.C. Apprenticeship Registration Agency (Registration Agency). The Apprenticeship Agreement shall contain a clause making these standards part of the Agreement.

1. All agreements shall be signed by DCHR, DHCF and the apprentice and forwarded to the D.C. Registration Agency for registration within forty-five (45) calendar days of consummation.

2. DCHR, DHCF, the apprentice, and other stakeholders will receive a copy of the Registration Agreement for their records.

3. In the event that DCHR is unable to fulfill its obligations under the Apprenticeship Agreement, the apprentice may be transferred to another apprenticeship sponsor under a registered program with full credit to the apprentice for satisfactory time and training earned.

4. DCHR shall notify the D.C. Registration Agency in writing within forty-five (45) calendar days of any transfers, modification, cancelation, suspension, or termination of the agreement, with cause for the same, and of completion of the apprenticeship.

No person shall be considered a bona-fide apprentice until he or she is registered with the D.C. Registration Agency.

XII. PROBATIONARY PERIOD

All apprentices shall be subject to a one-year probationary period. Full credit towards the apprenticeship term shall be given to those apprentices, who successfully complete the probationary period. Apprentices selected for the Apprenticeship Program will remain in a probationary status for one -year (1-year) beginning on the first day of the Apprenticeship Program.

XIII. PERIODIC EVALUATION

The apprentice's Supervisor will conduct bi-annual progress evaluations to prepare reports and determine apprentice eligibility for advancement in wage progression pursuant to the District of Columbia Personnel Manual. The apprentice's Supervisor may seek input from senior-level managers and staff who work directly alongside apprentices for evaluations. If the apprentice's Supervisor's mid-year or yearly evaluation of the apprentice reveals that the apprentice's work performance is unsatisfactory, an initial counseling session will be arranged between the employer and the apprentice to communicate unsatisfactory level of work and present a

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performance improvement plan. If subsequent evaluation reveals continued unsatisfactory performance improvement, DCHR will proceed with disciplinary action.

XIV. DISCIPLINARY ACTION

DCHR will make a significant financial and human resources investment in the training and education of each apprentice. DCHR may elect to take disciplinary action, including termination, against an apprentice for failure to comply with the Apprenticeship Agreement, Apprenticeship Standards, District of Columbia laws, rules, policies and procedures, of failing to attend related instruction. If the necessary action is termination, the apprentice is hereby terminated from employment with the agency and the Apprenticeship Agreement is canceled. Any apprentice removed from the Apprenticeship Program will be ineligible to reapply.

Apprentices must continuously be enrolled at UDC-CC and remain in good academic standing. If DCHR does not see progress or evaluates the apprentice as less than ideal fit for the position, DCHR can terminate the apprentice at any time from the Apprenticeship Program.

XV. CERTIFICATE OF COMPLETION

Upon the Apprentice's satisfactory completion of the Apprenticeship Program, DCHR shall certify the names of each graduating apprentice to the DC Registration Agency and recommend that a Certificate of Completion be awarded.

XVI. GRANTING OF ADVANCE CREDIT

DCHR may, but is not required to, provide advance credit or standing to applicants for prior technical training or on-the-job learning from another registered apprenticeship program. However, if advance credits or standing are granted, the advance credits and standing will be provided up to one-fourth (¼) of the apprenticeship term and shall be granted to all applicants equally, for demonstrated competency, acquired experience, training or skills according to the advanced standing granted that is related to the Medicaid Program Support Assistant occupation. However, granting applicants credit in excess of one-fourth (¼) the apprenticeship term shall receive prior approval of the DC Apprenticeship Registration Agency. Granting of advance credit for prior technical training or on-the-job learning from another registered apprenticeship program is not granting credit of any kind to related instruction provided by UDC-CC.

XVII. MAINTENANCE OF RECORDS

Each apprentice will be required to sign a release authorizing UDC-CC to disclose his or her attendance and academic records to DCHR. DCHR shall keep adequate records of the Apprenticeship Program. These records will include, but will not be limited to the following: original applications of applicants applying to the Apprenticeship Program, selection and rejection of applicants, promotion, termination, rates of pay, evaluation of apprentice's work

and training performance and any other records pertinent to a determination of compliance with these standards, as may be required by the Registration Agency. These records will be maintained for a period of five (5) years as required and made available to the Registration Agency upon request.

XVIII. COMPLAINT PROCEDURE

DCHR or the apprentice may consult with the representative of the D.C. Registration Agency on the differences of opinion that may arise in the interpretation of any provision of these standards.

Any controversy or difference arising under an Apprenticeship Agreement, which cannot be resolved locally, may be submitted by the apprentice or the apprentice's authorized representative to the D.C. Registration Agency for review. The complaint must be in writing and signed by the complainant, or authorized representative and submitted within sixty (60) calendar days of the final local decision. In the event of a hearing, all procedures shall be in accordance with the D.C. Apprenticeship Registration Agency Rules and Regulations sections 1110.1 through 1110.8.

XIX. APPRENTICE WAGE PROGRESSION

Wage/Compensation: Entry-Level Grade 7; Step 1: $42,273.00

To advance from program start to program completion, the apprentice shall have met the following requirements:

1. Satisfactorily completed the indicated on-the job work hours;

2. Satisfactorily completed the indicated months in the Apprenticeship Program; and

3. Satisfactorily completed the indicated related and supplemental instructional school hours

After completion of the Apprenticeship Program, the apprentice is entitled to receive within-grade increases based on the compensation policies in the District of Columbia Personnel Manual (Chapter 11).

An employee occupying a permanent position who has not reached the maximum rate of his or her grade shall be granted a within-grade increase if he or she meets all of the following requirements:

1. The employee must have completed the required waiting period for advancement to the next higher step of the grade of his or her position;

2. The employee must not have received an equivalent increase during the waiting period; and

3. The employee's performance rating assigned for the most recent rating period that ended prior to the completion date of the required waiting period must be either Satisfactory or better or Meets Expectations or better, as applicable.

The apprentice's advancement to the next higher step of the grade of his or her position will be as follows:

1. An apprentice will advance to Step 2, after successfully completing their apprenticeship. As a skilled Medicaid Program Support Assistant, the waiting periods for advancement to the following steps in all District Services salary schedule grades shall be as follows: Steps 3, 4 and 5, fifty-two calendar weeks of creditable work/service; and

2. Steps 6, 7, 8, 9 and 10, one hundred four calendar weeks of creditable work/service.

XX. CANCELLATION OF APPRENTICESHIP AGREEMENT

If an apprentice fails to adhere to District personnel rules and regulations or for not performing required job function DCHR may remove the apprentice pursuant to the District of Columbia Personnel Manual. The apprentice will be given the required notice and a reasonable opportunity for corrective action where appropriate as required by the District of Columbia Personnel Manual. The apprentice and Registration Agency shall be notified of final action taken.

Though not an exhaustive list, the following classes of conduct and performance deficits constitute cause and warrant disciplinary action up to removal:

a. Failure to show progress to completion of the Apprenticeship Program;

b. Failure to stay in good academic standing with UDC-CC;

c. Failure to meet performance standards;

d. Neglect of duty;

e. Insubordination;

f. Inability to carry out assigned responsibilities or duties;

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g. Conviction of a felony or criminal offense that is related to the employee's duties or his or her agency mission;

h. Unexcused tardiness;

i. Unauthorized absence;

j. Sexual misconduct;

k. Falsification of official records concerning attendance;

l. Using, being under the influence of, or testing positive for an intoxicant while on duty.

Additionally, failure to adhere to UDC-CC policies and procedures, failure to maintain academic good academic standing, or dismissal from apprenticeship employment will result with the removal from the Apprenticeship Program. In the event an apprentice is dismissed from the Apprenticeship Program, the apprentice may choose to continue to pursue Certification from UDC-CC, if the apprentice was not expelled from UDC-CC; however, the apprentice will have to establish a method of payment as the apprentice will no longer be permitted to attend UDC-CC tuition-free. The apprentice will be responsible for any remaining tuition balance still due.

UDC-CC cannot seek reimbursement from the apprentice for tuition, textbook or other costs that have already been paid if the apprentice is terminated from the Apprenticeship Program or if the Apprenticeship Program is canceled.

XXI. DEREGISTRATION OF PROGRAM

This Apprenticeship Program may be canceled upon voluntary action of DCHR by requesting cancelation of the registration. The Apprenticeship Program may also be deregistered for reasonable cause by the D.C. Registration Agency, as outlined in section 1106 of the D.C. Apprenticeship Registration Agency Rules and Regulations.

If, at the request of DCHR, the Apprenticeship Program is canceled or the Apprenticeship Program is deregistered for reasonable cause by the D.C. Registration Agency, DCHR shall, within thirty (30) calendar days from the date of acknowledgement of action, notify all apprentices of the deregistration, the effective date and that the apprentices are no longer registered, and ensure that the apprentices receive any remittance due them.

XXII. PROVISIONS FOR MODIFCATION OR AMENDMENTS

DCHR may submit any significant proposed modifications or amendments to these Apprenticeship Standards to the D.C. Registration Agency for approval. Minor changes to the

standards may be made solely by DCHR with notification to the Registration Agency. The Registration Agency will make a determination on whether to approve such modifications or changes within ninety (90) calendar days from the date of receipt. If approved, the modification or changes will be recorded and acknowledged within ninety (90) calendar days of approval as an amendment to the Apprenticeship Program. Modification or changes to these standards shall not alter conditions of apprenticeship already in effect, without the consent of all parties involved.

XXIII. NOTIFICATION

DCHR shall notify the D.C. Office of Apprenticeship on any given apprenticeship action within two (2) weeks of the action.

XXIV. WORK PROCESS

The Apprenticeship Program will combine principles of experience and training with demonstrated competency. The total program hours will be broken up into the following areas:

MEDICAID PROGRAM SUPPORT ASSISTANT–
APPRENTICESHIP PROGRAM
Department of Human Resources (DCHR)
Department of Health Care Finance (DHCF)

TERM OF APPRENTICESHIP: The standard term of apprenticeship shall be 2000 on-the-job hours (OTJ) and 485 hours of credit related and supplemental instruction, completed within twenty-four months.

HOURS OF WORK AND WORKING CONDITIONS:

- Hours per day: 8 hours
-
- Hours per week: 40 hours

Apprentices will generally work the same hours as agency staff, except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

ON-THE-JOB TRAINING WORK PROCESS:

- Improve access to high-quality, person-centered services that produce positive health outcomes for individuals;

DCHR - Medicaid Program Support Assistant -Apprenticeship Program
"A Pathway to District Entry Level Jobs"

- Promote efficiencies that ensure Medicaid's sustainability for beneficiaries over the long term;
- Support coordinated strategies to address certain health determinants that promote upward mobility, greater independence, and improved quality of life among individuals;
- Strengthen beneficiary engagement in their personal healthcare plan, including incentive structures that promote responsible decision-making;
- Enhance alignment between Medicaid policies and health insurance products to facilitate smoother beneficiary transition; and
- Advance innovative delivery system and payment models to strengthen provider network capacity and drive greater value for Medicaid.

TOTAL HOURS: 2000

RELATED INSTRUCTION: UDC-CC will offer a Certificate in Health Care Administration through the Apprenticeship Program. Apprentices shall complete the prescribed courses of related and supplemental instruction, which will be 485 hours. Related and supplemental instruction will be provided by DHCF, DCHR and UDC-CC.

COURSE TITLE:	COURSE HOURS:	CERTIFICATIONS:	ADDITIONAL CONSIDERATIONS:
Medicaid Basics	96	DHCF Certificate of Completion	• Trainings offered monthly for twelve (12) consecutive months. • Provides broad view of Medicaid history, organization, language and delves into Key Medicaid concepts including, but not limited to, Medicaid payment models, customer service and Medicaid Information Technology Architecture.
Medical Office Administrative Program	138	Certified Medical Administrative Assistant (CMAA);	• 3-4 hours of homework/time outside of class required nightly • https://www.nhanow.com/certifications/

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DCHR - Medicaid Program Support Assistant -Apprenticeship Program
"A Pathway to District Entry Level Jobs"

		Issued By: National Health Care Association (NHA)	
Introduction to Medical Billing & Coding	132	Certified Billing & Coding Specialist (CBCS); Issued By: National Health Care Association (NHA)	• 1-2 hours of homework/time outside of class required nightly • https://www.nhanow.com/certifications/billing-coding
Advanced Medical Billing II	99	Certified Professional Coder (CPC); Issued By: American Academy of Professional Coders (AAPC)	• This course meets 4 days per week • 2 -3 hours of homework/study time outside of class nightly • Access to a computer and the internet will be critical • Exam is 5 hours and 40 minutes • No absences allowed in first 4 weeks of course start. • https://www.aapc.com/certification/cpc/

TOTAL RELATED INSTRUCTION HOURS: 465 Hours

CERTIFICATION(S):
Certified Professional Coder (CPC); Certified Medical Administrative Assistant (CMAA); Certified Billing & Coding Specialist (CBCS); DHCF Certificate of Completion of Medicaid Basics.

COURSE TITLE:	COURSE HOURS:	CERTIFICATIONS:	ADDITIONAL CONSIDERATIONS:
Coaching and Mentoring	**20**	**DCHR Certificate of Completion**	• **Coaching & Mentoring will begin once apprentice has been onboarded.** • **DCHR will provide coaching and mentoring focusing on traditional one-on-one partnerships as well as offering Group Mentoring with City University and Center for Learning & Development professionals through "Brown Bag Sessions."**

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DCHR - Medicaid Program Support Assistant -Apprenticeship Program
"A Pathway to District Entry Level Jobs"

		• **Through these mentoring and coaching partnerships, apprentices will gain career guidance, improve professional skills, obtain a better understanding of District Government, increase their networking with colleagues and enhance their own career development.**

TOTAL RELATED INSTRUCTION HOURS: 20 Hours

CERTIFICATION(S):
DCHR Certificate of Completion Mentoring & Coaching.

XXV. WORK HOURS

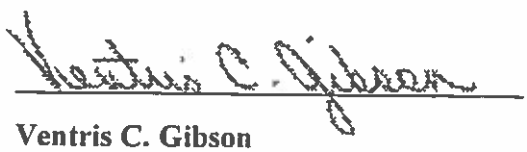
Apprentices will generally work the same hours as DHCF Program Support staff (9:00 AM- 5:00 PM), except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

XXVI. TRANSFER OF APPRENTICES

The Apprenticeship Program is designed to provide apprentices maximum exposure of various disciplines through periodic rotation within DHCF divisions with the intent of developing Medicaid Program Support Assistants. DCHR shall allow for the transfer of apprentices between DHCF departments and/or divisions.

XXVII. SIGNATURES OF APPROVAL

These standards of apprenticeship are hereby adopted, and the Apprenticeship Program will be operated in accordance with the D.C. Rules and Regulations for Apprenticeship and the D.C. State Plan for Equal Employment Opportunity in Apprenticeship and Training.



12/4/2020

Ventris C. Gibson
Director, Department of Human Resources (DCHR)

Date

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DCHR - Medicaid Program Support Assistant -Apprenticeship Program
"A Pathway to District Entry Level Jobs"

12/22/2020

Wayne Turnage
Director, Department of Health Care Finance (DHCF) **Date**

Program registered as incorporating the basic standards recommended by the DC Apprenticeship Registration Agency.

2/10/21

Dr. Unique Morris- Hughes
Director, Department of Employment Services (DOES) **Date**

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Current Apprentices Hired During FY21

Apprentice Name	Career Pathway Program	Hire Date	Expected Date of Program Completion
Douglas Tucker	DHCF- Information Technology	April 26, 2021	April 26, 2023
Keyona Dobbins	DHCF- Healthcare Administration	April 26, 2021	April 26, 2023
Louis Rackett	DPR- Information Technology	March 15, 2021	April 14, 2022
Peric Brooks	DPR- Information Technology	February 1, 2021	February 1, 2022
Lasharn Mattison	DCHR- Human Resources Assistant	November 7, 2021	December 6, 2022

dchr

DC DEPARTMENT OF HUMAN RESOURCES

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Residency– Milestone Plan

The DC Department of Human Resources (DCHR), in partnership with the Office of Contracting and Procurement, will select a vendor to complete an analysis of current and former District employee residency patterns as outlined in the Fiscal Year 2022 Budget Support Act of 2021. DCHR and the vendor will complete employee surveys and agency hiring manager focus groups. In addition, DCHR will analyze PeopleSoft data to find trends and provide recommendations to increase District employee residency. Below is the current draft of the project timeline (may be subject to change):

Milestone	Workstream	Responsible Party/Agency	Planned Due Date	Current Status
Identify project leads	All	DCHR	**11/30/2021**	
Identify PeopleSoft data fields needed to analyze data. Fields may include: applicant information	PeopleSoft Data Analysis	DCHR	**12/17/2021**	
Research publicly available data	PeopleSoft Data Analysis	DCHR	**12/30/2021**	
Analyze applicant data for the last three fiscal years to determine resident applicants based on agency, grade, salary, and position title	PeopleSoft Data Analysis	DCHR	**1/28/2022**	
Analyze hires from applicants directly examining agency, grade, position, and residency upon hire	PeopleSoft Data Analysis	DCHR	**1/28/2022**	
Analyze residency of employees within three years of starting employment with a focus on how many employees lived in the District upon hire and then moved out of the District. How many employees lived outside of the District and moved into the District within three years of employment -analysis will look specifically at sworn police officers and firefighters and any other large identified group	PeopleSoft Data Analysis	DCHR	**1/28/2022**	
Identify at least three agency HR stakeholders to assist with project	All	DCHR	**12/10/2021**	
Convene stakeholder group meeting to review legislative requirements and milestone plan	Anonymous Survey	DCHR	**1/17/2022**	

Milestone	Workstream	Responsible Party/Agency	Planned Due Date	Current Status
Complete draft Statement of Work (SOW) for review by stakeholders and OCP	Anonymous Survey	DCHR	**1/15/2022**	
Submit final draft SOW to OCP for solicitation	Anonymous Survey	DCHR	**1/20/2022**	
Issue/advertise solicitation	Anonymous Survey	OCP	**1/20/2022**	
Solicitation closes	Anonymous Survey	OCP	**2/10/2022**	
Complete the evaluation of vendor proposals	Anonymous Survey	OCP	**2/29/2022**	
Make vendor selection and begin compliance document review	Anonymous Survey	OCP	**3/5/2022**	
Contract award	Anonymous Survey	OCP	**3/5/2022**	
Kick-off meeting with vendor and stakeholder group to review requirements and deliverables	Anonymous Survey	OCP, Vendor & Stakeholders	**3/12/2022**	
Schedule weekly check-in with vendor	Anonymous Survey	DCHR	**3/5/2022**	
Pull email addresses of current and former employees (identify which former employees will be contacted)	Anonymous Survey	Vendor & Stakeholders	**1/30/2022**	
Prepare draft survey to employees	Anonymous Survey	Vendor	**3/25/2022**	
Finalize survey and communication and prepare for distribution	Anonymous Survey	Vendor	**4/5/2022**	
Distribute surveys	Anonymous Survey	Vendor	**4/10/2022**	
Reminder email encouraging survey responses	Anonymous Survey	Vendor	**4/17/2022**	
Final employee reminder email	Anonymous Survey	Vendor	**4/28/2022**	
Final date for survey submissions	Anonymous Survey	Vendor	**4/30/2022**	
Begin analyzing survey responses	Anonymous Survey	Vendor	**5/1/2022**	

DCHR Residency Study – Milestone Plan (continued)

Milestone	Workstream	Responsible Party/Agency	Planned Due Date	Current Status
Share survey responses and draft report with DCHR & stakeholder group	Anonymous Survey	Vendor	**5/30/2022**	
Share final report with DCHR	Anonymous Survey	Vendor	**6/7/2022**	
Draft focus group questions and share with stakeholders	Focus Group	DCHR & Vendor	**4/1/2022**	
Based on data analysis, identify possible agencies for focus group and contact agencies hiring managers and HR	Focus Group	DCHR & Vendor	**4/5/2022**	
Finalize focus group questions	Focus Group	DCHR & Vendor	**4/20/2022**	
Begin conducting focus groups	Focus Group	DCHR & Vendor	**5/1/2022**	
Complete focus groups and begin analyzing responses	Focus Group	DCHR & Vendor	**7/1/2022**	
Submit draft focus group findings	Focus Group	DCHR & Vendor	**8/1/2022**	
Complete final report for review by DCHR	Focus Group	Vendor	**8/10/2022**	
Submit final report to OCA	Focus Group	DCHR	**8/15/2022**	
Submit final report to OPLA	Focus Group	DCHR	**9/1/2022**	
Submit final review to Council	Focus Group	DCHR	**9/30/2022**	

District residency by agency by group--show number and percent of total in that group that are DC residents, by each group, FY2021 (Q55)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	
					Group 1			Group 2			Group 3			Group 4			Group 5			Group 6			Group 7			Group 8			Group 9			DATA VALIDITY
					Career Service, Competitive positions Grades 9 or below			Career Service, Non-Competitive (term or temporary) positions Grades 9 or below			Career Service, Competitive positions, Grades 10 and above			Career Service, Non-Competitive (term or temporary) positions Grades 10 and above			Management and Supervisory Service positions			Legal Service positions			Excepted Service positions			Executive Service positions			Educational Service positions			Agency doesn't use PeopleSoft, or otherwise may have erroneous residency data reported here
	Agency Name	Total employees	Total number employees who are DC residents	Percent who are DC residents (Col. C/B)	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	
							Col. F/E			Col. I/H			Col. L/K			O/N			R/Q			U/T			X/W			AA/Z			AD/AC	
	TOTAL ACROSS DC GOVT	36758	15645	43%																												
AA	Executive Office of the Mayor	105	92	88%	0	0	0%	1	0	0%	10	4	40%	9	6	67%	1	0	0%	0	0	0%	80	78	98%	4	4	100%	0	0	0%	
AB	Council of the District of Columbia	191	178	93%	6	4	67%	0	0	0%	7	2	29%	0	0	0%	0	0	0%	9	9	100%	168	162	96%	1	1	100%	0	0	0%	
AC	Office of the DC Auditor	26	13	50%	0	0	0%	0	0	0%	17	8	47%	2	0	0%	3	1	33%	0	0	0%	4	4	100%	0	0	0%	0	0	0%	
AD	Office of the Inspector General	84	27	32%	3	1	33%	0	0	0%	53	14	26%	1	0	0%	18	4	22%	0	0	0%	8	7	88%	1	1	100%	0	0	0%	
AE	Office of the City Administrator	56	42	75%	1	1	100%	0	0	0%	18	10	56%	3	3	100%	4	4	100%	10	5	50%	18	17	94%	0	0	0%	0	0	0%	
AF	Contract Appeals Board	11	7	64%	1	0	0%	0	0	0%	2	1	50%	1	0	0%	1	0	0%	3	3	100%	3	3	100%	0	0	0%	0	0	0%	
AG	Board of Ethics and Government Accountability	17	11	65%	0	0	0%	0	0	0%	7	2	29%	0	0	0%	0	0	0%	7	6	86%	3	3	100%	0	0	0%	0	0	0%	
AH	Mayor's Office of Legal Counsel	8	8	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	8	8	100%	0	0	0%	0	0	0%	
AI	Office of the Senior Advisor	19	19	100%	0	0	0%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	0	0	0%	18	18	100%	0	0	0%	0	0	0%	
AM	Department of General Services	594	252	42%	196	112	57%	27	15	56%	285	94	33%	10	3	30%	66	23	35%	7	2	29%	1	1	100%	2	2	100%	0	0	0%	
AP	Office of Asian and Pacific Islander Affairs	7	3	43%	0	0	0%	3	1	33%	1	0	0%	2	1	50%	0	0	0%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	
AR	Statehood Initiatives Agency	7	5	71%	0	0	0%	5	3	60%	0	0	0%	2	2	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	
AS	Office of Finance and Resource Management	18	3	17%	5	1	20%	0	0	0%	12	2	17%	1	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	
AT	Office of the Chief Financial Officer	1264	272	22%	285	92	32%	12	4	33%	930	166	18%	16	5	31%	11	3	27%	0	0	0%	5	1	20%	0	0	0%	2	0	0%	
BA	Office of the Secretary	23	17	74%	3	3	100%	0	0	0%	14	8	57%	1	1	100%	0	0	0%	0	0	0%	4	4	100%	1	1	100%	0	0	0%	
BD	Office of Planning	70	35	50%	0	0	0%	0	0	0%	56	27	48%	1	0	0%	11	7	64%	1	0	0%	1	1	100%	0	0	0%	0	0	0%	
BE	DC Department of Human Resources	172	101	59%	9	6	67%	41	33	80%	56	24	43%	23	12	52%	19	9	47%	8	6	75%	12	10	83%	0	0	0%	0	0	0%	
BJ	Office of Zoning	24	12	50%	1	1	100%	0	0	0%	13	5	38%	0	0	0%	2	0	0%	7	5	71%	1	1	100%	0	0	0%	0	0	0%	
BN	Homeland Security & Emerg. Mgmt. Agency	117	43	37%	2	1	50%	4	2	50%	25	11	44%	64	20	31%	18	5	28%	1	1	100%	2	2	100%	1	1	100%	0	0	0%	
BX	Commission on the Arts and Humanities	29	16	55%	2	2	100%	1	1	100%	12	4	33%	7	5	71%	4	2	50%	2	1	50%	0	0	0%	1	1	100%	0	0	0%	
BY	Department of Aging and Community Living	105	48	46%	4	1	25%	0	0	0%	73	34	47%	5	1	20%	20	9	45%	2	2	100%	0	0	0%	1	1	100%	0	0	0%	
BZ	Office on Latino Affairs	8	8	100%	0	0	0%	0	0	0%	1	1	100%	4	4	100%	0	0	0%	0	0	0%	2	2	100%	1	1	100%	0	0	0%	
CB	Office of the Attorney General	613	281	46%	47	25	53%	13	6	46%	192	82	43%	31	8	26%	23	6	26%	284	132	46%	15	15	100%	4	4	100%	0	0	0%	
CE	DC Public Library	569	298	52%	327	191	58%	27	18	67%	132	52	39%	10	2	20%	70	32	46%	1	1	100%	1	1	100%	0	0	0%	0	0	0%	
CF	Department of Employment Services	729	392	54%	90	61	68%	161	100	62%	215	105	49%	149	73	49%	106	48	45%	6	3	50%	1	1	100%	1	1	100%	0	0	0%	
CG	Public Employee Relations Board	6	2	33%	0	0	0%	0	0	0%	3	1	33%	0	0	0%	0	0	0%	3	1	33%	0	0	0%	0	0	0%	0	0	0%	
CH	Office of Employee Appeals	15	4	27%	3	2	67%	0	0	0%	2	0	0%	0	0	0%	0	0	0%	9	2	22%	1	0	0%	0	0	0%	0	0	0%	
CI	Office of Cable Television, Film, Music and Entertainment	4	3	75%	1	0	0%	1	1	100%	1	1	100%	0	0	0%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	0	0	0%	
CJ	Office of Campaign Finance	32	12	38%	6	2	33%	1	1	100%	18	5	28%	0	0	0%	3	2	67%	3	1	33%	1	1	100%	0	0	0%	0	0	0%	
CQ	Office of the Tenant Advocate	22	13	59%	0	0	0%	2	2	100%	6	4	67%	3	1	33%	0	0	0%	10	5	50%	1	1	100%	0	0	0%	0	0	0%	
CR	Department of Consumer and Regulatory Affairs	405	191	47%	109	67	61%	1	1	100%	229	93	41%	1	1	100%	57	24	42%	7	4	57%	0	0	0%	1	1	100%	0	0	0%	
CT	Office of Cable Television, Film, Music and Entertainment	47	20	43%	1	1	100%	2	0	0%	25	8	32%	10	5	50%	7	4	57%	1	1	100%	0	0	0%	1	1	100%	0	0	0%	
DA	Real Property Tax Appeals Commission (RPTAC)	12	8	67%	3	1	33%	0	0	0%	1	0	0%	7	6	86%	0	0	0%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	
DB	Department of Housing and Community Development	147	86	59%	19	8	42%	2	2	100%	90	49	54%	2	2	100%	19	14	74%	10	6	60%	4	4	100%	1	1	100%	0	0	0%	
DC	DC Lottery and Charitable Games Control Board	71	16	23%	8	0	0%	0	0	0%	62	16	26%	1	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	
DH	Public Service Commission	75	23	31%	2	1	50%	0	0	0%	45	14	31%	5	3	60%	13	4	31%	10	1	10%	0	0	0%	0	0	0%	0	0	0%	
DJ	Office of the People's Counsel	45	23	51%	0	0	0%	1	1	100%	27	14	52%	0	0	0%	7	4	57%	10	4	40%	0	0	0%	0	0	0%	0	0	0%	
DL	Board of Elections and Ethics	58	38	66%	17	12	71%	0	0	0%	20	15	75%	2	1	50%	10	4	40%	1	0	0%	0	0	0%	1	1	100%	0	0	0%	
DQ	Commission on Judicial Disabilities and Tenure	1	0	0%	0	0	0%	0	0	0%	1	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	
DR	Rental Housing Commission	8	6	75%	1	1	100%	0	0	0%	5	4	80%	0	0	0%	0	0	0%	2	1	50%	0	0	0%	0	0	0%	0	0	0%	
DV	Judicial Nomination Commission	2	1	50%	0	0	0%	0	0	0%	1	0	0%	0	0	0%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	0	0	0%	
DX	Office of Advisory Neighborhood Commissions	6	6	100%	0	0	0%	0	0	0%	4	4	100%	0	0	0%	0	0	0%	0	0	0%	2	2	100%	0	0	0%	0	0	0%	
DY	DC Retirement Board	57	11	19%	41	7	17%	0	0	0%	12	3	25%	2	1	50%	0	0	0%	0	0	0%	2	0	0%	0	0	0%	0	0	0%	
EB	Office of the Deputy Mayor for Planning and Economic Development	76	44	58%	1	1	100%	1	0	0%	38	20	53%	14	8	57%	11	6	55%	6	4	67%	5	5	100%	0	0	0%	0	0	0%	
EN	Department of Small and Local Business Development	49	33	67%	4	4	100%	1	1	100%	23	10	43%	8	8	100%	9	7	78%	2	1	50%	1	1	100%	1	1	100%	0	0	0%	
FA	Metropolitan Police Department	4142	842	20%	3285	555	17%	309	121	39%	258	74	29%	3	0	0%	62	16	26%	4	1	25%	3	3	100%	1	1	100%	0	0	0%	
FB	Fire and Emergency Medical Services Department	2101	708	34%	1344	533	40%	36	35	97%	81	32	40%	1	0	0%	15	3	20%	4	2	50%	5	4	80%	2	2	100%	0	0	0%	
FH	Office of Police Complaints	21	10	48%	4	0	0%	0	0	0%	12	6	50%	0	0	0%	3	2	67%	0	0	0%	2	2	100%	0	0	0%	0	0	0%	
FI	Corrections Information Council	9	6	67%	1	1	100%	1	1	100%	4	2	50%	2	1	50%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	0	0	0%	
FJ	Criminal Justice Coordinating Council	18	10	56%	0	0	0%	0	0	0%	10	4	40%	0	0	0%	0	0	0%	0	0	0%	8	6	75%	0	0	0%	0	0	0%	
FK	DC National Guard	125	27	22%	16	5	31%	57	16	28%	29	4	14%	21	1	5%	1	1	100%	0	0	0%	0	0	0%	0	0	0%	1	0	0%	
FL	Department of Corrections	1139	217	19%	892	153	17%	21	4	19%	120	29	24%	13	8	62%	87	19	22%	2	1	50%	2	2	100%	1	1	100%	0	0	0%	
FO	Office Victim Serv. & Justice Grants Admin	18	6	33%	0	0	0%	0	0	0%	13	3	23%	1	1	100%	2	0	0%	0	0	0%	2	2	100%	0	0	0%	0	0	0%	
FQ	Office of the Deputy Mayor Public Safety & Justice Cluster	11	10	91%	0	0	0%	0	0	0%	5	4	80%	1	1	100%	0	0	0%	0	0	0%	4	4	100%	1	1	100%	0	0	0%	
FR	Department of Forensic Sciences	197	53	27%	13	5	38%	17	9	53%	103	27	26%	29	6	21%	30	4	13%	3	1	33%	1	1	100%	1	0	0%	0	0	0%	
FS	Office of Administrative Hearings	93	57	61%	25	13	52%	16	7	44%	6	0	0%	1	0	0%	4	1	25%	7	5	71%	33	30	91%	1	1	100%	0	0	0%	
FX	Office of the Chief Medical Examiner	94	30	32%	26	12	46%	1	1	100%	38	8	21%	12	3	25%	10	1	10%	1	1	100%	1	1	100%	1	1	100%	0	0	0%	
FZ	DC Sentencing Commission	6	6	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	5	5	100%	0	0	0%	0	0	0%	
GA	DC Public Schools	9900	4619	47%	65	33	51%	0	0	0%	249	121	49%	3	2	67%	1	1	100%	1	0	0%	0	0	0%	2	2	100%	9577	4459	47%	
GD	Office of the State Superintendent of Education	391	147	38%	7	5	71%	0	0	0%	22	3	14%	0	0	0%	90	36	40%	6	4	67%	0	0	0%	1	1	100%	265	98	37%	
GE	District of Columbia State Board of Education	29	25	86%	1	1	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	21	20	95%	2	2	100%	0	0	0%	
GF	University of the District of Columbia	945	345	37%	30	12	40%	8	3	38%	25	4	16%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	882	326	37%	
GL	DC State Athletic Association	6	4	67%	0	0	0%	0	0	0%	2	1	50%	1	0	0%	0	0	0%	1	1	100%	1	1	100%	0	0	0%	1	1	100%	
GN	Non Public Tuition	7	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	7	0	0%	
GO	OSSE DOT Department	1353	786	58%	45	28	62%	1	0	0%	5	3	60%	0	0	0%	55	23	42%	0	0	0%	0	0	0%	0	0	0%	1247	732	59%	
GW	Deputy Mayor for Education	37	28	76%	0	0	0%	0	0	0%	17	10	59%	3	3	100%	5	4	80%	0	0	0%	11	10	91%	1	1	100%	0	0	0%	
HA	Department of Parks and Recreation	680	484	71%	378	267	71%	17	14	82%	74	51	69%	5	5	100%	56	33	59%	1	1	100%	2	2	100%	1	1	100%	0	0	0%	
HC	Department of Health	737	409	55%	61	36	59%	140	121	86%	235	97	41%	160	89	56%	113	53	47%	12	3	25%	2	2	100%	1	1	100%	0	0	0%	
HG	Office of the Deputy Mayor Health and Human Services	15	12	80%	0	0	0%	0	0	0%	8	6	75%	0	0	0%	2	1	50%	0	0	0%	4	4	100%	1	1	100%	0	0	0%	
HI	Health Benefit Exchange Authority	96	27	28%	2	0	0%	2	0	0%	51	11	22%	8	3	38%	25	6	24%	5	5	100%	2	2	100%	0	0	0%	0	0	0%	
HM	Office of Human Rights	48	26	54%	5	4	80%	1	0	0%	16	7	44%	12	5	42%	8	6	75%	3	1	33%	2	2	100%	1	1	100%	0	0	0%	
HT	Department of Health Care Finance	236	100	42%	11	10	91%	4	2	50%	173	66	38%	6	2	33%	36	15	42%	4	3	75%	2	2	100%	0	0	0%	0	0	0%	
JA	Department of Human Services	1130	569	50%	173	106	61%	8	6	75%	693	351	51%	40	26	65%	206	74	36%	5	2	40%	3	3	100%	1	1	100%	0	0	0%	
JM	Department on Disability Services	381	110	29%	43	28	65%	1	1	100%	277	62	22%	4	2	50%	47	11	23%	7	5	71%	0	0	0%	1	1	100%	0	0	0%	
JR	Office of Disability Rights	9	6	67%	1	1	100%	0	0	0%	4	2	50%	0	0	0%	2	1	50%	1	1	100%	0	0	0%	1	1	100%	0	0	0%	
JZ	Department of Youth Rehabilitation Services	496	192	39%	293	125	43%	0	0	0%	118	37	31%	1	1	100%	77	25	32%	3	1	33%	2	2	100%	1	1	100%	0	0	0%	
KA	District Department of Transportation	1127	682	61%	484	380	79%	5	4	80%	470	227	48%	11	6	55%	137	53	39%	9	3	33%	2	2	100%	1	1	100%	0	0	0%	
KG	Department of Energy and Environment	384	187	49%	32	10	31%	36	25	69%	113	36	32%	140	81	58%	54	31	57%	5	3	60%	0	0	0%	1	1	100%	0	0	0%	
KO	Deputy Mayor for Operations and Infrastructure	8	7	88%	0	0	0%	0	0	0%	6	5	83%	0	0	0%	0	0	0%	0	0	0%	2	2	100%	0	0	0%	0	0	0%	
KT	Department of Public Works	1308	868	66%	845	574	68%	204	180	88%	171	65	38%	1	1	100%	82	44	54%	3	2	67%	0	0	0%	1	1	100%	0	0	0%	
KV	Department of Motor Vehicles	234	131	56%	135	91	67%	5	5	100%	63	23	37%	2	1	50%	25	7	28%	2	2	100%	1	1	100%	1	1	100%	0	0	0%	
LQ	Alcoholic Beverage Regulation Administration	58	35	60%	8	7	88%	0	0	0%	37	19	51%	3	3	100%	8	4	50%	1	1	100%	1	1	100%	0	0	0%	0	0	0%	
MA	Criminal Code Reform Commission	5	4	80%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	5	4	80%	0	0	0%	0	0	0%	
NS	Office of Neighborhood Safety and Engagement	35	19	54%	5	4	80%	3	2	67%	16	8	50%	3	0	0%	7	4	57%	0	0	0%	1	1	100%	0	0	0%	0	0	0%	
PO	Office of Contracting and Procurement	199	85	43%	8	5	63%	0	0	0%	121	53	44%	0	0	0%	64	25	39%	4	1	25%	0	0	0%	1	1	100%	0	0	0%	
RC	Office of Returning Citizen Affairs	16	16	100%	0	0	0%	0	0	0%	0	0	0%	4	4	100%	0	0	0%	0	0	0%	11	11	100%	1	1	100%	0	0	0%	
RK	Office of Risk Management	79	18	23%	1	0	0%	11	2	18%	18	3	17%	25	5	20%	14	2	14%	9	5	56%	0	0	0%	1	1	100%	0	0	0%	
RL	Child and Family Services Agency	723	212	29%	107	56	52%	1	1	100%	449	120	27%	1	0	0%	152	33	22%	6	1	17%	0	0	0%	1	1	100%	0	0	0%	
RM	Department of Behavioral Health	1272	471	37%	563	213	38%	31	17	55%	402	136	34%	37	21	57%	159	49	31%	5	4	80%	2	1	50%	1	1	100%	0	0	0%	
SR	Department of Insurance, Securities and Banking	112	50	45%	5	2	40%	1	1	100%	72	31	43%	2	1	50%	24	10	42%	5	2	40%	2	2	100%	1	1	100%	0	0	0%	
TC	Department of For-Hire Vehicles	62	36	58%	11	9	82%	10	7	70%	23	9	39%	0	0	0%	15	8	53%	2	2	100%	0	0	0%	1	1	100%	0	0	0%	
TK	Office of Cable Television, Film, Music and Entertainment	6	2	33%	0	0	0%	0	0	0%	3	0	0%	0	0	0%	3	2	67%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	
TO	Office of the Chief Technology Officer	319	69	22%	21	10	48%	0	0	0%	252	50	20%	8	2	25%	34	3	9%	2	2	100%	0	0	0%	1	1	100%	0	0	0%	
UC	Office of Unified Communications	331	154	47%	155	90	58%	2	1	50%	136	45	33%	4	2	50%	32	14	44%	1	1	100%	0	0	0%	1	1	100%	0	0	0%	
VA	Office of Veteran Affairs	6	5	83%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	6	5	83%	0	0	0%	0	0	0%	

Agency Code	Name	Total number of applicants to open positions		Number of applicants who were District residents		Number of applicants who were considered qualified and were District residents		Number of applicants who claimed residency preference points in their application		Number of applicants who claimed residency preference points and were qualified		Total number of new hires		Number of new hires who were District residents		Number of new hires who received residency preference points		Percentage of applicants who were District residents		Percentage of new hires who were District residents		Percentage of new hires who were District residents and received preference points		Number of entry-level job openings		Number of applicants who applied as a resident District graduate for an entry level job		Number of entry level job hires who were resident District graduates		Number of entry level job hires who were District residents		Percentage of applicants for an entry level job who applied as resident District graduate		Percentage of entry level job hires who were resident District graduates		Percentage of entry level job hires who were District residents	
		FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22
AO	Office of the Inspector General	392	84	100	21	60	12	98	20	60	11	11	2	1	1	0	1	26%	25%	9%	50%	0%	50%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
AE	Office of the City Administrator	594	309	270	142	236	114	259	151	235	122	10	0	6	0	5	0	45%	46%	60%	0%	50%	0%	1	0	75	0	0	0	0	0	30%	0%	0%	0%	0%	0%
AF	Contract Appeals Board	65	0	23	0	12	0	28	0	19	0	0	0	0	0	0	0	35%	0%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
AG	Board of Ethics and Government Accountability	194	0	75	0	35	0	62	0	30	0	5	0	5	0	3	0	39%	0%	100%	0%	60%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
AM	Department of General Services	585	36	225	17	176	5	220	15	176	4	29	2	10	0	8	0	38%	47%	34%	0%	28%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
AT	Office of the Chief Financial Officer	7	0	4	0	4	0	1	0	1	0	0	0	0	0	0	0	57%	0%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
BA	Office of the Secretary	298	95	116	40	77	28	108	40	78	29	4	0	4	0	3	0	39%	42%	100%	0%	75%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
BD	Office of Planning	239	220	90	98	46	67	79	101	46	67	8	2	4	1	4	1	38%	45%	50%	50%	50%	50%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
BE	DC Department of Human Resources	387	55	207	19	16	0	192	3	13	0	37	19	23	4	23	1	53%	35%	62%	21%	62%	5%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
BJ	Office of Zoning	69	16	34	9	20	9	32	9	23	9	7	3	5	1	4	1	49%	56%	71%	33%	57%	33%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
BN	Homeland Security & Emerg. Mgmt. Agency	570	116	197	50	144	19	195	42	141	16	28	0	11	0	5	0	35%	43%	39%	0%	18%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
BX	Commission on the Arts and Humanities	180	126	88	52	61	21	87	53	63	22	0	0	0	0	0	0	49%	41%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
BY	Department of Aging and Community Living	645	401	259	177	216	76	249	173	211	72	24	7	9	2	6	3	40%	44%	38%	29%	25%	43%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
CE	DC Public Library	1862	347	901	182	743	66	882	185	722	68	73	1	39	0	30	0	48%	52%	53%	0%	41%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
CF	Department of Employment Services	3381	589	1562	292	1176	232	1464	280	1145	231	241	14	136	6	48	0	46%	50%	56%	43%	20%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
CG	Public Employee Relations Board	0	21	0	8	0	3	0	7	0	3	0	0	0	0	0	0	0%	38%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
CI	Office of Cable Television, Film, Music and Entertainment	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	0	100%	0%	100%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
CJ	Office of Campaign Finance	254	61	97	23	58	11	89	27	52	14	3	0	2	0	2	0	38%	38%	67%	0%	67%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
CQ	Office of the Tenant Advocate	176	1	75	1	59	0	73	1	57	0	1	1	1	0	0	0	43%	100%	100%	100%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
CR	Department of Consumer and Regulatory Affairs	2325	910	1029	442	802	357	997	437	790	352	54	6	27	1	22	1	44%	49%	50%	17%	41%	17%	1	0	48	0	1	0	1	0	33%	0%	100%	0%	100%	0%
CT	Office of Cable Television, Film, Music and Entertainment	11	15	8	9	6	7	6	7	6	7	7	2	4	2	2	1	73%	60%	57%	100%	29%	50%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
DA	Real Property Tax Appeals Commission (RPTAC)	27	0	20	0	8	0	18	0	8	0	0	0	0	0	0	0	74%	0%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
DB	Department of Housing and Community Development	232	0	128	0	68	0	118	0	69	0	14	0	10	0	7	0	55%	0%	71%	0%	50%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
DH	Public Service Commission	455	7	146	2	89	0	142	1	87	0	13	0	4	0	1	0	32%	29%	31%	0%	8%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
DI	Office of the People's Counsel	295	8	145	4	94	0	143	3	94	0	0	0	0	0	0	0	49%	50%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
DL	Board of Elections and Ethics	367	151	185	83	151	69	184	81	149	68	10	1	6	1	6	1	50%	55%	60%	100%	60%	100%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
DR	Rental Housing Commission	0	6	0	4	0	0	0	3	0	0	0	0	0	0	0	0	0%	67%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
DX	Office of Advisory Neighborhood Commissions	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	0	100%	0%	100%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
EB	Office of the Deputy Mayor for Planning and Economic Development	328	68	147	30	100	16	138	29	97	15	10	3	7	2	5	0	45%	44%	70%	67%	50%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
EN	Department of Small and Local Business Development	605	10	353	4	214	2	350	1	218	1	4	0	3	0	2	0	51%	40%	75%	0%	50%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FA	Metropolitan Police Department	2336	1420	957	605	746	480	972	599	770	470	18	4	6	1	3	0	41%	43%	33%	25%	17%	0%	0	2	0	152	0	0	0	0	0%	30%	0%	0%	0%	0%
FB	Fire and Emergency Medical Services Department	2022	145	1124	60	608	5	1139	66	610	5	58	2	39	0	39	0	56%	41%	67%	0%	67%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FH	Office of Police Complaints	528	47	247	20	191	15	234	18	187	13	5	0	1	0	1	0	47%	43%	20%	0%	20%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FI	Corrections Information Council	279	91	149	47	119	44	142	48	117	47	2	0	1	0	0	0	53%	52%	50%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FJ	Criminal Justice Coordinating Council	230	65	73	24	64	8	70	23	65	0	1	0	1	0	1	0	32%	37%	100%	0%	100%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FK	DC National Guard	322	0	114	0	24	0	115	0	24	0	0	0	0	0	0	0	35%	0%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FL	Department of Corrections	2713	397	1018	175	644	88	1068	181	663	95	82	3	23	1	15	0	38%	44%	28%	33%	18%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FO	Office Victim Serv. & Justice Grants Admin	84	185	27	83	21	19	32	82	24	22	3	1	1	1	1	0	32%	45%	33%	100%	33%	100%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FQ	Office of the Deputy Mayor Public Safety & Justice Cluster	106	5	49	4	42	3	45	3	40	2	3	0	1	0	1	0	46%	80%	33%	0%	33%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FR	Department of Forensic Sciences	1055	106	245	37	127	20	237	32	129	18	58	4	15	1	11	0	23%	35%	26%	25%	19%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FS	Office of Administrative Hearings	911	316	405	158	308	137	373	157	290	134	29	5	11	0	4	0	44%	50%	38%	0%	14%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FX	Office of the Chief Medical Examiner	841	49	342	7	207	4	346	9	217	5	22	0	12	0	8	0	41%	14%	55%	0%	36%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
FZ	DC Sentencing Commission	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	100%	0%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
GD	Office of the State Superintendent of Education	2325	113	945	43	748	24	930	37	751	29	72	8	32	2	19	1	41%	38%	44%	25%	26%	13%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
GL	DC State Athletic Association	0	303	0	159	0	90	0	159	0	95	0	1	0	0	0	0	0%	52%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
GN	Non Public Tuition	31	0	12	0	6	0	12	0	7	0	2	0	0	0	0	0	39%	0%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
GO	OSSE DOT Department	1959	160	1194	81	412	47	1182	77	399	50	77	6	42	4	40	1	61%	51%	55%	67%	52%	17%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
GW	Deputy Mayor for Education	833	224	369	85	276	58	368	83	282	55	11	2	8	1	6	1	44%	38%	73%	50%	55%	50%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
HA	Department of Parks and Recreation	2009	279	1182	174	614	151	1316	178	606	158	500	3	355	1	260	2	69%	62%	71%	33%	52%	67%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
HC	Department of Health	2089	322	853	103	604	46	745	91	585	50	186	25	115	16	50	1	41%	32%	62%	64%	27%	4%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
HG	Office of the Deputy Mayor Health and Human Services	82	16	30	7	25	7	30	8	25	7	3	1	2	0	2	1	37%	44%	67%	0%	67%	100%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
HI	Health Benefit Exchange Authority	147	42	46	8	2	1	49	7	3	1	0	0	0	0	0	0	31%	19%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
HM	Office of Human Rights	427	120	176	44	128	0	156	45	118	0	11	0	8	0	4	0	41%	37%	73%	0%	36%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
HT	Department of Health Care Finance	989	318	350	119	234	72	340	112	231	70	45	1	19	0	11	0	35%	37%	42%	0%	24%	0%	2	0	0	0	0	0	2	0	0%	0%	0%	0%	100%	0%
JA	Department of Human Services	3021	972	1203	380	878	259	1182	366	883	261	124	29	57	21	44	2	40%	39%	46%	72%	35%	7%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
JM	Department on Disability Services	2454	234	1051	67	0	0	1039	72	0	0	36	0	13	0	12	0	43%	29%	36%	0%	33%	0%	1	0	123	0	0	0	0	0	31%	0%	0%	0%	0%	0%
JR	Office of Disability Rights	243	7	137	3	102	3	133	2	99	2	2	0	2	0	2	0	56%	43%	100%	0%	100%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
JZ	Department of Youth Rehabilitation Services	2491	513	946	205	635	104	944	218	652	118	89	2	36	0	37	0	38%	40%	40%	0%	42%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
KA	District Department of Transportation	2238	644	1113	328	804	211	1112	311	815	207	89	11	53	9	35	5	50%	51%	60%	82%	39%	45%	2	1	143	36	4	0	4	0	43%	41%	100%	0%	100%	0%
KG	Department of Energy and Environment	1721	310	749	141	508	90	722	138	505	90	82	2	42	2	32	0	44%	45%	51%	100%	39%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
KO	Deputy Mayor for Operations and Infrastructure	27	0	15	0	12	0	16	0	15	0	2	0	0	0	1	0	56%	0%	0%	0%	50%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
KT	Department of Public Works	2100	487	1394	275	286	106	1468	268	292	98	9	0	5	0	5	0	66%	56%	56%	0%	56%	0%	1	0	27	0	1	0	1	0	34%	0%	0%	0%	0%	0%
KV	Department of Motor Vehicles	1797	646	1154	389	925	326	1140	388	934	335	42	4	28	3	15	3	64%	60%	67%	75%	36%	75%	1	1	144	147	0	2	0	2	39%	38%	0%	100%	0%	100%
LQ	Alcoholic Beverage Regulation Administration	693	250	399	146	303	124	394	151	306	127	5	0	5	0	5	0	58%	58%	100%	0%	100%	0%	1	1	111	104	1	0	1	1	33%	33%	100%	0%	100%	0%
NS	Office of Neighborhood Safety and Engagement	1203	229	601	119	322	87	605	122	331	92	12	2	8	0	7	0	50%	52%	67%	0%	58%	0%	2	0	36	0	1	0	3	0	24%	0%	33%	0%	100%	0%
PO	Office of Contracting and Procurement	743	173	260	78	168	30	255	77	165	31	22	0	9	0	7	0	35%	45%	41%	0%	32%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
RK	Office of Risk Management	625	167	251	62	69	8	242	62	73	11	15	0	3	0	0	0	40%	37%	20%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
RL	Child and Family Services Agency	2512	403	975	158	746	124	974	143	762	109	12	0	3	0	2	0	39%	39%	25%	0%	17%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
RM	Department of Behavioral Health	3138	902	1407	428	1111	283	1436	420	1145	287	0	0	0	0	0	0	45%	47%	0%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
SR	Department of Insurance, Securities and Banking	401	237	138	79	106	34	141	87	112	38	8	1	3	1	2	1	34%	33%	38%	100%	25%	100%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
TC	Department of For-Hire Vehicles	169	39	116	18	75	2	113	22	77	3	20	0	12	0	11	0	69%	46%	60%	0%	55%	0%	1	0	24	0	5	0	5	0	41%	0%	100%	0%	100%	0%
TO	Office of the Chief Technology Officer	711	143	244	58	225	39	254	56	238	38	12	0	5	0	3	0	34%	41%	42%	0%	25%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
UC	Office of Unified Communications	972	380	547	229	444	198	539	212	456	188	33	3	16	1	18	1	56%	60%	48%	33%	55%	33%	0	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%

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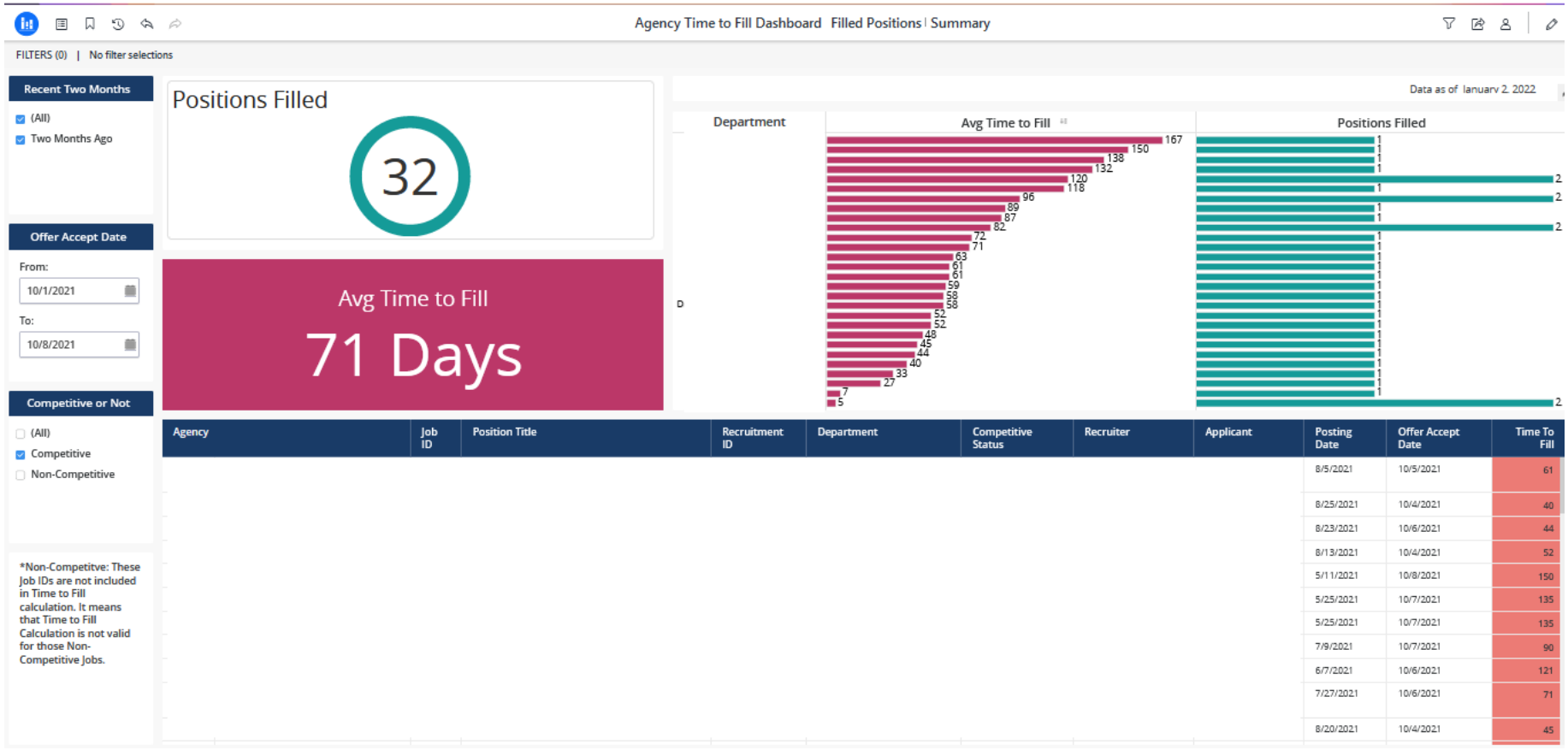
58- COMPLAINTS AND GRIEVANCES

Employing/ Hiring Agency of Complainant	Type of Complaint Filed	Complainant was Employee or Applicant?	Date of Filing	Nature of Allegations	Any Steps Taken to Resolve Case	Status of Case as of Jan. 1, 2022
DYRS	Complaint	Anonymous	OIG referral received 5/11/21	Anonymous complaint alleging unfair hiring practices for 3 job openings	DCHR reviewed andinvestigation conducted; claim was unsubstantiated.	Closed. Response sent to OIG 6/17/21.
HSEMA	Complaint	Anonymous	6/22/21	Anonymous complaint alleging unfair hiring practices for 3 job openings.	DCHR reviewed and investigation conducted; the claims were unsubstantiated.	Closed as of 12/23/2021.
OEA	Complaint	Anonymous	12/23/20	Anonymous complainant alleged that an employee was not a District resident in violation of District residency laws.	DCHR reviewed and issued formal response (directed OIG to follow-up with OEA to determine appropriate action).	Closed. Response sent on 2/11/21.
DFS	Grievance	Employee	5/8/20	Employee grieved not receiving court leave	Issue was resolved internally by agency; DCHR review became moot.	Closed. Response sent on 2/22/2021.
DGS	Grievance	Employee/ Applicant	12/7/20; 1/21/21	Non-selection for Lead SPO position	DCHR reviewed and issued formal response (no grievable offense identified; unsubstantiated).	Closed; response was sent on 5/10/2021.
DGS	Grievance	Employee/ Applicant	12/14/20	Non-selection for Lead SPO position	DCHR reviewed and issued formal response (no grievable offense identified; unsubstantiated).	Closed; response was sent on 5/10/2021.
DGS	Grievance	Employee/ Applicant	12/11/20; 1/28/21	Non-selection for Lead SPO position	DCHR investigated and issued formal response (unsubstantiated).	Closed; response was sent on 5/10/2021.
HSEMA	Grievance	Employee	12/17/20	Grieved inability to use time off award after separation during probationary period.	DCHR reviewed and issued formal response (unsubstantiated as a matter of law).	Closed; response was sent on 2/24/2021.
DGS	Grievance	Employee	12/12/19	Employee alleged that manager improperly denied holiday pay.	DCHR investigated the matter; grievance not substantiated due to noncompliance with CBA and agency policy.	Closed; response was sent on 10/30/20.
DPW	Complaint	Employee	03/16/21; 7/23/2021	Employee filed complaint with BEGA alleging unfair hiring by DPW. BEGA referred complaint to DCHR on 7/23/2021.	DCHR reviewed the complaint and determined it was a duplicate of a grievance previously filed with DCHR.	Closed
DPW	Grievance	Employee and Applicant	2/28/21	Non-selection grievance	DCHR investigated and issued formal response (unsubstantiated).	Closed; response was sent on 8/13/2021.
DGS	Grievance	Employee and Applicant	12/26/19	Non-selection for Lead SPO position	DCHR reviewed and issued formal response (no grievable offense identified; unsubstantiated).	Closed; response was sent on 3/17/2021.
DHS	Grievance	Employee/ Applicant	1/22/20	Employee alleged unfair hiring practices/ non-selection for Social Service Representative position.	DCHR reviewed and issued formal response (unsubstantiated).	Closed; response was sent on 2/18/2021.

Employing/ Hiring Agency of Complainant	Type of Complaint Filed	Complainant was Employee or Applicant?	Date of Filing	Nature of Allegations	Any Steps Taken to Resolve Case	Status of Case as of Jan. 1, 2022
DDOT	Grievance	Employee	3/19/21	Pay claim alleging improper reassignment to the wrong grade and step.	DCHR investigated and issued formal response (substantiated), and directed DDOT to work with OPRS to fix the pay error.	Closed; response was sent on 8/4/2021.
FEMS	Grievance	Applicant	3/16/20	Applicant alleged hiring violations and disability discrimination.	DCHR investigated hiring allegation and issued formal response (unsubstantiated); referred individual to EEO process for discrimination claims.	Closed; response was sent on 2/18/2021.
DGS	Grievance	Employee	5/24/19	Employee submitted holiday time for Memorial Day 2019 as the in-lieu-of day of the holiday and the time was removed by timekeeper.	DCHR investigated and issued a formal response (substantiated); DCHR directed DGS to work with OPRS to credit the time back to the employee.	Closed; response was sent on 11/2/2020.
DC Health	Grievance	Employee	12/18/20	Unfair treatment of employees in the same positions and FLSA violations (related to work schedule).	Agency provided first level grievance response denying claim and employee did not appeal to next level.	Closed; agency sent response 12/31/20.
DOC	Grievance	Employee	1/15/21	Employee alleged violations of an internal agency policy.	DCHR transferred the grievance to DOC on 1/21/2021.	Closed on 1/21/2021.
OUC	Grievance	Employee	2/4/21	Employee alleged discrimination based on protected traits during the hiring process for an OUC position.	Employee decided not to pursue resolution through the DCHR grievance process and withdrew the grievance.	Closed; DCHR notified of withdrawal on 2/8/21.
DGS	Grievance	Applicant	7/30/21	Applicant alleged agency taking too long to onboard to new position.	DCHR investigated; the agency notified DCHR that there are no funds to onboard the 7 applicants selected for this job; not a grievable violation.	Closed; DCHR sent notice on 8/2/21.
DPW	Grievance	Employee/ Applicant	9/24/21	Applicant alleged hiring violations	Employee decided not to pursue resolution through the DCHR grievance process and withdrew the grievance.	Closed; DCHR notified of withdrawal on 9/28/21.
OSSE	Grievance	Employee	9/19/21	Non-selection for Deputy Terminal Manager position	DCHR reviewed and issued response (OSSE had cancelled the position so no grievable offense identified; unsubstantiated).	Closed; DCHR sent notice on 10/4/21.
DGS	Grievance	Former Employee	3/29/21	Employee alleges he was denied pay in retaliation for resigning from his position.	DCHR review still ongoing due to outstanding FLSA considerations; matter expected to close soon.	Pending final DCHR decision


Agency Time to Fill Dashboard Filled Positions | Summary
FILTERS (0) | No filter selections
Recent Two Months
(All)
Two Months Ago
Offer Accept Date
From:
10/1/2021
To:
10/8/2021
Competitive or Not
(All)
Competitive
Non-Competitive
*Non-Competitve: These Job IDs are not included in Time to Fill calculation. It means that Time to Fill Calculation is not valid for those Non-Competitive Jobs.
Positions Filled
32
Avg Time to Fill
71 Days
Data as of January 2, 2022
Department
Avg Time to Fill
Positions Filled
167
150
138
132
120
118
96
89
87
82
72
71
63
61
61
59
58
58
52
52
48
45
44
40
33
27
7
5
Agency
Job ID
Position Title
Recruitment ID
Department
Competitive Status
Recruiter
Applicant
Posting Date
Offer Accept Date
Time To Fill
8/5/2021 10/5/2021 61
8/25/2021 10/4/2021 40
8/23/2021 10/6/2021 44
8/13/2021 10/4/2021 52
5/11/2021 10/8/2021 150
5/25/2021 10/7/2021 135
5/25/2021 10/7/2021 135
7/9/2021 10/7/2021 90
6/7/2021 10/6/2021 121
7/27/2021 10/6/2021 71
8/20/2021 10/4/2021 45

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
CIVIL DIVISION
Civil Actions Branch
500 Indiana Avenue, N.W., Suite 5000, Washington, D.C. 20001
Telephone: (202) 879-1133 • Website: www.dccourts.gov

TAMEKA GARNER BARRY
Vs.
DCHR

C.A. No. 2019 CA 007261 P(MPA)

INITIAL ORDER AND ADDENDUM

Pursuant to D.C. Code § 11-906 and District of Columbia Superior Court Rule of Civil Procedure ("Super. Ct. Civ. R.") 40-I, it is hereby **ORDERED** as follows:

(1) Effective this date, this case has assigned to the individual calendar designated below. All future filings in this case shall bear the calendar number and the judge's name beneath the case number in the caption. On filing any motion or paper related thereto, one copy (for the judge) must be delivered to the Clerk along with the original.

(2) Within 60 days of the filing of the complaint, plaintiff must file proof of serving on each defendant: copies of the summons, the complaint, and this Initial Order and Addendum. As to any defendant for whom such proof of service has not been filed, the Complaint will be dismissed without prejudice for want of prosecution unless the time for serving the defendant has been extended as provided in Super. Ct. Civ. R. 4(m).

(3) Within 21 days of service as described above, except as otherwise noted in Super. Ct. Civ. R. 12, each defendant must respond to the complaint by filing an answer or other responsive pleading. As to the defendant who has failed to respond, a default and judgment will be entered unless the time to respond has been extended as provided in Super. Ct. Civ. R. 55(a).

(4) At the time and place noted below, all counsel and unrepresented parties shall appear before the assigned judge at an initial scheduling and settlement conference to discuss the possibilities of settlement and to establish a schedule for the completion of all proceedings, including, normally, either mediation, case evaluation, or arbitration. Counsel shall discuss with their clients **prior** to the conference whether the clients are agreeable to binding or non-binding arbitration. **This order is the only notice that parties and counsel will receive concerning this Conference.**

(5) Upon advice that the date noted below is inconvenient for any party or counsel, the Quality Review Branch (202) 879-1750 may continue the Conference **once**, with the consent of all parties, to either of the two succeeding Fridays. Request must be made not less than seven business days before the scheduling conference date.
No other continuance of the conference will be granted except upon motion for good cause shown.

(6) Parties are responsible for obtaining and complying with all requirements of the General Order for Civil cases, each judge's Supplement to the General Order and the General Mediation Order. Copies of these orders are available in the Courtroom and on the Court's website http://www.dccourts.gov/.

Chief Judge Robert E. Morin

Case Assigned to: Judge KELLY A HIGASHI
Date: November 4, 2019
Initial Conference: 9:30 am, Friday, February 07, 2020
Location: Courtroom JM-4
500 Indiana Avenue N.W.
WASHINGTON, DC 20001

CAIO-60

ADDENDUM TO INITIAL ORDER AFFECTING ALL MEDICAL MALPRACTICE CASES

In accordance with the Medical Malpractice Proceedings Act of 2006, D.C. Code § 16-2801, et seq. (2007 Winter Supp.), "[a]fter an action is filed in the court against a healthcare provider alleging medical malpractice, the court shall require the parties to enter into mediation, without discovery or, if all parties agree[,] with only limited discovery that will not interfere with the completion of mediation within 30 days of the Initial Scheduling and Settlement Conference ("ISSC"), prior to any further litigation in an effort to reach a settlement agreement. The early mediation schedule shall be included in the Scheduling Order following the ISSC. Unless all parties agree, the stay of discovery shall not be more than 30 days after the ISSC." D.C. Code § 16-2821.

To ensure compliance with this legislation, on or before the date of the ISSC, the Court will notify all attorneys and *pro se* parties of the date and time of the early mediation session and the name of the assigned mediator. Information about the early mediation date also is available over the internet at https://www:dccourts.gov/pa/. To facilitate this process, all counsel and *pro se* parties in every medical malpractice case are required to confer, jointly complete and sign an EARLY MEDIATION FORM, which must be filed no later than ten (10) calendar days prior to the ISSC. D.C. Code § 16-2825 Two separate Early Mediation Forms are available. Both forms may be obtained at www.dccourts.gov/medmalmediation. One form is to be used for early mediation with a mediator from the multi-door medical malpractice mediator roster; the second form is to be used for early mediation with a private mediator. Both forms also are available in the Multi-Door Dispute Resolution Office, Suite 2900, 410 E Street, N.W. Plaintiff's counsel is responsible for eFiling the form and is required to e-mail a courtesy copy to earlymedmal@dcsc.gov. *Pro se* Plaintiffs who elect not to eFile may file by hand in the Multi-Door Dispute Resolution Office.

A roster of medical malpractice mediators available through the Court's Multi-Door Dispute Resolution Division, with biographical information about each mediator, can be found at www.dccourts.gov/medmalmediation/mediatorprofiles. All individuals on the roster are judges or lawyers with at least 10 years of significant experience in medical malpractice litigation. D.C. Code § 16-2823(a). If the parties cannot agree on a mediator, the Court will appoint one. D.C. Code § 16-2823(b).

The following persons are required by statute to attend personally the Early Mediation Conference: (1) all parties; (2) for parties that are not individuals, a representative with settlement authority; (3) in cases involving an insurance company, a representative of the company with settlement authority; and (4) attorneys representing each party with primary responsibility for the case. D.C. Code § 16-2824.

No later than ten (10) days after the early mediation session has terminated, Plaintiff must eFile with the Court a report prepared by the mediator, including a private mediator, regarding: (1) attendance; (2) whether a settlement was reached; or, (3) if a settlement was not reached, any agreements to narrow the scope of the dispute, limit discovery, facilitate future settlement, hold another mediation session, or otherwise reduce the cost and time of trial preparation. D.C. Code§ 16-2826. Any Plaintiff who is *pro se* may elect to file the report by hand with the Civil Actions Branch. The forms to be used for early mediation reports are available at www.dccourts.gov/medmalmediation.

Chief Judge Robert E. Morin

FILED
CIVIL ACTIONS BRANCH
NOV 04 2019
Superior Court
of the District of Columbia
Washington, D.C.

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
Civil Division

Tameka Garner Barry
2629 17th St NE
Wash, DC 20018
Petitioner(s)

v.

MPA NO. 19-0007261

DCHR
1015 Half St. SE
Wash, DC 20003
Respondent(s)

PETITION FOR REVIEW OF AGENCY DECISION

A. **Notice is hereby given that** Tameka Garner Barry **appeals to the Superior Court of the District of Columbia from the order of** DCHR **(agency or official's name), issued on the _____day of _____, 20___. A copy of that order or decision is attached to this petition.**
Description of Judgment or Order: Appealing Desk Audit

A concise statement of the Agency proceedings and the decision as to which review is sought and the nature of the relief requested by petitioner: Retroactive promotion to a grade G-11, Program Analyst Position

B. **Address of Respondent, Agency or Official:** DCHR 1015 Half St SE Washington, DC 20003.

C. **Names and addresses of all other parties to the Agency's proceeding:**
Tameka Garner Barry
2629 17th St. NE
Wash, DC 20018

D. **Names and address of parties or attorneys to be served:**

	NAME	ADDRESS
1.	Mayor Muriel Bowser	350 Pennsylvania Ave. NW Wash, DC 20001
2.		
3.	Ventris Gibson	1015 Half St. SE Wash DC 20003
4.		

E. **A copy of the Agency's decision or Order sought to be reviewed is attached.**

_____
Print name of petitioner's attorney

Tameka Garner Barry
Signature of petitioner's counsel or petitioner's signature

Address: _____
Bar No._____ **Telephone No.**_____

My name is Tameka Garner Barry, I have been working as a program analyst for approximately 7 1/2 years. Although my official title is a parking enforcement officer, a mistake that I am seeking to correct.

- On November 16,2018 I reached out to our Human Resources Manager Freddie Lebraun with the intent on obtaining the desk audit form. I received the desk audit form and was advised to speak with Angela McNair whom is the Hr Specialist for classification. In November 2018 I reached out to Angela Mcnair via phone with the intent on setting up a meeting for the desk audit. December 12,2018 Ms. Mcnair informed me that she would come to my office, however, that did not occur. On December 20, 2018 at 11:00 am Ms. McNair and I met at her office per her request to discuss the desk audit.
- The desk audit did not occur. Ms. Mcnair requested my resume. Ms.Mcnair informed me that if I pursued with getting the desk audit done, that retaliation would occur and she could not assist me.
- On May 9, 2019 Ms. Jenkins along with Lynsi Burts conducted the desk audit with my coworkers and I. The desk audit occurred in our office .

- July 23,2019- I received the desk audit from Supervisor Lorraine Green via email
- On the 2nd page of the desk Audit report that I have attached for your review, Angela Mcnair's signature is present. However, Ms. Green stated in the emails that Ms. McNair would not be working with this desk audit, she assigned Tenisha Jenkins.
- On page 7, of the desk audit it stated that on February 25,2019 , a position clarification review was completed. I was not present at work on February 25,2019. I have attached a copy of my time sheet for your review.

- July 25,2019 Appealed desk audit with the Director of DCHR

- September 20,2019- Classifications specialist Mbambo, McEwan arrived at my agency to do a 2nd desk audit. In my opinion he appeared unprepared. Throughout our entire meeting, I had to keep informing him about the emails that I sent. In addition, I informed him that the initial desk audit involved my other 2 coworkers as well, he informed me that he had no awareness of this. I asked him to review the program and duties that we were performing, but he informed me that it was not necessary.

- October 11,2019- I received an email from DCHR with the desk audit result that was completed on October 3,2019.

My name is Tameka Garner Barry; I have been working as a program analyst for approximately 7 1/2 years. Although, my official title is a parking enforcement officer. I am appealing a desk audit decision conducted by DCHR.

For approximately 7 1/2 years, I have worked in Tic Pic operating as an program analyst. Tic Pic is a program that was created to drive down the officers' error rates, reduce the amount of overturned tickets via the adjudication process, and reduce the number of challenged tickets by eventually allowing the public access to the same data base through a public portal. On a daily basis I track and evaluate operational and program performance. I independently identify and resolve issues and prepare and present reports and sound recommendations. My duties consist of evaluating issued parking citations in comparison to submitted ticket pictures to determine the citation's validity and integrity. I reject ticket pictures and determine unsupportive of the relative parking citation, utilizing the Mobile Enforcement System (MES) Officer Command Center. I approve ticket pictures for public posting which are found to substantiate the relative parking citation, utilizing the Mobile Enforcement System (MES) Officer Command Center. I communicate priority requests to internal and external customers.. On a daily basis I develop and maintain strong professional relationships with key customers internally and externally. Our customers included the Parking Enforcement Management Team, The Booting and Towing division, Customer Service Dispatch Unit, DMV, City Council and GTechna.

I used advanced qualitative and quantitative methods to analyze the effectiveness of the Ticpic program. I extract and record officers' errors identified during the Tic Pix Program review process. Based on officers' error frequency, I make recommendations to the appropriate training and supervisory staff regarding training or performance counseling needs. I convey the Mobile Enforcement System (MES) Officer Command Center's problems and malfunctions to the appropriate parties. I monitor and report the daily production of reviewed parking citations and ticket pictures in contrast to the records remaining. I conduct analyses of statistical data queried and identified during the Tic Pix Program review process for supervisory and managerial consideration. I provide high level summaries of complex data included in reports, studies and city council. I reconcile data received from external sources compared to information retrieved during the Tic Pix Program review process. I prepare daily programmatic reports and briefing summarizing production progress, providing data management and analysis for establishing trends and patterns and maintained assigned projects. I am required to attend management trainings and staff meetings. According to the desk audit this positions was rated as a grade 8.

The parking officer position is a grade 6. As a parking enforcement officer, my duties consisted of patrolling the streets in an assigned area on foot or in a vehicle to cite illegally parked vehicles and to enforce motor vehicle parking regulations. In addition, I recorded license plate numbers into the handheld systems. I investigated resident, business, visitor and government agency requests for parking enforcement services received through the Mayor's City-wide call center. In addition, I determined if there were violations and if they were appropriate actions were made to

satisfy the service requests by issuing citations, requesting towing or recommending to the appropriate official action to alleviate the problem. As a parking officer I was required daily to operate and monitor a radio transmitter which enabled me to keep in contact with appropriate officials and dispatch centers to inform them of any circumstances requiring police or emergency assistance and acts in accordance with instructions received.

The overall purpose of the work as a parking enforcement officer is to insure and enforce public safety, security and in some cases the free flowing of commerce. Excessive illegal parking in the downtown business and commercial districts can increase peak hour traffic congestion and put transit and ride sharing at a competitive disadvantage.

My work was utilized at the benefit of the agency and the program, but I did not receive an equivalent benefit. Therefore, I am requesting to be upgrade to a Program Analyst ranging from the grade 9-11. In addition I am requesting back pay for 7 ½ years and retroactive seniority. Last but not least no retaliation.

Thankyou

Respectfully

Tameka Garner Barry

dchr

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

D.C. DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM

Office of the Director

To: Tameka Garner Barry, Parking Enforcement Officer, Department of Public Works

From: Ventris C. Gibson, Director, Department of Human Resources

Date: Thursday, October 3, 2019

Subject: **Classification Appeal Decision**

This is in response to your classification appeal dated August 8, 2019. I have reviewed the information you submitted, along with the information prepared by DCHR classification team, and determined the final classification of your position. Based upon my review, I am upholding the original classification decision that your position is properly classified as a Parking Enforcement Officer, CS-1802-08.

According to our reviews you are responsible for reviewing parking tickets issued by Parking Enforcement Officers under the TicPix program - a program that allows motorists to view pictures of the violations for which they received a ticket so that they can understand why tickets were issued. In this role, you review parking citations issued by parking enforcement officers who work in the field to determine their validity and integrity. You approve substantiated tickets and rejects those that cannot be substantiated. You enter tickets with errors in another database (the ErrorLog) so that supervisors (Supervisory Parking Enforcement Officers) can take appropriate action by, say, nullifying them.

DCHR found that your work assignments closely match the description of support work. Employees performing support work follow established methods and procedures. They have specific boundaries narrowly restricting their work. They use a limited variety of techniques, standards, or regulations. Support work involves handling problems which are often recurring and have precedents. Like support work, your assignments are of a continuing, repetitive nature typical of a data entry clerk's work environment. You perform duties including receiving tickets (pictures taken by field staff) through an automated OfficerCommand database, reviewing them for accuracy of the violation cited and entering data into another database (Error Log), if errors are identified.

Your position is appropriately assigned to the Compliance, Inspection and Support Series, CS-1802. That series includes positions which perform or supervise inspectional or technical support work in assuring compliance with or enforcement of the law, regulations, or other mandatory guidelines and which are not classifiable in another, more specific, occupational series. The work requires knowledge of prescribed procedures, established techniques, directly applicable guidelines, and pertinent characteristics of regulated items or activities. Similar to positions in the CS-1802 series, you provide administrative and technical support to the Department of Public Work's parking enforcement program and staff by ensuring that parking citations are valid for the type of violation reported by parking enforcement officers in the field and are in full compliance with prescribed agency policies and techniques.

As stated in the memorandum from Lorraine Green, Human Resources Manager dated July 23, 2019. Your official position is classified as a Parking Enforcement Officer, CS-1802-08, Management has decided to include the work performed under the TicPix Program in the official position of all Parking Enforcement Officer positions. We agree with Management's decision to use this work to assign employees to perform this work on a temporary, as needed basis, rather than downgrading the position to a grade 6 level. Therefore, your official position will remain Parking Enforcement Officer, grade 8.

As provided in § 1110, *Position Classification Appeals,* of Chapter 11A of the D.C. personnel regulations, *Classification,* this serves as the final decision from DCHR concerning this matter. Pursuant to § 1110.6 of Chapter 11A, you may appeal this decision to the Superior Court of the District of Columbia.

Enclosed is a copy of the position evaluation statement and official position description. If you have any questions regarding this matter, please don't hesitate to contact Zondie Pendarvis, Acting Human Resources Manager for Classification on (202) 727-1599 or by email at Zondie.Pendarvis@dc.gov

Sincerely,

Ventris C. Gibson
Director

Enclosure:
- Official Position Description
- Position Evaluation Statement

cc: Herman James, DPW
Fredline Lebrun, DPW
Marilyn Gross, DPW
Keisha Hawkins, DCHR

D.C. OPTIONAL FORM 8 (OF-8)

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: [X] Re-Description [ ] New [ ] Re-Establishment [X] Other

3. Service: [ ] Department [X] Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Certification No.

Explanation (show any positions replaced): RECERTIFICATION-REDESCRIPTION ILO OF PD DATED 08/02/11

7. Position Status (Service): [X] Career [ ] Executive [ ] Legal [ ] MSS [ ] Excepted [ ] Other

8. Collective Bargaining Unit (CBU) Code: BNA

9. Employment /Financial Statement Req'd? [ ] Yes [X] No

10. Subject to Identical Additional Action: [X] Yes [ ] No

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. FLSA: [ ] Exempt [X] Nonexempt

13. Competitive Level Code

14. Job Code: 551985

Safety

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Final Agency Authority or Designee						
b. Agency or D.C. Department of Human Resources	Parking Enforcement Officer	CS	1802	08	DSM	7/22/19
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Parking Enforcement Officer	CS	1802	08		

16. Organizational Title of Position *(if different from official title) (optional)*: Parking Enforcement Officer

17. Department, Agency or Establishment: Department of Public Works

a. First Subdivision: Parking Enforcement Management Administration

b. Second Subdivision: Parking Enforcement

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

18. **Supervisory Certification.** "I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational structure. I further certify that this position is necessary to carry out the functions for which I am responsible. This certification is made with the knowledge and understanding that this information is to be used for statutory purposes relating to the appointment and payment of public funds, and that any false or misleading statements may constitute violations of such statutes or their implementing regulations."

a. Typed Name and Title of Immediate Supervisor

Signature Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: Chris Geldart, Director

Signature [signature] Date 7/19/19

19. **Classification / Job Grading Certification.** "I certify that this position has been classified/graded as required by D.C. Official Code § 1-611.03 *et.seq.*, in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards."

Typed Name and Title of Official Taking Action: Angela D. McNair, HR Specialist (Classification)

Signature [signature] Date 7/22/19

20. Standards Used in Classifying/Grading Position

US OPM POSITION CLASSIFICATION STANDARD. Compliance, Inspection & Support Series, GS-1802, TS-45, 10/1980.

21. Position Review	Signature	Date	Signature	Date	Signature	Date
a. Employee *(optional)*						
b. Supervisor						
c. Classifier						

22. Remarks *(optional)* No Known Promotion Potential, CS-08 Target Grade.

NOTE: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel regulations, Suitability.

23. Description of Major Duties and Responsibilities (see attachment)

Parking Enforcement Officer
CS-1802-08

INTRODUCTION

This position is located in the Parking Enforcement Division, Parking Enforcement Management Administration in the Department of Public Works. The Parking Enforcement Division has responsibility to insure the adequate availability of parking in commercial, business areas and in neighborhoods through the enforcement of meter parking regulations, neighborhood zone parking and other general parking regulations. The enforcement of these parking regulations ensures driver and pedestrian safety; continuous flow of traffic during rush hours and emergencies; accessibility to commercial and business services; free flow and access of emergency vehicles and improved quality of life for residents and visitors.

The incumbent of this position wears a uniform and badge. The incumbent is responsible for explaining and enforcing the multitude of parking and traffic codes of the District of Columbia. These codes include parking, vehicular and pedestrian traffic. It is expected that the incumbent of this position will be required to work any shift, rotating shifts, weekends and holidays and may be required to work overtime.

MAJOR DUTIES AND RESPONSIBILITIES

The Parking Enforcement Officer patrols the streets in an assigned area on foot or in an official government vehicle to cite illegally parked vehicles and to enforce motor vehicle parking regulations.

Records identifying information into hand held computer. Investigates resident, business, visitor and government agency requests for parking enforcement services received through the Mayor's City-wide Call Center, by telephone, mail, electronic correspondence or personal contacts.

Incumbent determines if there is a violation and takes the appropriate action to satisfy the service request by issuing citations, requesting towing or recommending to the appropriate official action to alleviate the problem.

Investigates customer inquiries regarding the status of vehicles for more than 72 consecutive hours on the public roadway or on other public spaces. Determines if vehicles should be cited for parking violations or identifies the vehicles as abandoned based on current legal criteria and recommends removal.

Identifies and documents malfunctioning parking meters, and conflicting or missing parking signs or traffic control signs. Submits a written account of the meter and sign locations to the appropriate official for action. The missing sign or malfunctioning meters are called in via cellular radio when they present undue hardships for the customer.

Operates and monitors a radio transmitter to keep in contact with appropriate officials and dispatch centers to inform them of any circumstances requiring police or emergency assistance and acts in accordance with instructions received.

Parking Enforcement Officer
CS-1802-08

Maintains daily logs to document actions taken in line of duty and prepares detailed reports describing unusual problems encountered or instances observed relating to parking control.

Appears at adjudication hearings and other hearings associated with disputed tickets and citations to present justification relating to contested citations. Incumbent is responsible for explaining parking and traffic regulations.

Provides information and directions in response to questions about routes of travel, points of interest, distances and related matters to the public.

Participates, as required, in pilot projects, e.g. "Georgetown Night Patrol" and "Principal Tow Patrol".

Serves as a rotational member of the "TicPix" program. Reviews ticket pictures for public posting, evaluates issued parking citations in comparison to submitted ticket pictures to determine the citation's validity and integrity.

Identifies and submits ticket errors to the IT Team and the supervisor.

Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of Public Safety and Security to include; relevant equipment, policies, procedures and strategies to promote effective local security operations for the protection of people, property and institutions.

Knowledge of communication and information dissemination techniques and methods to keep residents, visitors, business owners, parking and traffic violators informed of rules, regulations, codes governing parking and traffic.

Knowledge of the District of Columbia's parking enforcement laws, regulations, codes, Mayor's orders, and Agency rules, to effectively administer parking enforcement.

Knowledge of geographical layout of the District of Columbia in order to provide directions, identify alternative routes to visitors and residents.

Knowledge of administrative processes, rules and procedures in order to complete reports, collect information and prepare daily logs of parking and traffic enforcement activities.

Skill in writing and the ability to prepare reports, daily logs and other required documents.

Skill in conveying ideas, concepts and decisions verbally in order to support or sustain citations written, defend recommendations.

Skill in reading comprehension, and the ability to interpret reports, rules, regulations, DC code, and other legal instruments.

Ability to operate a hand held computer in order to input information and to receive information pertaining to parking and traffic enforcement activities.

Ability to operate a hand held radio in order to communicate with appropriate officials during emergencies or other important circumstances.

Ability to operate a motor vehicle.

SUPERVISORY CONTROLS

The incumbent works under the general supervision and direction of a Supervisory Parking Enforcement Officer and receives guidance and instruction from a Senior Lead Parking Enforcement Officer. The supervisor and/or the senior or Lead Parking Enforcement Officer and the incumbent discuss assignments and jointly outline objectives to be achieved. The discussion for parking enforcement activities includes a general review of assigned patrol area issues, special concerns of business owners or residents and other pertinent information that will assist the Parking Enforcement Officers to carry out their assignments. The incumbent independently carries out assignments, only seeking assistance in extremely abnormal circumstances. Daily logs and reports are reviewed for completeness, understandability, and compliance with rules, regulations, laws, orders and procedure.

The supervisor and/or senior/leader discusses with incumbent the activities associated with the overall requirements and expectations. Objectives are outlined. The incumbent carries out assignments, in accordance with instructions. The supervisor conducts random checks to determine compliance with guidelines and instructions. Contacts the appropriate officials within the police department or other departments or agencies based on their personal observation of situations and circumstances associated with difficult situations or problems. Articulates clearly the situation and makes recommendations.

GUIDELINES

Guidelines include complex and a wide variety of rules, regulations, laws, codes of the District of Columbia government as well as federal government components. Some of these include: residential regulations; registration and reciprocity requirements; business district requirements; loading zone enforcement; posted sign enforcement; handicapped regulations; embassy zone enforcement; diplomatic enforcement; homeland security restrictions and regulations; state of emergency enforcement. Extreme judgment must be exercised in carrying out the parking enforcement functions to ensure the citations given are in fact valid and meet all the requirements for that particular area.

Parking Enforcement Officer
CS-1802-08

COMPLEXITY

The assignments of the Parking Enforcement Officer involves the application of a wide variety of complex rules, regulations, laws, codes, and practices associated with the performance of parking enforcement activities. The applicable rule or regulation may change from block to block, within an assigned block and may vary from neighborhood to neighborhood. The incumbent must have total mastery of the multitude of options available to them in determining the best course of action in determining if a citation should be written, the vehicle tagged as abandoned, or other appropriate action.

SCOPE AND EFFECT

The purpose of the work is to insure and enforce public safety, security and in some cases the free flowing of commerce. Excessive illegal parking in the downtown business and commercial districts can increase peak hour traffic congestion and put transit and ride sharing at a competitive disadvantage. Inadequate enforcement of curbside regulations can force delivery vehicles to unload in moving lanes causing safety and traffic problems. Traffic and public safety hazards contribute to diminished sight distances at intersections, reduced effective road widths, obstructed and inaccessible fire hydrants and alleys and blocked crosswalks. Illegal parking causes safety hazards, interferes with transit services, increases bus travel times and causes the blocking of access to bus stops. Effective parking management has an impact on accessibility of services, reducing hazards to drivers and pedestrians, adverse environmental impacts of traffic congestions, decreasing commuter intrusion in residential neighborhoods, increasing availability of customer parking and truck access for businesses and determining driver violation recidivism.

PERSONAL CONTACTS

Personal contacts include citizens, visitors, business owners, members of other departments and agencies such as the Metropolitan Police Department, and other DC agencies and the federal government.

PURPOSE OF CONTACTS

The purpose of these contacts is to provide directions obtain information, clarify information, clarify and interpret applicable regulations to motorists protesting citations and impound actions. Contacts are to explain and provide directions to visitors using a thorough knowledge of the City. Contacts are also for the purpose of notification of violation, complying with service requests, providing information on enforcement activities, ticket issuance policies and procedures. Contacts provide explanations to owners of towed vehicles the procedures to retrieve, and provide the answers to a wide range of questions from both visitors and residents concerning the location of traffic routes to historical and cultural sites of interests. Many of the individuals encountered concerning parking rules regulations and citations, are uncooperative and argumentative.

Parking Enforcement Officer
CS-1802-08

PHYSICAL DEMANDS

The work requires extensive walking up to 10 miles during a period of up to 7 hours or driving and data entry for up to 7 hours. Driving, bending and carrying light items, such as hand held computers, hand held radios, belt mounted ticket books and printer. The incumbent wears a required distinctive uniform. The incumbent is exposed to severe weather conditions including rain, snow, and sleet, heavy pollen, and hot and cold temperatures.

WORK ENVIRONMENT

The majority of the work is performed outdoors in all types of weather. The incumbent is exposed to noise and vehicular exhaust. The incumbent also is exposed to hostile and uncooperative behavior and potential abuse from members of the general public.

OTHER SIGNIFICANT FACTORS

LICENSURE

The incumbent must possess and maintain a valid driver's license.

The incumbent must wear a prescribed distinctive uniform throughout the tour of duty.

SPECIAL REQUIREMENTS

NOTE: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel regulations, Suitability. This position has been designated as a **safety sensitive** position.

Position Evaluation Statement

Tameka Garner Barry
Parking Enforcement Officer
CS-1802-08

Department of Public Works
2000 14th Street, NW, Washington, DC 20009

DCHR Classification Decision: Parking Enforcement Officer, CS-1802-08

Introduction

On August 8, 2019, the D.C. Department of Human Resources (DCHR) received a position classification appeal request from Ms. Tameka Garner Barry, who occupies a position of Parking Enforcement Officer, CS-1802-08, in the Department of Public Works. Ms. Garner Barry requested that her position be classified as Program Analyst at the CS-11 grade level.

This classification appeal decision was decided by considering the audit findings and all information of record furnished by Ms. Garner Barry and DPW, including her official position description of record dated July 22, 2019.

Classification Standards Referenced

US OPM Position Classification Flysheet for Compliance Inspection and Support Series, GS-1802, TS-45 October 1980.

US OPM Position Classification Standard for Management and Program Clerical and Assistance Series, GS-0344, TS-124 May 1993.

US OPM Decision Number: C-1802-07-04, Dated 1/6/2011

US OPM Introduction to Position Classification Standards, Appendix 3: Primary Standard, TS-134 July 1995, TS-107 August 1991 Revised: August 2009.

US OPM Classifier's Handbook, TS-107 August 1991.

Position Information

Ms. Garner Barry is responsible for reviewing parking tickets issued by Parking Enforcement Officers under the TicPix program - a program that allows motorists to view pictures of the violations for which they received a ticket so that they can understand why tickets were issued. In this role, Ms. Garner Barry reviews parking citations issued by parking enforcement officers in the field to determine their validity and integrity. She approves substantiated tickets and rejects those that cannot be substantiated. She enters tickets with errors in another database (the ErrorLog) so that supervisors (Supervisory Parking Enforcement Officers) can take appropriate

action by, say, nullifying them. According to Ms. Garner Barry, she reviews up to a thousand tickets per day.

Series, Title, and Standard Determination

Ms. Tameka Garner Barry's position is assigned to the Compliance Inspection and Support Series, GS-1802, and titled Parking Enforcement Officer. However, Ms. Garner Barry believes that her duties and responsibilities warrant classification to the Management and Program Analysis Series, GS-343.

To decide the proper series, we must first determine whether the work performed by Ms. Garner Barry is one-grade interval administrative support or two-grade interval administrative in nature. Guidance on distinguishing between one-grade and two-grade interval work is available in *The Classifier's Handbook.*

Ms. Garner Barry's work assignments closely match the description of support work. Employees performing support work follow established methods and procedures. They have specific boundaries narrowly restricting their work. They use a limited variety of techniques, standards, or regulations. Support work involves handling problems which are often recurring and have precedents. Like support work, Ms. Garner Barry's assignments are of a continuing, repetitive nature typical of a data entry clerk's work environment. She performs duties including receiving tickets (pictures taken by field staff) through an automated OfficerCommand database, reviewing them for accuracy of the violation cited and entering data into another database (Error Log), if errors are identified.

Ms. Garner Barry's position is appropriately assigned to the Compliance, Inspection and Support Series, GS-1802. That series includes positions which perform or supervise inspectional or technical support work in assuring compliance with or enforcement of the law, regulations, or other mandatory guidelines and which are not classifiable in another, more specific, occupational series. The work requires knowledge of prescribed procedures, established techniques, directly applicable guidelines, and pertinent characteristics of regulated items or activities. Similar to positions in the GS-1802 series, Ms. Garner Barry provides administrative and technical support to the agency's parking enforcement program and staff by ensuring that parking citations are valid for the type of violation reported by parking enforcement officers in the field and are in full compliance with prescribed agency policies and techniques.

Ms. Garner Barry's position is currently titled and classified as Parking Enforcement Officer. The standard for the GS-1802 series prescribes no titles for positions in that series. Therefore, the agency may use any appropriate title consistent with the titling instructions in Part III of the *Introduction to the Position Classification Standards.*

The standard for the GS-1802 series contains no grading criteria. Depending on the kind of work performed, positions classified in that series are evaluated by reference to classification guides and standards for specific occupational series involving analogous knowledge and skills. To evaluate Ms. Garner Barry's duties we have cross referenced to the grading criteria in the

Position Classification Standard for Management and Program Clerical and Assistance Series, GS-344, in conjunction with the Primary Standard.

Grade Determination

The GS-344 series includes positions involved in supervising or performing clerical and technical work in support of management analysis and program analysis, the purposes of which are to evaluate and improve the efficiency, effectiveness, and productivity of organizations and programs. The grading criteria in the GS-344 standard may be used to determine the grade of a position in another series when the nature of the work is equivalent to the intent of the factor level descriptions and work illustrations in this standard. Although Ms. Garner Barry's work is not appropriately classified in this series, the kind of work processes and functions involved in her duties, as well as the level of difficulty and responsibility of her work, are sufficiently comparable to those outlined in the GS-344 standard to support application of the criteria.

The GS-344 standard is published in the Factor Evaluation System (FES) format. Under the FES, positions are evaluated by comparing the duties, responsibilities, and qualifications required with nine factors common to nonsupervisory positions. A point value is assigned to each factor in accordance with the factor-level descriptions. For each factor, the full intent of the level must be met to credit the points for that level. The total points assigned for the nine factors are converted to a grade by reference to the grade conversion table in the standard. A factor-by-factor analysis of the appealed work is provided.

As stated in the Classifier's Handbook, the Primary Standard establishes factor levels in broad conceptual terms. As a result, the Primary Standard may not be used alone to classify a position except to point rate an individual position factor when that factor fails to meet the lowest, or exceeds the highest, factor level in the applicable FES standard. Hence it has been used for those factors that were deemed to have exceeded the highest factor levels described in the GS-344 standard.

Factor 1, Knowledge required by the position - Level 1-4 (550 Points)

This factor measures the nature and extent of information or facts a worker must understand in order to do acceptable work and the nature and extent of skills needed to apply these knowledges.

Work at Level 1-3 requires a practical knowledge of a body of established clerical or *technical* procedures and requirements related to the assigned management and/or program analysis duty or task. It also requires a general knowledge of one or a few similar, established, and relatively stable management or program operations. In addition, some of the work requires one or more of the following: skill in compiling readily available data from prescribed sources and recognizing and correcting obvious discrepancies and data omissions; knowledge of the basic principles of arithmetic to use established formulas to make routine calculations such as standard production rates, staff hours, or funding use; or familiarity with one or more established automated systems to enter, correct, and retrieve factual information, compile reports, produce charts and graphs, or

monitor project or program status. Employees use this knowledge to perform a full range of standard duties, tasks, or assignments and to resolve recurring problems.

Level 1-4 requires knowledge of an extensive body of management and/or program analysis technical rules, guidelines, regulations, and precedents. It also requires knowledge of the basic objectives and policies governing various management or program operations. Some work also requires skill in basic data gathering methods, such as standard interviewing, to collect various types of factual information. Some employees also apply knowledge of the standardized processes and procedures for evaluating management or program operations to perform duties such as planning the steps to take to complete assignments, identifying problems from collected data, and selecting solutions from alternatives in guidelines and precedent cases. Some employees also use writing skills to prepare clear, concise reports that describe the data collection techniques and other processes and procedures used, conditions of management or program operations, and recommended improvements. Employees apply this knowledge to individual, nonstandard technical assignments whether the nature of these assignments stems from a changing mix of work or represents diversity within a defined management or program operation. Assignments may involve limited aspects of higher level work.

The knowledge required and nature of skills needed by Ms. Garner Barry to perform her work fully meet but do not exceed Level 1-4. She uses her knowledge of the parking enforcement laws when reviewing tickets in the database. She clicks on the ticket to open and visually see the vehicle's license plate, make and the cited violation and compares it to the applicable law to determine its validity. She has to be knowledgeable of the different areas of parking violations to accept or reject the ticket.

Level 1-4 is credited for 550 points.

Factor 2, Supervisory controls - Level 2-4 (450 points)

This factor considers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work.

At Level 2-3, the supervisor defines the objectives, priorities, and deadlines for projects or assignments and assists the employee with unusual situations, problems, or studies that do not have clear precedents. The employee plans and carries out the successive steps of technical projects and assignments and handles problems in accordance with policies or accepted practices. The supervisor evaluates completed work for technical soundness, appropriateness of conclusions or recommendations, consistency, relevance of support material, and compliance with policies and requirements. The methods used in arriving at the end results are not reviewed in detail.

At Level 2-4, the supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some

assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Ms. Garner Barry's position fully meets but does not exceed the supervisory controls described at Level 2-4 in the Primary Standard. The supervisor determines the objectives of the TicPix program but provides limited supervision. Ms. Garner Barry, in conjunction with her supervisor, develop targets for the review of tickets and she independently reviews and analyses tickets in the database.

Level 2-4 is credited for 450 points.

Factor 3, Guidelines - Level 3-3 (275 points)

This factor covers the nature of the guidelines used and the judgment needed to apply them. At Level 3-2, a number of established instructions and procedures for doing the work are readily available and clearly applicable to most assignments. The number and similarity of guidelines and work situations require the employee to use judgment in locating, selecting, and applying the most appropriate instructions, references, or procedures to technical assignments. The employee refers situations involving significant deviations from established guidelines to the supervisor for guidance or resolution.

At Level 3-3, guidelines lack specificity or are not completely applicable to the work requirements, circumstances, or problems because of the unique or complicating characteristics of the assignments. The employee uses judgment in interpreting and adapting guidelines to apply to specific situations such as determining the cause or extent of deviations from established production rates or resource use or determining whether an organization's proposed directives, publications, or functional statements are within the scope of its established delegated authority or assigned function.

The guidelines used and the judgment required to apply them in Ms. Garner Barry's position fully meet but do not exceed Level 3-3. Guidelines used by Ms. Garner Barry include parking enforcement laws, codes and regulations as well DPW's policies, procedures and objectives of the parking enforcement program, including TicPix program. She uses judgment in applying these guidelines to the specifics involved in each unique case in order to identify and determine what is relevant to the cited violation.

Level 3-3 is credited with 275 points.

Factor 4, Complexity - Level 4-3 (150 points)

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

The work at Level 4-2 consists of duties involving related procedures, processes, or methods to perform individual technical assignments or tasks. The employee decides what needs to be done by identifying easily recognizable differences in the basic characteristics and nature of one or a few similar program operations. The operations involve easily identifiable steps and procedures or clear-cut processes, structures, and workflow. The employee identifies the basic instructions and procedures to follow from among a few established procedural alternatives related to the specific function. The employee considers the nature of the duty, basic purposes and other characteristics of the operations involved, or readily available sources of information to complete routine or standard assignments.

At Level 4-3, the work consists of various duties, projects, or assignments involving different and unrelated technical processes and procedures. Assignments involve various actions or steps that are not completely standardized or prescribed in precedent cases; adaptation or modification of established procedures and methods; various types and sources of information; and nonrecurring problems, trends, or issues. The employee decides what needs to be done by considering the characteristics, practices, objectives, and interrelationships of various program operations. The employee studies and analyzes issues such as the nature of the assignments; the various sources of information; the nature and requirements of the operations; and the applicability of precedent cases, rules, and objectives. The employee selects, adapts, and applies the most suitable practices, procedures, methods, and precedents to collect and analyze various types of information, formulate conclusions, define needs, and/or make recommendations for resolving problems to higher level employees.

The complexity of Ms. Garner Barry's work fully meets but does not exceed that described at Level 4-3. She uses established procedures and methods to conduct fact-finding on numerous parking tickets and to report the results by either accepting the citation as correct or rejecting it and entering the information into an ErrorLog. Problems encountered in her assignments involve discovering and establishing facts of the issued tickets by applying appropriate parking regulatory guidelines. She reviews extensive amounts of technical data in identifying and isolating the photographic images of tickets. She must determine if there is sufficient information to substantiate the citation.

Level 4-3 is credited for 150 points.

Factor 5, Scope and Effect - Level 5-3 (150 points)

This factor covers the relationship between the nature of the work and the effect of work products or services within and outside the organization.

At Level 5-2, the purpose of the work is to apply specific rules, regulations, or procedures to perform a full range of clerical and *technical* tasks, duties, and assignments. These assignments typically comprise a complete segment of a broad project, study, or process. The work affects the accuracy, reliability, quality, and timeliness of products, recommendations, studies, projects, and processes.

At Level 5-3, the purpose of the work is to plan and carry out assignments or projects to improve the efficiency and productivity of program operations. Employees use established methods, practices, and criteria to identify, study, and recommend solutions for resolving conventional problems or questions. The work affects the evaluation and improvement of operating program efficiency and effectiveness and the use and management of staff, funding, equipment, and other resources.

The scope and effect of Ms. Garner Barry's position fully meet but do not exceed that depicted at Level 5-3. She retrieves parking ticket data (images) and analyzes evidence of the violation which impacts ongoing parking inspections and adjudication cases.

Level 5-3 is credited for 150 points.

Factor 6, Personal contacts, and Factor 7, Purpose of contacts - Level 2b (75 points)

These factors include face-to-face contacts and telephone dialogue with persons not in the supervisory chain and pertain to the reasons the contacts are made.

The standard describes two levels of persons contacted. At Level 1, contacts are with employees within the immediate organization, office, project, or work unit. The contacts typically include other support personnel, management analysts, program analysts, administrative officers, or managers. Some positions at this level may involve contacts with members of the general public in very structured situations. At Level 2, contacts are with employees in the same agency, but outside the immediate organization. Persons contacted are managers, employees, and other representatives of the programs involved or organizations served. Some positions at this level may involve contacts with members of the general public, as individuals or groups, in moderately structured settings.

The standard also describes two levels for the purpose of contacts. At Level a, the purpose of the contacts is to obtain, clarify, or provide facts or information. At Level b, the purpose of the contacts is to plan, coordinate, or advise on work efforts; discuss significant findings; or resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals.

Ms. Garner Barry has contacts with employees from other DPW administrations and members of the public. These contacts are comparable to those described in Level 2 under Persons Contacted. The purpose of her contacts is to exchange information concerning evidence for the violation. The purpose of her contacts is equivalent to Level b.

Level 2b is credited for 75 points.

Factor 8, Physical demands - Level 8-1 (5 points)

This factor covers the requirements and physical demands placed on the employee by the work assignments. This includes physical characteristics and abilities and the physical exertion involved in the work.

The physical requirements involved in Ms. Garner Barry's work are a match for Level 8-1. Her work is primarily sedentary.

Level 8-1 is credited for 5 points.

Factor 9, Work environment - Level 9-1 (5 points)

This factor considers the risks and discomforts in the employee's physical surroundings and the safety regulations required.

The work environment of Ms. Garner Barry's position compares to Level 9-1 because the work is mostly performed in an office setting.

Level 9-1 is credited for 5 points.

Summary

The table below summarizes the evaluation.

FACTOR	LEVEL	POINTS
1. Knowledge Required By The Position	1-4	550
2. Supervisory Controls	2-4	450
3. Guidelines	3-3	275
4. Complexity	4-3	150
5. Scope and Effect	5-3	150
6. Personal Contacts, and 7. Purpose of Contacts	2b (6-2 & 7b)	75
8. Physical Demands	8-1	5
9. Work Environment	9-1	5
TOTAL		1660

The total of 1660 points falls within the GS-08 range (1605 - 1850) on the grade conversion table provided in the Primary Standard.

Classification Decision

Based on the foregoing analysis, the position is properly classified as Parking Enforcement Officer, CS-1802-08.

Prepared by: McEwan Mbambo
Human Resources Specialist (Classification)

Date: 9/27/2019

Filed
D.C. Superior Court
12/18/2019 22:24PM
Clerk of the Court

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
CIVIL DIVISION

In the matter of:	)
JOHN T. MCFARLAND **5522 Karen Elaine Dr., Apt. 716** **New Carrollton, MD 20784**	)
Petitioner,	)
v.	)
DISTRICT OF COLUMBIA **DEPARTMENT OF HUMAN RESOURCES** **1015 Half Street, S.E., 9th Floor** **Washington, DC 20003**	)
and	)
DISTRICT OF COLUMBIA **DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS** **1100 4th St., S.W.** **Washington, DC 20024**	)
Respondents.	)

PETITION FOR REVIEW OF AGENCY DECISION

Notice is hereby given that Petitioner John McFarland, by and through counsel, appeals to the Superior Court of the District of Columbia ("Superior Court") from the District of Columbia Department of Human Resources ("DCHR") Final Decision dated November 5, 2019 and issued on November 18, 2019. A copy of the Final Decision and Exhibits sought to be reviewed is attached to this petition.

Petitioner was employed at District of Columbia Department of Consumer and Regulatory Affairs ("DCRA") and requested a desk audit on March 8, 2011. Initially, Peter Delate of DCHR was assigned to conduct Petitioner's desk audit. The DCHR claims that Mr. Delate left before completing the audit's conclusion, and Leon Norman from DCHR completed the desk audit on October 28, 2013, stating that Petitioner was correctly classified as a Grade 9. Petitioner filed a Classification Appeal and later appealed the decision to this Court and the Court of Appeals of the District of Columbia ("Court of Appeals"). On February 16, 2017, the Court of Appeals stated Petitioner did not show the existence of a signed Classification Desk Audit Decision.

Petitioner subsequently submitted FOIA requests, and as part of the response, Petitioner received evidence that Mr. Delate completed Petitioner's desk audit before his departure and recommended Petitioner be upgraded to a Grade 11. Based on this new information previously withheld by the DCHR throughout the three appeals, Petitioner requested that the DCHR reconsider its October 28, 2013 Classification Desk Audit Decision on August 28, 2017. The DCHR concluded "there is insufficient evidence to warrant reconsideration."

Petitioner appealed the decision to the Superior Court of the District of Columbia ("Superior Court"). *See McFarland v. Dist. Of Columbia Dept. of Human Resources*, 2017 CA 007722 P(MPA) (D.C. Sup. Ct. September 17, 2019). The DCHR submitted a 223-page administrative record to the Superior Court in reference to the case on February 22, 2018, which was incomplete and did not contain Mr. Delate's decision. The Superior Court held that the "exclusion of the May 2011 Classification Appeal Decision was clearly erroneous. As the Agency's decision in the instant case was dependent upon an erroneous Agency record," the Superior Court vacated and remanded the decision. *See id.* In reaching its decision, the Superior

Court found the Agency's argument challenging the standard of Mr. Delate's 2011 determination irrelevant. *Id.*

The DCHR then directed Dr. Keisha Hawkins, Associate Director of the HRSA to advise the DCHR on "***which*** decision [Peter Delate or Leon Norman's decision] was made in accordance with approved position classification standards." Dr. Hawkins *did not* receive the entire 223-page administrative record and instead received 23 pages picked from the administrative record. Dr. Hawkins selected Leon Norman's decision based on the requested comparison of the 23 pages, and DCHR affirmed Leon Norman's decision in its Final Decision. The DCHR's final decision did not address the critical failings noted by the Superior Court. The DCHR cites ***no legal authority*** that authorizes it to make Petitioner's classification appeal decision based on a comparison of which classification decision better conforms with standards – even though it is entirely possible that neither abide by the standard – based on ten percent of the administrative record.

Petitioner hereby files this Petition for Review of the DCHR Final Decision dated November 5, 2019 and issued on November 18, 2019.

Address of Respondent Agencies:

DC Department of Human Resources
1015 Half Street, S.E., 9th Floor
Washington, DC 20003

DC Department of Consumer and Regulatory Affairs
1100 4th St., S.W.
Washington, DC 20024

Names and addresses of parties or attorneys to be served:

Karl A. Racine
Office of the Attorney General
441 4th Street, NW, Suite 1100S
Washington, D.C. 20001

DC Department of Human Resources
1015 Half Street, S.E., 9th Floor
Washington, DC 20003

DC Department of Consumer and Regulatory Affairs
1100 4th St., S.W.
Washington, DC 20024

Respectfully submitted,

/s/ David A. Branch

David A. Branch
Law Office of David A. Branch and Associates, PLLC
1828 L Street, NW, Suite 820
Washington, D.C. 20036
(202) 785.2805 phone
(202) 785.0289 fax
davidbranch@dbranchlaw.com

CERTIFICATE OF SERVICE

I hereby certify that on this 18th day of December 2019 a copy of the foregoing was served on the following by first-class mail:

Karl A. Racine
Office of the Attorney General
441 4th Street, NW, Suite 1100S
Washington, D.C. 20001

DC Department of Human Resources
1015 Half Street, S.E., 9th Floor
Washington, DC 20003

DC Department of Consumer and Regulatory Affairs
1100 4th St., S.W.
Washington, DC 20024

Respectfully submitted,

/s/ David A. Branch
David A. Branch

Office of the Director

November 5, 2019

John T. McFarland

5522 Karen Elaine Drive
Apt. 716
New Carrollton, MD 20784

Subject: **Classification Appeal Determination: Confirmed**

Dear Mr. McFarland,

The District of Columbia Department of Human Resources (DCHR) received a letter from you dated August 28, 2017, in which you requested that the October 28, 2013 Classification Desk Audit Decision (and subsequent 2014 Classification Appeal decision) in your case be reversed. As you know, DCHR reviewed your request and responded to you in a letter dated October 16, 2017. In that letter, DCHR explained that it had reviewed the information available to it, including the documents included with your request and the case records in your District of Columbia Superior Court and D.C. Court of Appeals matters, and determined that it did not have sufficient reason to reconsider the 2013 decision.

Since that correspondence, you have provided additional documentation, including a document prepared by Peter Delate with a signature date of May 3, 2011, titled "Classification Appeal Decision." On May 15, 2019, you entered this document into the Superior Court record in Case No. 2017 CA 007722 P(MPA) attached to your Opening Brief as Exhibit 7. On September 17, 2019, the Court issued an Order signed by Judge Robert Rigsby stating that, given the availability of the 2011 document, its exclusion from the Agency Record (and thus from the decision-making process leading to the October 16, 2017 decision) was erroneous. Judge Rigsby vacated Case No. 2017 CA 007722 P(MPA) and remanded it back to DCHR to reconsider the October 16, 2017 decision with the additional documents in the record.

In accordance with the Court's Order, DCHR is now issuing a decision with thorough consideration of both the 2011 classification audit documents you provided, and the 2013 and 2014 determinations. To conduct our reconsideration, DCHR requested a review of the revised record from a Classification team member without any prior involvement in your case. DCHR provided both of the 2011 determination documents (the memo titled "Desk Audit of Mr. John T. McFarland, Program Support Specialist," dated March 30, 2011 and prepared by Mr. Delate; and the document titled "Classification Appeal Decision," dated May 3, 2011 and prepared by Mr. Delate). DCHR also provided the Classification team with the 2013 document titled "Classification Desk Audit Decision" prepared by Lewis Norman and issued by Karla Kirby on October 28, 2013; and the 2014 "Classification Appeal Decision" prepared by Lewis Norman and issued by Shawn Stokes on July 16, 2014. DCHR requested that the Classification team member review all the documents, and provide a determination as to whether either, neither, or both of the classification

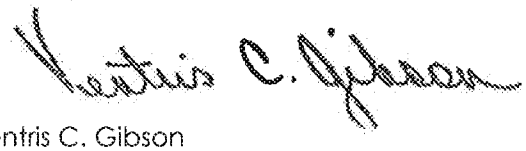
appeal determinations comported with established classification standards such that DCHR could confidently rely on the determination.

The Classification team's review of the requested documents is memorialized in the attached memorandum. The Classification team determined that the 2011 classification review prepared by Mr. Delate did not comport with established classification standards. The October 28, 2013 Classification Desk Audit Decision prepared by Mr. Norman and the ensuing 2014 Classification Appeal Decision issued by DCHR on July 16, 2014, however, were in compliance with the established method used by the Classification team for an audit. Therefore, DCHR concludes that the 2014 decision that your role as a Program Support Specialist was correctly classified as a Grade 9 was properly founded and will stand.

This serves as a final decision from DCHR concerning this matter. Pursuant to §1110.6 of Chapter 11A of the D.C. personnel regulations, final decisions can be reviewed by the Superior Court for the District of Columbia.

We appreciate your continued service with the District of Columbia at the Department of Consumer and Regulatory Affairs. If you have any further questions regarding this matter, please contact the DCHR Office of the General Counsel, Deputy General Counsel at zoec.thomas@dc.gov.

Sincerely,



Ventris C. Gibson
Director, D.C. Department of Human Resources

cc: David Branch, Esq., Law Office of David A. Branch & Associates, PLLC

Attachment(s)

DC DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM

Human Resources Solutions Administration

To: Ventris C. Gibson, Director, D.C. Department of Human Resources

From: Dr. Keisha Hawkins, Associate Director, HRSA

Date: Monday, November 4, 2019

Subject: Opinion on Previous Classification Appeal Decisions

This is the D.C. Department of Human Resources' (DCHR) Human Resources Solutions Administration's (HRSA) response to your request for an advisory opinion on two contradicting classification appeal decisions, one made in 2011 and another in 2014 in regard to an appeal by Mr. John McFarland of the Department of Consumer & Regulatory Affairs.

A March 30, 2011 memorandum from Peter Delate to Staci Mason states that he audited Mr. McFarland's position and that based on his review, he (Peter) believed that Mr. McFarland was performing duties of a grade 11 Program Support Specialist. Then, a May 3, 2011 document formatted as an appeal and signed by Peter Delate says that, for evaluation purposes, the Program Support Specialist, CS-0301-09 was reviewed against the CS-0301- series and the two position descriptions. Based on this analysis, the document states that the appellant was working within the parameters of the Program Support Specialist, 0301, grade 11. We compared the 2011 process to the July 16, 2014 decision issued by Shawn Stokes as an appeal of the 2013 audit results that found that Mr. McFarland's position was properly classified as a Program Support Specialist, CS-0301-09.

The DCHR's Office of the General Counsel asked HRSA to advise them on which decision was made in accordance with approved position classification standards.

Background

The DCHR's HRSA Classification Section is responsible for classifying positions in accordance with the classification standards under the Federal Classification System. The District government is required to follow the Federal Classification System, in accordance with D.C. Official Code § 1-611.01(c).

As provided in Section 1104.3 (a), *Classification of Positions*, of Chapter 11A of the D.C. personnel regulations, *Classification*, the District government shall classify its positions in conformance with accepted standards published by the U.S. Office of Personnel Management

(OPM) and/or special guides or standards published by the DCHR or, if no published standards apply directly, consistently with published standards.

As stated under Section 1110, *Position Classification Appeals*, of the District personnel regulations, a District government employee has the right to appeal the classification of their position to DCHR (for agencies under the personnel authority of the Mayor) at any time to obtain necessary corrections. The outcome of the appealed position can be either no change, an upgrade, or a downgrade.

Upon receipt of an appeal, HRSA assigns the appeal to a classifier other than the one who originally classified the position. The classifier handling the appeal then collects information to ascertain the nature and scope of the duties, responsibilities, and qualification requirements of the position. This fact-finding mission includes having face-to-face or telephone interviews with the employee and his/her supervisor. Whether classifying a new position, conducting a desk audit, or reviewing an appealed position, the classification process is the same. The Factor Evaluation System (FES) developed by the OPM is used to classify General Schedule occupations or Career Service, in the case of District government. The FES includes nine factors common to most nonsupervisory positions in General Schedule occupations or Career Service, in the case of District government. These nine factors are:

1. Knowledge required by the position;
2. Supervisory controls;
3. Guidelines;
4. Complexity;
5. Scope and effect;
6. Personal contacts;
7. Purpose of contacts;
8. Physical demands; and
9. Work environment.

As listed in OPM's Classifier's Handbook, the basic steps to follow when evaluating a position under the FES are:

1. Prepare a position description in FES format;
2. Select the appropriate FES standard and grade criteria;
3. Determine the grade level by assigning a factor level and the corresponding number of points to each of the nine factors in the position description;
4. Convert the total point value of all factors to a grade using the established FES point conversion chart; and
5. Record the results of the evaluation.

Evaluation is essentially a matter of comparison. The classifier looks at the duties and responsibilities assigned to the position and how those duties are exercised and compares that information with the various types of work described by OPM in its published standards. They do not compare characteristics of one position to another as the basis for deciding its classification.

Comparison

Below is the comparison of the two classification appeal decisions:

	2011 Review	2014 Review
Series Determination	0301 Series	0301 Series
Title Determination	Program Support Specialist	Program Support Specialist
Grade Determination	No grading criteria selected. Compared Grade 9 position description to Grade 11 position description	Used OPM's Administrative Analysis Grade Evaluation Guide
Factor 1: Knowledge required by the position	Compared knowledge of grade 9 position description to that of Grade 11 and did not use point system	Compared position knowledge to factor levels described in guide and assigned 950 points
Factor 2: Supervisory controls	Compared position information of Grade 9 to that of Grade 11 and did not use point system	Compared position information to factor levels in guide and assigned 275 points
Factor 3: Guidelines	Compared position information of Grade 9 to that of Grade 11 and did not use point system	Compared position information to factor levels in guide and assigned 275 points
Factor 4: Complexity	Compared position information of Grade 9 to that of Grade 11 and did not use point system	Compared position information to factor levels in guide and assigned 150 points
Factor 5: Scope & Effect	Compared position information of Grade 9 to that of Grade 11 and did not use point system	Compared position information to factor levels in guide and assigned 150 points
Factors 6 & 7: Personal contacts & Purpose of contacts	Compared position information of Grade 9 to that of Grade 11 and did not use point system	Compared position information to factor levels in guide and assigned 180 points
Factor 8: Physical demands	Compared position information of Grade 9 to that of Grade 11 and did not use point system	Compared position information to factor levels in guide and assigned 5 points
Factor 9: Work environment	Compared position information of Grade 9 to that of Grade 11 and did not use point system	Compared position information to factor levels in guide and assigned 5 points

	2011 Review	2014 Review
Total Points	None	Came up with a total of 1990 points
Grade Conversion	None	Used grade conversion table provided in the Guide to arrive at grade CS-9

Analysis

From the above comparison, we note that the 2011 classification review did not use the point factor system because no grading criteria was selected to determine the grade of the position in question. Instead, the classifier compared one position (Grade 9) to another (Grade 11). On the other hand, the 2014 review used the point factor system and selected the Administrative Analysis Grade Evaluation Guide developed by the OPM to determine the grade level of the position.

Therefore, we conclude that the classification decision of 2014 was prepared in accordance with classification standards adopted by the District government in that it appropriately used OPM guidelines to review the classification of the position appealed by Mr. John McFarland. This is consistent with accepted standards published by OPM.

If you have any questions regarding this matter, please don't hesitate to contact me at (202) 442-9649 or Zondie Pendarvis at (202) 727-1599.

2011

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Human Resources

FILE COPY

March 30, 2011

MEMORANDUM

TO: Staci M. Mason, Administrative Officer
Department of Consumer and Regulatory Affairs

FROM: Peter B. Delate, HR Specialist
D.C. Department of Human Resources

CC: Clifford P. Cooks, Program Manager
Department of Consumer and Regulatory Affairs

Jed Ross, Deputy Director of Operations and Customer Service
Department of Consumer and Regularity Affairs

Michelle Lamb Moone, Associate Director
D.C. Department of Human Resources

SUBJECT: Desk Audit of Mr. John T. McFarland, Program Support Specialist

Thank you for your time last Tuesday. I appreciate both the time I was able to spend with Mr. McFarland and the time both you and Mr. Cooks gave me with regard to my review of Mr. McFarland's position.

I have completed my audit of Mr. McFarland's position. In my audit I reviewed the position descriptions for both the Program Support Specialist at the grade 9 (Mr. McFarland's present description) and the grade 11, the information provided by Mr. McFarland in answer to a series of questions prior to my meeting with him, my notes from my meeting with Mr. McFarland, my notes of my conversation with you and Mr. Cooks, and Mr. Cooks' responses to questions I put to him after our meeting.

The grade 9 position description starts a number of its major duty statements with "Participates in..", "Assists, as directed...", and "Assists in...". The grade 11 position description starts these same duty statements with : "Identifies...", "Develops...", and Develops and maintains...". In Factor 2 – Supervisory Controls, the grade 9 position description states: "Works under general supervision. The incumbent works independently in defined areas with continuing responsibility for assuring continuity and consistency between assignment. The supervisor provides additional guidance on all matters not specifically covered in the original instruction or guidelines. The supervisor maintains control through the review of the work, reviewing completed work for accuracy, adequacy and adherence to instructions and established procedures." The same factor for the grade 11 states: "Incumbent works under the general supervision of the supervisor, who establishes policy, procedures, and general guidance criteria. The incumbent independently

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plans and carries out assignments, conferring with the supervisor on extremely controversial situations. Through regular individual and staff conferences, keeps supervisor informed on significant situations that arise . Work is reviewed for conformance to established policies, and effectiveness in meeting the objectives, deadlines, and expected results." A comparison of the language indicates that the predominate difference between the two is that the grade nine is less independent. This was echoed by Mr. Cooks who stated that he believed the difference between the two levels was that the grade nine "required more support" than the grade eleven.

In his position, Mr. McFarland is the support to two Boards: the Board of Accountancy (BA) and the Board of Professional Engineering (BPE) and has recently been assisting in supporting the DC Funeral Director Board. Principally, he is the point of contact for questions regarding licensure and examination requirements. He reviews applications for the CPA examination and informs applicants of any deficiencies, the deadline to correct deficiencies, and approves for testing those that meet the established criteria. Additionally, Mr. McFarland supports the Boards by taking minutes and ensuring the Board members have all necessary information to conduct business. While the various web sites (DCRA, Pearson Vue, and the various professional associations) are vigorous, the public (candidates for licensure or examinations) typically have individual questions about their situation(s) that fall to Mr. McFarland. Mr. McFarland is not only responsible for answering their inquiries but pointing them, as well, to the applicable code/rule/regulation for clarification/support.

Based on my review of the work performed by Mr. McFarland as compared to the two descriptions it is my belief that Mr. McFarland is performing the duties of the grade 11 Program Support Specialist.

In our conversation, and Mr. Cooks' response to additional questions I posed, Mr. Cooks indicated that keeping management informed (particularly when action is/may be required by management) is an item that indicated Mr. McFarland is not operating at the grade 11 and timeliness regarding action items was another item indicating Mr. McFarland was operating at the lower lever. These are, in fact, performance issues. The fact that management needs to be kept informed actually indicates that Mr. McFarland is operating independently, but not well.

Management has the right to assign duties and responsibilities. As such, you have the ability to curtail Mr. McFarland's independence and more closely review his work – ensuring he performs within the grade nine, or you could provide him with an action plan to improve his performance at the grade 11.

Should you have any questions, please feel free to contact me.

Thank you.

2011

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DC DEPARTMENT OF HUMAN RESOURCES
CLASSIFICATION APPEAL DECISION

Appellant:	Mr. John T. McFarland
Current Position Classification:	Program Support Specialist, CS-0301-09
Organization:	Department of Consumer and Regulatory Affairs, Occupational and Professional Licensing Division

Reason for Classification Appeal :

Mr. McFarland is appealing his classification as an Program Support Specialist, CS-0301-09, stating the following:
"...my position is similar to the work being done by Leon Lewis, who is also a liaison to professional boards with in the Occupational and Professional Licensing Division of the Department of Consumer and Regulatory Affairs."

Appeal Review:

This review does not and cannot speak to nor compare the appellant's duties and responsibilities to the duties and responsibilities of another employee nor does it speak to, affirm, or question the validity of the allocation and classification of that employee's position. By law, DCHR must classify positions solely by comparing the incumbent's or applicant's duties and responsibilities to the appropriate standard(s) and/or guideline(s) (5 U.S.C.5106 and 5107). In as much as comparison to the appropriate standard(s) is the exclusive method for arriving at the allocation or classification of any and all positions, one cannot compare the position encumbered by an appellant to any other position as a rationale for rendering a decision. As the subject position is classified as Program Support Specialist, CS-0301-09, and in a career ladder, for evaluation purposes, subject position is, reviewed against the CS-0301 series and the two descriptions of the career ladder.

In adjudicating this appeal, the concern is to make an independent decision on the proper classification (level) of this position. By law, this must be decided solely by comparing the appellants current duties and responsibilities to the descriptions and OPM standards and guidelines (5 U.S.C. 5106 and 5107). Therefore, the appellant's statements are considered only insofar as they are relevant to making that comparison.

In reaching the classification decision, all information furnished by the appellant and his first and second level supervisors was reviewed, including the two official position descriptions.

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Position Information

The appellant is assigned to a generic, career ladder Program Support Specialist, CS-0301-09 position description with promotional potential to an existing generic Program Support Specialist, CS-0301-11 within DCRA. The appellant's supervisor and manager have certified the overall accuracy of the two position descriptions.

As the appellant's position description is generic and both the appellant and the appellant's supervisor and manager indicated that a more descriptive title would be preferred, it was pointed out that such a title was permissible and should be included on the OPS in #16, "Organizational Title of Position(If different from official title)".

The appellant does not contest the accuracy of the descriptions, but is appealing the classification of his position as a grade 09.

Duties and Responsibilities performed by the Appellant

The appellant, works for the Occupational and Professional Licensing Division within the Department of Consumer and Regulatory Affairs. He is the support to two Boards: the Board of Accountancy (BA) and the Board of Professional Engineering (BPE) and has recently been assisting in supporting the DC Funeral Director Board. Principally, he is the point of contact for questions regarding licensure and professional examination requirements. He reviews applications for the CPA examination and informs applicants of any deficiencies, the deadline to correct deficiencies, and approves for testing those that meet the established criteria. Additionally, he supports the Boards by taking minutes and ensuring the Boards have all necessary information to conduct business. While the various web sites (DCRA, Pearson Vue, and the various professional associations) are vigorous, the public (candidates for licensure or examinations) typically have individual questions about their situation(s) that fall to the appellant who is not only responsible for answering their inquiries but pointing them to the applicable code/rule/regulation for clarification/support.

A comparison of the duties of the grade 9 position description versus the grade 11 position description indicate that the grade 9 position description starts a number of its major duty statements with "Participates in..", "Assists, as directed...", and "Assists in...". The grade 11 position description starts these same duty statements with : "Identifies...", "Develops...", and Develops and maintains...". As the appellant acts independently, the appellant does not "assist" anyone.

Series, title, and standard determinations

The 0301 series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. As mentioned above in Position Information, while the appellant questions the title and series determination for the position he encumbers (the subject position is classified as a Program Support Specialist within the 0301 series - Miscellaneous Administration and Program Series), he does not contest it.

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Grade determination (factor comparison)
The grades of the two descriptions is not in question – rather which description applies to the appellate. The two position descriptions are written in the Factor Evaluation System (FES) format and are compared below.

Factor 1, Knowledge required by the position
This Factor measures the nature and extent of information or facts that the engineer must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of skills necessary to apply this knowledge.

The difference between the two descriptions on this factor is that in the grade 9 description the factor states, in the second paragraph, "Knowledge of …" whereas the grade 11 states, "Thorough knowledge of…" and in the grade 9 the fourth paragraph states, "…to assist with the formulation …" where as the grade 11 states, "to formulate…".

The appellate has and exercises a thorough knowledge of the applicable laws, rules, and regulations of DCRA and his Boards on a daily basis an item confirmed by the supervisor and manager. In fact, when asked what his major duty/responsibility was, the appellate responded, " Read and understand the statues and regulations governing professional licensing of certifies publicaccounts (CPA's) and professional engineers (P.E.s)."

Factor 2, Supervisory controls
This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the appellant's responsibility, and the supervisory review of completed work.

In the grade 9 description this factor reads: "Works under general supervision. The incumbent works independently in defined areas with continuing responsibility for assuring continuity and consistency between assignments. The supervisor provides additional guidance on all matters not specifically covered in the original instruction or guidelines. The supervisor maintains control through the review of the work, reviewing the completed work for accuracy, adequacy and adherence to instructions and established procedures."

In the grade 11 description this factor reads: "Incumbent works under the general supervision of the supervisor, who establishes policy, procedures and general guidance criteria. The incumbent independently plans and carries out assignments, conferring with the supervisor on extremely controversial situations. Through regular individual and staff conferences, keeps supervisor informed of significant situations that arise. Work is reviewed for conformance to established policies, and effectiveness in meeting the objectives, deadlines, and expected results."

This review indicates that the predominate difference between the two is that the grade nine is less independent. This was echoed by the program manager who stated that he believed the difference between the two levels was that the grade nine "required more support" than the grade eleven. Per the appellant and the manager, the incumbent does independently plan and carry out assignments. Per the manger it is only that he does not keep the supervisor/manager informed of significant situations that arise that is an issue which is a performance issue and not a classification issue.

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Factor 3, Guidelines
This factor covers the nature of the judgment needed to apply guidelines. Since individual assignments vary in the specificity and applicability of guidelines, the constraints and judgment demands placed upon engineers also vary. For this factor, guidelines refer to standard guides, precedents, methods, and techniques including agency manuals or instructions, standard textbooks, and the governing policies and procedures of the agency.

The difference between the two descriptions in this factor is that in the grade 9 description, "the incumbent uses judgment in locating and selecting the most appropriate guidelines. Any deviations are referred to the supervisor." whereas in the grade 11 it states that the "Incumbent is required to exercise sound judgment in selecting appropriate guidelines.

The supervisor and the manager indicated that while they might question the appellant's judgment it was not with regard to guidelines which he selects and applies by himself.

Factor 4, Complexity
This factor covers the: "Nature of the Assignment"; "What Needs to be Done"; and the "Difficulty and Originality Involved".

The Factor 4 for the grade 9 description states, "The work includes various assignments requiring different and unrelated processes and methods, such as gathering information, identifying and analyzing issues, and for providing information and assistance regarding specific program matters and resolution of problems." The Factor 4 for the grade 11 description states." The work involves different and unrelated processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variation in approach, and incomplete or conflicting data. The work requires analysis of the subject matter, interpretation of data, judgment and innovative thinking as it relates to each assignment. Incombent must use own capability in determining all possible strategies of effective control."

The work of the appellant with regard to certification/examination requirements falls into the description of the grade 11 factor. The appellant analyzes the coursework and credentials of applicants and determines if they are eligible to take the exam and if not what they need. If clarification is required (such as a particular course being suitable for a requirement) the appellant is the one who researches and makes that decision.

Factor 5, Scope and effect
This factor covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth of the assignment and the effect of work products or services both within and outside the organization. Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or affects the adequacy of research conclusions.

The Factor 5 for the grade 9 description states, " The purpose. this position is to provide programmatic and administrative support work to the staff. The work contributes to the overall productions effectiveness and efficiency in program operations for the administrative support activities. The accuracy, reliability and successful completion of the work affect the efficiency

and effectiveness of the performance of the assigned program." The Factor 4 for the grade 11 description states, "The purpose of the work is to provide program and administrative support for the office. Incumbent performs special projects, and prepares comprehensive reports on studies and other special assignments under the direction of the supervisor. The work affects a wide range of agency activities and the accuracy, reliability, or acceptability of further processes or services."

In as much as the work performed is for neither staff or an office, per se, it is for two Boards. Reports as well as minutes and notices could be construed as "comprehensive reports on studies and other special assignments" however, these are done independent of direction from the supervisor and the work affects the actions/processes of the Boards.

Factor 6, Personal Contacts

This factor includes face-to-face and remote dialogue with persons not in the supervisory chain. The levels described consider the work required to make the initial contact, the difficulty of communicating with those contacted, the setting in which the contact takes place, and the nature of the discourse. The nature of the discourse defines the reason for the communication and the context or environment in which the communication takes place. For example, the reason for communication may vary from exchanging factual information to negotiation.

This factor is the same in both descriptions and is, therefore, not an issue.

Factor 7, Purpose of Contacts

09 Contacts are for the purpose of obtaining and exchanging information, monitoring task assignments, seeking cooperation in meeting project deadlines, performing duties and resolving problems.

11 The purpose of the contacts is to resolve problems, clarify or provide information, or answer questions pertaining to program goals, objects and responsibilities.

Factor 8, Physical demands

This factor covers the requirements and physical demands placed on the engineer by the work assignment. This includes the physical characteristics and abilities and physical exertion involved in the work. To some extent, the frequency or intensity of physical exertion is also considered.

This factor is the same in both descriptions and is, therefore, not an issue.

Factor 9, Work Environment

This factor considers the discomfort and risk of danger in the employee's physical surroundings and the safety precautions required. Although safety regulation and techniques can reduce or eliminate some discomfort and dangers, they typically place additional demands upon the employee.

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This factor is the same in both descriptions and is, therefore, not an issue.

Summary
The appellant is performing work without the assistance of the supervisor and/or manager. Additionally, the appellant is exercising a thorough knowledge of his two Boards and their requirements for examination/certification and the present level of supervision is not as described in the grade 9 description but rather that as is described in the grade 11 description. (The level of supervision being the prime delineator between the two descriptions per the manager.)

Decision:
Based on the forgoing, the appellant is working within the parameters of the Program Support Specialist, 0301, grade 11.

Management has the right to assign and/or change duties and responsibilities. As such and in as much as management has indicated it has issues with the appellant's performance, it is recommended that management more closely supervise the appellant and his work as well as work with him on the scope of his job and his personal interactions which would lower the appellant to the grade 09.

Appeal Summary:

The responsibility to ensure that all positions, groups, and/or classes of positions are equitably placed in classes and grades consistent with the appropriate standard(s) begins with management. In as much as management did indicate that it had employees supporting Boards in different series/descriptions, should management decide that a review of a group or class of positions is needed to ensure equity of grade levels, management may, at any time, request that the Office of Human Resources conduct such a review. (DPM 11A, 1106.4)

Peter B. Delate
HR Specialist

5-3-11
Date

Approved by :

Peter B. Delate
Interim Associate Director,
Compensation & Classification Administration

5-3-11
Date

2013

attachment C

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Human Resources

[redacted]

Classification Desk Audit Decision
Under Section 1106 of Chapter 11A of the D.C. Personnel Regulations, Classification

- **Employee:** John T. McFarland
- **Agency Classification:** Program Support Specialist, CS-0301-09
- **Organization:** Department of Consumer and Regulatory Affairs
- **DCHR Decision:** Program Support Specialist, CS-0301-09

Signature

Karla Kirby
Associate Director, DCHR
Administration for Recruitment and Classification Services

10/28/13
Date

441 4th Street, NW, Suite 330S, Washington, D.C., 20001

DCHR-000035

000116

POSITION CLASSIFICATION REVIEW DECISION
Program Support Specialist, CS-0301-09
Department of Consumer & Regulatory Affairs (DCRA)

Introduction

On January 7, 2011, the D.C. Department of Human Resources (DCHR) received a position classification review request from John T. McFarland, a Program Support Specialist, CS-0301-09, the Department of Consumer and Regulatory Affairs.

Mr. McFarland's request for position classification review was assigned to Peter B. Delate, a Human Resources Specialist assigned to DCHR. Mr. Delate left DCHR before completing the classification review, and the classification review was assigned to and completed by Lewis C. Norman, also a Human Resources Specialist at DCHR.

Our classification decision was decided by considering the audit findings and all information of record furnished by Mr. McFarland and DCRA, including his official position description received by DCHR on October 18, 2013.

General Issues

Mr. McFarland believes that his position is classified inconsistently with another position within his agency. In accordance with DC personnel regulations (DPM Chapter 11, Classification), DCHR must classify positions solely by comparing the duties and responsibilities to standards and guidelines issued by the District of Columbia and the U.S. Office of Personnel Management. Positions that may appear superficially similar may differ significantly in their duties, level of authority, or organizational context to support a difference in their grade levels.

Mr. McFarland is assigned to a generic position of Program Support Specialist, CS-0301-09, with promotional potential to an existing generic Program Support Specialist, CS-0301-11, within his agency. Mr. McFarland's supervisor and higher-level manager have noted the accuracy of the CS-09 and CS-11 position descriptions. Mr. McFarland believes that his position should be classified at the grade 11 level, based upon the similarity of the two positions. The supervisors disagree with his assessment and indicate that the grade 09 position is an accurate description of the work performed by Mr. McFarland.

During the extended period of this audit, our classification decision was delayed because (1) Mr. McFarland failed to attend scheduled meetings with his supervisor and DCHR to discuss his position description, as required by DPM Chapter 11, 1.16—Employee Request for Position Review/Desk Audit, and (2) Mr. McFarland's detail from his position of record from October 2011 to the present.

Position Information

The primary function of Mr. McFarland's position is to serve as a Program Support Specialist in DCRA. In this capacity, he provides program and administrative support for the assigned office. Mr. McFarland, and other employees assigned to this generic position description, performs special projects and prepares comprehensive reports on studies and other special assignments.

Classification Decision

On October 18, 2013, DCRA certified the accuracy of Mr. McFarland's generic position description. Based upon the information furnished by the agency, we find that Mr. McFarland's position description is accurate in its depiction of the duties and responsibilities assigned to his position description.

Series and Title Determinations

The GS (CS) – 301 series includes positions that perform, supervise, or manage non-professional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The administrative work of this series involves skills such as analytical, research, and writing ability, and requires the application of judgment typically demonstrated by substantial, responsible experience, or that equivalent to a college level education. Mr. McFarland's position is correctly assigned to this series.

There are no titles specified for positions in the GS- 301 series. The previously assigned title, Program Support Specialist, adheres to position titling guidance contained in District and U.S. Office of Personnel Management classification practices.

Grade Determination

The standard for the GS-301 series does not contain grade-level criteria. It instructs that positions in this series be evaluated by using standards for other series, depending on the position's content and work environment. Accordingly, for grade determination, this position was evaluated by using the Administrative Analysis Grade Evaluation Guide.

The Administrative Analysis Grade Evaluation Guide uses the Factor Evaluation System (FES). It places positions in grades by comparing their duties, responsibilities, and qualification requirements with nine (9) FES factors common to nonsupervisory General Schedule positions. A point value is assigned to each factor based on comparison of the position's duties with the factor- level descriptions in the Guide. The total points assigned are converted to a grade by use of the grade conversion table in the Guide. Application of the Guide to Mr. McFarland's is summarized in the attached FES report.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Program Support Specialist, CS-301-09

Organization: Department of Consumer & Regulatory Affairs (DCRA)

Position #: N/A

Job Code #: 002294

EVALUATION FACTOR	FACTOR LEVEL	POINTS ASSIGNED	COMMENTS
1. Knowledge Required by the Position	FL # 1-6	950	The knowledge required by the position meets Level 1-6. At this level, positions require skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature. This is similar to the knowledge described for the position.
2. Supervisory Controls	FL # 2-3	275	At Level 2-3, the supervisor provides assistance on controversial issues or on the application of qualitative or quantitative analytical methods to the study of subjects for which precedent studies are not available. Similarly, the supervisor maintains control over the work of the position.
3. Guidelines	FL # 3-3	275	At Level 3-3, guidelines consist of standard reference material, instructions and manuals such as the organization's procedures, policies, and regulations. The employee uses judgment in choosing, interpreting, or adapting available guidelines to specific issues or subjects studied. Similarly, the position uses the DCRA's and DC's regulations as guidelines and uses judgment in locating and selecting the most appropriate guidelines.
4. Complexity	FL # 4-3	150	At this level, the employee analyzes the issues in the assignment, then selects and applies accepted analytical techniques to the resolution of procedural problems affecting the efficiency, effectiveness, or productivity of the organization and/or workers studied. This is similar to the difficulty the position faces in identifying what needs to be done,

5. Scope and Effect	FL # 5-3	150	At Level 5-3, the purpose of the work is to plan and carry out projects to improve the efficiency and productivity of organizations and employees in administrative support activities. Similarly, the work contributes to the overall productivity, effectiveness and efficiency in program operations.
6. Personal Contacts	FL # 6-3		Personal contacts at Level 6-3 include persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Similarly, the employee's contacts include the general public, contractors, property owners, tenants, and other involved in the sale, renovation, or other business.
7. Purpose of Contacts	FL # 7-c	180 (6-3 + 7-c)	At Level 7-c, the purpose of personal contacts is to influence other to accept and implement findings and recommendations on organizational improvement or program effectiveness. Similarly, the position's contacts are for the purpose of monitoring task assignments, seeking cooperation in meeting project deadlines and resolving problems.
8. Physical Demands	FL # 8-1	5	Work is primarily sedentary.
9. Work Environment	FL # 9-1	5	Work is performed in an office setting.

Total Points = 1990

Grade Conversion = GS-0301-09

Classification Standards Used: Position Classification Flyer for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990.

Name	Title	Signature	Date
Lewis C. Norman	Lead HR Specialist	Lewis C. Norman	10/25/2003

2014

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Human Resources

Office of the Director

July 16, 2014

John T. McFarland
5552 Karen Elaine Drive, Apt. #716
New Carrollton, MD 20784

Re: Classification Appeal Decision

Dear McFarland:

This letter is in response to your classification appeal received in the Department of Human Resources (DCHR) on June 17, 2014. In your letter, you appealed DCHR's decision of a desk audit on your position of Program Support Specialist (CS-0301-09) in the Department of Consumer and Regulatory Affairs (DCRA).

We decided this appeal by considering our desk audit findings and all other information of record furnished by you and your agency, including your official position description. Based upon a thorough review of the information made available to us in this appeal, we have made a determination that your position is properly classified as Program Support Specialist (CS-0301-09).

Please be advised that in accordance with section 1110, *Position Classification Appeals*, of Chapter 11A of the D.C. personnel regulations, *Classification*, this serves as the final decision from DCHR concerning this matter. Pursuant to subsection 1110.6 of the chapter, you may appeal this decision to the Superior Court of the District of Columbia.

Sincerely,

Shawn V. Stokes
Director

Enclosure

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Human Resources

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Classification Appeal Decision
Under Section 1110 of Chapter 11A of the D.C. Personnel Regulations, Classification

- **Employee:** John T. McFarland
- **Agency Classification:** Program Support Specialist, CS-0301-09
- **Organization:** Department of Consumer and Regulatory Affairs
- **DCHR Decision:** Program Support Specialist, CS-0301-09

Signature

Karla Kirby
Associate Director, DCHR
Administration for Recruitment and Classification Services

July 16, 2014
Date

POSITION CLASSIFICATION APPEAL DECISION

For

John T. McFarland
Program Support Specialist, CS-0301-09

Department of Consumer & Regulatory Affairs (DCRA)

Introduction

On June 17, 2014, the D.C. Department of Human Resources (DCHR) received a position classification appeal request from John T. McFarland, who occupies the position of Program Support Specialist, CS-0301-09, in the Department of Consumer and Regulatory Affairs. Mr. McFarland requested that his position be classified at the CS-12 level.

Mr. McFarland previously requested a desk audit (position classification review) of his position on March 8, 2011. In his request for a desk audit, Mr. McFarland requested promotion to CS-301-11. On October 28, 2013, DCHR stated that Mr. McFarland's position-of-record is properly classified at the CS-09 level.

This classification appeal decision was decided by considering the audit findings and all information of record furnished by Mr. McFarland and DCRA, including his official position description received by DCHR on October 18, 2013.

General Issues

Mr. McFarland believes that his position is classified inconsistently with another position within his agency. In accordance with DC personnel regulations (DPM Chapter 11, Classification), DCHR must classify positions solely by comparing the duties and responsibilities to classification standards and guidelines issued by the District of Columbia and the U.S. Office of Personnel Management. Positions that may appear superficially similar may differ significantly in their duties, level of authority, or organizational context to support a difference in their grade levels. Since comparison to classification standards is the exclusive method for classifying positions, DCHR cannot compare Mr. McFarland's position to others as a basis for deciding his appeal.

Mr. McFarland is assigned to a generic position of Program Support Specialist, CS-0301-09, with promotional potential to an existing generic Program Support Specialist, CS-0301-11, within his agency. Mr. McFarland's supervisor and higher-level manager have noted the accuracy of the CS-09, CS-11 and CS-12 position descriptions. Mr. McFarland believes that his position should be classified at the grade 12 level, based upon the similarities between the two positions. The supervisors disagree with his assessment and indicate that the grade 09 position is an accurate description of the work performed by Mr. McFarland.

During the extended period of the desk audit, our classification decision was delayed because (1) Mr. McFarland failed to attend scheduled meetings with his supervisor and DCHR to discuss his position description, as required by DPM Chapter 11, 1.16—Employee Request for Position Review/Desk Audit, and (2) Mr. McFarland's extended detail from his position-of-record.

Position Information

The primary function of Mr. McFarland's position is to serve as a Program Support Specialist in DCRA. In this capacity, he provides program and administrative support for the assigned office. Mr. McFarland, and other employees assigned to the generic position description, performs special projects and prepares comprehensive reports on studies and other special assignments.

Classification Decision

On October 18, 2013, DCRA certified the accuracy of Mr. McFarland's generic position description. Based upon the information furnished by the agency, we find that Mr. McFarland's position description is accurate in its depiction of the duties and responsibilities assigned to his position description.

Series and Title Determinations

The GS (CS)-301 series includes positions that perform, supervise, or manage non-professional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The administrative work of this series involves skills such as analytical, research, and writing ability, and requires the application of judgment typically demonstrated by substantial, responsible experience, or that equivalent to a college level education. Mr. McFarland's position is correctly assigned to this series.

There are no titles specified for positions in the GS-301 series. The previously assigned title, Program Support Specialist, adheres to position titling guidance contained in District and U.S. Office of Personnel Management classification practices.

Grade Determination

The standard for the GS-301 series does not contain grade-level criteria. It instructs that positions in this series be evaluated by using standards for other series, depending on the position's content and work environment. Accordingly, for grade determination, this position was evaluated by using the Administrative Analysis Grade Evaluation Guide.

The Administrative Analysis Grade Evaluation Guide uses the Factor Evaluation System (FES). It places positions in grades by comparing their duties, responsibilities, and qualification requirements with nine (9) FES factors common to nonsupervisory General Schedule positions. A point value is assigned to each factor based on comparison of the position's duties with the factor- level descriptions in the Guide. The total points assigned are converted to a grade by use of the grade conversion table in the Guide. The evaluation of Mr. McFarland's position with respect to the nine factors follows.

Factor 1, Knowledge Required by the Position: Level 1-6, 950 Points

This factor measures the nature and extent of information or facts that a worker must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply this knowledge.

At Level 1-6, positions with this level of knowledge require skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature. The issues or problems deal with readily observable conditions

(e.g., office or shop layout, workflow, or working conditions), written guidelines covering work methods and procedures such as performance and production standards, and information of factual nature. Included at this level is knowledge of the theory and principles of management and organization, including administrative practices and procedures common to organizations, such as those pertaining to areas of responsibility, channels of communication, delegation of authority, routing of correspondence, filing systems, and storage of files and records. Assignments typically involve using qualitative and quantitative analytical techniques and require skill in conducting interviews with supervisors and employees to obtain information about organizational missions, functions, and work procedures.

The position meets Level 1-6. Comparable to this level of knowledge, the position requires knowledge of the mission, function and operational policies and procedures of the Department of Consumer and Regulatory Affairs, the assigned administration, and operating entities to effectively, accurately and expeditiously complete work assignments in concert with established operational objectives; knowledge of pertinent regulatory laws, regulations, codes and practices to appropriately resolve problems, make sound recommendations, and provide information to support recommendations; and knowledge of, and skill in applying analytical and evaluative methods and techniques to resolve problems, conduct research, gather information, and make recommendations.

The position does not fully meet Level 1-7. At that level, assignments require knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by administrative or professional personnel, or substantive administrative support functions (i.e., internal activities or functions such as supply, budget, procurement, or personnel which serve to facilitate line or program operations). This level includes knowledge of pertinent laws, regulations, policies and precedents which affect the use of program and related support resources in the area studied. Projects and studies typically require knowledge of the major issues, program goals and objectives, work processes, and administrative operations of the organization. At Level 1-7, the knowledge is used to plan, schedule, and conduct projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations in a program or support setting. Knowledge is applied in developing new or modified work methods, organizational structures, records and files, management processes, staffing patterns, procedures for administering program services, guidelines and procedures, and automating work processes for the conduct of administrative support functions or program operations. The position's work does not require this level or breadth of knowledge to accomplish assignments.

Level 1-6 is credited for 950 points.

Factor 2, Supervisory Controls: Level 2-3, 275 Points

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work.

At Level 2-3, the supervisor assigns specific projects in terms of issues, organizations, functions, or work processes to be studied and sets deadlines for completing the work. The employee plans,

coordinates, and carries out the successive steps in fact-finding and analysis of issues necessary to complete each phase of assigned projects. The supervisor or higher grade analyst provides assistance on controversial or unusual situations. Completed work is reviewed for conformance with overall requirements, consistency of facts and figures, choice of appropriate analytical methods, and practicality of recommendations. Similar to this level, the position's supervisor provides additional guidance on all matters not specifically covered in the original instruction or guidelines. The supervisor maintains control through the review of the work, reviewing the completed work for accuracy, adequacy and adherence to instructions and established procedures. The incumbent works independently in defined areas with continuing responsibility for assuring continuity and consistency between assignments.

The position does not meet Level 2-4 because, at that level, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. The employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. Completed work is reviewed for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Level 2-3 is credited for 275 points.

Factor 3, Guidelines: Level 3-3, 275 Points

This factor covers the nature of guidelines and the judgment needed to apply them.

At Level 3-3, guidelines consist of standard reference material, texts, and manuals covering the application of analytical methods and techniques and instructions and manuals covering the subjects involved (e.g., organizations, equipment, procedures, policies, and regulations). Analytical methods contained in the guidelines are not always directly applicable to specific work assignments. The employee uses judgment in choosing, interpreting, or adapting available guidelines to specific issues or subjects studied. The subject studied is covered by a wide variety of administrative regulations and procedural guidelines, and the employee must use judgment in researching regulations and in determining the relationship between guidelines and organizational efficiency, program effectiveness, or employee productivity.

Comparable to Level 3-3, the position's guidelines include the legislation and pertinent regulations applicable to the work of the assigned program, Mayor's Orders, policy and procedural issues for the D. C. Council, District of Columbia Codes, D. C. Administrative Procedures Act, policies, procedures, precedents and general requirements of the Department of Consumer and Regulatory Affairs. The incumbent uses judgment in locating and selecting the appropriate guidelines. Any deviations are referred to the supervisor.

The position's guidelines do not meet Level 3-4. At that level, guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. At this level, administrative policies and precedent studies provide a basic outline of the results desired, but do

not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the organization, such as agency controls on size of workforce, productivity targets, and similar objectives. In the case of the subject position, specific instructions are provided by the supervisor. The position does not require considerable adaptations or interpretations of general administrative policies for application to issues or problems studied for the use of the assigned office as would be indicative of a position evaluated at Level 3-4.

Level 3-3 is credited for 275 points.

Factor 4, Complexity: Level 4-3, 150 Points

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

At Level 4-3, the work principally involves dealing with problems and relationships of a procedural nature rather than the substance of work operations, issues, or other subjects studied. The employee analyzes the issues, then selects and applies accepted analytical techniques to the resolution of procedural problems. Projects take place within an organization with related functions and objectives, although organization and work procedures differ from one assignment to the next. Typically, the employee prepares a report containing a statement of the issue or problem, background, observations, options for change, and recommendations for action. Findings and recommendations are based upon analysis of work observations, review of records or similar documentation, research of precedent studies, and application of standard administrative guidelines.

In addition to improving conditions of a procedural nature, the work at Level 4-4 involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. Information about the subject is often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document. This work requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables.

The position's work includes various assignments requiring different and unrelated processes and methods, such as gathering information, identifying and analyzing issues, and for providing information and assistance regarding specific program matters and resolution of problems. This work meets Level 4-3 where the employee analyzes the issue and selects and applies accepted analytical techniques to resolve the problem. Level 4-4 is not met because there is no evidence to show that the information about the subject is often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document.

Level 4-3 is credited for 150 points.

Factor 5, Scope and Effect: Level 5-3, 150 Points

This factor covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth of the assignment, and the effect of the work products or services both within and outside the organization.

The scope and effect of the position's work match Level 5-3. At that level, the purpose of the work is to plan and carry out projects to improve the efficiency and productivity of organizations and employees in administrative support activities. Employees at this level identify, analyze, and make recommendations to resolve conventional problems and situations in work-flow, work distribution, staffing, performance appraisal, organizational structure, and/or administration. Similar to this level, the purpose of the position's work is to provide programmatic and administrative support work to the staff. The accuracy, reliability and successful completion of the work affect the efficiency and effectiveness of the performance of the assigned program.

The position does not meet Level 5-4. At that level, the purpose of the work is to *assess* the productivity, effectiveness, and efficiency of program operations or to analyze and resolve problems in the staffing, effectiveness and efficiency of administrative support and staff activities. At this level work involves establishing criteria to measure and/or predict the attainment of program or organizational goals and objectives.

Level 5-3 is credited for 150 points.

Factors 6 and 7, Personal Contacts & Purpose of Contacts: Level 3-C, 180 Points

Factor 6 includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. Under Factor 7, the purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives.

At Level 6-2, persons contacted are employees, supervisors, and managers of the same agency, but outside of the immediate office, or employees and representatives of private concerns in a moderately structured setting. The position exceeds this level because it has contacts with contractors, property owners and tenants.

At Level 6-3, persons contacted are persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an *ad hoc* basis. Similar to this level, the position's contacts include the general public, contractors, property owners, tenants, and others involved in the sale, renovation, or other business.

Level 6-4 is not met because, at that level, contacts are with high-ranking officials such as other agency heads, top congressional staff officials, state executive or legislative leaders, mayors of major cities, or executives of comparable private sector organizations.

At Level 7-b, the purpose of personal contact is to advise managers on noncontroversial organization or program related issues and concerns. Contacts typically involve such matters as identification of decision-making alternatives, appraisals of success in meeting goals, or recommendations for resolving administrative problems. The purpose of the position's contacts exceeds this level because, apart from resolving problems and appraising success, the position seeks cooperation from those contacted.

At Level 7-c, the purpose is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. Positions at Level c may encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems. Comparable to Level 7-c, the position's contacts are for the purpose of monitoring task assignments, seeking cooperation in meeting project deadlines and resolving problems.

Level 7-d is not met because, at that level, the purpose is to justify or settle matters involving significant or controversial issues; e.g., recommendations affecting major programs, dealing with substantial expenditures, or significantly changing the nature and scope of organizations.

Level 3-C is credited for 180 points.

Factor 8, Physical Demands: Level 8-1, 5 Points

This factor covers the requirements and physical demands placed on the employee by the work assignment.

The position matches Level 8-1. At that level, the work is primarily sedentary, although some slight physical effort may be required. Like Level 8-1, the position's work is primarily sedentary with intermittent periods of walking, standing and carrying of lightweight objects.

The position does not meet Level 8-2 because, at that level, assignments regularly involve long periods of standing, bending, and stooping to observe and study work operations in an industrial, storage, or comparable work area.

Level 8-1 is credited for 5 points.

Factor 9, Work Environment: Level 9-1, 5 Points

This factor considers the risks and discomforts in the employee's physical surroundings, or the nature of the work assigned and the safety regulations required.

The position matches Level 9-1, where work is typically performed in an adequately lighted and climate controlled office and may require occasional travel. Similar to this level, the position's work is primarily performed in routine office setting, although some site visits may be required.

The position does not meet Level 9-2 because, at that level, assignments regularly require visits to manufacturing, storage, or other industrial areas, and involve moderate risks or discomforts. Protective clothing and gear and observance of safety precautions are required.

Level 9-1 is credited for 5 points.

Summary

The table below summarizes the evaluation.

Factor	Level	Points
Knowledge Required	1-6	950
Supervisory Controls	2-3	275
Guidelines	3-3	275
Complexity	4-3	150
Scope and Effect	5-3	150
Personal Contacts & Purpose of Contacts	3-C	180
Physical Demands	8-1	5
Work Environment	9-1	5
	Total Points	1990

The total of 1990 points falls within the GS-09 range (1855 - 2100) on the grade conversion table provided in the guide.

Classification Decision

Based on the foregoing analysis, the position is properly classified as Program Support Specialist, CS-0301-09.

Prepared by: Lewis C. Norman Date: 7/16/2014
Supervisory Human Resources Specialist (Classification)

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

ALLAN EARL LUCAS, JR.	)	
	)	
Plaintiff,	)	
	)	
v.	)	Case No.:1:13-cv-00143 (TFH)
	)	
THE DISTRICT OF COLUMBIA,	)	
	)	
Defendant.	)	
	)	

SECOND AMENDED COMPLAINT

Plaintiff Allan Earl Lucas, Jr. ("Lucas"), by counsel, respectfully files this Complaint against defendant District of Columbia for money damages, and states as follows:

THE PARTIES

1. Plaintiff Lucas is an adult resident of the District of Columbia, residing at 326 Peabody Street, NE, Washington DC 20011.

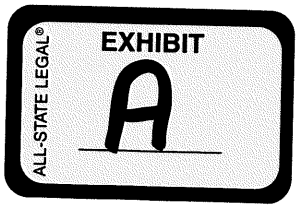
2. Defendant District of Columbia is the governmental entity responsible for overseeing the administration of the District of Columbia Metropolitan Police Department, District of Columbia Police and Firefighter Retirement Relief Board, and District of Columbia Department of Human Resources.

JURISDICTION AND VENUE

3. This Court's jurisdiction is proper pursuant to 28 U.S.C.A. §§ 1331 and 1367.

FACTS

4. In May of 1972, Lucas was accepted into the District of Columbia Police Academy as a sworn Cadet. The previous Federal Civil Service competitive system was in effect



at that time. He completed his training and began working for the Metropolitan Police Department ("MPD"). This was not a temporary appointment; it was a career appointment.

5. Lucas served adequately and honorably with the MPD before being inducted into the United States Military during the time of the Vietnam Conflict in December of 1972.

6. Lucas gave the MPD proper notice of his induction into the military. However, Lucas was never offered or provided any separation counseling as required, nor was he otherwise given any counseling, advice or information regarding his employment rights. Lucas was never informed of his employment right to a military furlough if he was leaving government service to enter directly to military service during time of war.

7. Inexplicably, although the MPD knew Lucas was leaving to enter the military, he was not afforded a military furlough. Instead, Lucas was coerced into submitting his resignation in January 1973 so that he could enter the United States Marine Corps ("USMC"). The reason for his resignation was noted on the Personnel Action form as "to enter the armed services." Lucas was not fired nor otherwise terminated by MPD prior to entering the military. Lucas entered the Marines on February 3, 1973.

8. Lucas' military service should have been treated as a military furlough under the District Personnel Manual because Lucas' employer knew that he was leaving federal employment to enter the armed services during war.

9. Lucas served honorably in the Marines, and he was discharged in February of 1978 with a disability.

10. Lucas wrote to the MPD on February 15, 1978, within days of his discharge. In his handwritten correspondence, Lucas stated that he is a disabled veteran who had been previously employed by MPD before he was inducted into the USMC, and he requested

"reinstatement" to his previous MPD position. Lucas chose the term "reinstatement" rather than "restoration" upon erroneous instruction from the Desk Sergeant. Anyone reading Lucas' letter, should have understood that Lucas was requesting "restoration" after leaving the MPD to serve in the military during the war.

11. Through subsequent communications with MPD, Lucas was informed that MPD had no record of his having been employed with the department, and on February 17, 1978, MPD denied Lucas' request for restoration to the MPD. Lucas was denied restoration rights to which would have otherwise been available to him because of the MPD's failure to give him a military furlough.

12. At no time thereafter was Lucas advised, informed or otherwise provided information regarding his employment rights or the mechanisms by which he could pursue those rights. Accordingly, Lucas did not know that this was an adverse personnel decision that could be disputed.

13. At no time did Lucas clearly or unequivocally waive, relinquish or discharge his right to reemployment which would have allowed him to reenter the MPD without losing any compensation, benefit(s), or professional advancement opportunities, including but not limited to promotions, or rank and step increases.

14. As a result of MPD's failure to properly restore Lucas into his prior employment, he was forced to seek other work. He ultimately joined the U.S. Marshals Service.

15. When the District's Home rule took effect on January 2, 1980, Lucas lost, albeit unknowingly, all previous federal benefits related to his prior employment with the MPD, because of the separation of federal employment from the new D.C. Municipal government.

16. Eventually, Lucas returned to employment with the MPD in September 1982 and, despite having been employed by MPD previously, was hired on in a probationary status at a lower salary than he otherwise would have earned as a result of his prior service. He was also put into the post-home rule District municipal retirement plan as opposed to the federal retirement plan he was entitled to had he properly been granted a military furlough and properly restored to duty with MPD in 1978. When he rejoined the MPD, Lucas did not know that the District's Home Rule had ended federal civil service in DC or else he never would have went back to his former employment which was now under municipal retirement rules.

17. Finally learning that he would have to serve many more years in order to be eligible for District retirement, Lucas obtained employment in 1994 as a D.C. Corrections Officer because that position offered Lucas a continuation of eligibility for federal retirement.

18. In April of 1994, upon acceptance into the D.C. Corrections position, Lucas was reinstated to the Federal Civil Service Law Enforcement retirement system.

19. Lucas retired from the D.C. Department of Corrections on May 16, 2005.

20. On the day of his retirement, Lucas had a meeting with Wanda Montcrieff (D.C. Office of Personnel). It was at this time that Lucas discovered that his previous service with the MPD had in fact been found and recorded by Department of Human Resources ("DCHR"), and the Office of Personnel Management ("OPM"), despite what he was told by the MPD in 1978. Without informing him, Lucas' total service computation sheet was changed to reflect the action of a military furlough, which included stopping Lucas' police service on one date, and starting his active duty service the next.

21. Lucas' federal retirement benefits were approved by the DCHR in May of 2005. As a result, his OPM total service computation sheet appeared to have been "corrected" to reflect

his initial employment with MPD, proving that DCHR actually had a record of his initial service with MPD.

22. The District Personnel Manual as well as OPM regulations state that under this circumstance, his military duty would count as a continuation of his previous federal employee service with MPD and there would be no requirement to pay for this military service before his retirement.

23. Lucas' retirement benefits, however, were calculated using his accrued federal service of 29 years, 8 months, 2 days and a monthly annuity of $2,281.46; unknown to Lucas, this data did not reflect the higher salary, rank, or years of MPD service he was entitled to had the original mistake not been made in 1978; nor did the data include interim years of employment that should have been included under the federal system had he been properly restored in 1978.

24. At some point after Lucas' federal retirement was approved by the District in 2005, Lucas' service computation sheet was audited by OPM. On February 3, 2007, Lucas received correspondence from the Office of Personnel Management signed by Mr. J.C. Trask, informing him that twenty-two years of his previously credited federal service would not be eligible for annuity, unless he paid $55,419 plus interest into the federal Civil Service Retirement System immediately. He was also told that his military service time should have been re-deposited and paid for before retiring, and that at 65-years of age, it would be deducted from his computation. This was Lucas' first indication an error had possibly occurred when calculating his federal benefits. At no time prior thereto, did Lucas have any notice that his rights had been impeded, due to the fact that he had not received the requisite exiting counseling in 2005.

25. On February 9, 2007, Lucas received another letter from OPM, stating that he now owed $5,955.87 because of overpayments made to him due to erroneous DCHR calculations since his retirement in May of 2005, even though that retirement had been approved by DCHR.

26. Lucas responded to these letters from OPM promptly and requested an investigation be conducted in good faith, although it is unknown whether such an investigation was instituted by OPM or any other responsible agency. Lucas was informed by OPM that $165.00 would be withheld from his monthly annuity until the alleged overpayment was recouped. He received no further contact from OPM, except to state that his retirement was under federal law enforcement provisions from the DC government.

27. The newly-corrected federal service calculations deprived Lucas of many years of federal retirement eligibility he should have earned. Further, because his benefits were being computed at a lower final salary than he should have been entitled to, Lucas' retirement benefits were substantially lower than what he otherwise would have been entitled to receive.

28. On March 1, 2007 Lucas' retirement deposit was drastically reduced without explanation.

29. On or about March 7, 2010, Lucas filed a formal grievance with the D.C. Office of Personnel. See Grievance Letter, Exhibit 1. This formal grievance was in the form of a letter addressed to Wanda Moncrieff, Human Resource Specialist. Id. The subject of this letter reads: "Official Grievance/Request Investigation." Id. The letter asks that "an investigation be conducted, to get to the bottom of this." Id. The letter further reads "I formally request that the D.C. Office of Personnel (DCHR) and the Mayor's Office conduct an investigation into the grievance. Please notify your superiors of my grievance and complaint. I have served my city and my country honorably. This is not fair to me or my family." Id.

30. Between March 2007 and March 2010, Lucas contacted OPM and the District of Columbia Retirement Board approximately 52 times. He received nothing but the "run-around," with OPM advising him to speak with DC officials, and *vice versa.*

31. On or about March, 26, 2010, Lucas submitted another formal grievance to the District of Columbia Retirement Board. See Grievance Letter (without original attachments), Exhibit 2. The letter requests "the correction of and restoration of rights and benefits acquired during my service as an Officer with the Metropolitan Police Department." Id. The letter concludes with the following: "[b]ased upon the above information and attached comments I am requesting that the District of Columbia Retirement Board resolve these inconsistencies and make the appropriate adjustment reflecting my correct retirement agency and lost police benefits." Id.

32. On or about April 27, 2010, Lucas received a response from the District of Columbia Retirement Board acknowledging his grievance dated March 26, 2010. See Response, Exhibit 3. The letter states: "DCRB has no authority, however, to either determine eligibility for retirement, which is the responsibility of the Police and Firefighters' Retirement and Relief Board (PFRRB), or to determine employment rights with the District of Columbia Metropolitan Police Department (DCMPD). Id. Consequently, I am forwarding your letter and its attachments to the PFRRB, with a copy of same to the DCMPD's Human Resources office. Id.

33. On or about August 18, 2010, Lucas met with Wanda Montcrieff, Sheila Ford-Haynes (MPD Human Resource Specialist) and Pamela Brown, (Police and Firefighters' Retirement and Relief Board, Assistant Attorney General). During the meeting, Wanda Montcrieff acknowledged that Lucas had not received proper separation counseling, by the lack

of entry of this on his separation form. Pamela Brown then conceded that Lucas should have been given such counseling by MPD. Both Pamela Brown and Sheila Ford-Haynes further acknowledged that Lucas had left his employment with MPD for military duty, and had been eligible for military furlough. Sheila Ford-Haynes stated that MPD offered Lucas his job back two-years later in response to his restoration request. Lucas answered that he should have been immediately reemployed with MPD when he requested restoration upon his honorable discharge in 1978, thereby remaining within the federal retirement system, and questioned Sheila Ford-Haynes' response. At this point, Pamela Brown demanded that Sheila Ford-Haynes stop speaking, and ended the meeting by agreeing to further investigate the grievance.

34. In 2012, on behalf of Lucas, undersigned counsel began to follow up with Pamela Brown. Specifically, letters to Pamela Brown were sent on February 7, 2012, March 6, 2012, March 28, 2012, and September 20, 2012.

35. On October 9, 2012, Pamela Brown, as Assistant Attorney Advisor for the D.C. Police and Firefighters' Retirement and Relief Board, responded to Lucas' "correspondence" and indicated that the Police and Firefighters' Retirement and Relief Board had "completed its investigation of the matter presented by Mr. Allan Lucas' former counsel." See Correspondence, Exhibit 4. The letter indicated that the claims are barred by laches and concluded that it had been "determined that the D.C. Police and Firefighters' Retirement and Relief Board has no jurisdiction in this matter. Nor does the Board possess any statutory regulatory authority to decide personnel issues, such as determining Mr. Lucas' right to any benefits pursuant to the VRRA and USERRA." Id.

36. Lucas has exhausted his administrative remedies under the Comprehensive Merit Personnel Act by submitting formal grievances to the D.C. Office of Personnel/District of

Columbia Department of Human Resources, District of Columbia Retirement Board, and the D.C. Police and Firefighters' Retirement and Relief Board. The District of Columbia Retirement Board deferred to the D.C. Police Firefighters' Retirement and Relief Board, who in conjunction with DCHR and MPD representatives, then took the position that it does not have jurisdiction over the matter. As such, this action is not preempted by the Comprehensive Merit Personnel Act.

37. In the event that Lucas has not exhausted his administrative remedies, any further resort to the administrative process would be futile and useless because the D.C. Police and Firefighters' Retirement and Relief Board has already indicated that it does not have jurisdiction over the dispute. The D.C. Police and Firefighters' Retirement and Relief Board has already taken its position on this issue and indicated its unwillingness to reconsider the issue. Moreover, administrative remedies would be inadequate and Lucas would suffer irreparable injury absent immediate judicial review. Lucas is of retirement age and has been diligently attempting to rectify the harm done to him for years to no avail. This matter is ripe for federal judicial review.

38. On February 4, 2013, Lucas filed a federal lawsuit in this Court against the District of Columbia arising out of the foregoing facts. See Lucas v, District of Columbia, No.: 13-00143. That action was dismissed without prejudice on September 30, 2015.

39. Lucas continues to be deprived of the retirement benefits he rightfully earned in over 30 years of honorable federal and military service. To wit, Lucas did not receive proper credit for his actual 33 years of service, and he was forced to complete *four* additional probationary periods during that time instead of the customary one, which improperly and unnecessarily decreased the salary Lucas was earning at the time of his retirement in 2005. Additionally, due to his term of initial service with MPD he would not have been removed from

the federal retirement system, as he should have been "restored" as an MPD employee under the federal retirement system before District of Columbia home-rule took effect.

COUNT I
(Entitlement to Back Pay and Attorney's Fees Pursuant to 5 U.S.C.A. § 5596)

40. Lucas hereby incorporates paragraphs 1-39 as if fully stated herein.

41. Lucas was the recipient of unjustified and unwarranted personnel actions, which have resulted in the withdrawal and reduction of his pay, allowances, and benefits.

42. As per § 5596, Lucas is entitled to receive an amount equal to the salaries, titles, promotions, and benefits of which he was deprived, including the amount he was denied due to an improperly reduced retirement benefit.

43. Lucas is also entitled to attorney's fees associated with this matter.

COUNT II
(Entitlement to Compensation for Loss of Wages and Benefits Pursuant to former 38 U.S.C.A. § 2201, *et seq.*Vietnam Veterans Reemployment Rights Act)

44. Lucas hereby incorporates paragraphs 1-43 as if fully stated herein.

45. Lucas' initial service with MPD was unlawfully ended in 1973 when he entered military service with USMC. He was honorably discharged from the USMC in 1978.

46. Reemployment with MPD was not impossible or unreasonable, nor would MPD have suffered any undue hardship by reemploying Lucas.

47. Per former 38 USC § 2021, et seq., Lucas retained reemployment rights which should have yielded him proper benefits, compensation, advancement opportunities, etc., due to him had he been properly reinstated to his former employment by MPD.

48. Per former 38 USC § 2023(a), Lucas is entitled to receive an amount equal to the salaries, wages, and all other benefits of which he was deprived, including the amount he was denied due to an improperly reduced retirement benefit.

COUNT III
(Breach of Contract)

49. Lucas hereby incorporates paragraphs 1-48 as if fully stated herein.

50. The District Personnel Manual ("Manual") was applicable to Lucas when he was employed by MPD from 1972 to 1973. The Manual was incorporated into the terms of Lucas' employment at that time.

51. Chapter 8, Subpart 12.2(G)(2) of the Manual states that before an employee leaves for military duty, the employee is to be informed of his/her restoration rights, including how to exercise the rights, time limits applicable to the rights, and how, where and when to appeal to obtain those rights. Lucas was never given such counseling, even though his superiors were aware he was leaving MPD in 1973 in order to join the USMC, and that such reason is reflected on his paperwork.

52. Chapter 8, Subpart 13.1(A)(1) of the Manual states that an employee who leaves for military duty is entitled to restoration rights upon his or her return: "that when restored to his or her employment status [the position] is the same as if the employee had never left his or her employment." Lucas was denied such restoration rights.

53. As a direct and proximate result of defendant's breach of their contractual obligations under the Personnel Manual, Lucas has suffered a tremendous loss of earnings and retirement payments.

54. Notwithstanding the contractual obligations as set forth in paragraphs 32 and 33, defendant breached its contract with Lucas by failing to provide him the required separation counseling as well as failing to properly restore him to his previous employment upon his honorable discharge from military service.

55. As a direct and proximate result of defendant's breach, Lucas has been caused to suffer damages; has incurred lost wages; and has lost retirement benefits duly owed.

COUNT IV
(Negligence)

56. Lucas hereby incorporates paragraphs 1-55 as if fully stated herein.

57. Chapter 8, Subpart 13.3(A) of the District Personnel Manual states, in pertinent part: "Agencies are required to safeguard the rights of employees who are absent because of...military duty...To this end, agencies must...maintain the records necessary to assure that the rights granted these employees by law and regulation are preserved..."

58. At all times material, defendant had a duty to keep proper records reflecting and related to Lucas' employment within its agencies and to properly calculate his retirement benefits as a result of his service.

59. Notwithstanding the duties as set forth in paragraphs 38 and 39, defendant breached its duty of care by failing to keep appropriate records of Lucas' employment, failing to properly calculate his benefits, and failing to correct the error when brought to its attention.

60. As a direct, proximate result of defendant's negligence, Lucas was deprived of full employment salaries, titles, promotions, and benefits. Such deprivation caused Lucas to suffer improperly reduced retirement benefits. Further, as a direct and proximate result of defendant's negligence, plaintiff Lucas suffered a career loss of earnings and retirement payments.

61. At all times relevant, Lucas has been free of negligence and/or contributory negligence.

WHEREFORE, plaintiff Allan Earl Lucas, Jr. demands judgment against defendant District of Columbia in the sum of Two Million Five Hundred Thousand Dollars ($2,500,00.00),

plus pre-judgment interest, post-judgment interest, attorney's fees and costs associated with bringing this action and such further relief which this Court deems appropriate.

A TRIAL BY JURY IS DEMANDED.

Respectfully submitted,

ALLAN EARL LUCAS, JR.

By: _____
Counsel

David D. Hudgins (DC Bar No.362451)
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Alexandria, VA 22314
(703) 739-3300 telephone
(703) 739-3700 facsimile
dhudgins@hudginslawfirm.com

Dated: October __, 2016

March 7, 2007

To: Ms. Wanda Moncriff
Human Resource Specialist
D.C. Office of Personnel
2000 14th St. N.W. 4th Floor
Washington, D.C. 20009

From: Allan E. Lucas, Jr.
3305 11th St. N.W. #1
Washington, D.C. 20010
(202) 986-2099

Subj: Official Grievance / Request Investigation

Dear Ms. Moncriff.

You completed my retirement package on May 16, 2005 and allowed me to retire from the Federal Civil Service Retirement system under the law enforcement provision. I received my federal I.D. card and my monthly retirement checks for almost 2-years. Last month I received notice from OPM, that almost 20-years of my service years are not creditable to federal service.

This month, my retirement payment was drastically reduced. I was told that since I received a military pension, I had to be restored to continue my original federal benefits. And that since I was not restored to MPD in 1978, none of my years of police service since 01/02/73, are creditable towards my retirement. What is going on, Ms. Moncriff?

What does OPM mean by saying "that I received a furlough but was not restored?" You sat with me and went through my career with me, to certify my years of service. You approved me for retainment. Now my retirement is being taken away from me. Something is terribly wrong, and I request an investigation be conducted, to get to the bottom of this.

I formally request that the D.C. Office of Personnel and the Mayor's Office conduct an investigation into this grievance. Please notify your superiors of my grievance and complaint. I have served my city and my country honorably. This is not fair to me or my family. I am quite sure that Mayor Fenty will not tolerate the way that I am being treated, and I respectfully request that your agency head notify him of my Official Grievance.

Please correspond to me in writing, to confirm that you have received this grievance.

Sincerely Yours,
Allan G. Lucas, Jr.

ALLAN E. LUCAS, JR.
3303 11TH STREET, N.W.
WASHINGTON, D. C. 20010-2045

March 26, 2010

District of Columbia Retirement Board
900 7th Street, N.W.
2nd Floor
Washington, D.C. 20001

Attn: Member Services

Re: Adjustment of Retirement Status

Dear DCRB Member Services Representative:

Pursuant to my recent telephone conversation with your office, I am hereby requesting the correction of and restoration of rights and benefits acquired during my service as an Officer with the Metropolitan Police Department.

This request is based upon the following relevant facts: (1) On January 4, 1973 after working with the MPD since May 1, 1972 (attachment #1), I notified the MPD of my enlistment into the United States Marine Corps on February 3, 1973; (2) The date of January 20, 1973 was established by MPD as my official date of separation from the agency, instead of the day before my induction date. (3) This created the 10-day break in service between my exit from MPD, and my entry into the United States Marine Corps. (4) I was separated without the benefit of absence for military duty or employment restoration. (5) Due to this adverse action, I was denied restoration to MPD after being honorably discharged. (6) This denial caused me to lose my pre-home rule federal civil service law enforcement retirement and benefits with MPD.

Upon my return to Washington, D.C., after receiving an honorable discharge from the United States Marine Corps, I went to the MPD to seek restoration rights as an employee returning from active military service with an honorable discharge consistent with the provisions of § 13.1 of the District of Columbia Personnel Manual. At that time I made a request to be reinstated to my previous position as a Police Officer (attachment #2). I was informed that I would receive a response in writing within two weeks. Dated February 17, 1978 I received written notice that my reinstatement was denied (attachment #3). I subsequently followed up on the denial with an actual visit to the Recruiting Department and I was told that no record of my prior service with MPD was on file. They were sorry, but there was no job available for me.

Subsequently, I was fortunate enough to obtain employment with the United States Marshal's Service from 1980-1982 (attachment #4). In 1982 the Metropolitan Police Department contacted me regarding employment and I returned to their employ as a newly recruited Police

Officer under post-home rule District retirement (attachment #4), successfully completed the Police Academy and worked as a District Police Officer until the fall of 1993, when I was reinstated to the federal Civil Service Law Enforcement Retirement System as a D.C. Corrections Officer (attachment #5).

It was not until my retirement in 2005, that I discovered that my original pre-Home Rule federal civil service time *was* listed on my total computation sheet from OPM, and proved that MPD *did* have a record of my original employment in 1972 (attachment #6), and that MPD should have restored me to duty upon my honorable discharge. I had a federal *right to restoration* to my previous MPD employment.

It was not until recently, that I discovered from my original SF 52 from MPD service, that I had been "terminated by military" by MPD in 1973, and that my action was listed as a "resignation," instead of an absence for military duty as required by law. This is the adverse action that created a break-in-service, and a denial of my restoration rights.

Listed on my SF-52 is the information that on May 30, 1973, 4-months after I left for active duty, the MPD initiated a Personnel Action stating that I had been terminated based upon a resignation to enter the armed services instead of being listed as an *Absence by Military Duty* *(attachment #7). This was done, despite the entry clearly stating that* the reason for the action was "to enter the armed forces." Yet no evidence is listed, that I was informed of my right to restoration, or that my employment would be held for me upon my discharge (attachments #8 - #9).

The effect of this was the denial of my restoration rights, thereby adversely impacting the reinstatement of my Civil Service police career, and my inability to retire as a Police Officer with my correct and full Federal Civil Service Law Enforcement benefits.

Based upon the above information and attached documents I am requesting that the District of Columbia Retirement Board resolve these inconsistencies and make the appropriate adjustment reflecting my correct retirement agency and lost police benefits.

Your assistance in this matter is greatly appreciated.

Sincerely,

Allan E. Lucas Jr.

cc: Senator Mitch McConnell

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

D.C. Retirement Board
900 7th Street, N.W.
2nd Floor
Wash. D.C. 20001

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X Nina Bridges ☐ Agent ☐ Addre

B. Received by (Printed Name) C. Date of Del

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☐ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchai
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from s) 7010 0290 0003 3048 4171

Member Services
900 7th Street, NW
2nd Floor
Washington, DC 20001
www.dcrb.dc.gov

Telephone (202) 343-DCRB
(866) 456-DCRB
TTY/Federal Relay (800) 877-8339
Facsimile (202) 566-5001
E-mail dcrb.benefits@dc.gov

April 27, 2010

Mr. Allen E. Lucas, Jr.
3303 11th Street, NW
Washington, DC 20010-2045

Dear Mr. Lucas:

This is in response to your letter of March 26, 2010, requesting that DCRB review and adjust your pension under the District of Columbia Police Officers and Firefighters' Retirement Plan (the "Plan") to reflect the District, federal, and military service noted in your letter and its attachments.

As the Plan's Administrator, DCRB has the responsibility to calculate and pay benefits that members have accrued under the provisions of the Plan. DCRB has no authority, however, to either determine eligibility for retirement, which is the responsibility of the Police and Firefighters' Retirement and Relief Board (PFRRB), or to determine employment rights with the District of Columbia Metropolitan Police Department (DCMPD), which is the responsibility of DCMPD. Consequently, I am forwarding your letter and its attachments to the PFRRB, with a copy of same to the DCMPD's Human Resources Office.

In the event that a review by PFRRB and DCMPD of the information you provided in your letter results in changes that affect your pension benefit, PFRRB and/or DCMPD will send that information to DCRB and we will recalculate your benefit.

Should you have questions concerning this matter, please contact me at (202) 343-3238 or at joan.passerino@dc.gov.

Sincerely,

Joan M. Passerino
Chief Benefits Officer

cc: Human Resources Office, MPD (with attachments)
Police & Firefighters' Retirement and Relief Board (with attachments)

EXHIBIT 3

68C Lucas 2d Am Complaint

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Police & Firefighters' Retirement and Relief Board (PFRRB)
441 4th Street, N.W.
Suite 340 North
Washington, D.C. 20001

MAILED FROM ZIPCODE 20001
02 1M
0004232913 MAY 24 2010
$ 00.44

2. Article Number
(Transfer from service label)

PS Form 3811, August 2001 Domestic Return Receipt 102595-02-M-154

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X ☐ Agent ☐ Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

Restricted Delivery? (Extra Fee) ☐ Yes

7009 1410 0001 1124 3037

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For delivery information visit our website at www.usps.com

WASHINGTON DC 20001 OFFICIAL USE

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Return Receipt Fee (Endorsement Required)	$2.30	Postmark Here
Restricted Delivery Fee (Endorsement Required)	$0.00	MAY 13 2010
Total Postage & Fees	$ $6.66	05/13/2010

Sent To
Police & Firefighters' Retirement & Relief Board
Street, Apt. No.; or PO Box No. 441 4TH ST. N.W. Suite 340 North
City, State, ZIP+4 WASH. DC 20001

PS Form 3800, August 2006 See Reverse for Instructions

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POLICE AND FIREFIGHTERS' RETIREMENT AND RELIEF BOARD

October 9, 2012

Kathleen A. Wynne, Esq.
Hudgins Law Firm
515 King Street, Suite 400
Alexandria, VA 22314

Re: Mr. Allan E. Lucas, Jr., Annuitant
326 Peabody Street, NE
Washington, DC 20011

Dear Ms. Wynne:

The District of Columbia Police and Firefighters' Retirement and Relief Board ("Board") is in receipt of your client's correspondence and has completed its investigation of the matter presented by Mr. Allan Lucas' former counsel, Karl Carter, Jr. Mr. Carter requested an adjustment of his client's pension to include his service with the D.C. Metropolitan Police Department (hereinafter referred to as "DCMPD" or "Department") during the period of May 1, 1972, through January 1, 1973. This request was based on the fact the United States Office of Personnel ("OPM") issued a Notice of Annuity Adjustment to Mr. Lucas on February 5, 2007, decreasing his monthly annuity because of an overpayment.

ISSUE PRESENTED

I. Whether the Annuitant, Allan E. Lucas, Jr., a former employee with the DCMPD was erroneously denied a military furlough in January 1973, and therefore, entitled to an adjustment in his pension.

II. Whether DCMPD erroneously denied Mr. Lucas reemployment with the Department in February 1978 when he returned from service with the Armed Forces.

STATEMENT OF FACTS

Annuitant, a former Correctional Officer, voluntarily retired from his position with the D.C. Department of Corrections on May 16, 2005. He was awarded an annuity in accordance with Civil Service Retirement for Law Enforcement Officers. On February 5, 2007, the U.S. Office of Personnel ("OPM") issued A Special Notice to Annuitant informing him that his annuity was being reduced because he did not have sufficient creditable service with the Civil Service Retirement System to justify the payments he

had been receiving. The OPM reduced the annuity to recover overpayments made to Mr. Lucas from the date he received his first annuity payment in 2005 until February 2007. The decreased pension was scheduled to go into effect on March 1, 2007. Mr. Lucas was advised he had a right to file a request for reconsideration within thirty days of OPM's notice.

On April 27, 2010, the District of Columbia Retirement Board ("DCRB") issued a letter to Annuitant, responding to his inquiry requesting that it review and adjust his pension under the District of Columbia Officers and Firefighters Retirement Plan (the "Plan"). According to DCRB's response, on March 26, 2010 Annuitant requested an adjustment of his pension to reflect his District, federal and military service. Ms. Joan Passerino, the Chief Benefits Officer for the DCRB, wrote that the Police and Firefighters' Retirement and Relief Board (the "PFRRB") has the responsibility of determining a member's eligibility for retirement, and that the District of Columbia Metropolitan Police Department ("DCMPD" or "Department") has the responsibility of determining an individual's employment rights with its Department. A copy of Ms. Passerino's April 27, 2010 letter to Annuitant was forwarded to the "Human Resources Office, MPD," and to PFRRB.

On May 13, 2010, Annuitant wrote the PFRRB "requesting help from [our] office" because he was "attempting to correct [his] career-service retirement, due to an adverse action that occurred during [his] service as an Officer with the Metropolitan Police Department." This letter was accompanied by a number of attachments which purports to establish the facts surrounding his employment with the DCMPD, his military service with the United States Marine Corps, and his attempt to obtain reinstatement with the Department after completing his military service. The attachments are listed as follows:

1) Attachment #1: Personnel Action, dated "04-28-72," which details the appointment of Mr. Lucas to a full-time position with the Department as a Police Officer, subject to the completion of a probationary period;

2) Attachment #2: A letter to the Department, Recruiting Branch, Inspector Addison Davis, from Mr. Lucas, dated "02-15-78," wherein he requests reinstatement to his previous job.

3) Attachment #3: A memorandum from Investigator Laurence J. Wade, Recruiting Branch, through Sergeant Donald H. Christian, to Commanding Officer Addison L. Davis, dated "Feb. 17, 1978;"

4) Attachment #4: Notification of Personnel Action, dated "11-26-80," which details the appointment of Mr. Lucas to the U.S. Marshals Service, as a Deputy U.S. Marshal;

5) Attachment #5: Personnel Action, dated "05-20-82," which details a Career Service Appointment to the Department as a Police Officer;

6) Attachment #6: Personnel Action, dated "04-26-94," which details the reinstatement of Mr. Lucas to a Career position as a Correctional Officer;

7) Attachment #7: Certified Summary of Federal Service, Civil Service Retirement System for Mr. Lucas, bearing the following information at the top of the page: "Apr 13 10 11:41 a Lucas Security Sv;"

8) Attachment #8: Personnel Action, dated "05-30-73," Mr. Lucas' resignation from the Department;

9) Attachments #9 & 10: Request for Personnel Action, listing the date of request as "01-11-73," detailing Mr. Lucas' resignation from the Department, effective "01-20-73," and processed by the Personnel Office on "5-21-73" and "5-29-73."

On July 29, 2010, Karla Kirby, then Chairperson of the Police and Firefighters' Retirement and Relief Board, issued a response to Annuitant's request for a review and adjustment of his pension under the District of Columbia Police and Firefighters' Retirement Plan. Mrs. Kirby acknowledged that she reviewed the documents Annuitant submitted in support of his request. She determined that by affixing his signature to Part II of the SF-52 (Personnel Action) Annuitant acknowledged and accepted the resignation date of January 30, 1973. Mrs. Kirby also wrote that there was no evidence presented to indicate that Annuitant had requested a military furlough instead of resigning from the Department.

In addition to the above findings, Mrs. Kirby determined that Annuitant retired from the D.C. Department of Corrections as a Correctional Officer, a position covered under the Civil Service Retirement System for Law Enforcement ("CSRS LE"); that he was employed with DCMPD during three separate periods; and that at the time he resigned from DCMPD on January 20, 1973, he was employed as a Police Cadet, a non-law enforcement position, which was not covered by CSRS LE.

Additionally, Mrs. Kirby determined that Annuitant was employed with the Department during a second period from September 20, 1982, through July 14, 1984. He resigned and withdrew his retirement contributions from the D.C. Police Officers' and Firefighters' Retirement Plan, a plan separate and distinct from CSRS LE. This was followed by a third tour of duty with the Department from March 18, 1985, until he resigned in September 1993. Annuitant received a refund of his retirement contributions from the Plan on November 10, 1993. Finally, she determined that Annuitant served a total of eleven (11) years and sixteen days under the Police and Firefighters' Plan, but that he did not meet the retirement criteria for an active police officer. In addition, he did not retain any creditable service under the plan because he had withdrawn his retirement contributions.

On August 17, 2010, Annuitant, participated in an informal meeting with the Attorney-Advisor to the Police and Firefighters' Retirement and Relief Board Pamela Brown. He was accompanied by his counsel, Mr. Karl Carter and Mr. Michael Davis.

Also in attendance were Supervisory Human Resource Specialist Sheila Ford, and Human Resource Specialists Alicia Cooper and Wanda Moncrieffe.[1] Annuitant reiterated the information that was previously relayed in his letters to the Board. Mr. Carter provided counsel with case law to support his client's position. On August 19, 2010, Mr. Carter submitted additional copies of the same paperwork to the attention of Ms. Brown for her review. On September 20, 2011, Mr. Carter submitted additional records to the attention of Ms. Brown, including an "Appointment Affidavits," which purports to be an oath of office taken by Annuitant. The words "District of Columbia Government" are typed on the top line, followed by the handwritten words "Metropolitan Police Dept. Wash. D.C.," bearing a date of May 1, 1972. The remaining documents were more legible copies of documents previously submitted for review.

Annuitant maintains he is entitled to creditable civilian service for the period he served with the Department from May 1972 through January1973, and for his military assignment. Annuitant argues that the Department did not comply with existing federal law when it failed to counsel him regarding his restoration rights. He asserts that this would place him in a position to receive creditable service for the two tours of duty he spent in the military and enable him to collect a higher annuity.

JURISDICTION

With the implementation of the District of Columbia Home Rule, the Mayor was vested with the authority to administer the personnel functions of the District. The Mayor's authority covers employees from all District departments, boards, commissions, offices and agencies, with some exceptions which are noted in the statute. *See* D.C. Official Code § 1-204.22(3). Personnel legislation enacted by Congress prior to or after January 2, 1975, including, but not limited to legislation pertaining to retirement for all District government employees, was to continue in effect until the newly formed Council could provide coverage under a District government merit system. As a result, individuals employed by the District government preceding the effective date of the legislation continued to participate in the Federal Civil Service System, including its other applicable retirement systems.

The legislative history of this section indicates the District of Columbia Government Comprehensive Merit Personnel Act ("CMPA") was enacted in 1978 pursuant to section 422(3) of the District of Columbia Home Rule Act (87 Stat. 790; Public Law 93-198; D.C. Code § 1-242(3) with respect to the compensation of District of Columbia employees.[2]

D.C. Official Code § 1-602.01 reads as follows:

[1] Ms. Ford and Ms. Moncrieffe are no longer employed with the D.C. Department of Human Resources.
[2] Bill No. 2-139 was adopted by the Council on first and second readings on October 17, 1978, and October 31, 1978. The Mayor signed the Bill on November 22, 1978, and it was transmitted to both Houses of Congress for its review. D.C. Code § 1-636.02 states that the CMPA became effective on March 3, 1979. The enactment of Home Rule and the CMPA took place long after Annuitant resigned from his first stint with the Department in January 1973.

(a) Except as provided in subsection (c) of this section, unless specifically exempted from certain provisions, this chapter shall apply to all employees of the District of Columbia government, except the Chief Judges and Associate Judges of the Superior Court of the District of Columbia and the District of Columbia Court of Appeals and the nonjudicial personnel of said Courts. With the exception of subchapters V and XVII of this chapter, and § 1-608.01(e), employees of the D.C. General Hospital and the D.C. General Hospital Commission shall be exempt from the provisions of this chapter.

(b) Repealed.

(c) The provisions of subchapter XV-A shall apply to employees of all District agencies, including, but not limited to employees of subordinate agencies, independent agencies, the District of Columbia Board of Education, the Board of Trustees of the University of the District of Columbia, the District of Columbia Housing Authority, and the Metropolitan Police Department.

The District of Columbia Council enacted the CMPA with the intention of providing District employees with their exclusive remedies for claims arising out of employer conduct in handling personnel ratings, employee grievances and adverse actions. *See* *District of Columbia v. Thompson*, 593 A.2d 621, 623-24 (D.C. 1991).

D.C. Official Code § 1-604.02 established the Office of Personnel, and permitted the Mayor to delegate his authority exclusively to the Director of Personnel. In addition, the Mayor was given authority to issue rules and regulations to govern the District's personnel, pursuant to D.C. Official Code § 1-604.04. D.C. Official Code § 1-604.06, specifically places personnel authority for the District of Columbia government with the Mayor, with some exceptions.

In D.C. Official Code § 1-601.01(2) the Council of the District of Columbia promulgated the following:

> The provisions of sections §§ 1-202.01(f), 1-202.04(g), 1-204.22(3), 1-207.13(c) and (d), and 1-207.14(c), guarantee certain benefits to incumbent employees of the District of Columbia government and those persons transferred to the District of Columbia government from the formerly independent National Capital Housing Authority, District of Columbia Redevelopment Land Agency and the District of Columbia Department of Manpower including, without limitation, benefits relating to appointments, promotions, discipline, separation, pay, unemployment, compensation, health, disability and death benefits, leave, retirement, insurance, and veterans preference.

D.C. Code § 1-602.04 (2006 Repl.) establishes the status of those employees employed by the District of Columbia government on the date the CMPA became

effective as provided in § 1-636.02. It also addresses retention of the employees' existing rights. More specifically, it states:

(a) Persons employed by the District of Columbia government serving on the date that this chapter becomes effective, as provided in § 1-636.02, shall be guaranteed rights and benefits at least equal to those currently applicable to such persons under provisions of personnel law and rules and regulations in force on the date immediately prior to the date that this chapter becomes effective as provided in § 1-636.02.

(b) All provisions of existing contracts between the District government and labor organizations shall be honored until their expiration.

(c) On January 1, 1980, all persons employed by the District of Columbia government, including those persons employed by the District of Columbia government on the date that this chapter becomes effective as provided in § 1-636.02, shall automatically transfer into the appropriate personnel system established pursuant to subchapters VIII and VIII-A of this chapter or § 1-609.09. The classification and compensation for the position assumed upon transfer, and the rights and benefits inhering in such position, shall be at least equal to the classification, compensation, rights and benefits associated with the position from which said employee is transferred. The rights and benefits protected under this subsection shall be only those applicable to said employees under the provisions of personnel laws and rules and regulations in force on December 31, 1979; Provided, however, that no employee covered under the provision of this subsection shall be reduced in pay except as provide in subchapter XXIV of this chapter.

(d) After January 1, 1980, persons employed by the District of Columbia government on the date that this chapter becomes effective as provided in § 1-636.02 and who transfer into the appropriate personnel system, pursuant to subsection (c) of this section, shall be governed by the provisions of this chapter, with the exception of subsection (e) of § 1-608.01 and subsection (d) of § 1-608.01a.

(e) Employees hired on or after the date that this chapter becomes effective as provided in § 1-636.02 shall be governed by all the provisions of this chapter without exception.

On the other hand, the D.C. Police and Firefighters' Retirement Board ("PFRRB") was created under a separate and distinct statutory provision, and its duties are fairly limited in scope. D.C. Official Code § 5-721 (a) states:

a) The Mayor shall consider all cases for the retirement of members and all applications for annuities under this subchapter subject to review and final determination by the District of Columbia Retirement Board. In each case of retirement of a member the Mayor shall certify in writing the physical condition of the member for whom retirement is sought. The Mayor shall give written notice to any member under consideration by him for retirement to appear before

> him and to give evidence under oath. The proceedings before the Mayor involving the retirement of any member, or any application for an annuity under this subchapter, shall be reduced to writing and shall show the date of appointment of such member, his age, his record in the service, and any other information which may be pertinent to the matter of such retirement or annuity. . . .

Further, a Member of the Police and Firefighters' Plan is defined in D.C. Official Code § 5-701(A) as :

> [A]ny officer or member of the Metropolitan Police force, of the Fire Department of the District of Columbia, of the United States Park Police force, of the United States Secret Service Uniformed Division, and any officer or member of the United States Secret Service Division to whom this subchapter shall apply, but does not include an officer or member of the United States Park Police force, of the United States Secret Service Uniformed Division, or of the United States Secret Service Division, whose service is employment for the purposes of title II of the Social Security Act and chapter 21 of the Internal Revenue Code of 1986, and who is not excluded from coverage under chapter 84 of title 5, United States Code, by operation of 8402 of such title.

In addition, D.C. Official Code § 5-706(b)(2) states:

> Any member who is an officer or member of the Metropolitan Police force or the Fire Department of the District of Columbia with less than 5 years of police or fire service who is separated from his department, except for retirement under § 5-709, § 5-710, or § 5-712, shall be refunded the amount of the deductions made from his salary under this subchapter. The receipt of payment of such deductions by such member *shall void all annuity rights under this subchapter,* except that if such member is subsequently reappointed to any department whose members come under this subchapter and such member elects, at the time of such reappointment, to redeposit the amount refunded to him pursuant to the preceding sentence plus interest computed in accordance with § 5-717(c), then credit shall be allowed under this subchapter for the prior period of service. Such redeposit (and the interest required thereon) may be made, at the election of the member, in a lump sum or in not to exceed 60 monthly installments, except that if such member dies before depositing the full amount due under the preceding sentence, the requirements of such senfence shall be deemed to have been met. *(Emphasis added)*

Clearly, the statutory language above does not delegate personnel authority to the PFRRB. The sole purpose of the PFRRB is to determine whether a Member is *eligible* to retire, and whether he is eligible to receive an annuity based on his years of service to his department. PFRRB also determines if an active member has incurred a disability in the performance of his duties with the department. Therefore, determining whether the Annuitant is entitled to additional creditable service is purely a personnel function, well outside the scope of the authority of the PFRRB.

On the other hand, Mayor's Order 2008-81, dated June 5, 2008, delegates joint personnel authority in the area of recruitment and selection for all Career, Legal and Management Supervisory Service positions to the D.C. Department of Human Resources and the heads of certain covered agencies, including, but not limited to, the D.C. Metropolitan Department. This Order specifically vests authority in the DCMPD to "appoint, assign to duty, and promote all officers and members of the DCMPD as provided in D.C. Official Code § 5-105.04 (2006 Repl.).[3] This order was subsequently amended by Mayor's Order 2009-117, on June 19, 2009, and DCMPD was delegated joint personnel authority for purposes of "personnel and rulemaking authority vested in the Mayor over officers and members of the MPD under D.C. Code §§ 1-604.04 and 1-604.06 (2006.)". This language was inadvertently omitted from Mayor's Order 2008-81. Thus, the issue of whether or not Annuitant was entitled to re-appointment to the Department upon the completion of his military service, and consequently, entitled to additional creditable service, is a personnel function solely within the province of the DCMPD as set forth in Mayor's Orders 2008-81 and 2009-117.

ANALYSIS

Annuitant makes two arguments in support of his position that he should be awarded creditable time for the period he served with the Department from May 1, 1972, through January 1, 1973. First, he argues that the Department committed a "key error and/or omission" when it failed to provide him with a military furlough, "knowing that [he] was leaving Federal service to enter the Armed Forces during a time of war." He maintains that the Department failed to counsel him regarding his rights; that the Department should have advised him that he had a right to take a military furlough instead of resigning from his position with the Department. Second, Annuitant asserts that the "downward adjustment of his pension . . . was a "direct result of the [Department's] failure to grant a military furlough and to restore [him] to uniformed service as required by Federal law."

The documents Annuitant presented for review reflect that he was first employed with the District of Columbia Government in 1972. A copy of a Personnel Action Form, dated April 28, 1972, indicates the Annuitant was appointed to the position of, police cadet, GS 301, Grade 2, Step 1, with an annual salary of $5,510.00, effective May 1, 1972. This document reflects that Annuitant was a probationary employee, in a Career Conditional appointment, for D.C. Government only. It also notes that he was placed in the "CS Retirement" category. A copy of a second document, dated May 30, 1973, indicates that Annuitant voluntarily resigned from DCMPD, approximately seven months later, while still a probationary employee. The resignation was effective January 20, 1973. Again, Annuitant is listed as enrolled in the "CS Retirement" system.[4] This document also states that Annuitant was employed full-time, and a "termination code" number "5" was placed in the box, denoting military. Under the Section for "Remarks", a typewritten entry was made which states: "Reason to enter the armed services. . . .

[3] Mayor's Order 2008-81 rescinded prior Mayor's Orders 97-88, 2007-237, and 2008-13, pertaining to the joint delegation of personnel authority.

[4] The document was highlighted to reflect that in addition to the CS Retirement system the Member was in the Police/Fire" retirement system. [Take a second look - - was merely underlined].

Forms issued SF55 and unemployment compensation sheet pay leave." On the reverse side of this document, under the section titled "Separation Data", a handwritten "x" is placed in the box beside the words "during probation". A handwritten note, also states: Reason: to enter the armed forces." The record reflects Annuitant was subsequently enrolled in the U.S. Marine Corps for at least two tours of duty, from January 2, 1973 through February 13, 1975, and from February 14, 1975, through February 3, 1978, a total of five (5) years and one (1) month. According to another document submitted for review, Annuitant was honorably discharged from both tours of duty.

On February 15, 1978, upon his discharge from the military, Annuitant purportedly submitted a handwritten letter to DCMPD which indicated he is a "disabled veteran" and requesting reinstatement. He specifically wrote he "wished to have his job again." Ostensibly, Annuitant requested reinstatement in his former position as a probationary police cadet. Accompanying this letter was a response from DCMPD, dated "Feb. 17, 1978" which denied Annuitant's request. It bears a handwritten notation, to wit: "not recom------," followed by a signature of "Sgt. Donald H. Christian," and a handwritten date of "02/18/78" below the signature.

According to the Certified Summary of Federal Service, Civil Service Retirement System, Annuitant was subsequently hired by the National Gallery of Art on March 12, 1978. He resigned from that federal agency on March 26, 1978. Annuitant was also employed with the U.S. Marshal Service (April 2, 1980 through September 18, 1982), followed by two additional tours with DCMPD (September 20, 1982 through July 14, 1984, and March 18, 1985 through September 18, 1993). This position was subject to completion of an eighteen month probationary period. Annuitant was notified that since he was a non-District resident, his appointment with the Department was contingent upon him complying with the residency requirement. The final position held by Annuitant was as a Correctional Officer, with the D.C. Department of Corrections (hereinafter referred to as "Corrections"). This was a Career appointment, effective April 18, 1994. Annuitant voluntarily retired from this position on May 16, 2005.

The Military Selective Service Act of 1967, previously codified at 50 U.S.C. App. § 459(b), was in effect during the time Annuitant resigned his position with the Department to enter the military. The Military Selective Service Act provided reemployment rights to those service members who left their civilian positions to enter the military. In order to benefit from this statute, civilians were required to give advance written or verbal notice to their employers of their upcoming military service. In addition, to be eligible for reemployment they had to receive an honorable discharge from the military.

The Military Selective Service Act was subsequently replaced by the Veterans Reemployment Rights Act ("VRRA"), previously codified at 38 U.S.C.A. §§ 2021 *et seq.* The VRRA was in effect at the time Annuitant was discharged from the Marine Corps. Both of these statutes have been replaced by the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA") which added some additional substantive provisions to strengthen the law, as well as provide more clarity and simplify the rights of the veterans.

The VRRA provisions are still applicable to the Annuitant's case which arose before the 1994 effective date of USERRA. *See* Fernandez v. Dep't of the Army, 234 F.3d, 553, 557 (Fed. Cir. 2000). One court held that the retroactive application of USERRA is prohibited to cases which occurred prior to 1994 because it could "impair rights a party possessed when he acted, increase a party's liability for past conduct, or impose new duties with respect to transactions already completed." Landgraf v. USI Film Prods., 511 U.S. 244, 280, 114 S. Ct. 1483 (1994).

Like its predecessor, the statutory provisions of the VRRA mandate re-employing individuals in the positions they held prior to their military stint and awarding them the perquisites associated with those jobs, provided it is reasonably certain the individual would have received them. Furthermore, upon reemployment the individual is to be treated as not having a break in service for purposes of participation in a pension plan. VRRA establishes specific rights for reemployed service members. Presumably this covers employee pension benefit plans maintained by an employer that provide retirement income covered by the plan. Once a member of the pension plan is reemployed, he is treated as if there were no break in coverage. It is treated as an uninterrupted period of employment with the employer for purposes of calculating pension.

In the event, the employee has sustained a service-connected disability, an additional requirement may be imposed upon the employer to determine if the employee can be brought back to the Department in his original position with reasonable accommodations. If the employee is unable to perform his duties with accommodations, the employer must determine if the employee can be placed in an "equivalent" position for which he is qualified. If not, the employer has an obligation to look at whether an alternative position can be identified, and which actually exists, in which the employee should be considered. It is incumbent upon the employer to conduct this type of analysis in order to protect the rights of returning veterans. The answers to these questions and many cannot be answered in that more than

Annuitant was obligated to notify the Department that he was seeking reemployment upon completing his service with the U.S. Marine Corps, and in fact was obligated to submit an "application for reemployment" no later than 90 days after completion of his service, or within two years if the member was hospitalized or spent time convalescing from an illness or injury incurred in the performance of service in the uniformed services. It is not clear from the documents submitted to the undersigned if the Annuitant complied with these requirements. This is information known only to the appropriate personnel authority, DCMPD. The copy of the letter Annuitant purportedly submitted to the Department on February 15, 1978, may not necessarily qualify as an "application for reemployment." The alleged "denial" by the Department, as set forth in the copy of the letter dated "Feb 18, 1978", bearing the signature Sgt. Donald Christian, may not necessarily qualify as a "denial" of reemployment. In any event, the reasons or basis for the "denial" are not contained within the four corners of the document. These reasons are ostensibly known only to Sgt. Donald Christian, someone who was employed with the Department more than 34 years ago. Additionally, there is no record of the

Annuitant appealing Sgt. Christian's decision to a higher authority. There is only a record of the Annuitant being reemployed with the Department some 4 ½ years later on September 20, 1982. No evidence or records were presented to establish whether Annuitant was advised of his rights as they pertain to his pension. Annuitant served approximately 22 months with the Department before he resigned on July 14, 1984.

The Annuitant was reemployed with the Department on March 18, 1985, and served for another 8 ½ years before he resigned for the third and final time on September 18, 1993. Again, no evidence was presented to establish if he was advised of his rights as they pertain to his pension. However, information obtained from DCRB indicate the Annuitant withdrew his retirement contributions, thereby nullifying his entitlement to a pension/annuity calculated based on funds received during this time period. Although, Annuitant is entitled to creditable time for these periods of service, his pension was subject to a reduction because of this withdrawal. There is no record that the Annuitant re-deposited the withdrawn amounts into his retirement account.

The question arises whether the Annuitant acted in a timely manner in pursuing this claim against the District. Arguably, he has not. Annuitant's claim is time-barred pursuant to the doctrine of *laches*. Annuitant argues that he did not know that he was being denied creditable service for the time he served in DCMPD in 1972-1973, and for the period he served in the military, until he received a special notice of from OPM, dated February 5, 2007, reducing his annuity. However, this assertion is contrary to the evidence. The Annuitant attempted to exercise his rights pursuant to the Military Selective Service Act or VRRA when he wrote a letter to the Department in February 1978 requesting re-employment. Upon receipt of the letter from Sgt. Christian dated February 18, 1978, the Annuitant was placed on notice that he may have been "denied" his rights pursuant to the federal statute. It was at this point in time, more than 34 years ago, that the Annuitant was under an obligation to pursue his rights. Instead, the Annuitant chose to find employment outside the District Government.

In fact, the Annuitant was reemployed with the Department in September 1982, more than 4 ½ years after he was "denied" employment in 1978. The Annuitant knew, or should have known, that he may have had a claim against the Department at that time. However, there is no record that he pursued this matter with the Department at that time. He resigned in July 1984. After a hiatus of approximately eight months, the Annuitant was reemployed with the Department a third time in March 1985. Again, there is no record of him pursuing the matter regarding his pension. And once again, the Annuitant resigned his position with the Department.

Because more than 32 years passed before the Annuitant sent letters to the DCRB and the PFRRB seeking additional creditable service, the Department has been prejudiced by his unreasonable delay and negligence. This failure on his part to pursue his claim in either "1973" or "1978," for whatever reasons, are known only to him. The Annuitant committed an unreasonable delay in failing to assert his rights with regard to this issue, thereby causing prejudice to the employer. For example, it has been more than 30 years since DCMPD decided not to reemploy the Annuitant in 1978. Thus, the whereabouts of potential Department witnesses is unknown, and crucial evidence may have been lost

Counsel's reliance on *Staub v. Proctor Hospital*, 131 S. Ct. 1186 (2011), is misplaced. In that case the petitioner alleged that he was discharged from his employment because his supervisors were openly hostile to him because of his military reservist obligations. Petitioner was terminated from his job and immediately filed a grievance with his employer based on discriminatory treatment. The Court noted that USERRA was similar in nature to Title VII which prohibits employment discrimination on a variety of bases. The Court held:

> [I]f a supervisor performs an act motivated by antimilitary animus that is *intended* by the supervisor to cause an adverse employment action, and if that act is a proximate cause of the ultimate employment action, then the employer is liable under USERRA. *(footnotes omitted)*

Unlike the petitioner in *Staub*, the record is devoid of any evidence of "motivating factors" on the part of the Department to discriminate against Mr. Lucas by not restoring him to his previous employment with the Department as a police cadet. The reasons the Department did not reemploy Mr. Lucas in February 1978 are known only to the parties involved in the Department's hiring practices at that time. Thus, there is no evidence of an adverse action being taken against Mr. Lucas.

Similarly, counsel's reliance on *King v. St. Vincent's Hospital*, 502 U.S. 215 (1991), is also misplaced. In that case, the petitioner, a National Guard member, i.e., a reservist, immediately notified his employer that he had accepted a 3-year full-time appointment with the Guard, and requested a leave of absence. The employer denied his request on the basis that the length of time the petitioner requested was unreasonable. The Supreme Court analyzed whether 38 U.S.C. 2024(d) implicitly limits the length of military service after which a member of the Armed Forces retains a right to civilian reemployment. It held that it does not. The Court noted that the statute was silent on the matter, but that other provisions in section 2024 imposed explicit time limitations on enlisted servicemen and active duty members; however, it did not do so with regard to reservists. Ultimately, the Court determined that the petitioner's leave request was reasonable and protected by the VRRA. No evidence has been presented to establish that Mr. Lucas informed the Department that he requested a four or five year leave of absence in order to perform service with the Armed Forces, and that the Department found his request unreasonable.

Section 2022 of the VRRA was amended in 1974 to provide that no state statute of limitations is applicable to any proceedings under the Act. Prior to 1974, some courts were actually applying state statute of limitations. *See* Gruca v. United States Steel Corp., 495 F.2d 1252 (1974, CA3 Pa) (the veteran delayed more than 9 years in bringing his case; 6 year statute of limitations imposed). They also employed the *doctrine of laches* both before and after the amendment to Section 2022. *See* Goodman v. McDonnell Douglas Corp. 606 F.2d 800 (1979, CA8 Mo.), *cert den.*, 446 U.S. 913, (year); Churma v. United States Steel Corp. 514 F.2d 589, (1975, CA3 Pa)

Mr. Lucas bears the burden of proving any equitable reasons he has for failing to raise this matter in a timely manner. He chose to focus on the date of the receipt of his *Special Notice* from the U.S. Office of Personnel Management ("OPM"), which is dated February 5, 2007, as the date he first became aware that his annuity had been substantially reduced because he was not reemployed by the Department in 1978 when he returned from serving time with the U.S. Marine Corps. At that time, OPM advised Mr. Lucas that he must file a request for reconsideration within 30 days of the date of its notice. This was essential to preserve any appellate rights he may have to the U.S. Merit Systems Protection Board ("MSPB"), however, there is no evidence to show that he complied with this mandate.

Although, Mr. Lucas would have us believe that he pursued this matter in a timely manner, the fact remains that the underlying action that precipitated his current request took place more than 30 years ago. Mr. Lucas failed to act reasonably and exercise due diligence when he failed to follow up on the Department's "recommendation" not to reemploy him, thereby unequivocally waiving his reemployment rights. There are a number of potential and very critical pitfalls associated with trying to investigate the facts and circumstances surrounding this matter, more than three decades after their alleged occurrence. First, and foremost, the individuals who worked for the Department, including but not limited to Donald H. Christian, Sergeant, Squad #2, Addison L. Davis, Commanding Officer for the Recruiting Branch, and Laurence J. Wade, Investigator for the Recruiting Branch, are no longer employed with the Department.

Second, the individuals who signed Mr. Lucas' Personnel Action Form 52 in "1973" may no longer be with Department. The Department may have wished to dispute the allegations made by Mr. Lucas and bring forth an array of witnesses and documents known only to their agency. Alternatively, witnesses and documents that would shed light on this matter may have been lost over the past 30 years.

Third, there are a number of other factors to be addressed in the event the Department seeks to hire or reemploy a former employee. For example, there may be a dispute regarding the disability Mr. Lucas alluded to in his correspondence to the Department. Annuitant would have had to meet the appropriate physical and mental fitness standard requirements of the day, as well as successfully complete the D.C. Police Cadet Training Program. He would also have had to successfully pass a background investigation. These factors were important thirty years ago and would have to have been addressed by the appropriate hiring personnel in February 1978.

In any event, allowing a claim in this matter to go forward after more than three decades have passed, would be extremely prejudicial to the Department at this late date. The *doctrine of laches* bars any claim in this matter because of Mr. Lucas' unreasonable delay in pursuing this matter, more than 30 years later.

Furthermore, the fact that Mr. Lucas was reemployed by the Department during two intervening periods raises the question of whether either of them addressed the reemployment issue of "1973" and "1978" when Mr. Lucas was hired in 1982 and/or

1986, including, whether the parties had any dialogue or discussion surrounding Mr. Lucas' pension.

For all of the foregoing reasons, I have determined that the D.C. Police and Firefighters' Retirement and Relief Board has no jurisdiction in this matter. Nor does the Board possess any statutory or regulatory authority to decide personnel issues, such as determining Mr. Lucas' right to any benefits pursuant to the VRRA and USERRA.

Sincerely,

Pamela A. Brown
Assistant Attorney Advisor

PAB\

Filed
D.C. Superior Court
09/30/2020 10:21AM
Clerk of the Court

Form 1. Notice of Appeal (Tax, Civil, Family (Except Juvenile Cases), and Probate)

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
NOTICE OF APPEAL
TAX, CIVIL, FAMILY (EXCEPT JUVENILE CASES), AND PROBATE

Superior Court Case No.: 2020 CA 000450 MPA P

A. Notice is given that Tonya Butler-Truesdale is appealing an order/judgment from the:

[ ] Tax Division [X] Civil Division [ ] Family Court [ ] Probate Division

1. Date of entry of judgment or order appealed from (if more than one judgment or order appealed, list all): September 25, 2020 - ORDER GRANTING PETITION FOR REVIEW, AFFIRMING AGENCY DECISION, AND DENYING AS MOOT MOTION FOR PARTIAL SUMMARY JUDGMENT

2. Filing date of any post-judgment motion: _____

3. Date of entry of post-judgment order: _____

4. Superior Court Judge: Yvonne Williams

5. Is the order final (i.e., disposes of all claims and has been entered by a Superior Court Judge, not a Magistrate Judge)? [X] YES [ ] NO

   If no, state the basis for jurisdiction: _____

   Has there been any other notice of appeal filed in this case: [ ] YES [X] NO

   If so, list the other appeal numbers: _____

6. If this case was consolidated with another case in this court, list the parties' names and the Superior Court case number:

   _____

B. Type of Case: [X] Civil I [ ] Civil II [ ] Landlord and Tenant [ ] Neglect

[ ] Termination of Parental Rights [ ] Adoption [ ] Guardianship [ ] Mental Health (Probate)

[ ] Probate [ ] Intervention [ ] Domestic Relations [ ] Mental Retardation

[ ] Paternity & Child Support[ ] Other: _____

C. Indicate Status of Case: [X] Paid [ ] In Forma Pauperis [ ] CCAN

Was counsel appointed in the trial court? [ ] YES [ ] NO

D. Provide the names, addresses, and telephone numbers of all parties to be served. For persons represented by counsel, identify counsel and whom the counsel represents. For each person, state whether the person was a plaintiff or defendant in the Superior Court (use additional sheets of paper if necessary):

Name	Address	Party Status (Plaintiff, Defendant)	Telephone No.
District of Columbia Government Department of Housing and Community Development, Et. Al.	1015 Half Street, SE, 9th Floor, Washington DC, DC 20003	Defendant	(202) 442-9700
Ryan Martini	400 6th Street, NW, 1180 S, Washington, DC 20002	Attorney for Defendant	(202) 727-3400

E. Identify the portions of the transcript needed for appeal, including the date of the proceeding, the name of the Court Reporter (or state that the matter was recorded on tape if no Court Reporter was present), the courtroom where the proceeding was held, and the date the transcript was ordered, or a motion was filed for preparation of the transcript. Attach additional pages if needed.

Date of Proceeding/Portion	Reporter/Courtroom	Date ordered

[X] Check this box if no transcript is needed for this appeal.

F. Person filing appeal: [X]Plaintiff Pro Se [ ]Defendant Pro Se

[ ]Third Party/Intervenor [ ]Counsel for Plaintiff

[ ]Counsel for Defendant

ATTACH A COPY OF THE ORDER, JUDGMENT OR DOCKET ENTRY FROM WHICH THIS APPEAL IS TAKEN

Tonya Butler-Truesdale — *Tonya Butler-Truesdale* — 455928

Print Name of Appellant/Attorney — Signature — Bar No.

1240 Fairmont Street, NW, Washington, DC 20009 — (202) 816-9130

Address — Telephone Number

GoTonyaGo@gmail.com

Email Address (optional)

*Appellant is responsible for ordering and paying the fee for transcript(s) in the Court Reporting and Recording Division, Room 5500. If appellant has been granted In Forma Pauperis status, or had an attorney appointed by the Family Court, and transcript is needed for this appeal, appellant must file a Motion for Transcript in Court Reporting and Recording Division, Room 5500. That

office number is (202) 879-1009. If that motion is granted, transcript will be prepared at no cost to appellant.

Superior Court of the District of Columbia
CIVIL DIVISION
Civil Actions Branch
500 Indiana Avenue, N.W., Suite 5000 Washington, D.C. 20001
Telephone: (202) 879-1133 Website: www.dccourts.gov

TERRI LEA
Plaintiff

vs.

Case Number 2020 CA 003987 B

DISTRICT OF COLUMBIA, et al.
Defendant

Ventris C. Gibson

SUMMONS

To the above named Defendant:

You are hereby summoned and required to serve an Answer to the attached Complaint, either personally or through an attorney, within twenty one (21) days after service of this summons upon you, exclusive of the day of service. If you are being sued as an officer or agency of the United States Government or the District of Columbia Government, you have sixty (60) days after service of this summons to serve your Answer. A copy of the Answer must be mailed to the attorney for the plaintiff who is suing you. The attorney's name and address appear below. If plaintiff has no attorney, a copy of the Answer must be mailed to the plaintiff at the address stated on this Summons.

You are also required to file the original Answer with the Court in Suite 5000 at 500 Indiana Avenue, N.W., between 8:30 a.m. and 5:00 p.m., Mondays through Fridays or between 9:00 a.m. and 12:00 noon on Saturdays. You may file the original Answer with the Court either before you serve a copy of the Answer on the plaintiff or within seven (7) days after you have served the plaintiff. If you fail to file an Answer, judgment by default may be entered against you for the relief demanded in the complaint.

John F. Pressley, Jr.
Name of Plaintiff's Attorney

7600 Georgia Avenue, N.W., Suite 206
Address
Washington, D.C. 20011

(202) 723-8800
Telephone

Clerk of the Court

By _____ Deputy Clerk

Date 09/15/2020

加需翻译,请打电话 (202) 879-4828 Veuillez appeler au (202) 879-4828 pour une traduction Để có một bài dịch, hãy gọi (202) 879-4828
번역을 원하시면, (202) 879-4828로 전화주십시오 የአማርኛ ትርጉም ለማግኘት (202) 879-4828 ይደውሉ

IMPORTANT: IF YOU FAIL TO FILE AN ANSWER WITHIN THE TIME STATED ABOVE, OR IF, AFTER YOU ANSWER, YOU FAIL TO APPEAR AT ANY TIME THE COURT NOTIFIES YOU TO DO SO, A JUDGMENT BY DEFAULT MAY BE ENTERED AGAINST YOU FOR THE MONEY DAMAGES OR OTHER RELIEF DEMANDED IN THE COMPLAINT. IF THIS OCCURS, YOUR WAGES MAY BE ATTACHED OR WITHHELD OR PERSONAL PROPERTY OR REAL ESTATE YOU OWN MAY BE TAKEN AND SOLD TO PAY THE JUDGMENT. IF YOU INTEND TO OPPOSE THIS ACTION, *DO NOT FAIL TO ANSWER WITHIN THE REQUIRED TIME.*

If you wish to talk to a lawyer and feel that you cannot afford to pay a fee to a lawyer, promptly contact one of the offices of the Legal Aid Society (202-628-1161) or the Neighborhood Legal Services (202-279-5100) for help or come to Suite 5000 at 500 Indiana Avenue, N.W., for more information concerning places where you may ask for such help.

See reverse side for Spanish translation
Vea al dorso la traducción al español

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
CIVIL DIVISION
Civil Actions Branch
500 Indiana Avenue, N.W., Suite 5000, Washington, D.C. 20001
Telephone: (202) 879-1133 • Website: www.dccourts.gov

TERRI LEA
Vs.
DISTRICT OF COLUMBIA et al

C.A. No. 2020 CA 003987 B

INITIAL ORDER AND ADDENDUM

Pursuant to D.C. Code § 11-906 and District of Columbia Superior Court Rule of Civil Procedure ("Super. Ct. Civ. R.") 40-I, it is hereby **ORDERED** as follows:

(1) Effective this date, this case has assigned to the individual calendar designated below. All future filings in this case shall bear the calendar number and the judge's name beneath the case number in the caption. On filing any motion or paper related thereto, one copy (for the judge) must be delivered to the Clerk along with the original.

(2) Within 60 days of the filing of the complaint, plaintiff must file proof of serving on each defendant: copies of the summons, the complaint, and this Initial Order and Addendum. As to any defendant for whom such proof of service has not been filed, the Complaint will be dismissed without prejudice for want of prosecution unless the time for serving the defendant has been extended as provided in Super. Ct. Civ. R. 4(m).

(3) Within 21 days of service as described above, except as otherwise noted in Super. Ct. Civ. R. 12, each defendant must respond to the complaint by filing an answer or other responsive pleading. As to the defendant who has failed to respond, a default and judgment will be entered unless the time to respond has been extended as provided in Super. Ct. Civ. R. 55(a).

(4) At the time and place noted below, all counsel and unrepresented parties shall appear before the assigned judge at an initial scheduling and settlement conference to discuss the possibilities of settlement and to establish a schedule for the completion of all proceedings, including, normally, either mediation, case evaluation, or arbitration. Counsel shall discuss with their clients **prior** to the conference whether the clients are agreeable to binding or non-binding arbitration. **This order is the only notice that parties and counsel will receive concerning this Conference.**

(5) Upon advice that the date noted below is inconvenient for any party or counsel, the Quality Review Branch (202) 879-1750 may continue the Conference **once**, with the consent of all parties, to either of the two succeeding Fridays. Request must be made not less than seven business days before the scheduling conference date.
No other continuance of the conference will be granted except upon motion for good cause shown.

(6) Parties are responsible for obtaining and complying with all requirements of the General Order for Civil cases, each judge's Supplement to the General Order and the General Mediation Order. Copies of these orders are available in the Courtroom and on the Court's website http://www.dccourts.gov/.

Chief Judge Robert E. Morin

Case Assigned to: Judge SHANA FROST MATINI
Date: September 15, 2020
Initial Conference: 9:30 am, Friday, December 18, 2020
Location: Courtroom 517
500 Indiana Avenue N.W.
WASHINGTON, DC 20001

CAIO-60

ADDENDUM TO INITIAL ORDER AFFECTING ALL MEDICAL MALPRACTICE CASES

In accordance with the Medical Malpractice Proceedings Act of 2006, D.C. Code § 16-2801, et seq. (2007 Winter Supp.), "[a]fter an action is filed in the court against a healthcare provider alleging medical malpractice, the court shall require the parties to enter into mediation, without discovery or, if all parties agree[,] with only limited discovery that will not interfere with the completion of mediation within 30 days of the Initial Scheduling and Settlement Conference ("ISSC"), prior to any further litigation in an effort to reach a settlement agreement. The early mediation schedule shall be included in the Scheduling Order following the ISSC. Unless all parties agree, the stay of discovery shall not be more than 30 days after the ISSC." D.C. Code § 16-2821.

To ensure compliance with this legislation, on or before the date of the ISSC, the Court will notify all attorneys and *pro se* parties of the date and time of the early mediation session and the name of the assigned mediator. Information about the early mediation date also is available over the internet at https://www:dccourts.gov/pa/. To facilitate this process, all counsel and *pro se* parties in every medical malpractice case are required to confer, jointly complete and sign an EARLY MEDIATION FORM, which must be filed no later than ten (10) calendar days prior to the ISSC. D.C. Code § 16-2825 Two separate Early Mediation Forms are available. Both forms may be obtained at www.dccourts.gov/medmalmediation. One form is to be used for early mediation with a mediator from the multi-door medical malpractice mediator roster; the second form is to be used for early mediation with a private mediator. Both forms also are available in the Multi-Door Dispute Resolution Office, Suite 2900, 410 E Street, N.W. Plaintiff's counsel is responsible for eFiling the form and is required to e-mail a courtesy copy to earlymedmal@dcsc.gov. *Pro se* Plaintiffs who elect not to eFile may file by hand in the Multi-Door Dispute Resolution Office.

A roster of medical malpractice mediators available through the Court's Multi-Door Dispute Resolution Division, with biographical information about each mediator, can be found at www.dccourts.gov/medmalmediation/mediatorprofiles. All individuals on the roster are judges or lawyers with at least 10 years of significant experience in medical malpractice litigation. D.C. Code § 16-2823(a). If the parties cannot agree on a mediator, the Court will appoint one. D.C. Code § 16-2823(b).

The following persons are required by statute to attend personally the Early Mediation Conference: (1) all parties; (2) for parties that are not individuals, a representative with settlement authority; (3) in cases involving an insurance company, a representative of the company with settlement authority; and (4) attorneys representing each party with primary responsibility for the case. D.C. Code § 16-2824.

No later than ten (10) days after the early mediation session has terminated, Plaintiff must eFile with the Court a report prepared by the mediator, including a private mediator, regarding: (1) attendance; (2) whether a settlement was reached; or, (3) if a settlement was not reached, any agreements to narrow the scope of the dispute, limit discovery, facilitate future settlement, hold another mediation session, or otherwise reduce the cost and time of trial preparation. D.C. Code§ 16-2826. Any Plaintiff who is *pro se* may elect to file the report by hand with the Civil Actions Branch. The forms to be used for early mediation reports are available at www.dccourts.gov/medmalmediation.

Chief Judge Robert E. Morin

CAIO-60

Filed
D.C. Superior Court
09/18/2020 13:32PM
Clerk of the Court

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
Civil Division

TERRI LEA
5405 Tuckerman Lane, #B435
North Bethesda, MD 208052

Plaintiff

v.

Civil Action No. 2020 CA 003987 B

DISTRICT OF COLUMBIA
A Municipal Corporation
1350 Pennsylvania Ave., N.W.
Washington, D.C. 20004

Serve: Chad Copeland
Deputy Attorney General
Civil Litigation Division
400 Sixth Street, N.W.
Washington, D.C. 20001

and

VENTRIS C. GIBSON
Department of Human Resources
1015 Half Street, S.E., 9th Floor
Washington, DC 20003
In her individual capacity

Serve: Chad Copeland
Deputy Attorney General
Civil Litigation Division
400 Sixth Street, N.W.
Washington, D.C. 20001

and

ERNEST CHRAPPAH
Department of Consumer and
Regulatory Affairs
1100 4th St S.W.
Washington, DC 20024
In his individual capacity

Serve: Chad Copeland
Deputy Attorney General,
Civil Litigation Division
400 Sixth Street, N.W.
Washington, D.C. 20001

Defendants

COMPLAINT

COMES NOW, Plaintiff, Terri Lea, by and through her attorney, John F. Pressley, Jr., Esq., and for her Complaint against the defendants herein, alleges as follows:

I. INTRODUCTION

1. This is a civil action brought pursuant to federal civil rights law (42 U.S.C. §1983) and the common law of the District of Columbia seeking monetary damages and injunctive relief for violation of the plaintiff's civil, constitutional and common law rights.

II. JURISDICTION

2. This Court has jurisdiction over this action pursuant to D.C. Code §11-921 (2001 ed., as amended).

3. Notice pursuant to D.C. Code §12-309 (2001 ed., as amended) was served on the Mayor of the District of Columbia on September 10, 2018.

III. THE PARTIES

4. The plaintiff, TERRI LEA, at all times relevant to the Complaint was a resident of Maryland or the District of Columbia.

5. Defendant DISTRICT OF COLUMBIA is a municipal corporation that operates and manages the Department of For-Hire Vehicles and the Department of Human Resources (DCHR). In the events relevant to this case, the District of Columbia acted through its agents, employees, and servants.

6. Defendant VENTRIS C. GIBSON, at all times relevant to the complaint, was Director of the District of Columbia Department of Human Resources and as such was a final policy making official with delegated personnel authority over District of Columbia government agencies. At all times relevant to the complaint, said defendant acted under color of District of Columbia law.

7. Defendant ERNEST CHRAPPAH, at all times relevant to the complaint, was Director of the District of Columbia Department of For-Hire Vehicles (DFHV). Mr.

Chrappah is currently the District of Columbia Director of the Department of Consumer and Regulatory Affairs (DCRA).

IV. STATEMENT OF FACTS

8. On November 9, 2017, plaintiff, Terri Lea, applied for the position of General Counsel for the District of Columbia's Department of For-Hire Vehicles (DFHV).

9. On November 27, 2017, plaintiff was interviewed by three (3) members of the DFHV cabinet, including the Acting General Counsel, Monique Bobcock and Director, Ernest Chrappah.

10. On November 27, 2017, Ms. Lea was also interviewed by Tanya Ricks, the Director of Human Resources for the DFHV, who informed her of the agency's six (6) stage hiring process.

11. On November 27, 2017, Ms. Lea received a questionnaire and personality test from Ms. Ricks and was given 48 hours to answer six (6) essay questions and complete a personality test.

12. On November 29, 2017, Ms. Lea completed the personality test and submitted her responses to the interview questionnaire.

13. On January 8, 2018, Ms. Lea was contacted by Thomas Moir, the Chief of Staff for the Mayor's Office of Legal Counsel (MOLC), who informed her that she had successfully completed 4 stages of the DFHV interview process and had advanced to the fifth stage which entailed being interviewed by the Director of the Mayor's Office of Legal Counsel.

14. On January 10, 2018, Ms. Lea was interviewed by the Director and Chief of Staff of the MOLC, Mark Tuohey and Thomas Moir, respectively.

15. Following an extensive and extended interview, Ms. Lea was informed by Director Tuohey that he was recommending her for the position of General Counsel of the DFHV.

16. Later in January, 2018, Ms. Lea participated in a telephone interview with Mr.

Ernest Chrappah, Director of the DFHV. Following the interview, Ms. Lea was informed by the Director that she was selected for position of General Counsel of DFHV. She was reminded that she would have to comply with the District of Columbia residency requirement, if she accepted the appointment.

17. On February 14, 2018, Ms. Ricks requested that Ms. Lea submit her Certificate of Good Standing for her District of Columbia Bar license. On February 20, 2018, Ms. Lea submitted her requisite Certificate of Good Standing to practice law in the District of Columbia. She also executed all necessary authorizations for release of information and provided references to the District of Columbia Office of Human Resources on March 8, 2018.

18. On March 13, 2018, Ms. Lea was contacted by Director Chrappah who ensured her that she would receive her official offer letter on March 15, 2018; and advised that she give notice to her present employer immediately upon receipt of the letter. He also strongly requested that she modify/accelerate her start date as General Counsel of the DFHV. Her start date was scheduled for April 9, 2018.

19. On March 15, 2018 after this long and very competitive search, Ms. Lea received her official offer for the position of General Counsel for the District of Columbia DFHV (the offer).

20. The offer was extended on behalf of the District of Columbia government in a letter signed by Ventris C. Gibson, Director of the District of Columbia Department of Human Resources (DCHR).

21. The only contingencies and/or conditions indicated in Ms. Lea's offer of employment with the District of Columbia government as General Counsel of the DFHV were that Ms. Lea complete and comply with requirements for a) a criminal background check, b) a consumer credit check, and c) the residency requirement.

22. The offer indicated that Ms. Lea had five (5) days to accept. She accepted the offer on March 15, 2018, the same day that the offer was made.

23. Pursuant to the offer and acceptance of the position and representations made by representatives of the D.C. government, Ms. Lea resigned from her employment at the time, where she had been employed for more than four (4) years.

24. Ms. Lea was scheduled to attend orientation on April 9, 2018.

25. In compliance with the residency requirement, Ms. Lea relinquished her lease in Maryland and pursued a new lease in the District.

26. Ms. Lea executed all necessary documentation to successfully complete the requisite criminal background and consumer credit checks in a timely fashion.

27. On March 29, 2018, however, to Ms. Lea's deep chagrin, the District of Columbia government, by and through Ventris C. Gibson, Director of the District of Columbia Department of Human Resources, summarily rescinded the offer to Ms. Lea.

28. The revocation of the offer to Ms. Lea had nothing to do with either the criminal or consumer credit background checks, the only contingencies stated in the offer.

29. The District government, nonetheless, proceeded with the revocation of the offer to Ms. Lea despite a thorough investigation, vetting and hiring process.

30. The reason given for the revocation was that despite her superior performance in the highly competitive hiring process, Ms. Lea was allegedly "not suitable for the position", a clearly derogatory, disparaging and defamatory assessment and characterization of Ms. Lea's current professional capabilities. Ms. Lea was not provided an explanation as to why anything in her distant past would disqualify her from presently serving in the position for which she had applied.

31. Despite the scathing defamatory assessment and characterization by the District government, Ms. Lea's was in good standing with the District of Columbia Bar and determined to be fit to practice law in the District of Columbia, without limitation.

32. Subsequent to the District's sudden and unanticipated withdrawal of the offer and the concomitant defamatory declaration of Ms. Lea's alleged unsuitability, the

District government failed to accord her a proper, fundamental name clearing hearing.

33. Ms. Lea was only afforded a perfunctory, pro forma, inadequate pseudo paper appeal by the District government. This process failed to even provide an explanation as to why anything in her distant past would disqualify her from presently serving as General Counsel of the DFHV.

34. Despite the determination that Ms. Lea was in "good standing" pursuant to the rigorous professional standards of the District of Columbia Bar, Ms. Gibson in the final notice of June 8, 2018, nonetheless, continued to declare that Ms. Lea was "unsuitable for employment as a General Counsel . . . ", further defaming and besmirching Ms. Lea's reputation.

35. Subsequent to the revocation of Ms. Lea's offer to serve as General Counsel for the DFHV, she submitted numerous applications for legal positions in the D.C. government to no avail, she got no where.

36. Ms. Lea who had previously been offered a highly competitive legal position in the D.C. government, at the highest senior level in the government, all of a sudden had the door to D.C. government employment shut.

37. Indeed, the apparent disdain for Ms. Lea among the District government employment gatekeepers was so palpable that she was not even accorded the courtesy of an interview, despite numerous subsequent applications for legal positions in the District.

38. As a result, Ms. Lea, who had looked forward to embarking on a new legal career in the D.C. government, essentially found herself foreclosed from such a pursuit as she was instead automatically determined to be "unsuitable" and disqualified for any such positions.

COUNT I
(42 U.S.C. § 1983 - Fifth Amendment Due Process: Reputation-Plus, Stigma-Plus)
(District of Columbia)

39. The plaintiff adopts and incorporates each and every allegation contained in paragraphs 1 - 38 as if fully set forth herein.

40. At all times relevant to the Complaint, defendant Ventris C. Gibson, Director of the District of Columbia Department of Human Resources, was the government official with delegated personnel authority over District of Columbia government agencies with respect to personnel matters.

41. At all times relevant to the Complaint, defendant Gibson acted under color of District of Columbia law as the final policy making government official with respect to personnel matters.

42. On November 9, 2017, plaintiff, Terri Lea, applied for the position of General Counsel for the District of Columbia's Department of For-Hire Vehicles (DFHV).

43. After a lengthy application and vetting process, as outlined above, Ms. Lea clearly established that she was superbly qualified for the position of General Counsel for the Department of For-Hire Vehicles. She prevailed over all other applicants and was offered the position by defendant Gibson on March 15 with the only contingencies being successful completion of criminal background and consumer credit checks. Ms. Lea Ms. Lea accepted the government's offer on the same day

44. Ms. Lea accepted the government's offer on the same day of the offer and subsequently completed both background checks..

45. Soon thereafter, however, on March 29, 2018, the offer made to the plaintiff for the position of General Counsel for the Department of For-Hire Vehicles was summarily revoked by defendant Gibson and Ms. Lea's brief employment with the District of Columbia government was terminated.

46. In the process of revoking Ms. Lea's offer of employment and terminating her, defendant Gibson declared that Ms. Lea was "unsuitable for employment as a General Counsel . . . " and in the process blatantly defamed and impugned Ms. Lea's professional competence and reputation.

47. This bogus allegation was stated by Ms. Gibson despite the fact that Ms. Lea was in good standing with the District of Columbia Bar and determined to be fit to practice law in the District of Columbia, without limitation. Moreover, Ms. Lea had successfully completed the aforementioned, tremendously thorough vetting process whereby it was unanimously determined that Ms. Lea was the best qualified of all applicants for the position.

48. Ms. Gibson's grossly defamatory and false assessment of Ms. Lea's capabilities was memorialized and put in her personnel file which was maintained with the D.C. Department of Human Resources (DCHR).

49. Defendant Gibson was fully aware that placement of Ms. Lea's personnel file in DCHR records ensured that Ms. Gibson's disreputable mischaracterizations of Ms. Lea's alleged "unsuitability" would be routinely disclosed to all future D.C. government agency personnel officials and prospective hiring decision makers throughout the District of Columbia government pursuant to any and all applications filed by Ms. Lea for a legal position in the D.C. government.

50. As a result, it was foreseeable that Ms. Lea's reputation throughout the D.C. government would be thoroughly stigmatized and her ability to fairly apply for legal positions in the D.C. government, and beyond, would be woefully impaired.

51. Indeed, in the period following the revocation of her job offer, Ms. Lea applied for numerous legal positions at different levels throughout the District of Columbia government, to no avail.

52. Although Ms. Lea was more than qualified for the positions for which she sought employment, she was never once even accorded an interview and was routinely and summarily denied consideration. Such blatant and consistent rebuffs clearly established that any real prospect of pursuing employment with the District of Columbia government in any legal position was completely foreclosed.

53. The liberty rights of Ms. Lea, pursuant to the Fifth Amendment, were well established at all times relevant to the Complaint. Moreover, Ms. Lea had a right to a name clearing hearing prior to her termination. She was denied this basic and fundamental hearing.

54. The foregoing treatment thus resulted in the gross infringement of Ms. Lea's protected liberty interests as guaranteed by the Fifth Amendment for which she seeks full redress as stated, infra.

COUNT II
(Negligent Misrepresentation)
(District of Columbia, Ventris C. Gibson, Ernest Chrappah)

55. The plaintiff adopts and incorporates each and every allegation contained in paragraphs 1 - 54 as if fully set forth herein.

56. On November 9, 2017, plaintiff, Terri Lea, applied for the position of General Counsel for the District of Columbia's Department of For-Hire Vehicles (DFHV).

57. On March 13, 2018, after a long and thorough background investigation and vetting process, defendant Ernest Chrappah, Director of the DFHV, insured Ms. Lea that she would receive her official offer letter on March 15, 2018. Director Chrappah further advised Ms. Lea to immediately give notice to her present employer upon receipt of the letter.

58. On March 15, 2018, as Mr. Chrappah had indicated, defendant Ventris C. Gibson notified Ms. Lea that she, in fact, had been selected and was offered the position of General Counsel for the Department of For-Hire-Vehicles.

59. In the offer letter, Ms. Lea was informed that two contingencies remained in the hiring process. These contingencies required that Ms. Lea "successfully pass a criminal background and consumer credit check as a condition of employment . . . ." No further contingencies or conditions were indicated in the offer letter.

60. Assuming the representations in the offer letter to be true and confident that she could pass the criminal background and consumer credit checks, Ms. Lea accepted

the offer on March 15, 2018, the same day that it was extended. As anticipated, Ms. Lea successfully completed and passed the criminal background and consumer credit checks in a timely fashion.

61. In further reliance upon the representations and promises of employment made by the defendants, Ms. Lea followed Director Chrappah's advise and resigned from her job and relinquished her Maryland apartment lease and she sought residency in the District of Columbia as required for high level D.C. government officials.

62. On March 29, 2018, however, to Ms. Lea's great chagrin, defendant Ventris C. Gibson, Director of the District of Columbia Department of Human Resources, summarily terminated Ms. Lea.

63. The reason given for Ms. Lea's termination was that pursuant to a suitability assessment it was determined that she was not suitable for the subject position of General Counsel of the DFHV. Ms. Lea, however, had never been informed of an additional suitability assessment contingency. Indeed, there had been no mention of it in the offer letter.

64. As a result, the suitability assessment arose without warning, after the fact, as a key, material factor with respect to the circumstances relating to the offer and acceptance of employment process. Failing to timely disclose this vital consideration left Ms. Lea in dire straights, with neither employment nor a lease.

65. Indeed, if the suitability assessment was so critical and a normal part of the vetting process, the District government had a duty to fully disclose this highly relevant, material consideration.

66. The failure to disclose the suitability assessment requirement put Ms. Lea in a position where she made a critical decision, believing that she had the position subject only to the successful passing of the criminal background and consumer credit checks.

67. Because the existence of the suitability requirement was never disclosed to Ms. Lea, she never had an opportunity to understand and determine what the suitability requirement was all about and to assess how best to proceed prior to resigning from her job and relinquishing her lease, as she was advised to do by Mr. Chrappah.

68. Nonetheless, the question of "suitability" was significant with respect to the hiring decision and the defendants had a duty to indicate as much to the plaintiff prior to putting her in a position of jeopardizing her family's stability and financial welfare.

69. The statements and representations by defendants Gibson and Chrappah relating to the offer of employment, which only mentioned two contingencies and never disclosed or mentioned the suitability requirement, were thus false and grossly misleading.

70. Moreover, said statements induced the plaintiff to take uninformed actions detrimental to her immediate economic welfare and her future career.

71. At all times relevant to the above allegations, defendants Ventris C. Gibson and Ernest Chrappah were working within the scope of their employment with the District of Columbia government.

PRAYER FOR RELIEF

WHEREFORE, plaintiff Terri Lea prays that this court:

a. Award plaintiff $1,000,000 in compensatory damages against all defendants;

b. Award plaintiff $500,000 in punitive damages against the individual defendants;

c. Enjoin and prohibit the District of Columbia from foreclosing the plaintiff from employment as an attorney with the District of Columbia government;

d. Enjoin dissemination of derogatory information in plaintiff's personnel file;

e. Enforce the promise made by the District with respect to the employment of the plaintiff as General Counsel for the Department of For-Hire Vehicles;

f. Award plaintiff costs against all defendants;

g. Award plaintiff attorney's fees; and

h. Grant such other relief as it may deem just and proper.

/s/ John F. Pressley, Jr.

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(202) 723-8801 (fax)
jfpressley@verizon.net
Attorney for Plaintiff

JURY DEMAND

Plaintiff Terri Lea demands a trial by jury on all issues so triable.

/s/ John F. Pressley, Jr.

John F. Pressley, Jr.

Superior Court of the District of Columbia

CIVIL DIVISION- CIVIL ACTIONS BRANCH

INFORMATION SHEET

TERRI LEA

Case Number: 2020 CA 003987 B

vs

Date: 9/14/20

DISTRICT OF COLUMBIA, et al.

☒ One of the defendants is being sued in their official capacity.

Name: *(Please Print)* John F. Pressley, Jr.	Relationship to Lawsuit
Firm Name: Law Office of John F. Pressley, Jr.	☒ Attorney for Plaintiff
Telephone No.: (202) 723-8800 Six digit Unified Bar No.: 379716	☐ Self (Pro Se)
	☐ Other:

TYPE OF CASE: ☐ Non-Jury ☒ 6 Person Jury ☐ 12 Person Jury

Demand: $ 1,000,000 Other:

PENDING CASE(S) RELATED TO THE ACTION BEING FILED

Case No.: Judge: Calendar #:

Case No.: Judge: Calendar#:

NATURE OF SUIT: *(Check One Box Only)*

A. CONTRACTS

☐ 01 Breach of Contract
☐ 02 Breach of Warranty
☐ 06 Negotiable Instrument
☐ 07 Personal Property
☐ 13 Employment Discrimination
☐ 15 Special Education Fees

COLLECTION CASES

☐ 14 Under $25,000 Pltf. Grants Consent
☐ 17 OVER $25,000 Pltf. Grants Consent
☐ 27 Insurance/Subrogation Over $25,000 Pltf. Grants Consent
☐ 07 Insurance/Subrogation Under $25,000 Pltf. Grants Consent
☐ 28 Motion to Confirm Arbitration Award (Collection Cases Only)
☐ 16 Under $25,000 Consent Denied
☐ 18 OVER $25,000 Consent Denied
☐ 26 Insurance/Subrogation Over $25,000 Consent Denied
☐ 34 Insurance/Subrogation Under $25,000 Consent Denied

B. PROPERTY TORTS

☐ 01 Automobile
☐ 02 Conversion
☐ 07 Shoplifting, D.C. Code § 27-102 (a)
☐ 03 Destruction of Private Property
☐ 04 Property Damage
☐ 05 Trespass

C. PERSONAL TORTS

☐ 01 Abuse of Process
☐ 02 Alienation of Affection
☐ 03 Assault and Battery
☐ 04 Automobile- Personal Injury
☐ 05 Deceit (Misrepresentation)
☒ 06 False Accusation
☐ 07 False Arrest
☐ 08 Fraud
☐ 10 Invasion of Privacy
☐ 11 Libel and Slander
☐ 12 Malicious Interference
☐ 13 Malicious Prosecution
☐ 14 Malpractice Legal
☐ 15 Malpractice Medical (Including Wrongful Death)
☐ 16 Negligence- (Not Automobile, Not Malpractice)
☐ 17 Personal Injury- (Not Automobile, Not Malpractice)
☐ 18Wrongful Death (Not Malpractice)
☐ 19 Wrongful Eviction
☐ 20 Friendly Suit
☐ 21 Asbestos
☐ 22 Toxic/Mass Torts
☐ 23 Tobacco
☐ 24 Lead Paint

SEE REVERSE SIDE AND CHECK HERE IF USED

CV-496/June 2015

Information Sheet, Continued

C. OTHERS

- ☐ 01 Accounting
- ☐ 02 Att. Before Judgment
- ☐ 05 Ejectment
- ☐ 09 Special Writ/Warrants (DC Code § 11-941)
- ☐ 10 Traffic Adjudication
- ☐ 11 Writ of Replevin
- ☐ 12 Enforce Mechanics Lien
- ☐ 16 Declaratory Judgment
- ☐ 17 Merit Personnel Act (OEA) (D.C. Code Title 1, Chapter 6)
- ☐ 18 Product Liability
- ☐ 24 Application to Confirm, Modify, Vacate Arbitration Award (DC Code § 16-4401)
- ☐ 29 Merit Personnel Act (OHR)
- ☐ 31 Housing Code Regulations
- ☐ 32 Qui Tam
- ☐ 33 Whistleblower

II.

- ☐ 03 Change of Name
- ☐ 06 Foreign Judgment/Domestic
- ☐ 08 Foreign Judgment/International
- ☐ 13 Correction of Birth Certificate
- ☐ 14 Correction of Marriage Certificate
- ☐ 15 Libel of Information
- ☐ 19 Enter Administrative Order as Judgment [D.C. Code § 2-1802.03 (h) or 32-151 9 (a)]
- ☐ 20 Master Meter (D.C. Code § 42-3301, et seq.)
- ☐ 21 Petition for Subpoena [Rule 28-I (b)]
- ☐ 22 Release Mechanics Lien
- ☐ 23 Rule 27(a)(1) (Perpetuate Testimony)
- ☐ 24 Petition for Structured Settlement
- ☐ 25 Petition for Liquidation
- ☐ 26 Petition for Civil Asset Forfeiture (Vehicle)
- ☐ 27 Petition for Civil Asset Forfeiture (Currency)
- ☐ 28 Petition for Civil Asset Forfeiture (Other)

D. REAL PROPERTY

- ☐ 09 Real Property-Real Estate
- ☐ 12 Specific Performance
- ☐ 04 Condemnation (Eminent Domain)
- ☐ 10 Mortgage Foreclosure/Judicial Sale
- ☐ 11 Petition for Civil Asset Forfeiture (RP)
- ☐ 08 Quiet Title
- ☐ 25 Liens: Tax / Water Consent Granted
- ☐ 30 Liens: Tax / Water Consent Denied
- ☐ 31 Tax Lien Bid Off Certificate Consent Granted

/s/ John F. Pressley, Jr.
Attorney's Signature

9/14/20
Date

CV-496/ June 2015

Police and Firefighters' Retirement and Relief Board	Benefits and Retirement Administration/Office of the General Counsel	Administer the retirement hearings of police and firefighters; provide assistance and legal guidance during the hearings for Police and Firefighter retirements, and for other matters before the Board.	Review medical and other documentation for each case, question witnesses during hearings and draft retirement decisions; review and draft responses to other requests such as requests for survivor benefits from the family of deceased service members.	399 cases handled in FY21 and 21 in FY22.
Child Care Compliance	Policy and Compliance Administration	In collaboration with OSSE's Division of Early Learning, DCHR evaluates criminal histories for child care staff subject to the requirements of the Child Care and Development Block Grant Act	Candidates/staff assessment pursuant to CCDBG. Logs of completed checks and investigations are stored electronically. Providing recommendations for resolving the grievance	N/A
Compliance Auditing	Policy and Compliance Administration	Reviewing and examining agency compliance with District rules and regulations including residency requirements. Providing recommendations for improvements as needed.	DCHR regularly conducts required and requested audits to ensure the efficiency of the District Government and adherence to the District Personnel Manual.	2020 Attorney Licensing - Published in Register Calendar Year 2020 Voluntary Leave Transfer Program FY20 Local Environmental Pay 11 Monthly Marijuana Reports FY20H2 Suitability Report; FY21H1 Suitability Report FY21 Residency Report, FY21H2 Suitability report, FY21 Drug Policy Report, 2021 Attorney Listing, and VLTP - being prepared.
Criminal History Checks	Policy and Compliance Administration	Obtain fingerprints and evaluate criminal histories against regulatory factors to determine individual suitability for government employment.	Candidate/employee suitability assessments. Results and outcomes are stored electronically. Investigating certain cases to determine if applicant is suitable for specific job	Calendar Year 2020 Voluntary Leave Transfer Program
Drug and Alcohol Enforcement Compliance	Policy and Compliance Administration	Drug and Alcohol Enforcement Compliance	Receive drug testing results and, if necessary, take proper administrative action against employees on behalf of the employing agency. Results and outcomes are stored electronically.	FY20 Local Environmental Pay
Personnel Investigations	Policy and Compliance Administration; Office of the General Counsel	Upon request of an agency, and occasionally a labor organization, DCHR may conduct an investigation into allegations of systemic personnel mismanagement	Conducted multiple fact-finding investigations into alleged personnel regulation violations or mismanagement. Investigations result in a final report. Collaborating with external partners to review and approve changes Publish and communicate new changes	11 Monthly Marijuana Reports
Fitness for Duty (Employees)	Policy and Compliance Administration	Whenever any agency has concerns for the wellbeing of an employee due to changes in behavior or performance, DCHR manages the review, approval, and disposition of agencies' fitness assessment requests.	DCHR routinely receives and processes about 20 fitness assessment requests. The results are documented electronically.	1 fitness assessment conducted in FY21
Fitness for Appointment (Candidates)	Policy and Compliance Administration	Evaluated candidate fitness for specific jobs	In collaboration with DYRS, DCHR has piloted a program to determine candidates' physical fitness for performing work as a YDR.	N/A
HR Policy Development (Completed)	Policy and Compliance Administration	DCHR develops policy related documents, providing guidance to agencies and employees concerning personnel management.	Develop proposed legislation, rulemaking and policy guidance.	FY21 Residency Report, FY21H2 Suitability report, FY21 Drug Policy Report, 2021 Attorney Listing, and VLTP - being prepared.

HR Policy Development (In development)	Policy and Compliance Administration	DCHR develops policy related documents, providing guidance to agencies and employees concerning personnel management.	Develop proposed legislation, rulemaking and policy guidance.	**LEGISLATION** CMPA Ominubs Amendment Act of 2021 **RULEMAKING** Health Benefits (eligibility) Retirement Benefits (technical corrections) Suitability (update to 434) Talent Acquisition (final) Witness Service (update to eligibility) **ISSUANCES** Administrative Leave Administrative Closing Pay Details Discipline (2021 Update) Dual and Outside Employment Employee Rights, Responsibilities, and Protections Furloughs Grievance Process (2020 Update) Immigration Reform and Control Act Form I-9 Marijuana and Government Employment Medical Coverage for Temporary Employees (2021) On-Call Premium Pay Pay and Term Limits (2021 Update) Random Drug and Alcohol Testing Recruitment Guide (2021) Recruitment Incentives Reductions in Force Travel Expenses (2020)
HR Program Measurement and Analysis	Strategic Human Capital	Measuring and monitoring HR data including responding to data requests and creating dashboards	Running report and analyzing various data	N/A
Compensation Management	Strategic Human Capital	Providing guidance on compensation and implementing compensation updates including cost of living increases and associated retro payments.	Answering compensation questions, running compensation audits, processes cost of living increases and retros	Over 10,000 cost of living increases processed
Customer Service Management	Strategic Human Capital	Interfacing with and providing customer care for the DCHR clientele to include calls, emails, walk-ins, and mail.	Answering employee calls/in-person questions	Over 45,000 calls in FY21 and over 350,000 customers engaging with the website
Employee verification	Strategic Human Capital	Confirming employee employment dates and positions to outside entities such as loan/mortgage companies and apartment leasing offices.	Responding to requestors regarding employee employment dates, salary, etc.	N/A
Records Management	Strategic Human Capital	Maintaining the District Government workforce's employee Official Personnel Files	Updating OPFs Ensuring accuracy of documents in OPFs Archiving and requesting OPFs from Archives	N/A
Unemployment Claims	Strategic Human Capital	Verifying employment data for the Department of Employment Services	Researching and inputting unemployment information in Department of Labor's electronic system	N/A
Credentialing (issuing and revoking badges)	Strategic Human Capital	Issuing ID badges required in District building	Issuing badges to employees, contractors, and volunteers	N/A
Employee Performance Management	Strategic Human Capital	Running the District's Performance Management system including customer care, training, reporting, and managing all aspects of the DC Government's personnel performance management platform	Agency, employee, and manager training Technical assistance Report running Compliance monitoring	94% of eligible employees had completed performance plans in FY21 and 93% of evaluations completed for FY20
FOIA	Office of the General Counsel	Respond to Freedom of Information Act requests from the public	Communicate with requestors to understand what was requested; collect and review documents for responsiveness; draft responses to FOIA requests and produce documents.	64 FOIA requests dispositioned in FY21.To date in FY22, 14 FOIA requests dispositioned (11 submitted in FY22, and 3 submitted in FY21)

Legal guidance, interpretation and trainings on issues regarding the Comprehensive Merit Personnel Act, District Personnel Manual, and other federal and District personnel and employment laws	Office of the General Counsel	Provide legal guidance and support to internal/DCHR departments as well as to sister agencies across the District on various employment law matters.	Conduct legal research and review of personnel matters; provide legal advise verbally and in writing; draft formal responses or memoranda for notable issues; provide trainings to District HR offices and agency General Counsels on various employment law issues; during COVID-19 pandemic, hosted bi-weekly or monthly General Counsels call to facilitate information sharing around COVID-19 policies and personnel and labor issues; etc.	OGC provides legal guidance and review to various offices and agencies on a myriad of personnel matters on a daily basis, both formally and informally. From FY21 to date, DCHR OGC has provided at least 9 formal trainings/presentations to the HR community (including Human Resources Advisors meetings and Labor Liaison Forums) and legal communities (including agency counsels and OAG attorneys, and the BEGA Ethics Week event) on such topics as the District vaccination policy, conducting investigations, Q&A with Ethics Officers, and ADA compliance, and hosted a Religious Accommodation Request Review Training Workshop. DCHR OGC has also conducted at least 5 special investigations in FY21. DCHR OGC has continued to host the General Counsel teleconference meetings to update this community on policies and pandemic-related topics, and conducted 16 of these meetings in the FY2021-FY22 timeframe. DCHR OGC has also collaborated with OLRCB to represent the District at impact and effects bargaining sessions regarding new or amended personnel policies.
Legal sufficiency review of DCHR projects and documents	Office of the General Counsel	Conduct legal sufficiency review of items including MOUs and MOAs, backpay packages, settlement agreements, suitability analyses, grievance final decisions, employee discipline and removals, draft issuances, etc.	Conduct legal review and research, communicate with drafters and relevant stakeholder to assist with revising and finalizing documents, draft provisions and documents as needed.	N/A
Draft responses to formal inquiries, investigations, or other matters DCHR is required to respond to by law (e.g., Office of the Inspector General investigations, pay claims, overpayment appeals)	Office of the General Counsel	Draft responses to formal inquiries, investigations, or anything else DCHR is required to respond to by law (e.g., Office of the Inspector General investigations, pay claims, overpayment appeals)	Communicate with requestor to understand issue; research applicable rules, regulations, etc.; and draft formal responses.	N/A
Employee Relations-Grievances	Office of the General Counsel	Provide subject matter expertise on the District's grievance process and directly manage grievances at the personnel authority level.	Communicate with employees and/or representatives regarding workplace issues; provide guidance to agencies and employees around the grievance regulations; review, investigate, and respond to employee grievances and concerns; and provide mediation and other informal resolution processes.	In FY21, we managed 14 grievances. To date, we have received 1 grievance in FY22. We received 3-5 calls per week related to grievances and employee complaints.
Employee Relations- ER Training and Support	Office of the General Counsel	Provide trainings to managers around core employee relations topics and support around leave management.	Provide trainings to District managers on leave management, progressive discipline, and employee grievance process; support agencies with PFL processing; and provide daily guidance and support to agencies on FMLA/PFL and ADA concerns as they arise.	In FY21, we completed approximately 18-20 formal trainings on employee relations topics, and have done 2 more in FY2022. We responded to approximately 20-25 calls per week related to FMLA, ADA and COVID leave issues.

Sexual Harassment Officer Program Coordination	Office of the General Counsel	Provide trainings and support to the District's Sexual Harrassment Officers (SHOs) and support in the District's overall implementation of Mayor's Order 2017-313.	Provide trainings, policies, one-on-one guidance and other resources to better equip SHOs in receiving complaints and conducting investigations; collect information related to the SHO program to help inform future policies and trainings; collaborate with the Office of Human Rights and EOM to identify program improvements, training needs, etc.	DCHR continued to support the investigation of sexual harassment complaints by providing a suite of "brown bag trainings" where SHOs could receive interactive, hour long trainings from subject matter experts on specific topics relevant to their SHO work. The following are the dates, topics, and attendance for the 2021 SHO brown bag trainings: 11/5/2020- Conducting Investigations in a Virtual Setting (54 participants) 2/11/2021- Weingarten Rights and Union Representation (66 participants) 5/24/2021- Responding to and Managing Challenging Witnesses & Situations (57 participants) 10/7/2021- Assessing Credibility (34 participants) Finally, on December 13, 2021, DCHR hosted the annual, full-day SHO Investigations Training. DCHR provided a robust day of training to approximately 95 individuals on investigation skills and report guidance.
Disability Inclusion Program Coordination	Office of the General Counsel	Provide services and support to agencies in order to increase opportunities for competitive integrated employment for people with disabilities.	Provide support and guidance to District agency HR Advisors, ADA Coordinators, and employees on disability services; promote disabiity awareness through outreach activities, trainings and job fairs.	For FY21, the Disability Employment Specialist participated in the Manager's Summit (March 2021); presented 5 ADA-related trainings for HR professionals; presented at the Working for Washington training for DDS clients; received 10 referrals in which DCHR provided support services such as resume review.